Malpractice, Maladministration, and Plagiarism Policy for Nora Training Centre Ltd (KECC LTD)

1. Introduction

1.1 Nora Training Centre Ltd (KECC LTD) is dedicated to upholding the highest standards of integrity and quality in all aspects of its training programmes. This policy outlines our approach to preventing, identifying, and managing incidents of malpractice, maladministration, and plagiarism to ensure compliance with awarding body regulations and the integrity of our qualifications, specifically the Level 3 Diploma in Health and Social Care.

1.2 This policy applies to all learners, staff, and associates involved in the delivery and assessment of our courses. It is crucial for maintaining the credibility of our institution and the qualifications we offer.

2. Definitions

2.1 Malpractice: Any deliberate or negligent act, default, or practise that breaches awarding body regulations or the Centre's policies, potentially compromising the integrity, fairness, or reliability of assessments and qualifications. Examples include:

- **Fabrication of Results:** Creating false data or outcomes for assessments.

- **Impersonation:** One person assuming the identity of another to gain an unfair advantage.

- **Collusion:** Unauthorised collaboration between learners.

- **Cheating:** Using unauthorised materials or information in an assessment.

   2.2 Maladministration: Inefficient or dishonest administration practises that result in non-compliance with required regulations and processes, affecting the integrity, fairness, or reliability of assessments and qualifications. Examples include:

- **Incorrect Recording:** Failing to accurately document assessment results.
- **Inadequate Invigilation:** Not properly monitoring assessments, allowing opportunities for cheating.

- **Failure to Follow Procedures:** Not adhering to administrative guidelines.

   2.3 Plagiarism: The act of presenting another person's work, ideas, or intellectual property as one's own without proper acknowledgement. This includes:

- **Direct Copying:** Reproducing text verbatim without citation.

- **Paraphrasing:** Rewriting someone else's ideas without acknowledgement.

- **Improper Citation:** Failing to correctly cite sources.

3. Roles and Responsibilities
3.1 Learners:
- **Original Work:** Ensure that all work submitted for assessment is their own.

- **Understanding Policy:** Familiarise themselves with this policy and its implications.

- **Reporting:** Report any suspected instances of malpractice, maladministration, or plagiarism.

   3.2 Staff and Assessors:
- **Assessment Integrity:** Conduct assessments fairly and honestly.

- **Educational Role:** Educate learners about academic honesty and the consequences of malpractice and plagiarism.

- **Reporting Suspicions:** Report any suspicions or incidents of malpractice, maladministration, or plagiarism to the Centre Management.

- **Record-Keeping:** Maintain accurate and secure records of learner assessments.

   3.3 Centre Management:
- **Policy Implementation:** Oversee the implementation and enforcement of this policy.
- **Investigations:** Conduct thorough investigations into reported allegations.

- **Actions:** Take appropriate actions based on the findings of investigations.

- **Compliance:** Ensure compliance with awarding body regulations and requirements.

- **Policy Review:** Regularly review and update the policy to reflect best practises and regulatory changes.

4. Preventative Measures

4.1 Training and Awareness:

- **Regular Training:** Provide regular training sessions for staff and learners on the policy and best practises.

- **Policy Awareness:** Ensure all stakeholders understand the definitions, implications, and consequences of malpractice, maladministration, and plagiarism.

- **Induction Programmes:** Include academic integrity information in induction programmes for new learners and staff.

4.2 Robust Assessment Processes:

- **Assessment Design:** Design assessments that minimise opportunities for plagiarism and malpractice.

- **Verification Tools:** Use plagiarism detection software such as Turnitin or Grammarly to verify the originality of learner submissions.

- **Transparent Procedures:** Implement clear and transparent assessment procedures.

4.3 Clear Communication:

- **Guidelines:** Clearly communicate guidelines and expectations regarding academic integrity to all learners.

- **Support Resources:** Provide resources and support to help learners understand how to properly cite and reference sources.
- **Consequences:** Ensure learners understand the seriousness of malpractice and the potential consequences.

4.4 Monitoring and Audit:

- **Regular Audits:** Conduct regular audits of assessment and administrative processes to ensure compliance.

- **Effectiveness:** Monitor the implementation of preventative measures to assess their effectiveness.

- **Continuous Improvement:** Use audit results to continuously improve policies and procedures.

5. Reporting and Investigation
5.1 Reporting Malpractice and Maladministration:
- **Immediate Reporting:** Allegations should be reported to the Centre Manager immediately.

- **Confidentiality:** Reports can be made confidentially if necessary to protect the identity of the reporter.

- **Standardised Reporting:** Use a standardised reporting form to ensure all relevant information is captured.

5.2 Investigation Process:
- **Initiation:** The Centre Manager will initiate an impartial and thorough investigation upon receiving a report.

- **Evidence Gathering:** Collect evidence and interview relevant parties to establish facts.

- **Confidentiality:** Conduct investigations promptly and fairly, maintaining confidentiality throughout the process.

- **Record Keeping:** Maintain detailed records of all investigations and their outcomes.

5.3 Reporting Plagiarism:

- **Detection:** Instances of plagiarism should be reported to the Course Tutor or Assessor.
- **Evidence Review:** The tutor or assessor will review the evidence and decide on the appropriate course of action.

- **Notification:** Notify the Centre Manager if necessary, using plagiarism detection tools and techniques to verify allegations.

6. Consequences and Sanctions
6.1 Malpractice and Maladministration:

- **Sanctions:** Confirmed cases will lead to sanctions, which may include:

- **Voiding Assessments:** Invalidating affected assessments.

- **Disqualification:** Disqualifying the learner from the course.

- **Disciplinary Actions:** Taking disciplinary action against staff members involved.

- **Notification:** Informing awarding body of the incident and outcome.

- **Corrective Actions:** Implementing corrective actions to prevent recurrence.

6.2 Plagiarism:

- **Consequences:** Consequences for plagiarism depend on severity and recurrence:

- **Resubmission:** Requiring the learner to resubmit work with proper references.

- **Reduced Marks:** Reducing marks or failing the assignment.

    - **Disqualification:** Disqualifying the learner from the course for severe or repeated offences.

- **Academic Record:** Recording the incident in the learner's academic record.

7. Appeals
7.1 Right to Appeal: Learners or staff may appeal decisions related to malpractice, maladministration, or plagiarism.

7.2 Submission: Appeals must be submitted in writing to the Centre Manager within 10 working days of the decision.

7.3 Review Process: An independent panel will review the appeal, considering all evidence impartially.

7.4 Final Decision: The final decision will be communicated within 20 working days, ensuring a fair review process.

8. Review and Monitoring
8.1 Annual Review: This policy will be reviewed annually to ensure it remains relevant and effective.

- **Responsible Personnel:** The Centre Manager is responsible for overseeing the review process.

- **Update Process:** The policy will be updated based on feedback from learners, staff, and external bodies, as well as changes in regulatory requirements and best practises.

8.2 Feedback Incorporation: Incorporate feedback from learners, staff, and external bodies into the review process.

8.3 Internal Audits: Conduct periodic internal audits to ensure compliance and identify areas for improvement.

Contact Information

For any queries regarding this policy, please contact:

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