

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

## TTT POLICY DOCUMENT

# Learner Sanctions Policy

*The proportionate actions applied where a learner breaches TTT regulations.*

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### Document Control

<b>Document Title</b>	Sanctions Policy (Learner)
<b>Version</b>	1.0
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<b>Next Review Date</b>	22 April 2027
<b>Policy Owner</b>	Phenil Mehta, Centre Manager
<b>Approved By</b>	Phenil Mehta, Centre Manager
<b>Classification</b>	Public
<b>Applies To</b>	All learners, Course Tutors, Course Assessors, IQAs, Centre Manager and associates

# Sanctions Policy (Learner)

## 1. Purpose

This policy sets out the sanctions that TTT may apply where a learner breaches TTT regulations, Awarding Organisation requirements or the Learner Code of Conduct. It ensures that sanctions are proportionate, fair and consistent and that learners understand the consequences of serious breaches before they occur.

## 2. Scope

This policy applies to:

- All learners enrolled on TTT qualifications or short courses
- Breaches identified through assessment, IQA, complaints, safeguarding reports, conduct observations or Awarding Organisation feedback

Staff and associate sanctions are dealt with under the Staff Disciplinary and Sanctions Policy.

## 3. Definitions

The following terms carry the meanings given throughout this policy.

<b>Sanction</b>	A proportionate action imposed on a learner where a breach is upheld following investigation under the relevant TTT policy.
<b>Breach</b>	Any contravention of a TTT policy, Awarding Organisation rule or the Learner Code of Conduct.
<b>Proportionality</b>	The principle that the sanction reflects the nature, severity, context and impact of the breach.
<b>Aggravating Factor</b>	A feature of the breach that justifies a more serious sanction, such as repetition, planning, harm to others or impact on assessment integrity.
<b>Mitigating Factor</b>	A feature that may justify a lighter sanction, such as genuine misunderstanding, prompt admission, remorse or significant personal circumstances.

## 4. Policy Statement

TTT is committed to the following principles and commitments.

1. Sanctions are applied only where a breach has been investigated and upheld under the relevant policy, following natural justice.
2. Every sanction is proportionate to the nature, severity and impact of the breach, informed by aggravating and mitigating factors.
3. Sanctions are applied consistently across learners and cohorts, with records supporting that consistency.
4. Learners have the right to appeal any sanction under the Appeals Policy.

5. Sanctions are recorded on the learner's file and, where they affect certification, reported to the relevant Awarding Organisation under the Malpractice and Maladministration Policy.
6. Where sanctions affect assessment outcomes, they are implemented in a way consistent with the Assessment Policy and IQA Policy.

## 5. Range of Sanctions

Sanctions TTT may apply include, but are not limited to, those in the table below. Multiple sanctions may apply to a single breach where the circumstances warrant it.

Sanction	Description
Written warning	A formal written notice explaining the breach, the expected change in behaviour and the consequences of further breach.
Final written warning	A formal notice issued where a previous warning has not led to improvement or where a single breach is serious.
Required training or coaching	The learner completes specified training or one-to-one coaching, for example on referencing or conduct, as a condition of continued study.
Supervised resubmission	The learner resubmits affected assessment work under observation or within supervised conditions.
Disallowing evidence	The affected assessment evidence is set aside and cannot count toward the qualification.
Revocation of a grade or unit outcome	A previously awarded grade or unit outcome is revoked and the claim withdrawn where it has not yet been certificated.
Restricted access	The learner is restricted from specific TTT channels or activities, such as the discussion forum, live sessions or peer-review activities.
Temporary suspension	The learner is suspended from the programme for a defined period pending further action or reflection. Fees and refund implications are explained in the outcome letter.
Permanent exclusion	The learner is permanently removed from TTT provision and deregistered from the Awarding Organisation.
Reporting to the Awarding Organisation	The breach and sanction are reported to the Awarding Organisation, which may impose its own sanction, including certificate recall.
Reporting to the Police	Where the breach may constitute a criminal offence (for example, contract cheating under the Skills and Post-16 Education Act 2022), TTT supports the complainant and reports to the Police.

## 6. Tariff Guidance

The following indicative tariff helps guide proportionate decisions. It is not exhaustive or binding; each case is decided on its merits.

Category of Breach	Typical Sanction Range
Poor academic practice (first occurrence)	Developmental feedback; tutorial; resubmission without penalty.
Minor conduct (first occurrence)	Informal conversation; written warning.
Plagiarism (first, not systemic)	Affected evidence disallowed; supervised resubmission; warning on file.
Repeated plagiarism or severe plagiarism	Revocation of outcome; temporary suspension; final written warning; Awarding Organisation notified.
Collusion	Affected evidence disallowed for all learners involved; written or final written warning; in serious cases, temporary suspension.
Contract cheating or ghost-writing	Evidence disallowed; revocation of outcome; permanent exclusion; Awarding Organisation notified; potential Police referral.
AI misuse (undeclared)	Treated as plagiarism and handled per the Artificial Intelligence Policy and the Plagiarism and Academic Integrity Policy.
Bullying, harassment or discriminatory conduct	Written warning to permanent exclusion, depending on severity; in serious cases, Police referral.
Safeguarding-related breach	Considered alongside the Safeguarding and Prevent Duty Policy; may include immediate suspension while investigation is ongoing.
Examination malpractice	Handled under the Malpractice and Maladministration Policy and the Exam Invigilation Policy.

## 7. Aggravating and Mitigating Factors

Aggravating Factors	Mitigating Factors
Pre-planning or deliberate concealment	Breach resulted from genuine misunderstanding or lack of guidance
Repeat breach after prior warning	Prompt, unprompted admission
Harm or distress caused to others	Significant personal circumstances, such as bereavement or illness
Impact on the integrity of assessment or certification	First-time minor breach with no impact on others

Aggravating Factors	Mitigating Factors
Involvement of or pressure on other learners	Evidence of remorse and willingness to put things right
Attempt to obstruct the investigation	Full cooperation with the investigation

## 8. Process for Applying a Sanction

1. The relevant investigation is carried out under the applicable policy, such as the Malpractice and Maladministration Policy or the Anti-Bullying and Harassment Policy.
2. Where a breach is upheld, the Centre Manager considers the nature and severity of the breach, any aggravating and mitigating factors and the tariff guidance.
3. The Centre Manager selects a proportionate sanction and records the reasoning.
4. The learner receives a written outcome setting out the breach upheld, the sanction imposed, the reasoning and the right to appeal.
5. Where the sanction affects certification, the Centre Manager notifies the relevant Awarding Organisation within the timescale specified in the Malpractice and Maladministration Policy.
6. The sanction is implemented. Where it includes suspension or exclusion, the learner is given clear written information about fees and refund consequences under the Fees, Refunds and Cancellation Policy.
7. The sanction and supporting records are retained on the learner file.

## 9. Right to Appeal

A learner may appeal any sanction under the Appeals Policy. The appeal must be submitted in writing within 14 calendar days of the outcome. The implementation of the sanction may be paused during the appeal where appropriate and where doing so does not prejudice assessment integrity or the safety of others. Where the learner remains dissatisfied after TTT's internal appeal, they may escalate to the relevant Awarding Organisation, following that organisation's appeals route.

## 10. Records and Retention

TTT retains the following for a minimum of three years after the sanction is lifted or completed or longer where the Awarding Organisation requires it:

- Investigation file and finding
- Sanction letter and reasoning
- Appeal submissions and outcomes
- Awarding Organisation correspondence where applicable

Records are held securely in line with the Data Protection Policy and the Data Retention and Disposal Policy.

## 11. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by Ofqual or Awarding Organisation changes, patterns of breach or significant individual cases. Sanction data is reviewed quarterly to identify trends and inform prevention. All outcomes are recorded in the Version History at Section 13.

## 12. Related Documents

This policy should be read alongside:

- Malpractice and Maladministration Policy
- Plagiarism and Academic Integrity Policy
- Artificial Intelligence Policy
- Anti-Bullying and Harassment Policy
- Safeguarding and Prevent Duty Policy
- Exam Invigilation Policy
- Assessment Policy
- Internal Quality Assurance (IQA) Policy
- Appeals Policy
- Complaints Policy
- Staff Disciplinary and Sanctions Policy
- Learner Code of Conduct
- Fees, Refunds and Cancellation Policy
- Data Retention and Disposal Policy

## 13. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	A new standalone policy consolidating sanctions into a single learner-facing document, cross-referenced from Malpractice, Plagiarism, Anti-Bullying and other relevant policies. Staff sanctions sit in the Staff Disciplinary and Sanctions Policy.

## 14. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta  
Name

*P Mehta*  
Signature

22/04/2026  
Date