

Malpractice & Maladministration Policy

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This policy applies to all qualifications, courses and assessments delivered by Venture Training & Education Ltd ("Venture Training & Education", "we", "us" or "the Centre"), including all staff, associate trainers, assessors, and learners engaged in our regulated and accredited provision. It sets out the standard by which we identify, report, investigate and respond to malpractice and maladministration.

1. Purpose & Scope

'Malpractice', which includes maladministration, means any act, default or practice which is a breach of the relevant awarding body's regulations or which:

- Compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any qualification, or the validity of a result or certificate; and/or
- Damages the authority, reputation or credibility of Venture Training & Education, any awarding body, or any officer, employee, associate or agent of either.

Failure by a member of staff to report, or by Venture Training & Education to investigate, allegations of suspected malpractice in accordance with this policy also constitutes malpractice in itself.

Why Malpractice Occurs

Instances of malpractice arise for a variety of reasons:

- Some incidents are intentional, aiming to give an unfair advantage in an assessment.
- Some arise through ignorance of the regulations, carelessness, or forgetfulness in applying them.
- Some occur as a direct result of circumstances beyond the control of those involved (for example, a fire alarm disrupting an assessment).

Who May Be Involved

The individuals involved in malpractice may include:

- Learners.
- Tutors, trainers, assessors, or others responsible for the conduct, administration or quality assurance of assessments.
- Assessment personnel such as internal or external verifiers, examiners or moderators.
- Other third parties, for example parents, carers, guardians, employers, or peers of the learner.

Irrespective of the underlying cause or the people involved, all allegations of malpractice must be investigated, in order to protect the integrity of the qualification and to be fair to Venture Training & Education, our learners, and our staff.

Our procedures for investigating and determining allegations of malpractice are designed to meet or exceed the requirements of current law and our awarding bodies' published requirements, in their fairness, thoroughness, impartiality and objectivity.

2. Responsibilities of the Quality Manager

The Quality Manager (or nominated equivalent) must:

- Notify the appropriate awarding body at the earliest opportunity of all suspicions or actual incidents of malpractice, in line with that awarding body's reporting requirements and timescales.
- Supervise personally all investigations resulting from an allegation of malpractice.
- Ensure that where it is necessary to delegate an investigation to a member of staff, the person chosen is independent and not connected to the area of delivery involved in the suspected malpractice, to avoid conflicts of interest that could compromise the investigation.

- Respond promptly and openly to all requests for investigation into an allegation of malpractice, in the best interests of staff, learners and any other parties involved.
- Co-operate, and ensure staff co-operate fully, with any enquiry into an allegation of malpractice, whether or not Venture Training & Education is directly implicated.
- Inform staff and learners of their individual responsibilities and rights under this policy.
- Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

3. Procedures for Dealing with Allegations of Malpractice

Venture Training & Education follows the procedures and guidance set out by each relevant awarding body, alongside any sector-wide policies referenced by them (for example, JCQ-style malpractice and maladministration guidance, where applicable to the qualification type).

The handling of a malpractice complaint or allegation involves the following phases:

1. The allegation – the concern is raised and recorded.
2. The awarding body's response – we notify the relevant awarding body and follow their guidance on next steps.
3. The investigation – a fair, impartial and thorough investigation is carried out.
4. The report – findings are documented and shared with the awarding body and relevant parties.
5. The decision – outcomes and any penalties are determined and communicated.
6. The appeal – individuals are informed of their right to appeal, and the process for doing so.

Any case of suspected malpractice will be reported immediately to the relevant awarding body. Any individual – staff, learner or third party – may also report suspected malpractice directly to the relevant awarding body using that body's own whistleblowing policy, or to Venture Training & Education via our internal Whistleblowing Policy.

4. Malpractice and Academic Integrity

At Venture Training & Education we are committed to maintaining the highest standards of academic integrity. All learners are expected to complete their work honestly and with proper respect for intellectual property. The guidelines below set out our expectations and the consequences of malpractice.

4.1 Plagiarism

Plagiarism is the act of using someone else's work, ideas, or words without proper attribution, whether intentional or unintentional. This includes, but is not limited to:

- Copying and pasting content from external sources without citation or referencing.
- Paraphrasing someone else's work without proper acknowledgment.
- Submitting someone else's work – including assignments, written tasks or projects – as one's own.

4.2 Use of Artificial Intelligence (AI) Tools

Learners are prohibited from using AI-generated content (including but not limited to writing, coding and artwork) as a substitute for their own original work. This includes:

- Using AI tools to complete assignments, assessments or projects on a learner's behalf.
- Submitting AI-generated content without appropriate attribution or the consent of the tutor or assessor.
- Using AI in a way that misrepresents the learner's personal knowledge, understanding or skills.
- Learners may use AI tools to support study – for example, to research a topic or check understanding – provided this is declared where required and does not replace the learner's own demonstration of competence.

4.3 Consequences of Malpractice

Any learner found engaging in plagiarism or improper use of AI tools will face appropriate consequences, which may include, but are not limited to:

- A formal warning.
- Requirement to resubmit or repeat the assessment.
- Suspension or removal from the programme, depending on the severity of the offence.
- Any additional penalties as determined by Venture Training & Education and/or the awarding body.
- Reporting to the appropriate awarding body.

4.4 Detection and Monitoring

Venture Training & Education reserves the right to use plagiarism and AI detection tools to monitor and check the originality of learner work and to identify AI-generated content. Where such a tool is used, it will:

- Scan documents and text for similarity with online sources, published articles and academic databases, producing an overlap or similarity percentage.
- Where applicable, assess whether text patterns are consistent with AI-generated content, by analysing writing patterns, sentence structure and vocabulary.

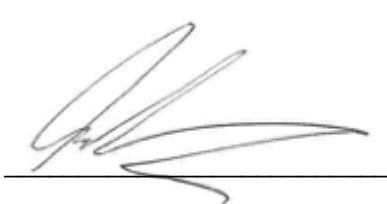
As a general guide, work identified as more than 20% similarity to existing sources, without appropriate citation or referencing, will be treated as a potential plagiarism concern requiring further review. This threshold is indicative and every case is assessed on its individual merits and context.

4.5 Strategies for Effective Use

- Learners are informed about the tools and techniques used to detect plagiarism and AI-generated content at induction, to act as a deterrent and to promote academic integrity from the outset.
- Where available, plagiarism and AI detection tools are used in combination to provide a more thorough assessment of learner work.
- Any content flagged as a concern is reviewed by a member of staff before any conclusion is reached, and a conversation is held with the learner concerned. Detection tools can produce false positives, so judgement is always based on a review of context and the quality of the work as a whole, rather than on a tool's output alone.

5. Whistleblowing

Any individual who suspects malpractice or maladministration – whether a member of staff, a learner, or a third party – is encouraged to raise this promptly. Concerns may be raised internally with the Quality Manager, or directly with the relevant awarding body in line with that body's own whistleblowing arrangements. No individual will be penalised for raising a genuine concern in good faith.

Signed: 

Ian Harris
Company Director

17/01/2026