

# British Safety Council Sanctions Policy



## Introduction

The British Safety Council has a responsibility to the learners taking our qualifications and to the UK qualifications regulators to ensure that centres deliver our qualifications and units in accordance with relevant national standards.

This policy outlines the sanctions that the British Safety Council may impose on centres that have failed to meet aspects of our delivery requirements and/or the standards laid down by the qualifications regulators in respect of regulated qualifications and units. The policy is used by our staff to ensure they apply any sanctions in a consistent manner.

## Centre's responsibility

It is important that centre staff involved in the delivery of our qualifications are fully aware of the contents of this policy and its possible implications on your centre should you fail to comply with requirements specified by the British Safety Council in relation to the delivery of our qualifications.

## Approach to sanctions

The British Safety Council has a range of sanctions that can be imposed on a centre depending on the seriousness of the situation, the level and track-record of the centre's non-compliance and the risk to the interests of learners and the integrity of the qualifications and units.

The British Safety Council endeavours to ensure that the application of sanctions is a last resort and through our approach to centre support and management, and the creation of appropriate action plans, we will work with centres to prevent situations arising that would warrant a sanction being imposed.

Examples of situations that may result in a sanction being imposed on a centre include:

- outstanding actions from previous monitoring activity;
- persistently poor marking of centre-marked assessments;
- suspected or proven cases of malpractice or maladministration;
- an adverse effect on the standards of the qualifications they are delivering or public confidence in qualifications;
- refusal to allow British Safety Council staff or qualifications regulators access to premises and/or records.



The following are not classed as sanctions, but standard good practice by any awarding organisation:

- undertaking additional visits to a centre to provide them with a greater level of support and/or monitoring depending on their needs and performance;
- requiring specific centre staff to undergo additional training and/or scrutiny by the centre if there are concerns about their ability to undertake their role in the delivery of our qualifications effectively. Such decisions would normally be communicated to the centre via an 'action' following a centre visit. It is important to note that we reserve the right to impose a number of restrictions against individuals at any time. Ordinarily restrictions would be imposed against individuals either during or prior to conducting an investigation into maladministration or malpractice connected to a centre with whom the individual(s) is/are connected. Restrictions against individuals may include not permitting specific staff to be involved in the delivery/assessment of our qualifications;
- appointing our staff to observe an examination or assessment at the centre if there are concerns around the centre's arrangements. Such actions will be discussed with the centre in advance.

### **Sanctions that may be imposed**

Sanctions that may be imposed include:

- withholding results or certificates;
- preventing further learner registrations by a centre;
- removal of qualification approval;
- removal of centre approval.

Recommendations in relation to sanctions will be reviewed by the British Safety Council's Director of Qualifications and Standards and, if there is clear evidence of non-compliance by the centre, then the sanction will be imposed.

The nature of any sanction and the rationale for its application will be communicated in writing to the centre.

Only in exceptional circumstances of serious non-compliance or the persistent failure of the centre to address outstanding actions, and/or the failure of previous sanctions to address the issue, would the British Safety Council impose the ultimate sanction of removal of qualification or centre approval.



The British Safety Council expects that it would never impose the immediate withdrawal of qualification or centre approval without:

- the centre being given an opportunity to address the area(s) of non-compliance;
- first of all imposing one of the previous sets of sanctions;
- there being evidence that the non-compliance poses a significant threat to the interest of learners or the integrity of the qualifications and units.

Should a centre have its approval for a qualification removed, we will take all reasonable steps to protect the interests of any learners currently registered on the qualification. For example, we will seek to transfer them, where possible, to another centre to enable them to continue with their learning and assessment.

### **Appeals**

Centres have the right to appeal against decisions regarding sanctions. Such an appeal will be considered by the independently chaired British Safety Council Appeals Committee. Further information can be found in the British Safety Council's Result Enquiries and Appeals Policy.

### **Review arrangements**

This policy will be reviewed annually as part of our self-evaluation arrangements and revised as necessary in response to customer feedback, trends from our internal monitoring arrangements, changes in our practices, or requirements of the qualifications regulators.

### **Contact details for this policy**

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