

## Sanctions Policy

Whilst PD:Approval will endeavour to work with all endorsed providers to ensure that they maintain the standards set by PD:Approval 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 [Contract Terms including the Endorsement and Code](#)
- 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 time frame, 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	<p>Applied to an endorsed provider where any of the following applies:</p> <ul style="list-style-type: none"> <li>• They are operating at a low standard (Unsatisfactory/Requires Improvement)</li> <li>• They have contravened either the Terms &amp; Conditions of Endorsement or the Code of Conduct and Practice for Endorsed Providers</li> <li>• They have in any other way caused PD:Approval to be concerned.</li> </ul> <p>A sanction can be applied against one or more endorsed programmes or the provider's systems, processes or policies.</p>	<p>The endorsed provider will be actioned to rectify the issue within a stated time frame and will be charged a penalty fee of £350+VAT payable on the date of notification of the sanction.</p> <p>Non payment or the failure to complete the actions within the given time frames will result in the sanction being raised to Level 2.</p>
2	<p>Applied to an endorsed training provider where any of the following applies:</p> <ul style="list-style-type: none"> <li>• They have failed to meet the criteria of Level 1 Sanction</li> <li>• Their actions necessitate the immediate termination of their endorsement.</li> </ul>	<p>PD:Approval will detail the exact reasons for Level 2 Sanction and will terminate the endorsement.</p> <p>The provider will be required to remove all related logos and references to endorsement from their marketing and social media with immediate effect, and will be removed from the PD:Portal.</p>

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 sanction, PD:Approval reserves the right to implement whatever extra quality assurance measures it thinks appropriate, which may incur additional fees. PD:Approval also reserves the right to implement a minimum time frame before such re-application occurs so the provider can ensure all criteria is in place and any issues resolved before submitting a new application.

## Legal proceedings

Should legal proceedings be instigated against a training provider, 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 us at [sta.endorsement@pdapproval.com](mailto:sta.endorsement@pdapproval.com).*