



Quality Training & Skills Development
 enquiries@qtsd.co.uk | www.qtsd.co.uk

Full name of policy:	Fraud Protection
Requirement for policy:	To outline the responsibilities of Directors, Assessors, Learners and Associated Partners.
Name and post of person responsible:	All Directors
Highest QTSD body approving the policy:	Directors
Date of approval:	30 June 2022
Frequency of review:	2 years
Dates of previous reviews:	30 June 2016/30 June 2018/30 June 2020
Date of next formal review:	30 June 2024
Equality analysis (if required):	
Policy Reference:	
Total number of pages – (including appendices and front sheet):	
Comments:	

Fraud Protection Policy

Background

QTSD has a commitment to high legal, ethical and moral standards. All members of staff are expected to share this commitment. This policy is established to facilitate the development of procedures, which will aid in the investigation of fraud and related offences.

QTSD already has procedures in place that reduce the likelihood of fraud occurring. These include standing orders, documented procedures and documented systems of internal control and risk assessment. In addition, QTSD tries to ensure that a risk (and fraud) awareness culture exists in this organisation.

Fraud Protection Policy

This policy applies to any irregularity, or suspected irregularity, involving Assessors or Stakeholders as well as consultants, vendors, contractors, and/or any other parties with a business relationship with QTSD. Any investigative activity required will be conducted without regard to any person's relationship to QTSD or the Directors, position or length of associated service.

Actions Constituting Fraud

Fraud comprises both the use of deception to obtain an unjust or illegal financial advantage and intentional misrepresentations affecting the financial statements by one or more individuals among management, staff or third parties. Guidance is contained in the Appendix to this policy.

All Directors, Assessors and related Stakeholders have a duty to familiarise themselves with the types of improprieties that might be expected to occur within their areas of responsibility and to be alert for any indications or irregularity.

QTSD's Policy

QTSD is absolutely committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. It is therefore also committed to the elimination of any fraud within the organisation, and to the rigorous investigation of any such cases.

QTSD wishes to encourage anyone having reasonable suspicions of fraud to report them. Therefore, it is also QTSD's policy, which will be rigorously enforced, that no Assessor or Stakeholder will suffer in any way as a result of reporting reasonably held suspicions.

All persons associated with QTSD can therefore be confident that they will not suffer in any way as a result of reporting reasonably held suspicions of fraud. For these purposes reasonably held "suspicions" shall mean any suspicions other than those, which are raised maliciously and found to be groundless. The organisation will deal with all occurrences in accordance with the Public Interest Disclosure Act.

Any concerns are to be reported to The Directors in the first instance on the following:

Chris Baker - 07518231002
Brent Eaton - 07590389349
Julie Humphreys - 07811229420
Viv Rowbotham - 07713739498

or email – enquiries@qtsd.co.uk

Adapted from guidance at www.fraudadvisorypanel.org

June 2018/QTSD LTD (incorporating QTSD South East/QTSD South West/QTSD London)