

CISI Awarding Body Whistleblowing Policy

1 Rationale

The CISI is committed to ensuring that our awarding body functions are carried out ethically, honestly, to high standards and in line with published procedures and policies (internal and external).

This policy sets out how any individual/s (internal to the CISI or external) involved in the development, delivery and award of qualifications may raise concerns about serious wrongdoings and our approach if such concerns are raised.

2 What is Whistleblowing

Whistleblowing in a general context is the reporting of serious wrongdoing relating to the business, such as:

- The commission of a criminal offence
- Failure to comply with a legal obligation
- Damage to the environment
- Danger to any person's health or safety
- Miscarriage of justice
- Cover ups of any of the above

Whistleblowing in an awarding body specific context is the reporting of serious wrongdoing which may lead to an adverse effect for a candidate / candidates studying CISI qualifications or constitute malpractice or maladministration. Such instances may be, but are not limited to:

- Assessment development – whereby anyone involved in the development of an assessment discloses confidential assessment material
- Assessment delivery – whereby invigilators enable candidates to provide false ID at registration; allow unauthorised materials in the assessment room; allow candidates to view confidential assessment material prior to the assessment start time
- Assessment delivery – whereby Teacher-Moderators provide detailed and specific feedback on the 1st drafts of Extended Projects
- Assessment award – whereby centres collude to enable false certification of a candidate's qualification achievements

3 Reporting Concerns

You may report concerns about serious wrongdoing which may have an adverse effect to the CISI Global Director of Learning.

When reporting concerns, you should state that you are following this policy.

You should provide as much evidence as possible to support your disclosure.

4 How will the concerns be investigated

Where there are reasonable grounds to conclude that wrongdoing related to awarding body activities has taken place, the CISI Global Director of Learning will carry out such investigations as seem appropriate.

In some cases, these may be limited, particularly where it appears that the concerns are minor, based on a misunderstanding or where it is difficult to collect evidence.

In other cases, the investigations will be more wide ranging and may include, where possible, talking to the individuals concerned and other potential witnesses, taking statements and looking at evidence.

Matters will be looked into sensitively and carefully, without delay and within an anticipated time frame of four weeks. Where the investigations are, by necessity, more wide ranging, this may take longer.

Once initial investigations have been conducted, findings will be reported on.

This may result in that third party no longer being involved in the development, delivery and award of qualifications, be that at individual level, or indeed, Centre level (where applicable).

5 Confidentiality

If you wish your identity to be kept confidential, this in general will be respected. In certain circumstances this may not be possible and this will be discussed with you. Examples of this might be where the information we have been provided could only have come from one source or where the allegations are of a particularly serious nature and were are legally bound to disclose your identity.

6 Protection of person reporting wrong doing

You will receive the CISI's support if you report wrongdoing to the Institute under this procedure. If you believe that you are being disadvantaged by the CISI as a result of the report, you should immediately tell the Global Director of Learning, Chief Executive or HR Department. You will not be victimised or disadvantaged by the CISI for doing this. The only caveat to this is that, if your allegations are proven to be false and not made in good faith, disciplinary proceedings are likely (for internal employees or CISI members).