# M2 - Investigation Report

\*Investigators that sign this report are confirming that any individuals involved have been notified of the issue and been given the opportunity to comment and where appropriate submit a written signed statement.

## Case reference number: Click or tap here to enter text.

## Date of report: Click or tap to enter a date.

## Centre number and name:

## Click or tap here to enter text.

## Qualification(s) affected - number and name including unit code (if applicable):

## Click or tap here to enter text.

## Name(s) of learner(s) involved (if appropriate):

## Click or tap here to enter text.

## Name(s) and role(s) of Centre staff involved (if appropriate):

## Click or tap here to enter text.

## Name(s) of Futurequals staff or consultant(s) involved (if appropriate):

## Click or tap here to enter text.

## Date(s) of suspected or actual occurrence: Click or tap to enter a date.

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| AREA OF CONCERN(Please provide details of the issue raised as potential malpractice or maladministration): |
| Click or tap here to enter text. |

## Investigation team (Name, position and signatures\*):

## Click or tap here to enter text.

## Report written by:

## Click or tap here to enter text.

## Reported Reviewed and Signed off by\*\*:

\*\* *To be completed by the Head of Centre if the investigation was delegated to another member of staff*

## Click or tap here to enter text.

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| **INVESTIGATION DETAILS** |
| 1. **Purpose of the Investigation** |
| Click or tap here to enter text. |
| 1. **Background and nature of allegation** |
| Click or tap here to enter text. |
| 1. **Key issues** |
| Click or tap here to enter text. |
| 1. **Information and evidence including documentation/information reviewed** |
| Click or tap here to enter text. |
| 1. **Findings from the investigation and/or review of documentation including compliance/non-compliance with centre processes and procedures and FutureQuals requirements** |
| Click or tap here to enter text. |