

# Withdrawal of Centre Approval Policy

## OCTOBER 2023

## Introduction to the Policy

This policy outlines the centre approval withdrawal status to be implemented when the Qualifi qualifications (regulated and unregulated) are to be withdrawn within a range of varying circumstances. All Qualifi approved centres have signed the Centre Agreement in which they have committed to this policy.

## Circumstances for centre withdrawal

1. Termination of the Agreement between Qualifi and the named centre which has been permitted to deliver qualifications accredited by Qualifi.
2. The named centre has requested the termination of the Agreement between itself and Qualifi.
3. Compulsory centre withdrawal, which is the termination of the Agreement by Qualifi as a result of sanctions imposed on the centre where no resolution has been agreed, or other non-resolvable issues, where the Qualifi compliance Panel has authorised the relevant compulsory centre withdrawal.

## Categories of centre approval withdrawal

- Controlled withdrawal of an operational centre;
- Controlled withdrawal of a non-operational centre;
- Compulsory withdrawal of an operational centre;
- Compulsory withdrawal of a non-operational centre.

Category	Centre Status	Criteria
Controlled Withdrawal (Operational)	Pending Withdrawal	The centre is still able to deliver Qualifi qualifications up to and including the agreed date of termination of the Agreement.
Controlled Withdrawal (Non Operational)	Withdrawn	The centre is no longer operating as a Qualifi approved centre but is still has sufficient authority to inform Qualifi of its intention to withdraw the centre approval status.
Compulsory Withdrawal (Operational)	Pending Withdrawal	The centre is still legally able to deliver Qualifi qualifications but Qualifi has chosen to remove their approval and notification has been issued of intention to do so.
Compulsory Withdrawal (Non Operational)	Withdrawn	The centre has ceased to operate as a business and has no resources/assets to support existing learners.

## Procedure for Centre Withdrawal

### Controlled Withdrawal (Operational)

During the process of controlled withdrawal, the centre will continue to deliver Qualifi qualifications to meet the requirements of their existing registered learners.

The centre status during this time will be Pending Withdrawal until all existing registered learners, who have chosen to continue, have completed their qualifications or the eligibility date for completion of the qualification has expired.

This process is outlined in the Qualifi Withdrawal of Qualifications policy.

### **Controlled Withdrawal (Non-Operational)**

In this situation, it is expected that the named centre still has sufficient authority to notify Qualifi of its intention to withdraw from the Agreement but is no longer operational.

If there are any existing registered learners in training, these learners will be transferred to another Qualifi approved centre. The named centre that is withdrawing from the Agreement will be held liable for any costs incurred with this transfer of learning.

Assessments of existing registered learners will also be transferred elsewhere to be delivered and marked. The named centre will be held liable for any costs incurred with the transfer.

Qualifi will recognise that the status of the named centre will be Pending Withdrawal until all existing learners have been transferred and that agreement has been received that the named centre will incur all costs as outlined above. When this process is completed the named centre status will be shown as "withdrawn".

If the centre becomes un-co-operative during this transition of existing learners, then Qualifi has the right to contact the learners directly.

During the centre withdrawal process, if the named centre demonstrates that it has no, or insufficient assets to support the learners during the transition period outlined above, then the withdrawal status will change to Compulsory Withdrawal (Non-Operational) with immediate effect.

### **Compulsory Withdrawal (Operational)**

The category of compulsory withdrawal is rarely implemented and it is not used for any quality assurance or compliance issues. These are dealt with through the Qualifi Sanctions process. This category of Compulsory Withdrawal (Operational) must be authorised by Qualifi's Compliance Panel of Directors.

Under this category the named centre will be required to continue to deliver Qualifi approved qualifications to meet all the requirements of existing registered learners. The centre status during this time will be Pending Withdrawal until all existing registered learners, who have chosen to continue, have completed their qualifications or the eligibility date for completion of the qualification has expired.

### **Compulsory Withdrawal (Non-Operational)**

Under this category, the named centre will be issued with notification of the status of Compulsory Withdrawal (Non-Operational) with immediate effect. Where it is possible, any existing learners will be transferred to another Qualifi approved centre.

If this is not a feasible option, Qualifi will make arrangements for one final assessment to enable learners to complete their qualification by taking any outstanding assessments or units. If the named centre is still solvent, then Qualifi will make attempts to recover the cost for this from the equity of the business. It may be necessary to ask the learner to make a small contribution towards the unforeseen costs of delivering their outstanding assessments. Learners will be wholly responsible for any re-take assessments or other supplementary charges, at the standard rate, incurred by Qualifi.

If Qualifi is unable to establish contact with the named centre, or if the existing learners are able to do the same, then Qualifi will attempt to contact these learners directly with clear options for completing their qualification and claiming certification (where appropriate).