



Malpractice and Maladministration Policy

Training Policies and Quality Assurance Documents

Document owner	Jamie Morgan MIET MIFSM	Role	Director / Lead Fire Safety Consultant
Applies to	Online and in-person fire safety training	Version	1.0
Approved date	17 May 2026	Next review	Annual
Contact	training@esifiresafety.co.uk	Website	www.esifiresafety.co.uk

Purpose

This policy explains how ESI: Fire Safety prevents, identifies and deals with suspected malpractice and maladministration relating to its fire safety courses, assessments, learner records and certificates.

Definition

Malpractice means any act, failure to act or poor administration that threatens or compromises the integrity of training, assessment, learner records, certificates, course outcomes or the reputation of ESI: Fire Safety.

Examples of Learner Malpractice

- Using another person to complete an online assessment or knowledge check.
- Copying answers where individual work is required.
- Providing false identity, employer, attendance or support information.
- Disruptive, aggressive, offensive or unsafe behaviour during training.
- Ignoring safety instructions during practical extinguisher training.
- Falsifying or altering certificates.
- Claiming attendance or competence for a course not completed.

Examples of Staff, Trainer or Associate Malpractice

- Issuing certificates without appropriate attendance, participation or completion evidence.
- Falsifying learner records, registers, assessment outcomes or feedback.
- Providing excessive help during assessment or knowledge checks.
- Failing to follow course safety arrangements or risk assessments.
- Failing to report suspected learner malpractice.
- Misrepresenting course approval, CPD status, qualification value or trainer competence.
- Disclosing learner results or personal data without authority.

Sanctions

- Verbal or written warning.
- Removal from the course.
- Refusal or withdrawal of certificate.



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- Notification to employer or client where appropriate.
- Reporting to a regulator, professional body, CPD scheme, awarding organisation or police where required.
- Termination of trainer/associate agreement or employment where appropriate.

Reporting Suspected Malpractice

Any suspected malpractice must be reported as soon as possible to Jamie Morgan MIET MIFSM at training@esifiresafety.co.uk. Reports should include the date, time, course, people involved, description of concern, evidence and immediate action taken.


Investigation Procedure

1. Acknowledge the report within 5 working days where contact details are provided.
2. Review the facts, course records, evidence, learner statements and trainer account.
3. Take action to prevent further risk to learners, records, certificates or course integrity.
4. Give relevant individuals the opportunity to respond.
5. Record the outcome and any sanctions or corrective actions.
6. Inform affected parties of the outcome where appropriate and lawful.
7. Retain records securely for at least five years.

Appeal

Where a learner disagrees with a malpractice outcome affecting their certificate, assessment or course result, they may use the ESI: Fire Safety Appeals Procedure.

Approval and Review

Approved by	Jamie Morgan MIET MIFSM
Position	Director / Lead Fire Safety Consultant
Signature	
Date	17 May 2026
Review arrangements	Annual review, or earlier if legislation, awarding/CPD requirements, course content or delivery arrangements change.