



**MALPRACTICE, MALADMINISTRATION,
PLAGIARISM, COLLUSION CHEATING &
AI POLICY**

Malpractice and Maladministration Policy

Effective Date: 2025-08-21

Review Date: 2026-08-21

1. Introduction

This policy outlines the procedures for identifying, reporting, investigating, and resolving incidents of malpractice and maladministration within our organisation. It applies to all staff, learners, and stakeholders involved in DfE/ESFA-funded apprenticeships and NVQ qualifications delivered through ILM, City & Guilds, AIM Qualifications, and Highfield Qualifications.

2. Definitions

- Malpractice: Any deliberate activity, neglect, or default that compromises the integrity of assessment, certification, or learner outcomes.
- Maladministration: Any unintentional failure to comply with regulations or procedures that may affect the validity of assessment or certification.

Examples include:

- Plagiarism, collusion, impersonation
- Falsification of records or results
- Breach of assessment security
- Inadequate internal quality assurance

3. Responsibilities

- Senior Management: Ensure policy implementation and compliance with DfE/ESFA, Ofsted, and awarding body requirements.
- Quality Assurance Lead: Monitor and review assessment practices, investigate incidents, and liaise with awarding bodies.
- Tutors and Assessors: Prevent, detect, and report malpractice or maladministration.
- Learners: Comply with assessment rules and report concerns.

4. Reporting Procedures

- All suspected incidents must be reported to the Quality Assurance Lead using the Malpractice Notification Form.
- Reports must include details of the incident, individuals involved, and supporting evidence.
- The Quality Assurance Lead will notify the relevant awarding body within 5 working days.

5. Investigation Process

- Investigations will be conducted by the Quality Assurance Lead or a designated panel.
- All parties will be given the opportunity to provide statements.
- Findings will be documented and shared with awarding bodies and DfE/ESFA if required.
- Investigations will be completed within 20 working days.

6. Sanctions

Sanctions may include:

- Learner disqualification or withdrawal of certification
- Staff disciplinary action
- Centre action plans or suspension of delivery
- Reporting to DfE/ESFA and Ofsted

7. Review Mechanisms

- This policy will be reviewed annually or following any major incident.
- Feedback from staff, learners, and awarding bodies will inform updates.
- Records of incidents and outcomes will be maintained for audit purposes.

8. Communication

- The policy will be shared with all staff and learners during induction.
- Training will be provided annually to ensure awareness and compliance.

For further guidance, refer to:

- ESFA Funding Rules
- Ofsted Inspection Framework
- ILM, City & Guilds, AIM, and Highfield Malpractice Policies

Plagiarism, Collusion and Cheating Policy

Effective Date: August 21, 2025

1. Purpose

This policy outlines the approach to preventing, detecting, and managing plagiarism, collusion, and cheating for learners enrolled in DfE/ESFA-funded apprenticeships and NVQ qualifications. It ensures compliance with ESFA funding rules, Ofsted expectations, and awarding body requirements (ILM, City & Guilds, AIM Qualifications, Highfield Qualifications).

2. Definitions

- Plagiarism: Presenting someone else's work, ideas, or data as one's own without proper acknowledgment.
- Collusion: Unauthorised collaboration between learners on assessments intended to be completed individually.
- Cheating: Any attempt to gain unfair advantage in assessments, including use of unauthorised materials or impersonation.

3. Responsibilities

- Staff: Ensure learners understand academic integrity, monitor assessments, and report suspected cases.
- Learners: Complete assessments independently and honestly and seek guidance when unsure about referencing or collaboration.

- Quality Assurance Team: Oversee policy implementation, conduct investigations, and maintain records.

4. Prevention Strategies

- Induction sessions on academic integrity and assessment rules.
- Clear guidance on referencing and collaboration.
- Use of plagiarism detection software for written submissions.
- Secure assessment environments and invigilation protocols.

5. Detection and Reporting Procedures

- Staff must report suspected cases using the Malpractice Notification Form.
- Initial review conducted by the Quality Assurance Team.
- Learners informed of the concern and given opportunity to respond.

