



Defence Awarding Organisation



Alleged or Suspected Malpractice Reporting Form

Introduction

Malpractice Policy

1. We advise that both Learners and Centres to read Defence Awarding Organisation Malpractice and Maladministration Investigation Procedure to ensure that you are familiar with the procedures and protocols that have been put in place. You can download a full copy of our policy on the DAO.Gov website:

<https://www.gov.uk/government/groups/defence-awarding-organisation>

Completion of this form

2. Please take note of the following points when completing this form:

- We take all cases of suspected or actual malpractice/maladministration very seriously
- Please provide as much information as possible by completing all sections of the form as fully as possible
- If required, please use additional sheets and provide any supporting evidence

Contact Details

3. Please send all correspondence to the following:

Address:

Defence Awarding Organisation
Defence Academy Headquarters
Room TF08 Trenchard
Shrivenham
Swindon
SN6 8LA

General Enquiries:

Email: enquiries.dao@da.mod.uk;

Telephone: 0044 1793 31 4187/ 96161 4187

To:

DAO Compliance Manager
Defence Awarding Organisation
Trenchard Bldg Room TF08
Shrivenham
Wilts
SWINDON
SN6 8LA

enquiries.dao@da.mod.uk

(01793) 314187 or 96161 4187

From:

<insert Name/post>
<insert Centre Name>
<insert Centre Address>

<insert e-mail>
<insert Tel No.>

<insert File reference>

<insert Date>

ALLEGED OR SUSPECTED MALPRACTICE OR MALADMINISTRATION REPORTING

Qualification	
Date(s) of incident(s) or time period	

	Name	Unique Learner Number (ULN) or Employee Number [Learners only]	Contact details	Possible sources of evidence
Learner(s)				
Learning Facilitator				
Internal Quality Assurer (IQA)				
Other (state role)				

Description of Case

Please detail in full the suspected malpractice or maladministration. Use additional sheets when required and/or attach additional evidence.

Background:

Malpractice Event:

Causes of Event:

Recommendations:

CENTRE IMMEDIATE ACTION
Eg – Learners and Qualification claims on hold pending investigation.

Signed	
Name	
Date	
Post/Role	
Tel No.	
email	