

Sanctions Policy

BHS Qualifications (BHSQ) is committed to ensuring that all its activities are conducted safely, fairly, transparently and objectively. BHSQ works with BHSQ Approved Centres to ensure learners taking its qualifications have the best possible learning experience and have opportunities to achieve. Sanctions may be applied to the BHSQ Approved Centre. This is where BHSQ consider the quality of the learner experience is not at the required standard.

This document will:

- Outline how BHSQ monitors BHSQ Approved Centres.
- Define sanctions and provide examples.

Date for review: March 2028

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Definition

The Oxford English Dictionary defines a sanction as: “a threatened penalty for disobeying a law or rule”.

When applying this to BHSQ, this means a BHSQ Approved Centre is not following BHSQ policies, procedures, guidelines or the signed centre agreement.

Monitoring of BHSQ Approved Centres by BHSQ

BHSQ carries out centre approval and monitoring to confirm that organisations delivering BHSQ qualifications have appropriate resources, systems and processes. External quality assurance is a part of this. External quality assurance may highlight areas of concern, which could result in a halt to certification. BHSQ in this instance will work with the BHSQ Approved Centre to ensure certification is accurate and as timely as possible. This is not at this point considered a sanction but an integral part of quality assurance. However, if concerns are not rectified during routine quality assurance activities, then the sanctions process may be enforced.

BHSQ has a series of policies and procedures to which BHSQ Approved Centres must adhere to. Furthermore, BHSQ Approved Centres declare they will comply with the requirements of BHSQ by signing a legal agreement. These practices are to support high quality delivery in BHSQ Approved Centres. Should any BHSQ Approved Centre be found to be in breach of the declarations they have made, or in breach of any of BHSQ's policies and procedures, then sanctions may be imposed.

BHSQ has sanctions for dealing with BHSQ Approved Centres whose management, assessment and quality assurance systems fail to meet requirements. This ensures:

- a transparent, fair and consistent response when specific shortcomings are found.
- public confidence in the quality assurance and control arrangements underpinning qualifications.

BHSQ may also withdraw approval for reasons not directly related to the quality of assessment, such as a failure to meet BHSQ's commercial terms of business.

BHSQ will confirm sanctions for each breach on a case-by-case basis.

Sanctions

Typical concern	Level of transgression and sanction:		Action required	Sanction communicated via:
Retrievable breakdown in management, assessment and quality assurance of qualifications	1	Suspension of registration and/or certification. Withdrawal of approval for specific qualification(s)	Recognition of issues and action planning to address	In writing/email from BHSQ office
Irretrievable breakdown in management, assessment and quality assurance of qualifications	2	BHSQ Centre Approval withdrawn	None	In writing/email from BHSQ office

Sanctions may be imposed if:

- there is in breach of the centre and/or qualification approval.
- there is a breach of any BHSQ policies, procedures or practices including malpractice and/or fraud.

Sanctions might include:

- withdrawal of centre and/or qualification approval.
- conditions to centre and/or qualification approval.
- suspension of BHSQ Approved Centre status for all BHSQ qualifications.
- suspension of approval to offer a specific BHSQ qualification.
- an increased number of external quality assurance visits, quality advisory visits or centre visits by appointed BHSQ personnel at the cost of the BHSQ Approved Centre.
- training for the BHSQ Approved Centre workforce.
- disallowing all or part of the learner's assessment evidence.
- not issuing the learner's certificate(s).
- not accepting any further registrations for the learner.
- other appropriate measures to prevent recurrence of malpractice and/or maladministration.

Monitoring and review

This document and its content will be reviewed on a three year cycle, or earlier should it be needed to ensure it remains fit for purpose.

Date for review: March 2028

Document history

Version	Revision date	Reason
5	4 March 2025	Reviewed for currency

Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.

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