

**2024**

**FAST FORWARD VOCATIONAL TRAINING**  
LTD

# **MALADMINISTRATION POLICY**



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PREPARED BY:

CALLUM THOMPSON - HEAD OF CENTRE



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REVIEW DATE: 5TH SEPTEMBER 2025

# MALADMINISTRATION POLICY

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## Policy Statement:

Fast Forward Vocational Training Ltd is committed to maintaining the highest standards of integrity, transparency, and fairness in all aspects of its operations. We recognize that maladministration, which includes any form of misconduct or improper practice, can undermine the quality of vocational training and damage the trust and reputation of our institution. This Maladministration Policy is established to provide clear guidelines for the prevention, detection, reporting, and investigation of maladministration, ensuring that all activities are conducted with the utmost professionalism and ethical conduct.

## Policy Scope:

This policy applies to all personnel, learners, and stakeholders associated with Fast Forward Vocational Training Ltd. It specifically designates Callum Thompson as the Head of Centre and Samuel Izatt as the Lead Instructor, both of whom are Internal Verifiers for the centre.

## Responsibilities:

- Head of Centre (Callum Thompson)
  - Callum Thompson is responsible for overseeing all aspects of the Maladministration Policy.
  - He is the primary contact for any issues related to maladministration.
  - Callum Thompson shall ensure that all staff and learners are aware of this policy, and that they receive appropriate training.
- Lead Instructor (Samuel Izatt)
  - Samuel Izatt is responsible for assisting the Head of Centre in implementing this policy.
  - He shall maintain records related to maladministration incidents and reporting.
  - Samuel Izatt will support the investigation process as required.

## Definitions:

- **Maladministration:** Any misconduct or improper practice within the organisation that may impact the quality, fairness, or integrity of vocational training programs.

## Procedures:

### 1. Prevention:

- Fast Forward Vocational Training Ltd shall implement measures to prevent maladministration, such as ensuring all staff members and learners are aware of this policy and promoting ethical behaviour.

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**Reporting:**

Any staff member or learner who suspects maladministration or misconduct should report it to the Head of Centre, Callum Thompson, or in his absence, to the Lead Instructor, Samuel Izatt. Reports may be submitted in writing, through email, or verbally, and they will be treated with confidentiality.

**Investigation:**

The Head of Centre and the Lead Instructor will conduct a thorough investigation into any reported incident of maladministration.

All parties involved in the investigation, including the person reporting the incident, shall be treated with fairness and impartiality.

**Resolution:**

Following the investigation, appropriate action will be taken to address the maladministration, including corrective measures and disciplinary actions, if necessary.

**Record Keeping:**

Records of maladministration reports and investigations shall be maintained by the Lead Instructor and will be made available for audit and review.

**Communication:**

Staff and learners shall be informed of the outcomes of investigations and any actions taken as a result of maladministration reports.

**Training:**

Fast Forward Vocational Training Ltd will provide training to staff and learners on this policy and the importance of preventing maladministration.

**Review:**

This Maladministration Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant regulations.

**Conclusion:**

Fast Forward Vocational Training Ltd is dedicated to promoting a culture of integrity and ethical behaviour. This Maladministration Policy, with Callum Thompson as Head of Centre and Samuel Izatt as the Lead Instructor, will help safeguard the quality and reputation of our vocational training programs. It is the responsibility of all personnel and stakeholders to adhere to this policy and report any instances of maladministration promptly.



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