

Maladministration Policy

Purpose

Incidents of malpractice/maladministration can potentially lead to learners being disadvantaged, can require the conducting of costly and time-consuming investigations and may cause reputational damage. It is, therefore, desirable to prevent malpractice or maladministration from occurring, whenever possible. Where it is not possible to prevent this, cases of suspected or actual malpractice/maladministration should be dealt with quickly, thoroughly and effectively.

In order to do this, Leadership Live will:

1. seek to avoid potential malpractice by using the induction period and later face to face sessions to inform learners of the policy on malpractice and the penalties for attempted and actual incidents of malpractice;
2. show learners the appropriate formats to record cited texts and other materials or information sources;
3. ensure that any cases are investigated appropriately

Examples of Malpractice/Maladministration will include plagiarism, collusion, copying, impersonation and false declarations of identity.

Process for making an allegation of malpractice or maladministration

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately notify Leadership Live in writing, enclosing appropriate supporting evidence. All allegations must include (where possible):

1. Participant's name
2. Staff member's name and job role (If applicable)
3. Details of the NPQ course or the nature of the programme/assessment affected
4. Nature of the suspected or actual malpractice and associated details, including outcomes of any initial investigation carried out by any associated bodies involved in the case.
5. Any mitigating circumstances where relevant or appropriate.

Investigation timelines and summary process

Leadership Live will aim to action and resolve all stages of the investigation within 30 working days of receipt of the allegation. The fundamental principle of any investigation will be to conduct it in a fair, reasonable and legal manner, ensuring that all relevant evidence is considered without bias. In doing so investigations will be based around the following broad objectives:

1. To establish the facts relating to allegations/complaints in order to determine whether any irregularities have occurred
2. To identify the cause and scale of the irregularities
3. To establish the names of those involved
4. To identify any adverse patterns or trends
5. To evaluate any action already taken
6. To determine whether remedial action is required to reduce the risk to current registered participants and to preserve the integrity of Leadership Live and the qualification.

The investigation may involve a request for further information from relevant parties and/or interviews with personnel involved in the investigation. In such cases, the NPQ programme Lead will ensure that:

- All material collected as part of an investigation are kept secure
- If an investigation leads to invalidation of certificates, or criminal or civil prosecution, all records and original documentation relating to the case will be retained until the case and any appeals have been heard and for five years thereafter.

All parties, either directly or indirectly involved in the investigation, will be expected to cooperate fully with the NPQ Programme Lead at Leadership Live and our partners.

Leadership Live, as a DfE accredited provider of the National Professional Qualifications (NPQ), either at notification of a suspected or actual case of malpractice or maladministration and/or at any time during the investigation, reserve the right to withhold a participant's, and/or cohort's, results. Where a member of staff, facilitator, administrator, course participant or member of staff at a partner or associate organisation is under investigation, the NPQ Programme Lead may decide to suspend them from the NPQ programme until the investigation is complete. Throughout the investigation the NPQ Programme Lead will be responsible for overseeing the work of the investigation team to ensure that due process is being followed, appropriate evidence has been gathered and reviewed and for liaising with and keeping relevant external parties (DfE) informed.

Investigation outcomes

If the investigation confirms that malpractice or maladministration has taken place Leadership Live will consider what action to take in order to:

1. Minimise the risk to the integrity of certification now and in the future
2. Maintain public confidence in the delivery and awarding of qualifications
3. Discourage others from carrying out similar instances of malpractice or maladministration
4. Ensure there has been no gain from compromising our standards.

Consequences

Being accused of malpractice or maladministration is a serious offence and has the potential to result in a number of penalties. In the most serious cases, an individual NPQ assessment submission may be terminated and the individual may be subject to further disciplinary proceedings.

Monitoring and Review

Leadership Live will keep or dispose of all correspondence relating to case of malpractice and maladministration in accordance with their data protection management policies. A report on cases of malpractice and maladministration and their outcomes will be produced annually and submitted to the Leadership Live Board. This process will ensure appropriate monitoring of all academic misconduct cases and related outcomes.