

ITC First

P14 Sanctions Policy [2.2]

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ITC First

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Website 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].