



# Malpractice and Maladministration Policy / Plagiarism Policy

## Introduction

The aim of this policy is to ensure the integrity and credibility of the qualifications offered by The Excellent Performance Team. The Excellent Performance Team will ensure the avoidance of malpractice and maladministration in the aspects of delivery and assessment of the qualifications offered through the company

This policy applies, but is not limited to directors of the company, tutors/trainers, assessors, internal verifiers and learners

## What is Malpractice?

Malpractice is defined as those acts which undermine the integrity and validity of assessment or compromise the credibility and authority of those responsible for conducting assessments. Examples of malpractice may include:

- Failure to maintain and adhere to awarding body/organisation approval criteria.
- Failure to carry out delivery, assessment, or internal verification in accordance with awarding body/organisation requirements
- Failure to adhere to learner registration and certification procedures
- Fraudulent claim for certificates
- Forgery of evidence
- Plagiarism of any nature by learners
- Submission of false or inaccurate information to gain a qualification or unit

## What is Maladministration?

Maladministration is defined as any activity or practice which results in The Excellent Performance Team failing to comply with administrative regulations and requirements. Examples of maladministration may include:

- Bias
- Neglect
- Incompetence
- Rudeness
- Refusal to answer reasonable questions
- Knowingly giving advice which is misleading or inadequate

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- Failure to monitor compliance with adequate procedures

## **Managing Malpractice and Maladministration**

1. The Excellent Performance Team, its employees and learners should be vigilant to potential acts of malpractice or maladministration.
2. Where a potential or actual cases of malpractice or maladministration is identified these must be immediately notified to the key contact. The following information should be put in writing including appropriate supporting evidence:
  - a. Your name and contact details
  - b. Learner's name
  - c. Course name, venue and dates (if applicable)
  - d. The Excellent Performance Team employees name and job role - if they are involved
  - e. Details of the suspected or actual malpractice or maladministration
3. The Excellent Performance Team will appoint someone with no previous involvement with the circumstances of the report. This person will consider and investigate the content of the report and identify any appropriate interventions.
4. The outcomes of the investigation, including the interventions and impact of these, will be recorded and placed on file.
5. If the investigation decides that either malpractice or maladministration has taken place the relevant awarding organisation should be notified immediately.
6. Confidentiality will be maintained throughout this process.

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# Plagiarism Policy

The Excellent Performance Team acknowledges that it is vital to the security and creditability of qualifications to effectively manage plagiarism through ensuring the authenticity of learner evidence.

Therefore all those involved at all times will strictly adhere to appropriate procedures. The effective implementation will be scrutinised at regular intervals with appropriate interventions if necessary.

What is Plagiarism?

Plagiarism is intentionally or unintentionally reproducing (e.g. copying, rewording, paraphrasing, adapting etc.) work that was produced by another person without giving that person credit and presenting it as your own.

Work that can be plagiarised includes - words, ideas, findings/results, diagrams, graphs, illustrations, creative work, information, lectures, printed material, electronic material or any other original work created by someone else.

Procedure

At the beginning of each course the tutor will explain to learners what plagiarism is. If plagiarism is potentially identified, the tutor will report this to the key contact and an appropriate course of action will be agreed.

The agreed actions will be recorded and held by both the tutor and key contact.

Where any impact on the security of a qualification the Swim England Qualifications, STA Awarding Body's will be informed.

If there is persistent plagiarism either by a learner or group of learners the learners will be withdrawn from the course with no refund and this will be reported immediately to the appropriate Awarding Body.

Artificial Intelligence (AI) misuse encompasses the unacknowledged or unauthorised use of AI-generated content in assessments or coursework, including but not limited to tools such as ChatGPT, Grammarly, paraphrasing bots, and automated content generation software.

Such acts compromise the integrity of assessment and qualifications and may damage the reputation and credibility of awarding bodies, The Excellent Performance Team, and their representatives.

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The aim of this policy is to protect the integrity of all learning and assessment activities and ensure the responsible use of AI technologies. This policy supports the fair, accurate and ethical demonstration of learner competency by:

- Establishing clear guidelines regarding plagiarism and AI use
- Providing systems to detect and investigate misuse
- Minimising the occurrence of plagiarism and inappropriate AI use

This policy applies to all The Excellent Performance Team activity and individuals involved in course delivery and assessment.

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