

## END-POINT ASSESSMENT SANCTION POLICY (v1.1121)

### Introduction

We aim to take all reasonable steps to ensure that we are complying with the *Ofqual Handbook: General Conditions of Recognition*.

All associated documents referred to in this Policy are highlighted in bold, italic and underlined.

### Purpose & Scope

This policy outlines the sanctions that RTITB will be implement when issues of non-compliance arise. This policy applies to End-point Assessment services only. Other RTITB services operate their own sanction policies.

### Responsibility/Accountability

The Responsible Officer is accountable for monitoring the implementation and impact of this policy. The EPA Manager/Deputy Manager is responsible for implementing this procedure.

### Principles

1. RTITB will implement sanctions wherever necessary to protect the interests of the Apprentices and public confidence in End-point Assessments.
2. Sanctions will be fair and reasonable and consistently imposed. The level of sanction will depend on the nature of the issue/potential issue.
3. Sanctions will remain in place until any identified/potential issues have been rectified.
4. Sanctions allow RTITB time to investigate potential malpractice/maladministration. An investigation will usually take 10-40 working days but could take longer depending on the issues being investigated.
5. Where a sanction is imposed, the details and level will be communicated to the sanctioned party within 2 working days.

6. Possible sanctions that could be applied to Assessors/Apprentices include (but are not limited to):
- a. Disqualification
  - b. Written warning
  - c. Additional monitoring
  - d. Issuing an action plan
  - e. Failing End-point Assessment
  - f. Losing Marks on End-point Assessment
  - g. Suspension from EPA delivery
  - h. Requirement to undergo further training prior to recommencing EPA delivery

#### Appeals

An Assessor/Apprentice can appeal against any decision to impose a sanction by following the **EPA Appeals process**; available at [www.rtitb.com/epa-forms](http://www.rtitb.com/epa-forms).

**This policy must be reviewed by the Responsible Officer no later than end of December 2022.**