

1st4sport Qualifications Position Statement

Malpractice, Maladministration and Misconduct

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Scope

This position statement will provide details of how 1st4sport Qualifications prevent, identify and handle cases of suspected malpractice/maladministration/misconduct and therefore it applies to 1st4sport staff, development partners, external quality assurers, recognised centres, learners and relevant third parties.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to specify how 1st4sport Qualifications prevent, identify and handle cases of suspected malpractice/maladministration/misconduct. It covers the following areas:

- Definitions of malpractice/maladministration/misconduct.
- Examples of potential malpractice/maladministration/misconduct that may arise.
- Prevention of malpractice/maladministration/misconduct.
- Reporting of suspected malpractice/maladministration/misconduct.
- Handling of suspected malpractice/maladministration/misconduct.
- 1st4sport Qualifications position statements relating to the management of malpractice/maladministration/misconduct.

Definition

Malpractice is defined by 1st4sport Qualifications as any deliberate activity, neglect, default or other practice that is unethical or unlawful, which breaches regulations and which compromises the integrity our awarding status, financial stability, reputation, the reputation of our stakeholders, our qualifications, assessment processes and/or the validity of our certificates.

Maladministration is any activity which is not deliberate, but which neglects, defaults on regulation or compromises the integrity our awarding status, financial stability, reputation, the reputation of our stakeholders, our qualifications, assessment processes and/or the validity of our certificates.

Misconduct is any improper or unprofessional behaviour of centre personnel or learners during assessment or whilst operating within the realms of the delivery of any 1st4sport qualification.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

Examples of potential malpractice may include:

- Deliberate falsification of assessments by recognised centres, assessors or learners.
- Deliberate non-compliance with recognised centre conditions or qualification specific requirements.
- Deliberate breach or partnership agreements, supply of services or contracts.
- Deliberate plagiarism by learners.

Examples of potential maladministration may include:

- Misunderstanding of 1st4sport Qualifications administration procedures.
- Misinterpretation of recognised centre conditions or qualification specific requirements.
- Failure to follow 1st4sport Qualifications procedures for qualification development and implementation.

Examples of potential misconduct may include:

- Unprofessional or improper behaviour by recognised centre staff.
- Poor customer service from 1st4sport staff.

Prevention of malpractice/maladministration/misconduct

1st4sport Qualifications are committed to the prevention of malpractice/maladministration/misconduct. In order to support this, clear operating rules have been established for all stakeholders which must be complied with. Failure to do so will result in investigation by the 1st4sport Qualifications Compliance and Risk Team and subsequent corrective actions will be applied to manage/mitigate any potential adverse effects.

| Stakeholder | Operating rules |
|--|---|
| Coachwise and 1st4sport Qualifications | Coachwise policies and procedures. 1st4sport Qualifications position statements and related procedures. |
| Partners and technical consultants | Partnership agreements signed by partners and 1st4sport Qualifications. |
| External Quality Assurers | Annual Supply of Services agreement. |
| Recognised centres (including workforce) | Declaration of compliance relating to recognised centre conditions and qualification conditions. Recognised centre policies and procedures. |
| Learners | Recognised centre policies and procedures. Qualification conditions as detailed in Qualification Specifications. Learning agreement with the recognised centre. |

Reporting of suspected malpractice/maladministration/misconduct

All allegations of suspected malpractice/maladministration/misconduct relating to the development, delivery, assessment or awarding of 1st4sport qualifications must be notified to 1st4sport Qualifications immediately, including any related evidence, via email to imanagement@1st4sportqualifications.com which will instigate the Incident Management Process detailed in the relevant position statements.

Notifications of suspected malpractice/maladministration/misconduct should include:

- a detailed account of the circumstances that have led to the allegation.
- details of any actions taken by stakeholders in relation to the allegation.
- any material directly relating to the allegation.
- statements from relevant stakeholders (where appropriate).
- any other relevant information/evidence to support the allegation.

Handling of suspected malpractice/maladministration/misconduct

Reports of suspected malpractice/maladministration/misconduct are handled in line with the relevant position statements and the procedures detailed within.

Where malpractice/maladministration/misconduct is confirmed in the development, delivery or awarding of qualifications, 1st4sport Qualifications will take all reasonable steps to mitigate any adverse effects, prevent reoccurrence and take appropriate action against those responsible.

Where confirmed malpractice/maladministration/misconduct may affect recognised centres in the delivery of a qualification, all potentially affected centres will be notified.

Where confirmed malpractice/maladministration/misconduct may affect another awarding organisation, all potentially affected awarding organisations will be notified.

Where potential adverse effects are identified in relation to a regulated qualification the relevant regulator(s) will be notified.

1st4sport Qualifications position statements relating to the management of malpractice/maladministration/misconduct

These can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section under 'Our policies and procedures'.

Following investigation, sanctions may be applied in accordance with the 1st4sport Qualifications position statement. Sanctions can be applied to 1st4sport Qualification staff, partners and technical consultants, external quality assurers, recognised centres (including their workforce) and learners.

Version control

| Version number | Date | Comments |
|----------------|----------------|--|
| V1 | March 2003 | New document |
| V2 | January 2008 | Revision of document contents |
| V3 | January 2010 | Revision of document contents |
| V4 | May 2012 | New document |
| V5 | July 2014 | Revision of document contents to include prevention of malpractice and maladministration |
| V6 | September 2016 | New format document – updated contents |
| V7 | November 2017 | Full review of document contents |
| V8 | July 2019 | Review of document. Separated out misconduct from malpractice for clarification. |