

Global-CPD Malpractice Policy

1. Purpose

The purpose of this policy is to protect the integrity, credibility, and professionalism of Global-CPD's CPD activities by outlining clear procedures for identifying, managing, and preventing malpractice. This ensures fairness and accountability in all aspects of training, assessment, and certification.

2. Scope

This policy applies to:

- Trainers, facilitators, assessors, and administrative staff
- Learners, participants, and institutional clients
- All CPD activities regardless of delivery mode (online, onsite, or blended)
- Partners and third-party service providers acting on behalf of Global-CPD

3. Definition of Malpractice

Malpractice is defined as any act or omission which:

- Compromises the integrity of the training process or assessment
- Provides unfair advantage or disadvantage to any participant
- Involves fraud, dishonesty, or misrepresentation
- Violates Global-CPD procedures, policies, or ethical standards

Examples include (but are not limited to):

- Falsifying learner attendance or completion records
- Misuse or unauthorized distribution of CPD materials
- Plagiarism in reflection or project-based work
- Misrepresentation of trainer qualifications
- Interfering with evaluation or feedback processes
- Breaches of confidentiality regarding participant data

4. Responsibilities

- **Trainers and staff** are responsible for reporting suspected malpractice.
- **Participants** are expected to engage honestly and professionally.

- The **Academic Coordinator** oversees the investigation and resolution of any malpractice cases.

5. Reporting Process

- Any suspicion or allegation must be reported in writing to **support@global-cpd.org**.
- Reports should include a description of the incident, supporting evidence, and names of individuals involved.
- Anonymous reports may be considered if substantiated.

6. Investigation Procedure

- The report will be acknowledged within 3 working days.
- A designated review panel will investigate within 10 working days.
- Affected parties may be asked for statements or clarification.
- All investigations are conducted confidentially and objectively.

7. Outcomes and Actions

Depending on the severity and findings, outcomes may include:

- Verbal or written warning
- Mandatory retraining or coaching
- Removal from the training program or invalidation of certification
- Suspension or termination of trainer contracts
- Notification to the client institution or relevant authority

Appeals may be made according to the **Appeals Policy** within 7 days of the outcome.

8. Prevention and Awareness

- Global-CPD promotes a culture of ethical behavior through onboarding and regular guidance.
- Trainers and partners are required to adhere to our Code of Conduct and report any concerns.

9. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.



For questions or concerns related to this policy, please contact:

Global-CPD Administrative Office

 Email: support@global-cpd.org

 Website: www.global-cpd.org

Document Control

Policy Title: Malpractice Policy

Policy Reference: CPD-POL-07

Effective Date: 04.09.2008

Next Review Date: 04.05.2024

Version Number: V9.0

Policy Owner: Academic Coordinator, Global-CPD

Approval Authority: Director, Global-CPD

Status: Active

Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Defined examples and clarified reporting channels
3.0	03.09.2012	QA Team	Formalized investigation procedure
4.0	02.09.2014	QA Lead	Added role-specific responsibilities
5.0	01.09.2016	Osman Bedel	Included prevention measures and Code of Conduct link
6.0	03.09.2018	QA Team	Incorporated appeal rights and investigation timeframe
7.0	01.09.2020	QA Team	Adapted to hybrid/online training models
8.0	02.09.2022	Policy Officer	Updated examples and included partner obligations
9.0	04.05.2024	Osman Bedel	Reformatted under new Document Control structure