6. Investigation Process

- Formal investigation initiated for serious or repeated offenses.
- Evidence gathered from assessments, communications, and interviews.
- Findings documented and shared with relevant awarding body if required.

7. Sanctions

Sanctions may include:

- Re-submission of work
- Disqualification from assessment
- Notification to awarding body
- Termination of programme in severe cases

8. Review Mechanisms

- Annual review of policy by the Quality Assurance Team.
- Updates made in line with changes to DfE/ESFA, Ofsted, and awarding body regulations.
- Staff training and learner awareness campaigns conducted annually.

9. Communication

- Policy shared with all staff and learners via induction and internal portal.
- Summary version available for learners.

This policy supports a fair and transparent learning environment and ensures compliance with all regulatory bodies.

AI Policy

AI Usage and Misuse Policy

1. Introduction

This policy outlines the appropriate use of Artificial Intelligence (AI) tools in the context of assessments and qualifications delivered by our organisation. It ensures compliance with DfE/ESFA funding rules, Ofsted inspection standards, and awarding body regulations including ILM, City & Guilds, AIM Qualifications, and Highfield Qualifications.

2. Definition of AI

AI refers to tools and technologies that simulate human intelligence, including but not limited to AI chatbots, generative models, and automated content creation systems. These tools can generate text, code, translations, summaries, and more.

3. Acceptable Use of AI

AI tools may be used only when permitted by the assessment conditions. Students must ensure that any AI-assisted content is independently verified, properly referenced, and reflects their own understanding and skills.

4. Misuse of AI

Misuse includes copying or paraphrasing AI-generated content without proper attribution, using AI to complete assessments without demonstrating personal understanding, and submitting misleading references. Such actions constitute malpractice.

5. Prevention Strategies

Staff will educate learners on academic integrity, referencing standards, and the risks of AI misuse. Detection tools and internal quality assurance processes will be used to monitor compliance.

6. Detection and Reporting

Suspected misuse will be investigated following the procedures outlined in our Malpractice and Plagiarism Policies. Staff must report incidents to the designated compliance officer and relevant awarding bodies.

7. Investigation Process

Investigations may include reviewing submitted work, interviewing learners, verifying sources, and assessing learner understanding. Outcomes will be documented and shared with relevant stakeholders.

8. Sanctions

Sanctions for confirmed AI misuse may include warnings, loss of marks, disqualification from units or qualifications, and reporting to awarding bodies. All sanctions will align with DfE/ESFA, Ofsted, and awarding body guidelines.

9. Review and Communication

This policy will be reviewed annually and communicated to all staff and learners. Updates will reflect changes in technology, regulation, and best practices.

Formal Declaration of Authenticity

It is a regulatory requirement that every assessment submission is authenticated as the work of the named learner whether submitted to the centre). This cover sheet, must be completed with each of your assignments are submitted.

Any submission that does not carry a cover sheet or a formal declaration of authenticity will not be verified.

Centre Name	
Centre Number	
Candidate Name	
Candidate Registration Number	
Assignment Title	
Statement of confirmation of authenticity By the act of making this submission I am declaring that this is all my own work and that: <i>The work has not, in whole or in part, been knowingly submitted elsewhere for assessment</i> <i>Where submission includes work from a previous assessment, this has been identified</i> <i>Where materials have been used from other sources it has been properly acknowledged</i> <i>If this statement is untrue, I acknowledge that an assessment offence has been committed.</i>	
Signature	
Date	

Permission to use this script Learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, both the center and the learner agree that The Link Training may use this script on condition that identifying information is removed. However, if you are unwilling to allow The Link Training to use this script, please refuse by ticking the box	
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Attention is drawn to the plagiarism, collusion and cheating policies of both the center and the awarding bodies. Proven incidents of plagiarism, collusion or cheating can result in a learner being withdrawn from a qualification.

Version control			
Last revision date:		Next revision due: August 2025	
Version	Revision date	Author	Notes
2425V1	22/09/2024	A Lodge-Stewart	
V12025-2026	21/08/2025	A Lodge-Stewart	Reviewed and updated