

Sanctions Policy

Whilst PD:Approval will endeavour to work with all their approved providers to ensure that they maintain the standards set by PD:Approval that form the basis of either endorsement or accreditation (approval), 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, membership organisation partners, the general public, learners and other approved 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 for the Approval of Education and the Code of Conduct and Practice for Approved Providers](#)
- Falling standards of delivery or assessment
- Failure to address actions required by the External Quality Assurer (EQA)
- Payment default

Approved 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 1 Sanction
<p>Application</p> <p>Applied to an approved provider where any of the following applies:</p> <ul style="list-style-type: none"> • They are operating at a low standard (Unsatisfactory/Requires Improvement EQA status) • They have contravened either the Contract Terms for the Approval of Education or the Code of Conduct and Practice for Approved Providers • They have in any other way caused PD:Approval to be concerned. <p>A sanction can be applied against one or more approved training programmes or the provider's systems, processes or policies.</p>
<p>Course of action</p> <p>The approved provider will be actioned to rectify the issue within a stated timeframe and will be charged a penalty fee of £350 (+VAT if applicable), payable on the date of notification of the sanction.</p> <p>Whilst the sanction is in place the provider's presence on the PD:Portal will be removed, however at the discretion of PD:Approval your approved status will also be suspended, you will be required to immediately remove the approval logos and references to being approved, and you must provide a list of current learners enrolled before the date of the suspension.</p> <p>Non payment or the failure to complete the actions within the given timeframes will result in the sanction being raised to Level 2.</p>

Level 2 Sanction
Application
Applied to an approved training provider where any of the following applies: <ul style="list-style-type: none">• They have failed to meet the criteria of the Level 1 Sanction.• Their actions necessitate the immediate termination of their approved status.
Course of action
PD:Approval will detail the exact reasons for Level 2 Sanction and will immediately terminate the approval. The provider will be required to remove all related logos and references to approval from PD:Approval and any related membership organisation recognition from their marketing and social media with immediate effect, and will be removed from the PD:Portal if applicable. Where PD:Approval deems that it is in the public interest, the training provider name will be added to a 'not recognised' page on the relevant website, in line with the agreed Contract Terms for the Approval of Education and the Code of Conduct and Practice for Approved Providers .

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

Re-approval

Should a training provider seek to be re-approved 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, or a minimum timeframe before a new application can be made.

Legal proceedings

Should legal proceedings be instigated against an approved training provider including by PD:Approval, or by an approved provider against PD:Approval, PD:Approval reserves the right to immediately place the provider under Sanction Level 2.

Appeals

All approved providers have the right to [appeal](#) against a sanction decision, during which time the sanction conditions must be complied with.

If you have questions about this policy, please contact [PD:Approval](#).