

Sanctions Policy

BHS Qualifications (BHSQ) is committed to ensuring that learners taking its qualifications have the best possible learning experience, and have appropriate opportunities to achieve at the highest possible level.

In order to do this, BHSQ has in place a centre and qualifications approval process to confirm that a centre wishing to deliver its qualifications has in place the appropriate resources, systems and processes.

This process culminates in the completion of a signed, enforceable agreement in which the centre declares that it will comply with the requirements of BHSQ. To support high quality delivery in its centres, BHSQ has a series of policies and procedures to which centres must adhere.

Should any centre found to be in breach of the declarations they have made, or in breach of any of BHSQ's policies and procedures, then sanctions may be imposed.

BHSQ has a tariff of sanctions for dealing with those approved centres whose management, assessment and quality assurance systems fail to meet the centre approval requirements. The tariff is designed to ensure:

- A transparent, fair and consistent response when specific shortcomings are found.
- Public confidence in the quality assurance and control arrangements underpinning qualifications.

BHSQ may withdraw centre approval for reasons not directly related to the quality of assessment, such as a failure to meet BHSQ's commercial terms of business. The tariff will be reviewed and updated as necessary in the light of operational experience.

The centre's appointed external quality assurer (EQA) and/or the BHSQ Manager will agree sanctions, each breach will be assessed on a case-by-case basis. Sanctions will be imposed at a level commensurate with the breach.

In instances where malpractice has been proven to have occurred, sanctions will always be imposed.

Sanctions may be imposed if:

- A centre is in breach of its centre and/or qualification approval.
- A centre is in breach of any BHSQ policies or procedures.
- A centre is found guilty of malpractice and/or maladministration.

Sanctions might include:

- Withdrawal of centre and/or qualification approval.
- Conditions to centre and/or qualification approval.
- Suspension of centre approval status for all BHSQ qualifications.
- Suspension of approval to offer a specific BHSQ qualification.
- An increased number of external quality assurance visits, quality advisory visits or centre visits by appointed BHSQ personnel at the cost of the centre.
- Training for the centre workforce.
- Disallowing all or part of the learner's internal assessment evidence.
- Disallowing all or part of the learner's external assessment evidence.
- Not issuing the learner's certificate(s).
- Not accepting any further registrations for the learner.
- Other appropriate measures to prevent recurrence of malpractice and/or maladministration.

The tariff of sanctions

The tariff links five levels of transgression against the centre approval requirements with a required sanction. These are set out below and represent the minimum response required to a particular shortcoming or problem.

Typical concern	Level of transgression and sanction:		Action required	Sanction communicated via:
Non-compliance with centre approval requirements but no threat to the integrity of assessment decisions	1	Entry in action plan	Centre to address in response to EQA report	EQA report form
Inconsistent and resourcing concerns that risks validity and authenticity	2	Increased level of sampling/monitoring visits	Close scrutiny of the integrity of assessment/verification decisions	EQA report form
a) Threat to candidates achievement standard b) Loss of integrity of assessment decisions – risk of invalid claims for certification	3	a) Suspension of registration b) Suspension of certification	Recognition of issues and action planning to address	In writing from BHSQ office
Irretrievable breakdown in management and quality assurance of specific qualifications	4	Withdrawal of Centre approval for specific qualifications		In writing from BHSQ office
Irretrievable breakdown in management and quality assurance of all qualifications run by the centre	5	Withdrawal of centre approval		In writing from BHSQ office

Monitoring and review

This document and its content will be reviewed on a three year cycle, or earlier should it be needed to ensure it remains fit for purpose.

Date for review: October 2022

Document history

Version	Revision date	Reason
4	14/10/2019	Reviewed for currency

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