

Examples of Areas of Non-compliance within an Approved Training Centre (ATC) and Level of Sanctions.



Safety Training Awards (STA) have put some guidance together in relation to areas of non-compliance that may occur within an ATC if STA regulated qualifications are not delivered and assessed in line with the STA qualification specifications and assessment strategies. They may also arise if an ATCs operations do not adhere to STA requirements and approval criteria. For more detailed information please refer to the Malpractice and Maladministration policy and Sanctions Policy on the website

<https://www.safetytrainingawards.co.uk/policies/>.

In the table below we have set out some examples of areas of non-compliance and what sanctions would be imposed. Please note this list is not exhaustive or prescriptive it is for illustrative purposes only.

Level of Non-compliance	Rationale	Sanction
1	Non-compliance with Safety Training Awards ATC approval criteria with no threat to the integrity of assessment decisions. <i>Example: Not signing the tutor assessed skills sheet, no evidence of marking a learner portfolio or no evidence of second marking an MCQ assessment.</i>	Entry in action plan
2	A threat to the integrity of assessment decisions and scrutiny is required to verify the assessment decisions are valid. <i>Example: Learners have copied word for word from the STA answer portfolio or copied each other's work. Learners have not had sufficient practical experience as per the assessment strategy.</i>	Removal of Direct Claim Status (DCS)
3	(a) – Loss of the integrity of assessment decisions and a risk of invalid claims for certification. <i>Example: Cheating by learners or ATC staff facilitating cheating in an assessment. Giving learners the answers to portfolio or MCQ questions. Not conducting the assessment in examination conditions.</i>	(a) – Suspension of certification

	<p>(b) – Threat to the assessment process and learner journey.</p> <p>Example: ATC staff not delivering and assessing STA regulated qualifications in line with the STA qualification specifications and assessment strategies. Such as not providing the correct equipment for an assessment such as AED training units or participants for teaching qualifications. Not delivering certain elements of the qualification, missing topics out.</p>	<p>(b) – Suspension of registration</p>
4	<p>Irretrievable breakdown in management and quality assurance of specific qualifications.</p> <p>Example: ATC Co-ordinator not appointing an appropriate workforce to for the approved qualifications.</p> <p>ATC Co-ordinator not implementing sufficient IQA procedures.</p> <p>There is not a qualified IQA or assessor for the qualifications. An external assessor not being booked for a qualification assessment.</p>	<p>Withdrawal of approval for specific qualifications</p>
5	<p>Irretrievable breakdown in quality assurance procedures, overall management, delivery, and assessment of STA regulated qualifications.</p> <p>Poor performance, leading to putting STA's reputation into disrepute and affecting the validity of STA regulated qualifications.</p> <p>Example: ATC staff / centre personnel attempting intentionally to manipulate a result so it does not reflect the learners actual performance in an assessment. Such as changing an MCQ answer after a learner has completed the assessment.</p> <p>ATC staff falsifying learners results on STA course paperwork / STA Online. Such as ticking the pass box when actually a learner has failed.</p>	<p>Withdrawal of ATC approval</p>