



Malpractice & Maladministration Policy 2025-2026

Parenta Training is a work-based training provider operating in the highly regulated field of vocational qualifications for the Early Years sector.

We are an approved centre with City and Guilds and VTCT Skills Awarding Bodies and are committed to ensuring that all aspects of the delivery of these qualifications meet these Awarding Bodies standards for professionalism and integrity.

What is Malpractice?

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of internal or external assessment processes and/or the validity of certificates. It means that there are serious concerns about the integrity of the assessment or the validity of certificates. We take it very seriously.

Malpractice by centres/providers:

Examples of malpractice:

- Deliberate misuse of the Awarding Organisation logos by the centre/provider
- Contravention of examination regulations by the centre/provider
- Falsification of documents

Malpractice by learners:

- Cheating of any nature by learners, including plagiarism
- Contravention of examination regulations by the learner
- Repeated maladministration (normally three consecutive incidents)

For specific guidance on plagiarism and cheating, please see the Plagiarism Policy.

Other examples of malpractice include:

- Failure to meet centre approval requirements
- Failure to advise Awarding Bodies of any changes with regard to the delivery of the award
- Failure to follow agreed procedures for the assessment or internal verification of candidates
- Claiming for incorrect units or awards
- Claiming for fictitious candidates
- Claiming a certificate for candidates who have not undergone appropriate assessment or completed the assessment process
- Deliberate failure to maintain appropriate auditable records e.g. learner files
- The unauthorised use of materials/equipment in assessment/exam settings (e.g. mobile phones/cameras)
- Inappropriate assistance to learners by centre staff (e.g. unfairly helping them to pass a unit or qualification)

- Denial of access to any authorised Awarding Body representative or regulatory authorities to premises, records, information, learners and staff
- Deliberate failure to carry out assessment, moderation or quality assurance activities in accordance with Awarding Body requirements
- Intentionally withholding information from Awarding Bodies, which is critical to maintaining the quality assurance and standards of our qualifications
- Deliberate failure to continually adhere to centre approval requirements or agreed action plans
- Deliberate failure to maintain appropriate auditable records, e.g. certification claims or forgery of evidence
- Deliberate failure to adhere to Awarding Bodies learner registration, submission of results and certification procedures
- Persistent instances of maladministration within the centre
- Creation of false records
- Fraud / Forgery of evidence
- False ID used at the registration stage
- Impersonation of a learner for an assessment
- A loss, theft of, or a breach of confidentiality in any assessment materials, including answers to question papers

Note: This list is not exhaustive and is only intended as guidance.

What is Maladministration?

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a centre (e.g. inappropriate use of learner records).

Maladministration is normally the result of a genuine mistake rather than any deliberate plan to gain an unfair advantage.

Examples of maladministration:

- Late registration of learners with awarding bodies
- Claiming certification for incorrect units

Staff and learners should take all reasonable steps to prevent malpractice and/or maladministration from occurring throughout the development, delivery and assessment of the Awarding Organisation's qualifications and programmes.

Dealing with Malpractice and Maladministration

Parenta Training has procedures in place to deal with malpractice on the part of candidates and Parenta staff.

Anybody who identifies or is made aware of suspected/actual cases of malpractice or maladministration at any time must immediately report their findings to the Head of Quality. In doing so, they should complete the Malpractice/Maladministration Incident form (Appendix A) and submit this with any appropriate supporting evidence.

The Head of Quality (or other appropriate senior leader appointed by the Head of Quality) will conduct an investigation of the allegation received. During an investigation, the candidate concerned will not be entitled to claim any certificates from the awarding body

In cases of malpractice by learners, Parenta Training will make learners aware that their final results may be void if the case is proven. The Employer will be notified.

In cases of malpractice or maladministration by staff, the relevant Head of Service and HR will be notified.

The investigation may involve:

- A request for further information or evidence
- Interviews with staff/learners involved in the investigation

A report will be written at the end of the investigation and will contain:

- The origin of the complaint and mode of discovery
- The investigations carried out
- The evidence obtained
- The conclusions drawn
- The recommendations for action and the resolution of the matter

Awarding bodies require Parenta Training to report any malpractice suspected after candidates have been registered. At all times, Awarding Body guidelines for the reporting of malpractice or maladministration will be followed.

The outcome will be communicated to the SLT and other relevant parties no more than 20 working days later. The report and any actions arising will be communicated to the Quality Team.

Where a decision is taken to invalidate certificates, Parenta Training will:

- Seek to protect the interests of individual candidates in so far as is reasonable and possible in the circumstances

- Contact the candidates involved and notify them of the status of their certificates and of any arrangements for re-assessment and/or certification
- Ensure that the original certificates are cancelled on its database so that duplicates cannot be issued

If a learner wishes to appeal against a decision to take action as recommended in the investigation report, they will be referred to the Appeals Policy.

If a staff member wishes to appeal against a decision to take action as recommended in the investigation report, they will be referred to the Appeals Policy.

