

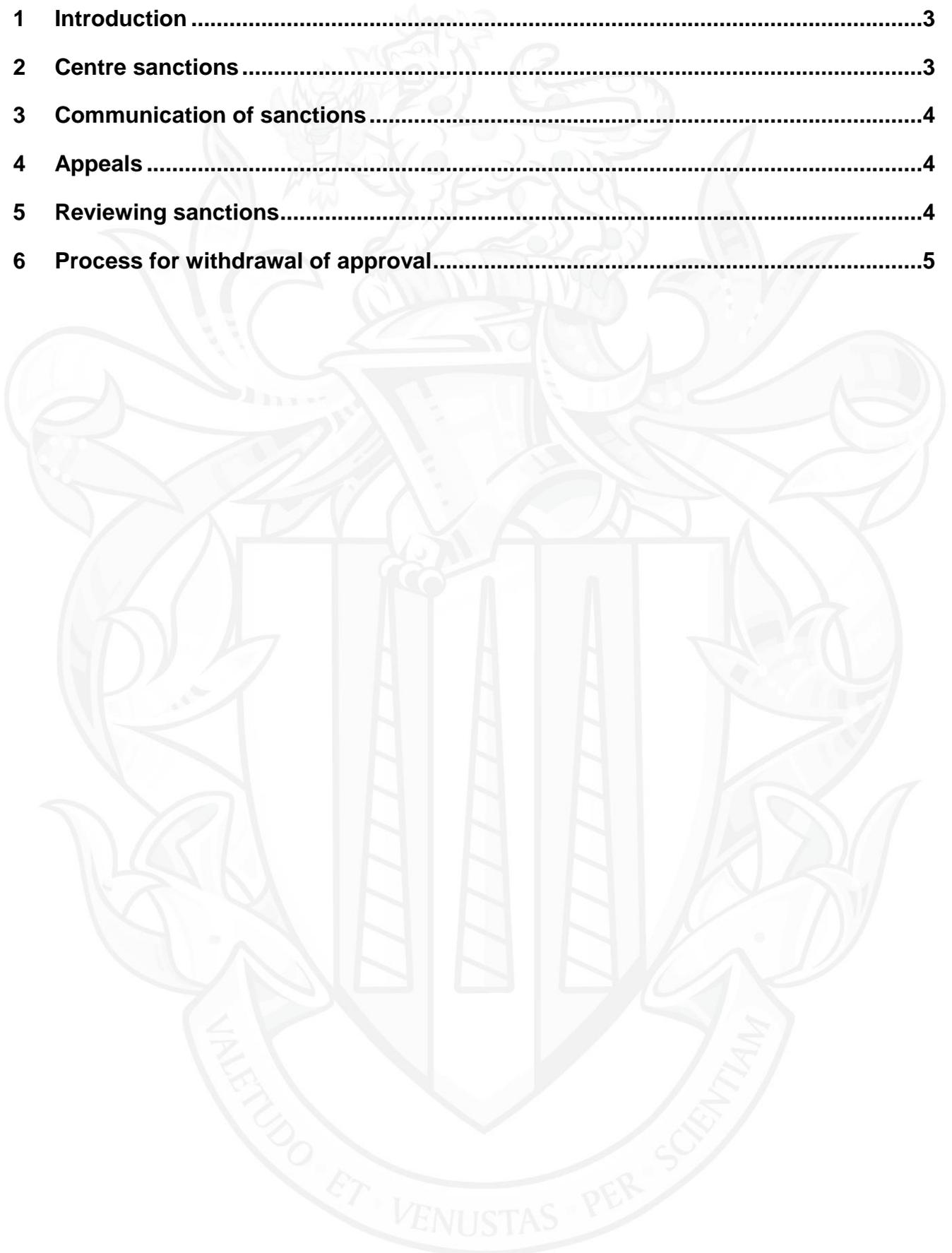


Vtct

Sanctions Policy

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1 Introduction

This policy sets out the sanctions that VTCT may apply to centres or learners, where they are suspected or have been proved to have not been adhering to VTCT requirements.

