



The British Safety Council

Sanctions Policy

V1.2

Version	Issue Date	Amendments	Page No.

Introduction

This policy sets out the British Safety Council's approach to centres who fail to comply with our quality assurance and centre agreement requirements and how we will impose sanctions upon them. Sanctions could lead to suspension of certain centre activities or the withdrawal of centre approval for some or all qualifications at all the main centre and all satellite sites.

The primary aims of applying sanctions are to:

- Protect and minimise the risk to the integrity of qualifications and/or the quality assurance process.
- Protect all aspects of the British Safety Council's awarding of results and certificates.
- Allow the British Safety Council to investigate suspected, maladministration/malpractice while maintaining the integrity of the qualification(s) involved.
- Protect the interest of Learners.
- Protect public confidence in the British Safety Council's qualifications.

The BSCs levels of sanction

Level	Sanction	Issue/Rationale
1	Entries into the action plan to address non-compliances identified	Non-compliance with approved centre criteria but no threat to the integrity of assessment
2	Temporary suspension of certification for specific or all qualifications and greater scrutiny of assessment activity	Some doubt about the integrity of assessment and danger of invalid claims for certification
3	Temporary suspension of registrations for specific or all qualifications	Loss of integrity of assessment, exam materials compromised, invalid claims for certifications. Adverse effect on learners
4	Withdrawal of centre approval for specific qualifications	Irrecoverable breakdown in communication, management or quality assurance of specific qualifications
5	Withdrawal of centre approval for all qualifications	Irrecoverable breakdown in communication, management or quality assurance of all qualifications offered by the centre

BSC Regional Quality Assurers (RQAs) are authorised to issue Level 1 sanctions to centres who fail to meet the BSC or regulatory requirements, these sanctions will take effect immediately, usually at the centre visit.

Level 2 sanctions are issued by the BSC's Compliance Co-ordinators or other members of the compliance team, often at the recommendation of the RQA or as a result of the BSC's

other monitoring processes. The Head of Centre will be notified immediately, in writing, detailing the areas of concern and actions required.

Level 3 or 4 sanctions that involve the suspension of registrations or the withdrawal of approval, must be authorised by the Head of Qualifications or the Head of Compliance. They will ensure that the Head of Centre is notified, in writing, of any suspensions or withdrawals. The Head of Centre will be notified via email of any suspensions or withdrawals.

Level 5 sanctions must be agreed by the BSC Compliance Panel and authorised by the Managing Director - Qualifications.

The centre has the right of appeal against any sanctions issued. Appeals should be made in accordance with the BSC Appeals Policy.

Level 1 sanction

A level sanction will be issued to centres who do not comply with the BSC approved centre and monitoring requirements but where there is no apparent threat to the integrity of assessment. The sanction will be accompanied by actions which the centre will need to complete within the given timescales.

Examples of non-compliances that result in the issue of a level 1 sanction include:

- the centre's aims, policies and responsibilities of key personnel not being clear or well understood by the centre co-ordinator and the invigilation team
- internal quality assurance procedures and practices not documented clearly
- poor communication with BSC, including failure by the centre to notify the BSC of any changes in centre personnel
- any premises, facilities and equipment used for assessment purposes do not comply with the relevant health and safety legislation
- inadequate development plans for invigilators or internal quality assurers
- learners not aware of their rights and responsibilities (e.g. appeals procedure)
- queries are not resolved or recorded
- poor access to assessment
- inadequate monitoring or review of procedures

Level 2 sanction

This level of sanction will be issued to centres where the BSC feels that close scrutiny of assessment decisions is required.

The effect of this sanction will be the removal of certification status from the centre for specific or all qualifications.

Examples of non-compliance that result in the issue of a level 2 sanction include:

- the Head of Centre, internal quality assurer or invigilators have insufficient time, resources or authority to perform their role

- insufficient invigilators and/or internal quality assurers
- records are insufficient to allow audits of assessment
- records of assessment or examination data show abnormalities
- agreed actions relating to a level 1 sanction have not been implemented by the timescales agreed
- learner registration and records do not follow BSC requirements

Level 3 sanction

This level of sanction will be issued if there's an adverse effect, or potential adverse effect, on learners, loss of integrity of assessment, exam materials compromised or invalid claims for certifications.

Examples of non-compliances that result in the issue of a level 3 sanction include:

- the assessment process disadvantages learners
- assessments are not the authentic work of learners
- no suitable invigilators or internal quality assurers
- the centre fails to provide access to the records, information, learners and staff as requested
- records of assessment or examination data show serious abnormalities
- previously agreed corrective measures relating to a level 2 sanction have not been implemented by the timescales agreed
- non-payment of invoices
- exam materials compromised

Level 4 sanction

A level 4 sanction, the withdrawal of centre approval for specific qualifications, will be issued if there is irretrievable breakdown in communication, management or quality assurance of specific qualifications.

Examples of non-compliance that would result in the issue of a level 4 sanction include:

- significant faults in the management and quality assurance of qualifications which result in ongoing failure to meet all the requirements of the qualification
- previously agreed corrective measures relating to a level 3 sanction have not been implemented by the timescales agreed
- Significant malpractice / maladministration identified
- Centre not complying with requests for monitoring and investigation

Level 5 sanction

A level 5 sanction, the withdrawal of centre approval for all qualifications, will be issued, where there is an irretrievable breakdown in communication, management or quality assurance at the centre.

Examples of non-compliances that result in the issue of a level 5 sanction include:

- significant faults in the management and quality assurance of qualifications which result in ongoing failure to meet all the requirements of all qualifications offered by the centre
- previously agreed corrective measures relating to a level 4 sanction have not been implemented by the timescales agreed
- Significant malpractice / maladministration identified
- Centre not complying with requests for monitoring and investigation