

DTMK Limited

Maladministration, Malpractice, Plagiarism and Whistleblowing Report Form

This form should be used by any staff member, learner, contractor, or partner to report suspected or actual cases of malpractice, maladministration, plagiarism, or whistleblowing concerns.

All information provided will be treated in confidence and in accordance with the DTMK Limited Maladministration, Malpractice, Plagiarism and Whistleblowing Policy.

Section 1 – Reporter's Details

(You may leave this blank if you wish to remain anonymous, although this may limit the ability to investigate fully.)

Full Name: _____

Role (e.g. learner, staff, contractor): _____

Contact Details (telephone/email): _____

Section 2 – Nature of Concern

Please tick the category that best describes the concern:

☐ Malpractice

☐ Maladministration

☐ Plagiarism

☐ Whistleblowing (public interest disclosure)

☐ Other (please specify): _____

Section 3 – Details of Concern

Please provide as much detail as possible, including names, dates, times, locations, and a description of the issue.

Section 4 – Individuals Involved

Name(s) and role(s) of those involved in the concern:

Section 5 – Evidence

Please describe and/or attach any supporting evidence.

■ Documents attached

■ Witness statements attached

■ Other (please specify): _____

Section 6 – Previous Action Taken

Have you raised this concern with anyone else inside or outside of DTMK Limited?

■ Yes – please provide details: _____

■ No

Section 7 – Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Signature: _____

Date: _____

(If reporting anonymously, this section may be left blank.)

For DTMK Limited Internal Use Only

Date received: _____

Received by: _____

Reference number: _____

Investigator appointed: _____

Initial action taken: _____

Date Awarding Organisation notified (if applicable): _____

Referred to external authority (if applicable): _____

Outcome: _____

Date case closed: _____