




# Whistleblowing guidance



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## Introduction

AAT is the leading provider of high quality accounting technician qualifications in the UK. As such, it has a duty to protect the integrity of its qualifications and investigate any wrongdoing associated with them.

A whistleblower is a person who raises a genuine concern in good faith.

If you have a genuine concern relating to suspected wrongdoing or danger, affecting any of AAT's activities, you may report it to your training provider or AAT.

This guidance is intended to help learners, training provider staff, or other individuals raise concerns over any wrongdoing within AAT or its approved training providers, rather than ignore them. These concerns may relate to:

- unlawful conduct
- financial mismanagement
- malpractice
- dangers to the public or the environment.

## AAT's whistleblowing procedure

### Stage 1 – Raising a concern

Where you have a concern that wrongdoing has taken place in relation to any of AAT's qualifications, normal practice is to raise your concerns through the line management of the organisation concerned. For a learner/student, the first point of contact would be the AAT coordinator, tutor, or assessor at their training provider.

### Stage 2

If your concerns are not addressed at stage 1, or you feel it is not possible to raise concerns internally, you should address your concerns to AAT by emailing the form attached at Appendix 1 to [aatquality.assurance@aat.org.uk](mailto:aatquality.assurance@aat.org.uk)

You must make it clear in your email that you are reporting your concerns under our *Whistleblowing guidance*.

Alternatively, you can write to:

**The Responsible Officer**  
**AAT**  
**140 Aldersgate Street**  
**London**  
**EC1A 4HY**

### **Stage 3**

AAT will acknowledge receipt of your concern(s) within five working days.

AAT will evaluate your concern and decide whether and how to pursue the issue you have raised. You will be informed of this within 10 working days. You may at this stage be asked for more evidence/information.

If appropriate, AAT will inform the qualifications regulator(s) of the issue(s) raised and the course of action to be taken.

Upon conclusion of any investigation, AAT will provide you with a summary of the outcomes within 10 days of its conclusion. Please note, no confidential information will be shared with you.

The regulator (s) will be provided with full details of the investigation and outcomes. Where any serious issues are proved, other awarding organisations offering the same or similar qualifications will also be informed.

### **Confidentiality**

We will endeavour to keep a whistleblower's identity confidential where asked to do so. However, we can be legally obliged to disclose your identity to:

- the police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud)
- the courts (in connection with court proceedings)
- another person to whom we are required by law to disclose your identity
- the regulator(s) responsible for the standards of the qualification(s) concerned.

The whistleblower should also be aware that he or she may be identifiable by others due to the nature, or circumstances, of the disclosure.

# Appendix 1

## AAT Whistleblowing report form

### Section 1 – Contact information

Title (Mr/Mrs/Ms/Dr):

First name:

Surname:

Name of training provider/organisation:

Your email:

Your phone number:

### Section 2 – Whistleblowing concern details

Qualification(s) affected:

Number of learners affected:

Details: