

SANCTIONS POLICY

Policy Owner	Quality Assurance and Compliance Department
Approved By	Governing Body
Policy Date	July 2024
Internal Review	2 Years
Version Number	04

B-TIC

**BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS**

Professionalism Simplified

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1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers

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- a. Staff
- b. Registrar
- c. Quality Assurers

4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Condition - C2	36	Arrangement With Centres

Relevant Policies to be used in conjunction with,

1. B-TIC Appeal and Complaints policy
2. B-TIC Glossary of Terms
3. B-TIC Malpractice and Maladministration Policy
4. B-TIC Quality Assurance Policy
5. B-TIC Withdrawal of Qualification from Recognised Centre Policy

5. Policy Statement

5.1 General

All Recognised Centres shall operate in compliance with the terms and conditions of contract, B-TIC Policies and regulatory requirements all times (C2.1).

Compliance Department shall develop the action points to be addressed by the Recognised Centres (C2.3).

Compliance Department shall impose sanctions depending on the level of risk of non-compliance (C2.3).

Compliance Department shall identify Centres specifically which are not in compliance fully using following mechanism,

- a. Health Assessment
- b. Monitoring and Development Visit
- c. External Verification for Quality Assurance
- d. Information received from the Regulators and / or other External Agents Feedback or Complaint from concerned stakeholders (C2.3).

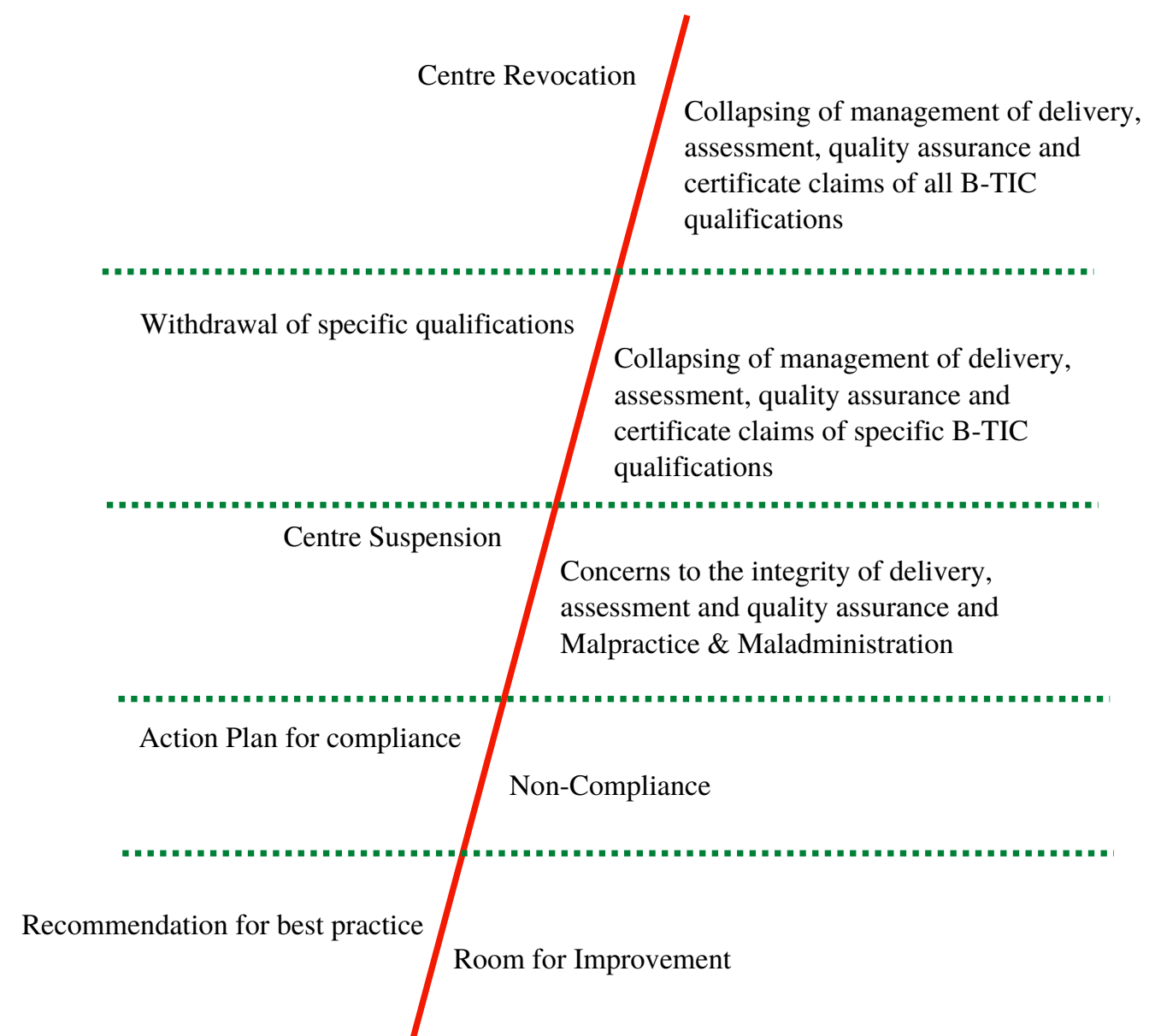
In the event of imposition of sanctions; B-TIC and Recognised Centres shall take all reasonable measures to protect the interest of Learners in accordance with the “B-TIC Withdrawal of Qualification from Recognised Centre Policy”(C2.4).

Recognised Centres shall appeal against sanctions should they wish in accordance to B-TIC Appeal and Complaints Policy (C2.3).

RISK LEVEL	RISK	SANCTION	MAXIMUM ALLOWED TIME
Zero	Room for improvement.	Recommendation of best practice points to adopt.	Next monitoring and development visit or EVQA
Very Low Risk	Non-compliance with terms and conditions of contract, B-TIC policies and regulatory requirements. However there are no concerns to the integrity of delivery, Assessment, Quality Assurance and Certificate claims.	An Action plan put by Compliance and Quality Assurance in place instructing as to how to improve their systems, Policies and/or procedures with clear KPIs with in the specified timeline.	6 Months
Low risk	Non-compliance with terms and conditions of contract, B-TIC Policies and regulatory requirements There are obvious concerns to the integrity of delivery, Assessment and Quality Assurance thus inspection needed on the integrity.	Centres shall work with B-TIC to build and implement an action plan to get in Compliance.	3 Months
Moderate risk	The Qualification integrity is at risk leading false claims of Certificate through various Malpractice and Maladministration by Centre.	Suspension of registration and certificate claims. Centres are unable to register new Learners, claim Certificates and conduct Assessments Centre shall support investigation and heavy scrutiny of all the systems of delivery, Assessment and Quality Assurance Assessment, Quality Assurance Certificate claims before releasing the suspension.	Immediate

RISK LEVEL	RISK	SANCTION	MAXIMUM ALLOWED TIME
High risk	Permanent collision of Management of delivery, Assessment, Quality Assurance and Certificate claims of specific B-TIC Qualifications.	Withdrawal of specific Qualifications.	Immediate
Very high risk	Permanent collapsing of Management, delivery, Assessment, Quality Assurance and Certificate claims of specific B-TIC Qualifications.	Centre recognition is revoked and no longer recognized.	Immediate

5.2 Risk Chart



End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.



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