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## Malpractice Policy

The Malpractice Policy provides Foresight and its approved Course Organisers, Tutors, Internal and External Verifiers with the procedures for dealing with malpractice on the part of learners, members and any others involved in providing qualifications.

### What is Malpractice?

For the purposes of this policy, malpractice is defined as the deliberate falsification of records and/or using unfair means during examinations in order to obtain a qualification or certificate. Examples include:

- Claiming certification for non-active learners
- Claiming for a certificate for learners who have not undergone appropriate assessment
- Claiming for incorrect units or qualifications
- Claiming for fictitious learners
- Fraudulent learners
- Using any books, notes or other material for theory examinations
- Communicating with other learners or outside sources during theory examinations.

It is distinguished from mal-administration, which is the accidental claiming or issuing of certificates. The former is a deliberate act to deceive, and the latter incompetence or a simple mistake.

### Reporting Malpractice

Approved Course Organisers, Tutors, Internal and External Verifiers have a responsibility to report any alleged or suspected malpractice immediately to the awarding body or as soon as reasonably possible if out of office hours. Foresight will then investigate the alleged irregularities and in all cases, notify the regulatory authorities, once malpractice has been proven. Foresight will also indicate the proposed action and an estimated timescale for the investigation to the regulatory authorities.

If material collected by Foresight is confidential to the individual, such as financial details, Foresight will ensure that this is kept secure and not disclosed to a third party. Additionally Foresight will guarantee that a complainant's identity will not normally be disclosed without his or her formal written agreement.

### Failure to cooperate may lead to certificates not being issued and future registrations not being accepted.

Any report of malpractice will be sent to the Chief Officer who may refer the matter to the Trustees. The CO has the power to have learners re-assessed and suspend members where malpractice is proven; the Trustees have the power to disqualify learners, expel members and take legal action where gross malpractice is proven. Foresight will inform the regulatory authorities of the outcomes of procedures and will co-operate with any follow-up investigations required by the regulatory authorities and agree on appropriate remedial action if there is evidence that certificates may be invalid.

This information is also available in other formats, languages and picture format upon request.