



TLM CASS Strategy - Malpractice and Maladministration

Dear colleague,

The Learning Machine (TLM) are regulated by Ofqual and Qualifications Wales, and they require us to have in place arrangements for the approval of Centres delivering our qualifications and for the management and appropriate quality assurance of the delivery of those qualifications by our Centres. This includes the appropriate management of malpractice and maladministration.

Specific rules are in place to regulate the way in which malpractice and maladministration are guarded against, spotted, tackled and their effects remedied – including actions taken as a result of lessons learnt.

The Ofqual report '[Malpractice in vocational and technical qualifications: academic year 2019 to 2020](#)' provides an analysis of the penalties issued by awarding organisations for malpractice in higher stakes Vocational and Technical Qualifications (VTQs). This includes all VTQ Performance Table Qualifications (PTQs), Functional Skills Qualifications (FSQs) and Other General qualifications. This report provides an excellent background read to aid understanding.

Ofqual has consulted on Guidance in this area, and this is described [here](#). There is also a helpful slide deck – which we attach.

The purpose of this letter is to provide you with a reminder of our approach to this key area of quality control. TLM has a [Malpractice policy](#) and we require our Centres to have their own such policy. As with the above report, we would like you to read and refresh your understanding of our approach, as we set out in our policy.

Key areas to tackle malpractice and maladministration, are:

Prevention

Designing in controls to minimise malpractice and maladministration *opportunities* and designing out weaknesses.

Spotting and reporting

Raising awareness of how to identify malpractice and/or maladministration and the ways to record instances and tell us about them.

Investigating the effects and causes

Finding out what has happened and the impacts of malpractice and/or maladministration.

Tackling malpractice and/or maladministration

Putting measures in place to fix things – addressing the effects, making changes to prevent future reoccurrence.

Learning lessons

Making sure that the same issue does not reoccur, identify risks and maintain appropriate controls and oversight.

It may well be that after malpractice and/or maladministration has been identified, we invoke our [Sanctions policy](#).

We hope that this brief note has been useful. And as ever, we are extremely happy to talk through with you in greater detail.

[TLM CASS Strategy Guidance for Centres](#)

As ever, we will be more than happy to talk this through with you.

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TLM WORK SMARTER, NOT HARDER

