



IAB Sanctions policy

1. ACCREDITATION AND CENTRE AGREEMENT

The Accreditation Application Form and Centre Agreement documents are completed and accreditation granted with indications of any conditions connected to the approval. This may consist of a Quality Monitoring Visit to be undertaken within 12 months of accreditation as stated in the application documentation.

2. PERFORMANCE INDICATORS

Where assessment results of a centre are 20% or more below the national benchmark or certain candidates are particularly affected by poor performance, then this could trigger a Quality Monitoring Visit. The IAB will analyse results after each assessment sitting and on the basis of these and the foregoing criteria, arrange Quality Monitoring Visits to those selected centres.

3. MALPRACTICE

The IAB policy on Malpractice confirms that any suspected malpractice must be brought to the immediate attention of the Association by the Centre. Failure to cooperate with any resultant investigation by the IAB could result in accreditation of the Centre being suspended, with certificates not being issued and future entries and/or registrations not being accepted. Any such decision would involve reference to the IAB Chief Executive and if it was found that certificates may be invalid it would also be reported to the regulatory authorities.

4. COMPLAINT FROM LEARNER/S

If a learner wishes to complain about quality issues within a centre, then this can be undertaken by either writing to the Education Department or by completing an IAB Learner Completion Questionnaire. If the Education Department considers these complaints to be material then he/she can organise an immediate Quality Monitoring Visit.

5. QUALITY MONITORING VISIT

Quality Monitoring Visits will be conducted in accordance with the Guidance to Centres and Quality Monitoring Visit report forms. The person conducting the visit will ask to meet learners and comment on quality issues such as attendance, retention, quality of teaching, quality of resources and equality of opportunity. Should any deficiencies be found, they will be noted and form part of the Action Plan below.

6. ACTION PLAN

All actions will be detailed and the centre given a reasonable amount of time in which to carry out the proposed improvements. In order to confirm that all actions have been taken, it may be necessary for a follow up Quality Monitoring Visit to be conducted. A follow up Quality Monitoring Visit may also be necessary where some of the performance indicators were unable to be confirmed.

7. FOLLOW UP QUALITY MONITORING VISITS

If an additional visit is necessary, then it will focus on the action plan and/or the performance indicators which could not be confirmed in the previous visit.

8. APPEAL

Should a provider consider that the conduct of a Quality Monitoring Visit or the coding's, actions, or comments contained in a Quality Monitoring Visit Report Form do not accord with the published IAB guidelines or have been arrived at unfairly then an appeal may be made, which should be addressed to the Head of Awarding Body. (Details of how the process works can be found in the Quality Monitoring Visit Guidance to Centres).

9. WITHDRAWAL OF CENTRE ACCREDITATION

If the centre fails to take the necessary action as identified in the original visit, then the IAB has the option of suspending or withdrawing Centre Accreditation, pending a decision from the IAB in consultation with the Regulatory authorities if necessary. If the centre has performed some but not all of the action points, then accreditation may be suspended until the IAB is satisfied that all the action points have been met. The IAB will also consider the learners at this stage and should withdrawal of accreditation become necessary, they will seek to arrange for learners to be transferred to an alternative centre.

10. REPORTS TO THE IAB COUNCIL

The Head of Awarding Body will report quarterly to the IAB Council on any adverse findings of Quality Monitoring Visits or investigations with possible malpractice concerns. Council will decide and direct if additional action is to be taken above which the Head of Awarding Body has already taken.