Appendix 1

Malpractice and Maladministration Incident Form

Use this form to report any actual or suspected Malpractice or Maladministration. Before completing this report form, please read the Malpractice and Maladministration Policy, available from our website (external) or Quality sharepoint site (internal).

Once completed, sign and forward the form and any supporting evidence to:

Email: lisa.roper@parenta.com

We will keep your identity in the strictest confidence, however, we may need to contact you during the course of any investigations. Please provide the appropriate contact details below.

Your Details

Are you a:

Tutor ☐ Learner ☐ IQA ☐ Employer ☐ Other ☐ _____

Name	
Contact Number	
Email	
Setting Name (where appropriate)	
Date	

Details of Occurrence

Date of Occurrence:	
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Please give specific details of the actual or suspected occurrence of malpractice or maladministration you are reporting and list the supporting documents you will be sending with this form. (Continue on a separate sheet if needed):

Also include (if possible):

- The names and job titles (if applicable) of Staff/Learners/Employers
- The names (if known) of anyone else that may be affected by the occurrence being reported

Supporting evidence/documentation included? ☐ Yes ☐ No

Investigating Officer Use only:

Date form received:	
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Escalation/investigation necessary? ☐ Yes ☐ No

(where escalation is required please complete the malpractice/maladministration investigation and report form – Appendix 2)

Please give an explanation why your judgement for escalation is yes or no:

Signed: _____

Job Title: _____

Date: _____

Malpractice and Maladministration Investigation and Report Form

Investigating Officer:

Name	
Email	
Job Title	

Date Incident Form received:	
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Is the incident:

- ☐ Malpractice
- ☐ Maladministration

Notification of investigation submitted in writing to:

Reporting informant	☐	Date	
Learner	☐	Date	
Head of Service	☐	Date	
Employer	☐	Date	
HR	☐	Date	

Investigating Officer Notes/Record of conversations:

Supporting Evidence (enter NA if not required/applicable)

Learner Interview (enter NA if not required/applicable)

Employer Interview (enter NA if not required/applicable)

Colleague Interview (enter NA if not required/applicable)

Other Interview(s) (enter NA if not required/applicable)

Additional written statements gathered from:

Reporting informant	☐	Date	
Learner	☐	Date	
Head of Service	☐	Date	
Employer	☐	Date	
HR	☐	Date	
Other (please specify)	☐	Date	

Investigating Officer Outcome:

Malpractice ☐ Yes ☐ No

Maladministration ☐ Yes ☐ No

Notes:

Actions required/Impact of outcome:

Detail	Actioned
	☐
	☐
	☐
	☐
	☐

Detail	Actioned
	☐
	☐
	☐

Notification of investigation outcome submitted in writing to:

Reporting informant	☐	Date	
Learner	☐	Date	
Head of Service	☐	Date	
Employer	☐	Date	
HR	☐	Date	
Awarding Body ☐ C&G ☐ VTCT	☐	Date	

Investigation Complete and Closed

Signed	
Name	
Date	

This form and all supporting evidence records must be submitted to the Head of Quality for Centre records.

Parenta Solutions



SOFTWARE

NURSERY MANAGEMENT - ABACUS

- Save hours by reducing planning time by 50%
- Speedy invoicing to all parents and carers in minutes
- Instant view of all financial reports
- Manage payments and track debt

EYFS LEARNING JOURNEY TRACKER - FOOTSTEPS 2

- Record meaningful and detailed EYFS observations
- Improve essential safeguarding and save hours of time
- Reduce your workload and spend more time with the children
- Identify at a glance each child's development pathway

ONLINE DAILY DIARY - DAYSHARE

- Share every magical moment of each child's day with their parents and carers with our online diary software

PARENT PORTAL APP

- Bringing parents and carers closer to their child's day by providing a timeline of their progress
- Download Parent Portal App on Android or iOS



ONLINE CPD COURSES

No deadlines, no time restrictions, no classroom! Support your staff or further your professional development with our online CPD accredited courses



TRAINING

Increase employee motivation and keep staff for longer within your setting by offering training - the ideal tool for you to develop your team.

Parenta courses include:

- Level 2 Early Years Practitioner
- Level 3 Early Years Educator
- Level 5 Early Years Lead Practitioner

PLUS ... Parenta offers a free recruitment service - no fees!



MARKETING SOLUTIONS

WEBSITE DESIGN

- Our childcare websites generate genuine interest and leads from parents and carers
- We specialise in designing and building childcare websites so you can rest assured that our team know what Ofsted and parents/carers are looking for

BRANDING & DESIGN

- Showcase your setting with branded products. From newsletters to logos and prospectuses to business cards, we take care of all your branding needs

SOCIAL MEDIA

- We assist you with setting up and using your social media accounts in no time to help you increase your setting's visibility

Working together for our children



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hello@parenta.com

Follow us on social media @TheParentaGroup



www.parenta.com

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