

## Logic4training (L4T) Malpractice and Maladministration Policy

### 1.0 Introduction

- 1.1 The Approved Centre (AC), when notified of any allegation of malpractice or maladministration concerning the operation of the AC, its staff or learners collaborates with LCL Awards or the qualification regulator’s investigator in resolving the allegation.
- 1.2 Logic4training (L4T) is required to promptly notify the LCL Awards Operations Manager (OM) of any actual, suspected or alleged instances of malpractice or maladministration at the AC. That malpractice or maladministration may involve AC personnel and or learners.
- 1.3 Where LCL Awards is advised by the AC or determines that malpractice or maladministration is confirmed which could lead to an Adverse Effect, LCL Awards will inform the qualification regulators and others that may be affected by the malpractice or maladministration.
- 1.4 Where the alleged malpractice or maladministration, where proven, would invoke a level 4 or 5 sanctions being applied, the investigator may impose an interim level 3 sanction until the outcome of the investigation is completed.

### 2.0 Responsibilities

- 2.1 The Centre Manager (CM) is responsible for;
  - 2.1.1 Providing all relevant examination, assessment, registration and any other documentation or information requested by the investigator.
  - 2.1.2 Ensuring unfettered access is made to the investigator to all areas of the AC, personnel and learners.
  - 2.1.3 Making arrangements for all persons to be available to the investigator.
  - 2.1.4 Acceptance of and responding to recommendations and outcomes of the investigation.
  - 2.1.5 Ascertaining the validity and investigating any internally alleged instances of malpractice or maladministration.
  - 2.1.6 Notifying the OM of any investigated instances of malpractice or maladministration at the AC.
  - 2.1.7 When required requesting guidance from LCL Awards on how to prevent, investigate and deal with that malpractice or maladministration.
- 2.2 Where the CM is associated with any alleged malpractice or maladministration, the AC proprietor, Head of Department or other appropriate employee of the AC is required to notify LCL Awards.

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### 3.0 Procedures

3.1 On receipt of an allegation of malpractice or maladministration from LCL Awards or a qualification regulator, the AC is required to;

3.1.1 Immediately respond and react to any requests or instructions prescribed by LCL Awards or the qualification regulator regarding the continuing operation of the AC.

3.1.2 Record the allegation of malpractice or maladministration in the Complaints and Appeals Register.

3.2 The investigation.

The AC is required to;

3.2.1 Provide all relevant examination, assessment, registration and any other documentation or information requested by the investigator.

3.2.2 Ensure unfettered access is given to the investigator to all areas of the AC, personnel and learners.

3.2.3 Respond to and implements all actions, recommendations or sanctions or appeals the outcome of the investigation.

### 4.0 Appeals

4.1 Appeals will be made by the AC and dealt with in accordance with LCL Awards appeals procedures.

*Note: Only where a Level 4 or 5 sanction has been applied by us following an investigation will be considered for an appeal, where a sanction at Levels 1 – 3 has been applied an appeal will not be considered.*

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