

# **ITC First**

## **P14 Sanctions Policy [2.3]**

**December 2022**

## ITC First

Trading name for  
ITC First Aid Ltd  
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### Ask for

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**Website**                 [www.itcfirst.org.uk](http://www.itcfirst.org.uk)

### Website Access

For all policy statements and downloadable documents,

Upload to:

Ofqual Portal	SQA Accreditation Share Point	ITC WebOffice Support Resources	ITC Public Website	ITC Server
x	√	√	x	√

## Sanctions Policy

### 1. Overview

1.1 ITC aims to operate a transparent, proportionate sanctions policy to clarify and make all aware of potential consequences for actions undertaken.

### 2. Written Confirmation

2.1 ITC requires signed confirmation that all Centres will adhere to all ITC regulations and published procedures. This is confirmed by completion of a legally binding Centre agreement (C9) between ITC and the Centre.

2.2 The Centre responsible person signature confirms that in the event of non-compliance with ITC regulations and procedures then ITC has the right to impose sanctions. Possible sanctions are not limited by the following list and may include:

- a) Letters of non-compliance
- b) Action Plans with outcomes to be completed that may be time and person defined
- c) Compulsory attendance at training events
- d) Removal and/or suspension of assessor approval
- e) Removal and/or suspension of qualification approval
- f) Removal and/or suspension of Centre approval
- g) Withdrawal of Centre approval

2.3 The above sanctions may also have associated charges or fees, which can be found in the ITC Fees policy [P3].