

Sanctions Policy

Approved centres are required to comply with its IBSL Centre Agreement, policies and procedures.

Where a Centre:

- is implicated in a malpractice or maladministration investigation;
- breaches its qualification approval, for example by employing teachers or assessors that do not hold the required qualifications or experience;
- harasses, or are abusive to IBSL staff and its representatives;
- does something that jeopardises its compliance with IBSL’s Centre Agreement;
- presents a risk to IBSL compliance;
- does something that may lead to an Adverse Effect; or
- threatens the integrity of IBSL qualifications

IBSL may choose to apply a sanction on the centre.

Sanctions could lead to the suspension of certain centre activities, or the withdrawal of centre approval. The IBSL has a range of sanctions it may apply according to the transgression.

IBSL will also apply financial sanctions where behaviour by Centre staff is such that it causes distress to IBSL staff, or its representatives.

Deciding on a whether a Sanction should be applied

Sanctions can often be applied following on from a maladministration or malpractice investigation. Sanctions may also be applied where the Centre has not done something that the IBSL has asked of it, for example completing an action plan following an external quality assurance visit. Sanctions may be recommended by IBSL following External Examiner or External Quality Assurance visits.

Sanctions are applied proportionately and will reflect the seriousness of the transgression. The scale and impact of any in-action from the Centre; the level of risk posed by the transgression; the negative impact on Learners; any unprofessional or abusive behaviors towards IBSL staff and its representatives; and the risk posed to the integrity of IBSL qualifications will be factored into decisions.

The IBSL’s Responsible Officer will make decisions on issuing a sanction based upon any relevant reports, recommendations or available evidence.

Levels of Sanction that can be applied

	Sanctions that may be applied	Rationale may include:
Level 1	<p>A Centre action plan includes requirement for additional External Examiner or External Quality Assurance visits that will be charged to the Centre.</p> <p>A Centre action plan includes that training or development requirements are mandated and to be undertaken at</p>	<p>The Centre has not effectively planned its provision and lacks appropriate controls.</p> <p>Non-compliances with IBSL policy or procedure being identified.</p> <p>Financial penalty as compensation for an</p>

	<p>the Centre's own cost.</p> <p>A financial penalty of up to £1000.</p>	<p>incident of harassment of ISBL staff or representatives.</p> <p>Malpractice or maladministration found.</p>
Level 2	<p>Suspension of registrations and/or certification for a period of time.</p> <p>A financial penalty of up to £2000.</p>	<p>Failure to address Centre action plan.</p> <p>Non-compliances with IBSL policy or procedure being identified.</p> <p>Financial penalty as compensation for persistent harassment of ISBL staff or representatives.</p> <p>Malpractice or maladministration found.</p>
Level 3	<p>Suspension from carrying out any Centre-based assessments for a period of time.</p>	<p>Centre staff are not sufficiently qualified or experienced.</p> <p>Non-compliances with IBSL policy or procedure being identified.</p> <p>For persistent harassment of ISBL staff or representatives.</p> <p>Malpractice or maladministration found.</p>
Level 4	<p>Withdrawal of Centre approval for specific qualifications.</p>	<p>Centre staff are not sufficiently qualified or experienced.</p> <p>Non-compliances with IBSL policy or procedure being identified.</p> <p>Malpractice or maladministration found.</p>
Level 5	<p>Withdrawal of Centre approval for all qualifications.</p>	<p>Non-compliances with IBSL policy or procedure being identified.</p> <p>For persistent harassment of ISBL staff or representatives.</p> <p>Malpractice or maladministration found.</p>

Notification of Sanctions to be applied

IBSL's Executive Director will formally write to the Centre via email to advise of any sanctions to be applied and provide the rationale for the decision.

Centres may challenge the sanction/s applied via IBSL's Appeals Policy.