

Undertaking given by Safety Training Awards to the Office of Qualifications and Examinations Regulation (Ofqual), in accordance with Condition B8 of the General Conditions of Recognition, June 2016 (the Conditions).

Undertaking:

In the context of:

- i. Safety Training Awards' (STA) admission that it had failed to comply with Condition E5.1 requiring an awarding organisation to assure itself that its qualifications comply with the Conditions.

With a view to securing compliance with Condition E5.1, **Safety Training Awards undertakes to:**

1. Compile a qualification audit procedure and sign off sheet on or before the 5 August 2016.
2. Provide additional training to the Technical Team relating to qualification design and development on or before the 5 August 2016.
3. On or before the 30 September 2016, carry out an audit of its regulated qualifications currently on the Register to assure itself that each and every qualification complies with the requirements of its Conditions of Recognition.
4. On or before the 30th September 2016, identify all qualifications on the Register where STA was unable to assure itself that the qualification complies with its Conditions of Recognition; and on or before the 1 October 2016 -
 - i. Withdraw any affected qualifications from the Register that do not have any current or prospective learners.
 - ii. Where a qualification has current or prospective learners and STA intends to withdraw the qualification, STA will manage the withdrawal in accordance with Condition D7 and create a written withdrawal plan.
 - iii. Where a qualification has current or prospective learners and STA proposes to revise the qualification, STA will provide Ofqual with the details of every such qualification. The details to be provided include: Qualification name, qualification details, audit outcome/details, number of current/prospective learners, reasons why the risks in continuing the qualification outweigh withdrawal, proposed date when STA will be

assured the qualification will comply with its Conditions of Recognition;
and

- iv. On or before the 1 October 2016, prepare and supply Ofqual with a written plan of the steps STA propose to take in order to manage and/or mitigate any risk and/or Adverse Effects arising from the non-compliance.

With a view to securing compliance on an ongoing basis with Condition E5.1, **Safety Training Awards undertakes to:**

5. On or before the 5 August 2016, devise and implement a system to ensure that all new qualifications are signed off by the management team and compliance manager, prior to being submitted to the Register.
6. On or before the 5 August 2016, devise and implement a system to ensure all qualification development staff are trained in the STA qualification development and review approach as part of their induction and training is refreshed at regular intervals not exceeding two years. Where current qualification development staff have not received such training, STA will ensure training is received within 3 months.

With a view to assuring Ofqual that it has complied with this Undertaking **Safety Training Awards undertakes to:**

7. On or before 6 November 2016, provide to Ofqual a Statement of Assurance, signed by the Chair of its Governing Body and the responsible officer, confirming:
 - i. That it has completed the actions set out at paragraphs 1-6 of this Undertaking.

In giving this Undertaking, I acknowledge on behalf of Safety Training Awards that:

- (1) Ofqual will publish this Undertaking; and
- (2) Ofqual may take enforcement action in respect of any failure to comply with an Undertaking given to it which may include the issue of a Direction, the imposition of a fine, costs or other such action as it deems appropriate.

Signed.......... Date..... 26/7/16

Responsible Officer