Malpractice and Maladministration Investigation Process

Please refer to the Malpractice and Maladministration Policy and the Sanctions Policy on our website for further guidance: www.safetytrainingawards.co.uk/policies

Course paperwork received at Safety Training Awards.

A report of malpractice or maladministration has been declared to Safety Training Awards.

Evidence reviewed and investigated by the Centre Management team.

Is there a case of malpractice or maladministration?

No

The Centre Administrator will notify the Centre Co-ordinator of their findings and provide them with feedback on how to improve the administration errors. Safety Training Awards recommends the Centre Co-ordinator arranges for training/standardisation to share best practice between all tutors, assessors and IQAs.

Maladministration

The case will be investigated further by the Centre Management team; the evidence will be reviewed to determine what action will be taken. Any high-risk cases will be escalated to the Compliance team.

Safety Training Awards/the EQA will set an action point for the centre to correct the errors within a specific timeframe. The centre's risk rating may increase depending on the severity of the proven case of maladministration and additional EQA monitoring may be carried out.

Malpractice

The case will be investigated further and will be escalated to the Head of Compliance and Assurance to review the evidence and determine what action will be taken. The centre's risk rating will be increased, additional EQA monitoring will be carried out and sanctions will apply.

The appropriate level of sanction will apply dependent upon the severity of the malpractice, for example:

- Suspension of certification status or registration status
- Withdrawal of specific qualification approval.

Please refer to the Sanctions Policy for further guidance.

Anchor House, Birch Street, Walsall, WS2 8HZ, United Kingdom | +44 (0)1922 645097 | info@safetytrainingawards.co.uk | www.safetytrainingawards.co.uk

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