

1st4sport Qualifications Position Statement

Sanctions

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Scope

This position statement will provide guidance for identifying and managing sanctions that can be applied to 1st4sport Qualifications stakeholders following the outcome of an investigation or an External Quality Assurance (EQA) intervention and therefore it applies to 1st4sport staff, development partners, external quality assurers, recognised centres, tutors/assessors/internal quality assurers, learners and relevant third parties.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to specify the potential sanctions that can be applied within the awarding function. It covers the following areas:

- Definition of sanctions.
- Application of sanctions.
- Sanctions that can be applied to:
 - 1st4sport Qualifications staff.
 - Development Partners/technical consultants.
 - External Quality Assurers.
 - Recognised centres.
 - Tutors/assessors/internal quality assurers.
 - Learners.

Definition

Sanctions are defined as actions taken in order to make people obey a rule, or a punishment given when they do not obey.

Application of sanctions

Sanctions are normally applied by 1st4sport Qualifications as a result of an investigation into suspected malpractice, maladministration or misconduct, or following an EQA intervention. Sanctions may be applied pending the outcome of an investigation in order to mitigate any potential adverse effects e.g. suspension of certification for a recognised centre, suspension from duty pending the outcome of an investigation.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

Sanctions against 1st4sport Qualifications staff²

		Malpractice/Maladministration/Misconduct			
Adverse effects		No malpractice/ maladministration identified	Maladministration identified	Malpractice/Misconduct identified	Major malpractice/misconduct identified
	No adverse effects	No Sanction			
	No adverse effects on learners, recognised centres, qualification integrity or 1st4sport's regulatory compliance		Sanction: Written warning Potential re-training		
	Adverse effects on learners, recognised centres and/or qualification integrity but no adverse effects to 1st4sport's regulatory compliance			Sanction: Reduction of responsibility. Actions required before reinstatement	
	Adverse effects on learners, recognised centres, qualification integrity and/or 1st4sport's regulatory compliance				Sanction: Reduction of responsibility. Initiate Coachwise Ltd Disciplinary Procedures

² These sanctions can be applied internally by 1st4sport Qualifications but are not part of the Coachwise Ltd disciplinary procedures.

Sanctions against development partners/technical consultants

		Malpractice/Maladministration/Misconduct			
		No malpractice/ maladministration identified	Unintentional breach of partnership agreement (maladministration)	Breach of partnership agreement (malpractice/misconduct)	Major breach of partnership agreement (malpractice/misconduct)
Adverse effects	No adverse effects	No Sanction			
	No adverse effects on external stakeholders or 1st4sport's regulatory compliance		Sanction: Written warning		
	Adverse effects external stakeholders but no adverse effects to 1st4sport's regulatory compliance			Sanction: Suspension of partnership. Actions required before reinstatement	
	Adverse effects on external stakeholders and/or 1st4sport's regulatory compliance				Sanction: Removal of partnership. Legal action if necessary

Sanctions against External Quality Assurers

		Malpractice/Maladministration/Misconduct			
		No malpractice/ maladministration identified	Maladministration identified	Malpractice/Misconduct identified	Major malpractice/misconduct identified
Adverse effects	No adverse effects	No Sanction			
	No adverse effects on learners, recognised centres, the qualification integrity or 1st4sport's awarding function		Sanction: Written warning Potential re-training		
	Adverse effects on learners, recognised centres and/or the qualification integrity but no adverse effects to 1st4sport's awarding function			Sanction: Suspension of status. Actions required before reinstatement	
	Adverse effects on learners, recognised centres, the qualification integrity and/or 1st4sport's awarding function				Sanction: Removal of status. Disqualification from EQA for any 1st4sport qualification at any recognised centre.

Sanctions against Recognised centres

		Compliance level			
		Full compliance	Part compliance	Non-compliance	Major non-compliance
Adverse effects		Comprehensive evidence. A condition has been met	Some evidence. A condition is nearly met	Minimal evidence. A condition has not been met	No evidence. A condition has not been met
	No adverse effects	No Sanction NO ACTIONS			
	No adverse effects on learners, the qualification integrity or 1st4sport's awarding function		No Sanction L1 ACTIONS TO BE COMPLETED		
	Adverse effects on learners and/or the qualification integrity but no adverse effects to 1st4sport's awarding function			Sanction: Suspension of registration or certification L2 ACTIONS TO BE COMPLETED	
	Adverse effects on learners, the qualification integrity and/or 1st4sport's awarding function				Sanction: Approval statuses suspended (qualification or centre level) L3 ACTIONS TO BE COMPLETED

Sanctions against tutors/assessors/internal quality assurers

		Malpractice/Maladministration/Misconduct			
Adverse effects		No malpractice/ maladministration identified	Maladministration identified	Malpractice/Misconduct identified	Major malpractice/misconduct identified
	No adverse effects	No Sanction			
	No adverse effects on learners, the qualification integrity or 1st4sport's awarding function		Sanction: Written warning Potential re-training		
	Adverse effects on learners and/or the qualification integrity but no adverse effects to 1st4sport's awarding function			Sanction: Suspension of status. Actions required before reinstatement	
	Adverse effects on learners, the qualification integrity and/or 1st4sport's awarding function				Sanction: Removal of status. Disqualification from delivery/assessment/IQA for any 1st4sport qualification at any recognised centre.

Sanctions against learners

		Malpractice/Maladministration/Misconduct			
		No malpractice/ maladministration identified	Maladministration identified	Malpractice/Misconduct identified	Major malpractice/misconduct identified
Adverse effects	No adverse effects	No Sanction			
	No adverse effects on other learners, the qualification integrity or 1st4sport's awarding function		Sanction: Written warning		
	Adverse effects on other learners, the recognised centre and/or the qualification integrity but no adverse effects to 1st4sport's awarding function			Sanction: Disqualification from the qualification (either at one centre or across all centres). Actions may allow for reinstatement	
	Adverse effects on other learners, the recognised centre, the qualification integrity and/or 1st4sport's awarding function				Sanction: Disqualification from any 1st4sport qualification at any recognised centre. This may be permanent or for a set period of time

Version control

Version number	Date	Comments
V1	November 2017	New document incorporating information from previous policies and including new information.
V2	July 2019	Review of document/ clarification in scope and application of sanctions. Addition of misconduct.