

## End-Point Assessment Sanction Policy (v3.1223)

### 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/Lead Assessor 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 September 2024.**