

## 1.0 Policy

To deliver its strategic policy aims of excellence in: Quality of Practice, the Learner Experience, Stakeholder Relationships, Innovation and Cost Management, Advance Assessments encourages all stakeholders to promptly report any concerns relating to its qualifications and assessments. In this policy and procedure, such persons are referred to as 'Whistleblowers'. This will ensure that Advance Assessments complies with Ofqual conditions of recognition, particularly:

### Condition A8 Malpractice and Maladministration

### Condition B6 Cooperation with Ofqual

### Condition H1 Appeals Process

### Condition I12 Compliance with Ofqual's appeals and complaints process

AA also operates in compliance with UK law, particularly:

### The UK Public Interest Disclosure Act 1998

### The UK Equality Act 2010

**Protection of Whistleblowers.** AA aims to provide protection of Whistleblowers from detriment caused by act, or deliberate failure to act by other stakeholders, including employers. This is enhanced by providing the effective, confidential, and secure reporting channel described in this procedure. AA is committed to support whistleblowers throughout an investigation. The UK Public Interest Disclosure Act provides protection to employees making lawful disclosures in accordance with the Act's provisions and in good faith. AA aims to work with Centres to protect learners from adverse effects and asks for a similar commitment from Centres

## 2.0 Procedure

2.1 The AA Centres and Assessment Manager is responsible for implementation of this procedure.

2.2 **Whistleblowing.** This procedure enables any stakeholder, including AA staff and contractors, learners, and Centre staff and contractors, that becomes aware of wrongdoing relating to AA qualifications to report concerns to AA management at the earliest opportunity. All such reports will be taken seriously and investigated.

2.3 **What to report.** Any concern about AA services or qualifications that you (The Whistleblower) consider to be:

- 2.3.1 Not in keeping with AA policies
- 2.3.2 Not in keeping with established standards of practice
- 2.3.3 Likely to be classified as malpractice or maladministration
- 2.3.4 A breach of applicable law
- 2.3.5 Discrimination against person(s) with protected characteristics as defined by the UK Equality Act 2010
- 2.3.6 A health and safety concern
- 2.3.7 Potential fraud or corruption
- 2.3.8 Neglect, bullying or abuse of any person

2.3.9 Other unethical conduct.

This is not an exhaustive list.

**2.4 How to report it.** The AA online platform provides a report space to enter details of a concern. Details submitted are accessible to Senior Managers at AA only. Entering details automatically notifies AA managers that a concern has been reported. Whistleblowers are asked to enter their contact details, but this is not compulsory. All concerns are reviewed, where an anonymous concern is submitted it will be reviewed. Report a concern here: [Course: About | Advance Assessments](#)

**2.5 Anonymous concerns.** Anonymous concerns will be reviewed by AA management and investigated at AA's discretion according to the:

2.5.1 Seriousness of the issue raised

2.5.2 Credibility of the concern

2.5.3 Likelihood of corroborating the concern from other sources

2.6 The Centres and Assessment Manager will hold and maintain records of Whistleblower's concerns in the dedicated areas on the Advance Assessments online assessment system, in accordance with the General Data Protection Regulations (GDPR) for 10 years after the date of submission of the appropriate form to AA, before disposal.

**3.0 Forms/Documents associated with this procedure**

3.1 Whistleblower's report – available online at: [Course: About | Advance Assessments](#)

**4.0 Document Revision History**

4.1 Following improvement identifications and review with colleagues, the Centres and Assessment Manager is responsible for revisions of this policy/procedure and completion of the table below, before issue of the amended policy/procedure.

<b>Date (most recent first)</b>	<b>Revision(s)</b>	<b>Reason for revision(s)</b>	<b>New Version Number</b>	<b>Approved by (Initial)</b>