



**Bill Rogerson Safety Services Ltd**  
Unit 8 Kincaig Business Park, Kincaig Rd, Blackpool, Lancs, FY2 0PJ  
Registered in England No: 3727410  
www.billrogersonsafety.co.uk  
E.Mail: enquiries@billrogersonsafety.co.uk  
Telephone: 01253 852951



## **Malpractice and Maladministration Procedure**

### **Introduction**

Malpractice is a deliberate or reckless act of an individual or business to dishonestly claim certificates for delegates, or to obtain such achievements through fraud or deception. Furthermore, malpractice is an act that does not comply with the requirements of the Awarding Body and brings the authenticity, reliability and integrity of a training qualification into question.

Bill Rogerson Safety Services Ltd have in place, and review at least annually, arrangements for preventing and investigating malpractice and maladministration, which include how we will deal with and report all occurrences.

Bill Rogerson Safety Services Ltd will report all cases of alleged and proven malpractice, that we identify in our organisation, by email to the Awarding Body

Trainers employed by Bill Rogerson Safety Services Ltd have detailed knowledge of our organisation's malpractice, maladministration and whistle-blowing policy.

Upon receipt of any alleged malpractice complaints, the Awarding Body will reserve the right to withdraw registration and certification from Bill Rogerson Safety Services Ltd to protect any future investigation and prevent delegates from being disadvantaged.

The Awarding Body will appoint an independent member of staff to carry out the compliance investigation. This may include visiting Bill Rogerson Safety Services Ltd and undertaking staff interviews, delegate interviews and investigation of all relevant paperwork.

Following the investigation, a letter will be sent to Bill Rogerson Safety Services Ltd manager and the Awarding Body quality assurance manager. This will include any conclusions, evidence presented and recommendations of action required to resolve the matter.

In the event of any withdrawal of approval (voluntary or not) Bill Rogerson Safety Services Ltd will make all reasonable efforts to ensure delegates are not disadvantaged.

Bill Rogerson Safety Services Ltd will make provision for all paperwork to be stored and accessible for a period of three years.

Bill Rogerson Safety Services Ltd will make provision for delegates that are still active on training courses. We will ensure that delegates have given permission for their personal details to be passed to a new provider, prior to any withdrawal.



If Bill Rogerson Safety Services Ltd fail to co-operate with the Awarding Body at any stage of the investigation process, this will result in suspension or termination.

If any person employed by Bill Rogerson Safety Services Ltd is implicated in a case of malpractice that is upheld by the Awarding Body, their Awarding Body approval will be removed for all training providers.

**Signed**

*W Rogerson*

**W Rogerson CMIOSH, LPD, AMaPS, ACIEH, OSHCR, Cert Ed**

**Date:** December 1<sup>st</sup> 2022

