




Malpractice Policy

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MALPRACTICE POLICY

This document is created by 2020 Safety Training Ltd (*further referred to as, 2020 STL*). Malpractice is an act that threatens the quality and integrity of assessments. 2020 STL malpractice policy is designed to enable 2020 STL and its partnered professional bodies and institutes, to work co-operatively to reduce levels of malpractice through the effective detection of irregularities and implementation of appropriate sanctions. 2020 STL will not tolerate actions or attempted actions of malpractice by students.

Aim of the policy:

- To identify and minimise the risk of malpractice by learners studying programs with 2020 STL.
- To respond to any incident of alleged malpractice objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties/and or sanctions on learners where incidents of malpractice are proven.
- To protect the integrity of 2020 STL, their stakeholders and its services.
- To ensure that artificial intelligence AI - utilities are used ethically in the aid of developing understanding and potentially correcting grammar, but NOT for writing candidate responses.

For the purposes of this policy, malpractice is defined as an act in order to obtain an award unfairly. Malpractice is distinguished from maladministration. The latter is the accidental claiming of certification, incompetence, or human error, while the former is the deliberate act to deceive.

Definition of malpractice by learners

This list is not exhaustive and other instances of malpractice may be considered by 2020 STL at its discretion.

- Plagiarism of any nature. Copying or passing off, as the learners own, whole or parts of another person's work including content copied from internet sources.
- Using AI to create responses to criteria questions within the reflective account documents or set exams for qualifications.
- Working collaboratively with other learners to produce work that is submitted as individual learner work.
- Deliberate destruction of another's work
- Failing to abide to instructions or advice from an invigilator, or awarding body conditions during examinations.
- Possession / use of unauthorised materials / objects during supervised, closed book examinations where these are not permitted including mobile phone, electronic devices, content related materials.

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- Behaving in such a way as to undermine the integrity of the assessment / examination or in a disruptive manner.
- Obtaining, receiving, exchanging or passing on information which could be assessment / exam related by means of talking or written notes during test conditions.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or assignment.
- Impersonation by pretending to be someone else or arranging for another to take one's place in an assessment/examination.

Upon receipt of a case of alleged malpractice the learner will be contacted by the 2020 STL Management team and given the opportunity to provide a statement. Learners will be advised that the awarding body will be made aware that investigations will be taking place.

Use of AI – Artificial Intelligence

To ensure the academic integrity of all qualifications, the ethical use of Artificial Intelligence (AI) must be strictly maintained. While the use of AI is promoted as a valuable tool for research purposes—specifically for identifying and navigating verifiable online links to gather information—it must not be used to generate written work or formulate responses to specific criteria, unit, or qualification questioning. All submitted work must be a morally and ethically correct representation of the candidate's own knowledge and understanding. **To uphold these standards, a sample of all submitted work will be systematically scanned using AI plagiarism and structured writing detection software.** The results of these scans, alongside detailed reviews by the designated Assessor and Internal Quality Assurer (IQA), will determine if a response and a formal investigation are required. Any identified misuse of AI to circumvent assessment requirements will be treated as a potential case of malpractice.

Investigations

2020 STL will report alleged malpractice cases to the relevant professional body initially and advise that a full investigation will be carried out. Investigations will be conducted in a fair, reasonable and legal manner, ensuring that all relevant information is considered without bias. The main purpose of an investigation is to establish the facts relating to the allegation(s) made in order to determine if any regulations have been breached and to determine whether there is any irregularity. The investigation will also aim to establish the facts, circumstances and scale of the alleged malpractice. The investigation will consider the broader impact the malpractice could have had on the accredited course provider, candidates and qualifications. The investigation of an alleged malpractice will:

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- Establish the facts, circumstances and scale of alleged malpractice.
- Identify, and if necessary, take action to minimise the risk to current candidates and requests for certification.
- Identify evidence to support any action/decision to be applied.
- Show that discussions have been conducted with individuals/candidates and/or staff involved.

Reporting malpractice to professional bodies

Once a thorough investigation has been conducted by 2020 STL, the full report is issued to the relevant professional body containing:

- A statement of the facts.
- Detailed account of the circumstances of alleged malpractice. details of any investigations carried out by the accredited course provider.
- Written statements from accredited course provider staff and candidate(s) involved.
- Any work of the candidate(s) and internal assessment records relevant to the investigation.
- In the case of candidate(s) malpractice, any remedial action being taken by the accredited course provider to ensure the integrity of certification now and in the future.

Penalties for learners found guilty of malpractice

If after a thorough investigation it is clear that malpractice has occurred, the learner will be informed of the consequences in writing. Depending on the qualification, the penalties differ as to protect the integrity of some high-risk qualifications. In most cases, the penalty will be determined by the professional body; however, 2020 STL may impose additional centre-based sanctions in line with Awarding Organisation requirements.

- The candidate is issued with a warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- Marks void for a section of a unit or a whole unit.
- Learner asked to re-submit work.
- Learner excluded from examinations/submissions for a set period of time.
- Termination from the program by written notice.

Right of Appeal

The learner has the right to appeal against any decision or sanctions imposed by 2020 STL or its professional bodies. An appeal must be made in writing to the *Company Directors of 2020 Safety Training LTD, 86 Auchanshangan Drive, Saltcoats, KA21 6DS* within 30 working days from receipt of the outcome. Details of the professional body's appeals procedure will then be relayed to the learner within 10 working days. The learner does have the right of access to all the evidence used by parties to make its decision at this stage.

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Professional bodies do have their own Malpractice policies and procedures. These documents should be read alongside 2020 STL Malpractice policy as information may vary. Further details are available on specific awarding bodies websites.

Review frequency: Bi-annual

Senior Manager: Training and Quality Director