Malpractice & Maladministration Policy

Published – 1st November 2026

Review Date – 1st November 2027

Introduction

1. This policy is aimed at our customers, including learners, as well as those delivering Strength and Conditioning Academy Ltd qualifications or educational units and who are involved in suspected or actual malpractice/maladministration. It is also for use by our staff to ensure they deal with all malpractice and maladministration investigations appropriately and consistently.

2. It sets out the steps Strength and Conditioning Academy Ltd officers, learners or other personnel must follow when reporting suspected or actual cases of malpractice/maladministration and our responsibilities in dealing with such cases. It also sets out the procedural steps we will follow when reviewing such cases.

3. It is important that the staff involved in the management, assessment and quality assurance of our qualifications, and our learners, are fully aware of the contents of the policy and that we have arrangements in place to prevent and investigate instances of malpractice and maladministration.

Malpractice & Maladministration

4. **Malpractice** is any activity or practice which deliberately contravenes regulations and compromises the integrity of internal or external assessment processes and/or the validity of certificates. For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain groups of learners.

5. **Maladministration** is any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a centre.

6. The categories listed below are examples of centre and learner malpractice and maladministration. Please note that these examples are not exhaustive and are only intended as guidance:
    - Contravention of our centre and qualification approval conditions;
    - Failure to carry out delivery, internal assessment, internal moderation or internal verification in accordance with our requirements;
    - Deliberate failure to adhere to our learner registration and certification procedures;
    - Deliberate or persistent failure to continually adhere to our centre recognition and/or qualification approval criteria or actions assigned to our centre;
    - Deliberate failure to maintain appropriate auditable records (e.g. learner files);

Copyright © 2021 Strength & Conditioning Academy | Admin@StrengthConditioning.Academy

- Persistent instances of maladministration within our centre;
- Fraudulent claims for certificates;
- The unauthorised use of materials/equipment in assessment/exam settings (e.g. mobile phones/cameras);
- Intentional withholding of information which is critical to maintaining the rigour of quality assurance and standards;
- Deliberate misuse of our logo and trademarks;
- Forgery of evidence;
- Collusion or permitting collusion in exams;
- Learners still working towards qualifications after certification claims have been made;
- Contravention by our centres and learners of the assessment arrangements specified for qualifications;
- Insecure storage of assessment materials and exam papers;
- Plagiarism of any nature by learners;
- Unauthorised amendment, copying or distributing of exam papers;
- Inappropriate assistance to learners by centre staff (eg unfairly helping someone to pass a unit or qualification); and
- Submission of false information to gain a qualification or unit.

Process for making an allegation of malpractice or maladministration

7. Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately report their findings to one of the directors of Strength and Conditioning Academy Ltd. In doing so they should put them in writing/email and enclose any appropriate supporting evidence.

8. The directors can be contacted by emailing Admin@StrengthConditioning.Academy

9. If an investigation is required Strength and Conditioning Academy Ltd will:
    - Ensure that staff leading the investigation are independent of the staff/learners/function being investigated;
    - Inform those who are suspected of malpractice or maladministration that they are entitled to know the necessary details of the case and possible outcomes; and
    - Follow all relevant guidelines, terms & conditions and protocols set out by Strength and Conditioning Academy Ltd or the awarding bodies it works with.

10. In all cases we'll protect the identity of the 'informant' in accordance with our duty of confidentiality and/or and other legal duty.

11. Strength and Conditioning Academy Ltd will aim to action and resolve the investigation within 25 working days of receipt of an allegation.

Copyright © 2021 Strength & Conditioning Academy | Admin@StrengthConditioning.Academy

12. Where a member of Strength and Conditioning Academy Ltd's staff is under investigation they may be suspended, or they may be moved to other duties until the investigation is complete.

Copyright © 2021 Strength & Conditioning Academy | Admin@StrengthConditioning.Academy