

NEBOSH Tutor/Assessor/Administrator Malpractice Policy



This policy is intended to ensure that the British Safety Council has a process in place to manage suspected cases of malpractice by a tutor, assessor or administrator in relation to NEBOSH courses.

Definition

Malpractice – is a deliberate activity, neglect, default or other practice that compromises or could compromise the assessment process, the validity of a result or certificate, the integrity of the qualification, or the reputation or credibility of the British Safety Council or NEBOSH.

Cases of deliberate deception, trickery or cheating intended to gain advantage, including financial advantage may also be reportable as fraud.

The British Safety Council recognises that malpractice may also include a range of issues such as failing to maintain appropriate records or systems, deliberate falsification of records to claim certification and neglect of professional duty/unethical conduct. As such this policy extends to British Safety Council staff involved in the administration of NEBOSH courses.

1. Procedure

- 1.1 Any allegation of malpractice by a tutor, assessor or administrator carrying out duties on behalf of the British Safety Council will be investigated by the Head of Education.
- 1.2 The Head of Education will collect any relevant evidence and use it to form an opinion.
- 1.3 If the Head of Education is satisfied beyond reasonable doubt, that malpractice is likely to have taken place, they will consult with the Qualifications Quality Assurance Manager (QQAM) at NEBOSH sharing the evidence, and ask for instruction.
 - Should the QQAM decide that malpractice has not taken place the Head of Education will take no further action.
 - If the QQAM considers that malpractice has taken place the Head of Education will be guided by the QQAM instructions regarding next steps. This will be in line with However, it is expected that the Head of Education will follow the British Safety Council procedure outlined under Sanctions.
- 1.4 Where malpractice is likely to have taken place, the Head of Education will
 - Identify the cause of the irregularities and those involved;
 - Identify and, if necessary, act to minimise the risk to current candidates;
 - Determine whether remedial action is required to reduce the risk to current candidates and to preserve the integrity of the qualification;
 - Ascertain whether any action is required in respect of certificates already issued;
 - Obtain evidence to support any sanctions to be applied to members of staff;
 - Identify any patterns or trends;
 - Identify any changes to policy or procedure that need to be made by BSC.

2. Rights of the accused

- 2.1 If the tutor, assessor or administrator is an employee of the British Safety Council, the matter will be dealt with in accordance with the BSC's internal disciplinary procedure.
- 2.2 If the tutor or assessor is an associate of the British Safety Council, then the Head of Education will ensure that they are:
 - Informed as to what evidence there is to support the allegation;
 - Advised to refer to this policy for information on the possible consequences should malpractice be proven;
 - Informed of the appeals procedure and the possibility that information relating to a serious case of malpractice may be shared with the police and/or professional bodies as appropriate;

- Given an opportunity to consider their response to the allegations (if required);
- Given an opportunity to submit a written statement;
- informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to NEBOSH;
- Have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required).

3. Sanctions

- 3.1 Sanctions include suspension from NEBOSH work pending re-training, or withdrawal from NEBOSH work. Full-time employees will be treated in accordance with the British Safety Council's internal disciplinary procedure.

Policy review date: August 2018