



**CCSTRAININGMALCEN1 – Notification of suspected malpractice/maladministration involving centre staff**

**Confidential**

This form is to be used by a head of centre **before** an investigation commences to notify CCS TRAINING of an instance of suspected malpractice or maladministration. **It must be completed and submitted to CCS TRAINING immediately a suspicion is raised or an allegation received.**

(If you are submitting a formal report following an investigation please use form **CCS TRAININGMALCEN2 – Report on investigation into suspected malpractice/maladministration** – which can be found on the CCS TRAINING website under course provider’s documentation.

<b>Centre number</b>	
<b>Centre name</b>	
<b>Centre Address</b>	
<b>Name of head Of centre</b>	
<b>Telephone number</b>	

<b>Date incident was reported To centre management</b>	
--	--

<b>Name(s) of centre staff involved</b>	<b>Position</b>

<b>Date and time of incident</b>	
<b>Details of examinations involved</b>	
Qualification code	Qualification title

**Describe the nature of the suspected malpractice/maladministration, including details as to how it was discovered by whom and when (please continue on a separate sheet if required)**

**Could the student have been unfairly advantaged or disadvantaged by the suspected malpractice/maladministration? If so please give details**

**Describe the steps the centre management will be taking to investigate this matter**

**Name and position :** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Report on investigation into suspected malpractice/maladministration involving centre staff

This checklist is intended to assist centres when investigating an instance of suspected malpractice or maladministration involving centre staff. Following the investigation it MUST be submitted to CCS TRAINING together with the supporting statements and documentation.

**It is the responsibility of the head of centre to ensure that these requirements have been met**

**Please indicate by putting a cross in the appropriate box for the following points:**

		YES	NO
1	The member of staff has been informed of their individual responsibilities and rights		
2	The member of staff accused of malpractice		
	<ul style="list-style-type: none"> <li>Has been informed (preferably in writing) of the allegation made against him or her</li> </ul>		
	<ul style="list-style-type: none"> <li>Has been advised that a copy of CCS TRAINING Malpractice procedure can be found on the CCS TRAINING website</li> </ul>		
	<ul style="list-style-type: none"> <li>Knows what evidence there is to support the allegation</li> </ul>		
	<ul style="list-style-type: none"> <li>Knows the possible consequences should malpractice be proven</li> </ul>		
	<ul style="list-style-type: none"> <li>Has had the opportunity to consider their response to the allegations</li> </ul>		
	<ul style="list-style-type: none"> <li>Had had an opportunity to submit a written statement</li> </ul>		
	<ul style="list-style-type: none"> <li>Has been 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 the Malpractice Committee</li> </ul>		
	<ul style="list-style-type: none"> <li>Has had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)</li> </ul>		
	<ul style="list-style-type: none"> <li>Has been informed of the applicable appeals procedure should a decision be made against him or her</li> </ul>		
	<ul style="list-style-type: none"> <li>Has been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies</li> </ul>		