2 Centre sanctions

VTCT recognises that from time to time, things can go wrong, and VTCT will support centres to action any necessary improvements. VTCT will identify actions for the centre to complete and will only apply a sanction where actions are not implemented or if the failure is severe enough to threaten the validity or integrity of our qualification(s); VTCT's function as an awarding organisation; or could undermine confidence in our qualifications.

Where necessary, VTCT will inform the regulator of any incident that may have an adverse effect on the delivery or award of a qualification.

VTCT may impose the following sanctions at either qualification or centre level (including any additional sites), dependent on the issues which need resolving:

- Removal of Direct Claims Status;
- Temporary suspension (of registration and/or certification);
- Withdrawal of approval (for a centre or a qualification(s)).

Examples of issues and the sanctions that would be applied are given in the table below:

Issue	Sanction
Non-payment of invoices within payment terms	Temporary suspension of registration and/or certification or withdrawal of approval
Failure to maintain standards in relation to assessment and internal quality assurance	Removal of direct claims status or temporary suspension
Failure to comply with the VTCT Centre Agreement	Temporary suspension or withdrawal of approval
Failure to cooperate with investigations or provide access to VTCT or Regulators for the purpose of monitoring	Temporary suspension or withdrawal of approval.
Failure to comply with VTCT's requirements relating to registering learners	Temporary centre suspension for certification or withdrawal of approval.
Failure to communicate with VTCT	Removal of direct claim status, temporary suspension or withdrawal of approval
Significant faults in assessment and Internal quality assurance arrangements	Temporary centre suspension or withdrawal of approval
Failure to implement actions set by VTCT	Removal of direct claim status, temporary centre suspension or withdrawal of approval
Insufficient qualified and occupationally competent staff (e.g. Assessors & IQAs) as required for qualification delivery	Removal of direct claim status, temporary suspension or withdrawal of approval

When inadequate action has been taken by the centre in response to a sanction, VTCT may increase the sanctions imposed (e.g. for registration and certification), for persistent inadequate action this may result in the withdrawal of approval.

3 *Communication of sanctions*

The table below identifies how you will be notified of any sanctions applied:

Sanction	Notified by
Removal of direct claims status	EQA will recommend this sanction via an EQA report, or informed by Quality Assurance department.
Temporary suspension (of registration and/or certification)	Informed by Quality Assurance or Finance department (for financial issues).
Withdrawal of approval (for a centre or a qualification(s))	Informed by Quality Assurance department or member of Corporate Leadership Team.

VTCT will notify relevant centre staff dependent on the reason for the sanctions imposed, this may include the Head of Centre, Finance Officer and/or Examinations Officer.

To comply with the Regulator’s requirements, VTCT may inform the regulatory authorities and/or other awarding organisation of centre sanctions imposed, especially when these relate to suspected or proven malpractice or maladministration.

4 *Appeals*

If a centre feels that a sanction has been imposed unnecessarily, or doesn’t take into account all factors, the centre may appeal the decision to impose sanctions by following the Enquiries and Appeals Policy, which is available on the VTCT website, here.

5 *Reviewing sanctions*

Sanctions will remain in place until:

- the issue has been resolved and actions completed;
- an investigation has found that the issue is no longer considered to be a threat to the validity or integrity of our qualification(s) or VTCT’s function as an awarding organisation;
- a successfully upheld appeal.

6 *Process for withdrawal of approval*

VTCT will try to work with centres to rectify problems, however there may be times when problems cannot be rectified; a centre fails to implement actions; or a centre fails to communicate with VTCT; which means that VTCT must withdraw approval. When withdrawing approval, VTCT will notify the centre in writing.

When approval is withdrawn from a centre for some or all of its qualification(s), VTCT will take reasonable steps to protect the interests of Learners. To protect the interest of learners that have been registered, VTCT may:

- allow learners to complete their programme at the centre, subject to conditions specified by VTCT and agreed by the centre;
- provide learners with details of other VTCT approved centres who offer the same or equivalent qualifications to those they're registered on;
- provide learners with details of other Awarding Organisations who offer the same or equivalent qualifications to those they're are registered on.

VTCT will discuss with the centre the appropriate action that will be taken.

Where VTCT takes the decision to withdraw approval from a centre, the centre will be required to remove all reference to VTCT, including any logos and references in any literature or on their website. Failure to do so will result in reporting to the local trading standards office.