

Withdrawal of Qualifications Procedure

Purpose

This procedure has been designed to protect the interests of learners in the event of the College withdrawing a qualification from its centre; either voluntary or upon the instruction of the Awarding Organisation.

Reasons for voluntary withdrawal of qualifications

On occasion, the College may decide to withdraw a qualification from its centre. This would normally be for one of the following reasons:

- Lack of industry demand for the qualification
- Lack of learner registrations
- Change in the skills required by the industry leading to a qualification not being fit for purpose
- Internal Quality Assurance

Procedure

- (a) The decision to withdraw a qualification will be made by the Head of Centre or their representative. This decision will be made after consultation with the relevant Head of Department and relevant staff.
- (b) The College will take all reasonable steps to protect the interests of learners in relation to a qualification it withdraws. Existing learners will be able to complete a qualification for which they have registered or will be given a reasonable amount of notice to complete the qualification. Transition arrangements, along with a list of alternative education providers will be published and provided to learners, centres and employers, of a qualification that is to be withdrawn.
- (c) The College will give reasonable notice to Ofqual and Qualification Wales for its intention to withdraw a qualification and will inform Ofqual and Qualification Wales of its intention prior to providing the information to learners, centres and employers
- (d) The College will ensure that procedures followed are in line with the relevant Awarding Organisation and comply with the General Conditions of Recognition.

Withdrawal of qualifications by an Awarding Organisation

In the event that an Awarding Organisation withdraws a qualification from the College they will:

- Provide effective guidance to the College
- Make available to the College any information which, for the purposes of that delivery, the College may reasonably require to be provided by the Awarding Organisation.

(e) The College will follow the same procedure outlined above in order to protect the interests of its learners.

Date approved: 16 September 2016

Approved by: Quality Standards Board

Review date: June 2017

Responsible Manager: Dean of Quality Improvement

Executive Lead: : Deputy Principal Curriculum, Quality and Learner Journey

Accessible to Students: : Yes