

Sanctions policy

Introduction

This policy is aimed at Qualification Centre's delivering Sports Leaders UK approved qualifications and who have failed to meet aspects of our delivery requirements and/or the standards laid down by the regulatory authorities in respect of regulated qualifications and units. It sets out the sanctions Sports Leaders UK may impose on Centres in such situations.

Review arrangements

Sports Leaders UK will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or through review and improvements identified or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views please contact us via the details provided at the end of this policy.

Qualification Centre's responsibility

It is important that your staff involved in the delivery of our qualifications are fully aware of the contents of the policy and its possible implications on your Centre should you fail to comply with requirements specified by Sports Leaders UK in relation to the delivery of our qualifications (some of which are required of us by the regulators). In this context Centres should recognise that the Terms and Conditions set out the relationship between Sports Leaders UK and the centre.

Please note that where sanctions involve extra visits to the Centre, this will always be at the Centre's expense.

Approach to sanctions

Sports Leaders UK has a range of sanctions that will 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/or the integrity of the qualifications and/or affects the public confidence in Sports Leaders UK qualifications. The Terms and Conditions also refer to the suspension and/or termination of the relationship with a Centre (see Sections 6 and 7). The

sanction that will be applied will therefore depend on a consideration of these factors at the time that the sanction is applied. It should be noted that these sanctions are not sequential. Normally the Centre will have been given an opportunity to address the area(s) of non-compliance (as outlined in the diagram Quality Assurance Processes for Qualification Centres) but on occasion Sports Leaders UK may need to impose a sanction with immediate effect.

Some possible situations where a sanction may be imposed are:

- Outstanding actions
- Poor records to confirm assessment decisions
- No internal verifier in place
- Proven collusion
- persistent poor decisions of Centre marked assessments
- Suspected or proven cases of maladministration/malpractice this may lead to sanctions immediately being imposed before an investigation has been completed
- Made certification claims before learners have completed and been validly assessed for the unit(s)/qualification(s)
- An increased likelihood of an adverse effect occurring meaning that the standards set for a qualification have not been properly met.
- Refused access to premises and/or records to the staff of Sports Leaders UK or the regulatory authorities

Sanctions that may be imposed

Withholding Certificates

The sanction to **withhold certificates** (e.g. suspending certification status) can be imposed in relation to:

- A single qualification
- An entire qualification group
- All qualifications

The implementation of this sanction can be imposed by the Senior Quality Assurance Officer (SQA) when there is clear evidence of non-compliance by the Centre and/or a sufficient rationale for the sanction to be imposed. This may follow the initial action plan and failure to comply or complete this. On some occasions withholding certificates will be imposed with immediate effect where there is clear evidence of maladministration or malpractice.

Prevention of further registrations of learners

The sanction to **prevent further learner registrations by the Centre** can be imposed by the Quality Assurance Manager in relation to:

- A single qualification

- An entire qualification group
- All qualifications

This sanction will be implemented by the Quality Assurance Manager.

Both of the above sanctions will be reviewed by the Responsible Officer.

Removal of Centre Approval

In the situation of extremely serious non-compliance and/or the persistent failure of the Centre to address outstanding actions, and/or the failure of previous sanctions to address the issue Sports Leaders UK can impose, via the Responsible Officer the ultimate sanction of **removal of Centre approval**. In this situation there is likely to be evidence that the non-compliance and/or failure(s) poses a significant threat to the interest of learners or the integrity of the qualifications and units.

As stated above the Centre will normally have been given an opportunity to address the area(s) of non-compliance.

Should a Centre have its approval for qualifications removed or Centre Approval removed, we will take all reasonable steps to protect the interests of any learners currently registered on the qualification(s) in line with the details outlined in our "Sports Leaders UK Centre Withdrawal Policy and procedure". For example, we will seek to transfer them – where possible and feasible – to another Centre to enable them to carry on with their learning.

Notice and process of sanctions

If Sports Leaders UK decides to impose a sanction on a Centre we will communicate the decision to the Centre and implement the sanction in accordance with the arrangements outlined in the 'Sports Leaders UK Centre Withdrawal Policy and procedure'.

In all instances the nature of the sanction and the rationale for its application will be communicated in writing to the Head of Centre and Centre Course Manager. This will be a written letter as well as in email form.

If a Centre disagrees with the decision the Centre should appeal in accordance with the Sports Leaders UK's Appeals Policy.

Contact us

If you've any queries about the contents of the policy, please contact our Quality Assurance Manager, Telephone: 01908 689180 or via email: contact@sportsleaders.org or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.