

# Withdrawal of Qualifications and Units Policy

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## **Introduction**

Qualifi may need to withdraw a qualification, or units of a qualification, from time to time, for example if demand is insufficient to keep the qualification viable or if the content of units is no longer current. In such cases, our main concern will be to protect the interests of Learners, Centres and other Users in relation to the qualification by communicating our decision in good time, thus enabling alternative arrangements to be made.

This document sets out how we will manage the withdrawal of a qualification, or units of a qualification. It ensures that we will meet our regulatory responsibilities for managing the withdrawal of qualifications.

## **Audience**

The audience for this document is:

- Users of our qualifications and units,
- Qualifi Executive Board,
- Qualifi staff,
- Consultants working on behalf of Qualifi,
- Qualifications Regulators.

## **Scope**

This document applies to all regulated qualifications and units that we make available. Our qualifications may include units owned by other organisations but we will make all reasonable steps to protect Learners and Centres if those organisations decide to withdraw their units.

## **Regulatory Requirements for Withdrawal of Qualifications**

In line with regulatory requirements, we are deemed to have withdrawn a qualification at the point in time when we first:

- a) cease to register Learners for the qualification,
- b) cease to deliver or award the qualification,
- c) surrender our recognition in respect of that qualification, or
- d) have our recognition withdrawn by the Qualifications Regulators in respect of that qualification.

When we intend to withdraw, believe it likely that we will withdraw, or are obliged to withdraw a qualification we will give reasonable notice to the Qualifications Regulators followed by any Learners, Centres and other Users as appropriate. Our aim will be to give time for Learners and Centres time to make alternative arrangements so we will always aim to give at least six months notice. As a responsible awarding organisation we will also notify our Quality Reviewers in relation to the qualification.

We will promptly prepare, maintain, and comply with a written withdrawal plan which will specify how the interests of Learners in relation to the qualification will, be protected. We will communicate clear and accurate information about the withdrawal arrangements including the last date for registrations, timescales for Learners to complete our qualification and if the same qualification is offered by another awarding organisation. We will fully support the qualification up to the completion date, until the last

certificate has been issued and the period for appeals has lapsed.

We will comply with any requirements which the Qualifications Regulators communicates to us in writing.

### **Withdrawal of Units**

For individual units, our position is that we have withdrawn a unit when we first:

- a) cease to register Learners for the qualification,
- b) cease to deliver or award the qualification.

When we anticipate that we will withdraw a unit we will aim to give at least six months notice to Learners, Centres and other Users as appropriate and communicate clear and accurate information about arrangements for completing the unit.

We will ensure that the unit is shown as withdrawn on the Register of Regulated Qualifications.

### **Governance**

Under General Conditions of Recognition D7 we will prepare a comprehensive withdrawal plan and report on the withdrawal of qualifications and units to the Executive Board that represents the Governing Body.

### **Review**

We will review this policy and procedure every three years or more frequently if required, for example in response to User feedback, changes in practice, requirements of the Qualifications Regulators or other external agencies or changes in legislation.