



THE BRITISH WHEEL OF YOGA  
QUALIFICATIONS

## Sanctions Policy

### Introduction

BWYQ has a responsibility to the learners taking BWYQ qualifications, and to Ofqual, to ensure that recognised centres deliver their regulated qualifications according to relevant national standards

This policy describes the procedures if BWYQ recognised centres have not meet BWYQ requirements and/or the standards laid down by the regulatory authorities. It is based upon the conditions set by the regulatory body, Ofqual.

This policy will also ensure that BWYQ staff apply sanctions fairly and consistently.

### Centre's responsibility

It is important that staff involved in the delivery of BWYQ qualifications are fully aware of the contents of the policy and its possible implications.

### Review arrangements

BWYQ reviews policies annually as part of the Awarding Organisation self-evaluation arrangements and revise as and when necessary; in response to customer feedback, trends in internal monitoring arrangements, changes in practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you have any comments or feedback please contact us via the details at the end of this policy.

### Approach to sanctions

**The use of sanctions is a last resort undertaken when all other avenues of support and management have been exhausted.** In the first instance BWYQ will work with centres to prevent situations arising that would warrant a sanction being imposed

If sanctions are required then BWYQ will apply them as appropriate, dependent on the nature of the situation, whilst ensuring the approach is consistent across centres and situations.

Sanctions may be imposed if, for example, the centre has<sup>1</sup>:

- Outstanding actions they have repeatedly not addressed
- Poor records to confirm assessment decisions
- No lead quality officer/internal quality assurer in place
- Proven collusion or persistent bad marking of centre marked assessments
- Suspected or proven cases of maladministration/malpractice at the centre, the services provided by the centre and/or its satellite centres/third parties
- Had a significant complaint or appeal upheld in relation to teaching and assessment
- Made certification claims before learners have completed the unit(s)/qualification(s)
- Have an increased likelihood of an adverse effect regarding the standards of the qualifications they are delivering or public confidence in the qualifications.
- Refused BWYQ staff or Regulatory Authorities access to premises or records
- Repeatedly breached requirements in the centre recognition and/or qualification approval application, so that BWYQ has reasonable doubts about their ability or intention to deliver the qualifications and services in accordance with the terms of the recognition agreement or qualification approval.
- Breached compliance regulations such as those imposed by Ofqual
- Not met recognised standards and professional codes of conduct related to yoga teaching

### Sanctions that may be imposed on centres

If, after a review by the BWYQ Directors, there is clear evidence of non-compliance without good reason, then a sanction will be imposed on the Centre. This will be communicated in writing to the Centre.

Possible sanctions are, **withholding certificates** (e.g. suspending certification status) and **preventing further learner registrations by the centre** (e.g. suspending registration status) and **removal of qualification approval**. Any of these sanctions could be for:

- A single qualification
- An entire qualification type
- All qualifications

If a centre disagrees with the decision, they first contact the relevant EQA or BWYQ Operations Coordinator. The matter can be taken to the BWYQ Chair. At this point the procedures in the BWYQ Appeals Policy will be implemented.

Only in exceptional circumstances i.e. extremely serious non-compliance or the persistent failure of the centre to address outstanding actions/sanction, would BWYQ impose the ultimate sanction; **removal of qualification approval**.

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1 The examples for recommending and imposing sanctions in this section and below are only indicative and are not meant to form an exhaustive list.

BWYQ expects that it would not immediately withdraw approval for a qualification or range of qualifications without:

- the centre being given an opportunity to address the area(s) of non-compliance
- imposing one of the previous sanctions first
- there being evidence that the non-compliance poses a significant threat to the interest of learners or the integrity of the qualifications/units

If a centre has approval for a qualification(s), then BWYQ will take all reasonable steps to protect the interests of learners currently registered on the qualification(s). For example, BWYQ may issue certificates for any Units achieved and/or transfer them, where possible and feasible, to another centre so that they can continue with the qualification.

If approval is removed the centre must;

- immediately stop offer BWYQ qualifications and services and, at its own expense, should return all relevant materials (e.g. assessment materials) to BWYQ and/or dispose of materials if instructed to do so by BWYQ. If the centre fails to do this BWYQ may take action to recover such materials.
- immediately stop operating as a centre recognised/approved by BWYQ and not describe, promote, market or advertise itself as such a Centre.

### Sanctions that may be imposed on learners

If it is proved that a learner or learners have committed malpractice then sanctions may be imposed on them in accordance with the BWYQ Malpractice and Maladministration policy. These include;

- Issuing a written warning that if the offence is repeated further action may be taken
- Loss of all marks/credits for the related work/unit
- Disqualification from the unit(s)/qualification
- Placing a ban on taking any further qualifications with BWYQ for a set period of time

### Ensuring consistency in our approach

The length of time that any of the above sanctions will be imposed will depend on the situation that warranted the sanction.

The BWYQ Directors will regularly review sanctions to ensure that they continue to be appropriate and proportionate to the incident(s) and risk of future incidents occurring.

### Arrangements that are alternative to Sanctions

It is important to note that the following are standard good practice and **not** classified as sanctions. They may be applied alongside a sanction or as a way of working with a centre to avoid an issue arising which may lead to a formal sanction:

- When a centre is first recognised and approved to offer a BWYQ qualification, or if they have been given approval to deliver a new qualification that is significantly different from previous ones, then BWYQ will approve the centre to offer the qualification(s) but not process any certificate claims until the centre has received a satisfactory monitoring visit. This approach is intended to help ensure the centre is delivering the qualification(s) effectively.
- Should a centre refuse to pay outstanding fees despite communications from BWYQ, then centre approval or recognition may be removed. This would be considered a commercial decision not a sanction.
- Undertaking additional centre visits to offer more support or monitoring, depending on need.

- Requiring specific centre staff to undergo additional training or scrutiny by the centre if there are concerns about their ability to deliver BWYQ qualifications effectively. Such decisions would normally be communicated to the centre via an 'action' following a centre visit. It is important to note that BWYQ reserve the right to impose restrictions against individuals at any time. Restrictions against individuals may include removing them from the delivery/assessment of BWYQ qualifications for a specified period of time.
- Altering the way in which, centres receive assessment materials from BWYQ if there are concerns around the security and confidentiality of these materials.
- Appointing BWYQ staff to observe an assessment at the centre if there are concerns around the centre's arrangements or the centre is unable to resource particular assessments. Such actions will be discussed with the centre during or after a centre visit.
- Applying a penalty fee on the centre if they have breached assessment procedures and this has led to BWYQ withdrawing an assessment.

## Contact us

If you've any queries about the contents of the policy, please contact:

[bwyqcoordinator@gmail.com](mailto:bwyqcoordinator@gmail.com)

<b>Document History</b>		
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