# What is the Difference Between Malpractice and Maladministration?

### Maladministration

- Late learner registrations (both infrequent and persistent)
- Unreasonable delays in responding to requests and / or communications from Safety Training Awards
- Inaccurate claim for certificates Persistent failure to adhere to learner registration and certification procedures
- Failure to maintain appropriate auditable records, e.g. certification claims and / or forgery of evidence
- Poor administration arrangements and / or records.

If there are persistent errors and non-adherence (non-compliance) to Safety Training Awards requirements, this may become high risk and could lead to a proven case of malpractice. The ATCs risk rating will increase, and sanctions will be applied.

- centre personnel
- Cheating by learners or ATC staff / centre personnel or facilitating cheating in an assessment
- Attempting intentionally to manipulate a result so it does not reflect the learners actual performance in an assessment • Collusion or permitting collusion in
- assessments

All cases / concerns will be escalated to the Compliance Team to review and investigate in line with STA procedures. If the case is proven apply.

Safety Training Awards will set appropriate actions depending on the level of Noncompliance. The ATC Co-ordinator will be required to correct the errors within a specific timeframe. The ATCs risk rating may increase depending on the severity of the case of maladministration and additional monitoring activities will apply.

The case will be escalated to the Compliance Team to review and investigate in line with STA procedures. The Head of Compliance and Assurance will review the evidence and submit a report to the Safety Training Awards Compliance Advisory Board to determine what action will be taken. The ATCs risk rating will be increased, additional monitoring activities will be completed and sanctions will be applied.

- Suspension of certification status (DCS) or registration status
- Withdrawal of specific qualification approval • Centre approval withdrawn.
- guidance.

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

Safety Training Awards Limited, registered office as above, is a company registered in England and Wales (No. 1051631 in England and Wales (No. 105144759) and is a subsidiary of The Swimming, lifesaving and survival techniques."

## Malpractice

• Plagiarism by learners or ATC staff /

• Fraudulent claim for certificates and / or deliberate submission of false information to gain a qualification or unit.

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

Please refer to the Sanctions Policy for further