ABM Training Centre

Malpractice Policy

Version: 1.0

Date: 04/02/2025

1. Purpose

This policy outlines our commitment to ensuring integrity and fairness in the delivery, assessment, and certification of all ABM Training Centre courses, including those which are ILM-accredited or. It defines malpractice, describes our procedures for identifying and dealing with malpractice, and ensures compliance with ILM and internal quality assurance requirements.

2. Scope

This policy applies to all learners, trainers, assessors, and administrators involved in delivering or assessing our courses. This policy should be read in conjunction with the [ILM Managing cases of suspected malpractice in examinations and assessments](#) where applicable.

3. Definition of Malpractice

Malpractice includes any deliberate action, neglect, default, or practice that compromises the integrity of assessment processes, or the validity of certificates issued. Examples include, but are not limited to:

- Plagiarism or collusion in assignments or assessments.

- Falsification of assessment records or portfolios.

- Unauthorised access to assessment materials.

- Impersonation of another candidate.

- Failure to follow assessment conditions set by ILM or ABM.

- Trainers or assessors providing undue assistance.

- Breaching confidentiality or security of assessment materials.

- Inappropriate or undisclosed use of Artificial Intelligence (AI) in assessments or assignments, unless explicitly permitted.

4. Responsibilities

- **Learners** must adhere to assessment guidelines and declare their work as their own using the Learner Declaration form.

- **Trainers and Assessors** must follow quality assurance procedures and report suspected malpractice.

- **Centre Management** ensures compliance with ILM regulations and takes action against malpractice.

5. Reporting and Investigating Malpractice

- Any suspected malpractice must be reported to the Centre Manager immediately.

- An investigation will be conducted, involving relevant personnel and following ILM guidelines where applicable.

- Learners and staff will be given the opportunity to respond to allegations.

- Evidence will be collected, and a decision will be made regarding the appropriate action.

6. Consequences of Malpractice

If malpractice is confirmed, appropriate actions may include:

- Warning or retraining for minor breaches.

- Disqualification from the assessment or course.

- Reporting the case to ILM for further action.

- Dismissal of staff found to be involved in malpractice.

7. Appeals Process

Learners or staff may appeal against a malpractice decision by submitting a formal request within **10 working days** of the decision. Appeals will be reviewed by an independent panel.

8. Preventative Measures

To minimise malpractice, we will:

- Provide clear guidance on acceptable assessment practices.

- Conduct regular training for trainers and assessors on malpractice prevention.

- Implement robust internal verification and quality assurance checks.

9. Review of Policy

This policy will be reviewed every three years or earlier in response to changes in ILM requirements or internal processes.

Document Version History			
1.0	04/02/2025	Liz King	First Draft