

Sanctions Policy

Whilst PD:Approval will endeavour to work with all endorsed providers to ensure that they maintain the standards set by industry that form the basis of endorsement, there may be instances where a sanction has to be applied in order to protect the interests of either each or all of PD:Approval, the general public, learners and other endorsed providers, and to ensure prompt compliance to any shortcoming identified by PD:Approval.

The following sanctions may be applied at the discretion of PD:Approval for, but not limited to the following reasons:

- Failure to adhere to the Code of Conduct and Practice of Endorsed Training Providers
- Failure to adhere to the Terms & Conditions of Endorsement
- Falling standards of delivery or assessment
- Failure to address actions required by the External Quality Assurer
- Payment default

Endorsed providers will in most circumstances be given the opportunity to rectify the issue within a specified timeframe, provided in writing from PD:Approval, before a sanction is put in place.

Sanction matrix

The level of sanction will depend upon the seriousness of the issue.

Level	Application	Course of action
1	Applied to an endorsed provider deemed to be either operating at a low standard (Unsatisfactory/Requires Improvement), has contravened either the Terms & Conditions of Endorsement or the Code of Conduct and Practice for Endorsed Providers, or has in any other way caused PD:Approval to be concerned. A sanction can applied against one or more endorsed programmes or the provider's systems, processes or policies.	The endorsed provider will be actioned to rectify the issue within a stated timeframe and will be charged a penalty fee of £300+VAT payable on the date of notification of the sanction. Non payment or the failure to complete the actions within the given timeframes will result in the sanction being raised to Level 2.
2	Applied to an endorsed provider who has failed to meet the criteria of Level 1 Sanction.	PD:Approval will detail the exact reasons for Level 2 Sanction and will terminate the endorsement. The provider will be required to remove all related logos and references to endorsement from their media with immediate effect, and will be removed from the PD:Portal. The provider will be added to a Not Recognised list on their membership website.

With the instigation of Level 2 Sanction, all contracts, obligations and services provided by PD:Approval through endorsement will be null and void.

Re-endorsement

Should a training provider seek to be re-endorsed having been served a Level 2 Sanction, PD:Approval reserves the right to implement whatever extra quality assurance measures it thinks appropriate, which may incur additional fees.

Legal proceedings

Should legal proceedings be instigated against a training provider by either PD:Approval, the membership organisation, an Awarding Organisation or a learner, PD:Approval reserves the right to immediately place the provider under Sanction Level 2.

Appeals

All endorsed providers have the option to [appeal](#) against a sanction decision.

If you have questions about this policy, please contact the Endorsement Team on 0333 577 0908.