# Malpractice and maladministration policy

**Malpractice/Maladministration Officer: Paul Quinn** paul@beyondthephysical.co.uk

**Policy Location:** https://beyondthephysical.co.uk/policies/

Beyond the Physical is committed to the prevention, mitigation or management of malpractice and maladministration in the management of the organisation and in the delivery of qualifications. Beyond the Physical is recognised as a centre with 1st4sport Qualifications and the Leadership Skills Foundation.

In operating as a recognised centre for the above organisation Beyond the Physical is currently approved to deliver the following qualifications:

- Level 2 Multiskills (Award & Certificate)
- Level 3 in Supporting Physical Education (Diploma & Certificate)
- Level 4 in Well-being through PE
- Level 5 Primary PE Specialism
- Level 6 Primary PE Subject Leadership

Beyond the Physical have established this policy to ensure the highest standards of probity and the elimination of malpractice and maladministration in the management of the organisation and in the delivery of listed qualifications. This policy is deployed in accordance with the definitions below and is relevant to all sub-contracted services, staff, learners and any relevant third parties.

## Malpractice

Malpractice is defined as any deliberate activity, neglect, default or other practice that is unethical or unlawful, which breaches regulations or conditions placed upon us by awarding organisations. Such deliberate activity, neglect, default or other practices may compromise the integrity of the organisational statuses, financial stability, reputation, the reputation of stakeholders and approved qualifications, courses and workshops. This includes deliberate non-compliance with any Beyond the Physical policy, procedure or guidance.

## Maladministration

Maladministration is defined as any activity which is not deliberate, but which neglects, defaults on regulation, conditions placed upon us by awarding organisations or compromises the integrity of our organisational statuses, financial stability, reputation, the reputation of stakeholders and approved qualifications, courses or workshops. This includes accidental noncompliance with any Beyond the Physical policy, procedure or guidance. Any enquiries related to malpractice or maladministration in the deployment of this policy should be directed to the Malpractice/Maladministration Officer.
Beyond the Physical Malpractice/Maladministration Officer:
Paul Quinn paul@beyondthephysical.co.uk Tel 07973816600

Examples of potential malpractice may include:
• Deliberate falsification of assessments by recognised centres, assessors or learners.
• Deliberate non-compliance with recognised centre conditions or qualification specific requirements.
• Deliberate breach or partnership agreements, supply of services or contracts.
• Deliberate plagiarism by learners.

Examples of potential maladministration may include:
• Misunderstanding of 1st4sport/Leadership Skills Foundation Qualifications administration procedures.
• Misinterpretation of recognised centre conditions or qualification specific requirements.
• Failure to follow 1st4sport/Leadership Skills Foundation Qualifications procedures for qualification development and implementation.

## 2 Statement

### 2.1 Compliance commitment

Beyond the Physical operate in accordance with all relevant legislation, regulations, 1st4sport, Leadership Skills Foundation and Beyond the Physical policy, procedure and related guidance arrangements. Beyond the Physical is able to minimise risk or manage the occurrence of any alleged malpractice or maladministration. This is achieved with a thorough and regular internal training process. Arrangements are in place to ensure all individuals have a safe, ethical and accessible environment in which to fulfil their role within the organisation. Where this is compromised, this policy ensures a safe and accessible procedure for reporting allegations of

malpractice or maladministration in a confidential manner. Beyond the Physical takes appropriate steps to ensure that individuals reporting allegations are not penalised. Individual should feel protected and also that individuals accused are also protected against false, malicious or anonymous accusations.

Beyond the Physical is keen to encourage all individuals to report allegations without fear and will ensure that any disclosure is treated with the utmost confidentiality. In the deployment of this policy all relevant individuals are required to report any allegation of malpractice or maladministration.

Cases of malpractice being withheld or confirmed may result in the imposition of sanctions, penalties or disciplinary procedures on relevant individuals and on learners. All allegations related to both 1st4sport and Leadership Skills Foundation qualifications submitted for investigation to 1st4sport and Leadership Skills Foundation Qualifications in line with the standardised systematic process established to ensure objectivity and conflict mitigation. Anonymous allegations will only be considered if they are of a serious nature and the evidence is sufficient to warrant an investigation and for appropriate action to be taken.

**2.2 Malpractice and maladministration prevention**

Beyond the Physical is committed to maintaining high standards in terms of prevention of malpractice and maladministration and in the management of our organisation to enable effective delivery of qualifications. In support of this statement clear and transparent operating rules must be complied with and are clearly outlined below. Failure to do so instigates investigation and will result in corrective action which serves to prevent, mitigate and/or manage any adverse effects.

**2.3 Consultant/freelance staff**

Where staff are subcontracted they are required to operate in line with a current signed Service Agreement detailing the terms and conditions related to their specific roles and responsibilities. They must also comply with a signed Code of Conduct. **Sub-contracted organisations or individuals** - where organisations are subcontracted they are required to operate in line with a current signed Service Agreement detailing the terms and conditions related to their specific roles and responsibilities.

**2.4 Learners**

Learners must comply with established Beyond the Physical policies and procedures. In addition to this they must ensure that they comply with all relevant qualification approval conditions

which are made clear via the 1st4sport/Leadership Skills Foundation documentation. Learners must also be required to operate in accordance with a learning agreement which details expectations related to conduct. In addition to the above operating rules, all stakeholders are required to comply with legislation, regulatory conditions and principles of 1st4sport

**2.5 Malpractice and maladministration reporting**

It is confirmed that the awarding organisation 1st4sport/Leadership Skills Foundation manage all allegations of malpractice or maladministration of 1st4sport/Leadership Skills Foundation qualifications. All allegations of suspected malpractice or maladministration in the delivery of 1st4sport/Leadership Skills Foundation or ECB qualifications must be reported to the 1st4sport/Leadership Skills Foundation using the Malpractice/Maladministration Report Form; https://www.1st4sportqualifications.com/content-page/policies-procedures/

Any related evidence should be sent via email to enable thorough evaluation of evidence and/or investigations to be conducted. When reporting any allegation, care must be taken to include:

- a detailed account of the circumstances surrounding the suspicions and allegations
- details of any consequent actions/investigations carried out by recognised centre personnel (if this is available)
- any extenuating circumstances (e.g. medical reports)
- any unauthorised material found during the assessment process (if this is available)
- where applicable, statements signed and dated by any people involved

**Date policy last reviewed:** 1/4/26