

# Lawn Tennis Association Coach Qualification Malpractice Policy

The Lawn Tennis Association (the 'LTA') is committed to maintaining the integrity of its courses and eliminating malpractice in the delivery of 1<sup>st</sup>4sport and LTA coaching qualifications. The LTA abides by the 1<sup>st</sup>4sport Malpractice Policy and sanctions to approved centres.

This policy applies only to coach qualification courses provided by the LTA and awarded by 1<sup>st</sup>4sport. Any issues regarding malpractice from a coach qualification course that has been delivered by an external course provider, must go directly to the relevant external course provider.

The LTA defines malpractice as any **deliberate** activity, neglect, default or other practice that goes against the integrity of the assessment process and/or the validity of certificates. If any LTA staff, an individual who attends a course, tutors or assessors of a course or any relevant third parties have concerns that there have been instances of malpractice they should report these concerns to the LTA using the procedure detailed below.

## Procedure for dealing with Malpractice

In the event that suspected malpractice is identified by a member of the LTA Coach Development Team, tutors, assessors or course learners, they are required to report the details to the Coach Qualification Manager.

When reporting suspected malpractice the following information must be included, where possible:

- A detailed account of the suspicions and allegations
- Details of any consequent actions/investigations carried out by LTA staff
- Any extenuating circumstances (e.g. medical reports)
- Any unauthorised material found during the assessment process
- Where applicable, statements signed and dated by any personnel involved (i.e. tutors, assessors) on LTA headed paper
- Statements signed and dated by any learners involved (where applicable)

Reports of suspected malpractice must then be forwarded by the Coach Qualification Manager to 1<sup>st</sup>4sport via completion of the Allegations form contained on Athena (the 1<sup>st</sup>4sport Quality Assurance System). Evidence should be uploaded (where available) and attached to the allegations form in support of the report. The form should be submitted to 1<sup>st</sup>4sport via Athena. Acknowledgement of receipt, updates and outcomes will be communicated in writing.

### **Procedure for learners or relevant third party members**

In the event that a case of suspected malpractice is identified by a candidate (who does not feel they can approach the LTA) or a relevant third party (including 1st4sport qualification partners and internal LTA staff) it should be reported via completion of the Allegations form contained in the About Us and Candidate Information section of the 1st4sport website. This completed form and any required evidence should be forwarded to [gmt@1st4sportqualifications.com](mailto:gmt@1st4sportqualifications.com). Acknowledgment of receipt, updates and outcomes will be communicated in writing.

### **Handling arrangements**

Upon receipt of reports of suspected malpractice the 1st4sport Allegations, Appeals and Handling Arrangements are applied to establish appropriate outcomes and to resolve the situation via corrective action (where required). The 1st4sport Allegations, Appeals and Handling Arrangements are published on the About Us and Candidate Information section of the 1st4sport website and on Athena, the 1st4sport Quality Assurance System.

### **Supporting evidence**

Where available, evidence should be provided in support of the report to facilitate effective review of the situation. If only hard copies of evidence are available, these should be sent, with the form attached, by post to:

The Quality Management Team (QMT)  
1st4sport Qualifications Coachwise Ltd  
Chelsea Close Off Amberley Road  
Armley  
Leeds  
LS12 4HP

Malpractice data is consistently reviewed by the LTA and 1st4sport Quality Management Team (QMT), and contributes to the continuous monitoring of our coaching qualifications to prevent recurrence and to facilitate an improved service.