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Malpractice Statement

Army FA is committed to pursuing the highest standards of probity and the elimination of malpractice and maladministration in the management of our organisation and in the delivery of our qualifications. The Army FA aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice or maladministration.

Information contained within this documentation applies to all personnel/learners/individuals involved with the Army FA. Arrangements in place offer individuals a safe and accessible procedure for reporting allegations of malpractice in a confidential manner, on the basis that the Army FA will take appropriate steps to ensure that individuals reporting allegations of malpractice are not penalised and are protected and that individuals accused will be protected against false, malicious or anonymous accusations.

The Army FA is keen to encourage personnel/learners/individuals to report allegations without fear, and will ensure that any disclosure is treated with the utmost confidentiality. Anonymous allegations will only be considered if they are of a serious nature and the evidence is sufficient to warrant an investigation and for appropriate action to be taken. All allegations will be recorded and submitted to the awarding body for investigation.

It is ultimately the responsibility of the Head of the Centre, Steve Stone, to ensure that this policy is published and accessible to all personnel, learners and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

Definitions

**Malpractice** is defined by the Army FA as any **deliberate** activity, neglect, default or other practice that is unethical or unlawful, which breaches regulations or conditions placed upon us by awarding organisations. Such **deliberate** activity, neglect, default or other practices may compromise the integrity of our organisational statuses, financial stability, reputation, the reputation of our stakeholders and the qualifications and related assessments we are approved to deliver. As a result, this is unacceptable. This includes deliberate non-compliance with any Army FA policy, procedure, guidance.

**Maladministration** is any activity which is **not deliberate**, but which neglects, defaults on regulation, conditions placed upon us by awarding organisations or compromises the integrity our organisational statuses, financial stability, reputation, the reputation of our stakeholders and the qualifications and related assessments we are approved to deliver. This includes accidental non-compliance with any Army FA policy, procedure, guidance.

Objective

In the deployment of this policy all personnel, learners and any relevant third parties are required to report any allegation of malpractice or maladministration. Cases of malpractice being withheld or confirmed may result in the imposition of sanctions, penalties or disciplinary procedures on personnel and on learners.

It is ultimately the responsibility of the Head of the Centre, Steve Stone, to ensure that this policy is implemented, published and accessible to all personnel, learners and any relevant third parties. However, the Qualification Coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by learners who commence courses/programmes in their area.

Instances of malpractice that may be committed by personnel or learners include:

* committing plagiarism by copying and passing off the whole or part(s) of another person’s work, with or without the originator’s permission and without appropriately acknowledging the source
* failing to comply with the assessor’s/invigilator’s instructions and/or 1st4sport’s regulations in relation to the assessment and security
* misusing assessment material
* impersonating other learners by pretending to be someone else, in order to produce the work for another, or arranging for another to take one’s place in an assessment
* fabricating and/or altering results and/or evidence, documents and/or certificates
* using unauthorised material in relation to the requirements of supervised assessment
* behaving in such a way as to undermine the integrity of the assessment.

Personnel and/or learners who commit malpractice and who fail to comply with the guidance on regulations for assessment will lead 1st4sport to withhold the learners’ results. Withholding information or failing to report promptly any suspected cases of malpractice or non-compliance by centre personnel and/or learners may result in the imposition of sanctions/penalties on Army FA, with a possible outcome being the suspension of certification/registration or even recognised centre status.

Learners are required to be aware of the penalties for/consequences of breaching regulations, which may include one or more of the following:

* written warning
* disqualification from entering one or more (re)assessments

###### disqualification from the whole qualification.

Learners must understand that if the allegations are proven, Certificates may be invalid and those already issued may be withdrawn.

Personnel who commit malpractice, which is confirmed after investigation, may be subject to penalties, including:

* exclusion from the delivery of the qualification
* exclusion from the assessment of the qualification
* exclusion from the internal verification/moderation of the qualification
* exclusion from the financial/quality management/administration of the qualification
* temporary suspension
* work only under supervision
* undertake specific training.

###### The Reporting of Malpractice

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| In order to make an allegation of malpractice, you are required to contact: |
| Head of Centre  Steve Stone  Army FA  Mackenzie Building  Fox Lines  Queens Avenue  Aldershot  GU11 2LB |

The Malpractice Officer is required to report allegations of malpractice to 1st4sport by completing the 5.7.1 Alleged Malpractice Report Form, with any relevant evidence attached.

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