

Catch22 College Policy

Fraudulent and Mistaken Claims Policy

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Catch22 Colleges
Queries to:	Will Duke-Oddy
Date created:	7th May 2025
Date of last review:	26 th November 2025
Date of next review:	26 th November 2026
/Catch22 group, entity, hub:	Catch22 Colleges
4Policies level (all staff or managers only)	All Catch22 College Staff

Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	7th May 2025	Will Duke-Oddy - Quality & Curriculum Manager - OSH	New Policy Created
2.0			

1. What is the policy about?

This policy outlines the measures implemented by Catch22 Colleges to ensure that all claims for certification of qualifications are valid, reliable, and protect the integrity of the qualification as well as the interests of learners.

2. Who does this policy apply to?

This policy applies to all staff involved in the delivery, assessment, and internal or external quality assurance processes for qualifications at Catch22 Colleges.

3. Policy requirements

Aims

- To ensure that all claims for certification of qualifications are valid and reliable.
- To protect the interests of all learners and the integrity of the qualification.

Policy Implementation

To achieve these aims, Catch22 Colleges will:

Attendance Monitoring

- Take a daily register of learners, cross-referenced against submitted units.

Evidence Verification

- Require each piece of submitted evidence to be signed and dated by both the learner and the assessor.
- Verify the originality and authenticity of learners' work during the Internal Quality Assurance (IQA) process, ensuring it is unique to the individual.

Registration Oversight

- Ensure that learner registration onto qualifications is overseen by Lead Teachers & Senior Operations Managers.

Accessibility of Work

- Make all registered learners' work available for sampling by both internal and external quality assurance (IQA and EQA) processes.

Validation of Tracking

- Maintain a clear process to validate tracking sheets against each learner's submitted work.

Secure Storage

- Store all files securely to prevent unauthorised access or tampering.

Standardisation

- Hold regular standardisation meetings between assessors and IQA staff to identify and resolve any discrepancies.

EQA Monitoring

- Ensure SLT attend EQA visits, monitor feedback, and address any actions through regular supervision and team meetings.

Reporting Fraudulent Claims

- If fraudulent claims are suspected, they must be reported immediately to Senior Operations Managers.
- The awarding body's procedures for managing suspected malpractice or fraudulent claims must be followed.

4. Related policies

Appeals Policy & Procedures – Catch22 Colleges

Assessment and IQA Policy – Catch22 Colleges

Registration & Certification Policy – Catch22 Colleges

5. Appendices

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	Fraudulent and Mistaken Claims Policy Catch22 College
EIA completed by:	Will Duke-Oddy - Quality & Curriculum Manager - OSH
Date of assessment:	07/05/2025
Assessment approved by:	<Name>, <Position> [if required]

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Fraudulent and Mistaken Claims Policy Catch22 College for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner