

Malpractice and Maladministration Reporting Procedure

If Malpractice/Maladministration is suspected or alleged the Malpractice and Maladministration Report Form (found on www.ipetnetwork.co.uk) must be completed and emailed to info@ipetnetwork.co.uk. This can be completed by anyone.

Once received, the Responsible Officer will select the appropriate person to carry out the investigation using the Risk Rating of Investigators for Malpractice and Maladministration document. They will then be uploaded to the report form to the portal within 48 hours. This will generate a notification to the investigator e.g. External Quality Assurer.

Centre Malpractice/Maladministration – The Investigator will investigate directly with the Training Provider Manager/Internal Quality Assurer

Candidate Malpractice/Maladministration – The Investigator will investigate directly with all parties, Training Provider Manager, Tutors

The Investigator makes a full report, using the appropriate form and apply a Risk Rating to the Training Provider (if applicable). The report is sent to the iPET Network's Responsible Officer within 7 days of the incident.

The incident will be reported to the Regulator(s)

A Malpractice/Maladministration Committee consisting of the iPET Network Account Manager, and the Director consider the evidence (a letter confirming the decision must be completed within 10 days following the completion of the investigation)

The committee decides malpractice /maladministration **has not occurred**. The Training Provider is informed, and no further action will be taken. Candidate informed by Training Provider. Award released.

A letter stating the decision made and details of any sanctions applied will be sent to the Training Provider Manager and External Quality Assurer. The Training Provider Manager who must inform the candidate (s)/or the person responsible of the malpractice issue of the content of the letter on receipt. Regulator(s) informed of the outcome by the Responsible Officer.

An appeal against malpractice/maladministration decision must be received by iPET Network within 14 days of the receipt of the outcome using the Enquiries and Appeals Form. The appeal must be launched by the Training Provider Manager or Candidate, or the individual concerned. A fee of £50 must accompany the appeal.

The appeal application may be refused at this point if there is no new evidence and the grounds for the appeal are weak or unjustified

A final decision letter stating the outcome of the appeal sent to Training Provider Manager, External Quality Assurer and candidate if applicable



International Pet Education and Training

iPET Network Documents:

- Candidate and Training Provider Malpractice and Maladministration Report Form
- Enquiries and Appeals Policy and Enquiries and Appeals Process
- Tutor and Training Provider Assessment of Support Rating
- Risk Rating of Investigators for Malpractice and Maladministration

All documents can be found on www.ipetnetwork.co.uk or direct from iPET Network

Appeals must be based on the reasonable ground such as:

The incident was not dealt with in accordance with the published procedures.
Further evidence has come to light which may change on the basis of the decision
A reasonable belief that the evidence has been interpreted
A reasonable belief that the outcome is not in line with the guidelines or precedents

The following do not, by themselves, constitute grounds for appeal:

The individual did not intend to cheat
The individual has an unblemished record
The individual could lose a university or college place
The individual regrets his/her actions

Document Control

Document Name: Malpractice and Maladministration Reporting Procedure

Document Number: P5

Date of Correction	Version Number	Correction Reason
	1	
13/01/2022	2	Annual policy review
29/11/2023	3	Updated to the decision will be communicate within 10 days once the investigation is complete