

Fraud and Malpractice

In2skills requires all staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible.

- Any level of fraud or malpractice in or against In2skills will not be tolerated
- Every attempt will be made to deter and prevent fraud
- Opportunities for fraud and malpractice will be reduced to the lowest possible level of risk
- Staff will be made aware within this policy of the obligation to report suspicions of fraud/malpractice
- Any suspicion of fraud/malpractice will be thoroughly investigated and dealt with appropriately by In2skills and in line with the Awarding Organisations policies and procedures.
- Any evidence of criminal activity will be reported to the Police

This policy sets out the procedures that staff, learners or others are required to follow when reporting suspected or actual cases and In2skills responsibilities in dealing with these incidents and the procedures we need to follow.

Fraud is if an individual dishonestly makes a false representation and intends by making the representation to make gain for himself or another, or to cause loss to another or expose another to risk of loss.

Fraud by failing to disclose information, i.e. if an individual dishonestly fails to disclose to another person information which he is under a legal duty to disclose.

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the development, delivery, internal or external assessment process, for example:

- Unauthorised use of equipment when sitting exams, e.g. mobile phones, smart watches or other aids
- Inappropriate assistance given by learners from staff during exams to help them pass
- Plagiarism of any nature by learners
- Forgery of evidence

Procedures to follow in the case of suspected or actual fraud or malpractice

- Immediately inform In2skills nominated person
- Give the names of anyone involved or affected by the incident
- The date of the incident
- The details of the nature of the incident
- Detailed factual written statements
- Date of the report and the name of the informant, position and signed

The nominated person will collate all of the above information and will be required to report this to the appropriate awarding body immediately and co-operate fully with the awarding body when they carry out their investigation.

This may result in a sanction being imposed by the appropriate Awarding Organisation or contract holder. while the centre investigation is carried out.

In2skills responsibilities to include:

- Ensuring that In2skills recruitment procedure is adhered to and that effective steps are taken at recruitment to establish, as far as possible, the honesty and integrity of potential employees
- Making sure that staff are aware of the fraud and malpractice policy and procedures and their responsibilities within this
- Ensuring that investigations are carried out promptly if fraud or malpractice is suspected
- Ensuring that the appropriate legal and disciplinary action is taken against perpetrators
- Taking appropriate action for failure to report fraud or malpractice
- Ensuring that appropriate action is taken to minimise the risk of similar fraud or malpractice occurring in the future
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Members of staff responsibilities include:

- Reporting details immediately to the nominated person if they suspect fraud or malpractice has been committed
- To co-operate fully with the nominate person and/or Awarding Organisation conducting the investigation

Nominated person – Terry Horton, Operation Director In2skills

