**Management of the Withdrawal of Accredited Qualifications/Learner Policy**

## Introduction

The purpose of this document is to outline the policies and processes to be followed if we wish to withdraw from offering a qualification to protect the interests of learners or for withdrawing a learner from a qualification.

All staff involved in the management of qualifications and learners enrolled on regulated qualifications to which this policy applies, are made aware of its contents and given opportunity to ask questions to confirm understanding.

**Withdrawal notice and process for withdrawing a qualification**

Once the decision has been taken to no longer offer a regulated qualification the Centre Co-ordinator will complete the appropriate Awarding Organisation documentation (this will vary dependant on the Awarding Organisation), and submit it no less than 3 months before the withdrawal of the qualification. The documentation must contain details of the qualification being withdrawn, the rationale for the withdrawal and the details of learners who may be affected along with details of how their interests shall be protected. Clear and accurate information about the withdrawal will be provided to learners, client employers and users of the qualifications.

Where the withdrawal of qualifications will or may cause adverse effect we shall consult with the affected learners and relevant employers and formulate and act to minimise the adverse effects before ceasing to deliver the qualification, and will provide evidence to the Awarding Organisations of such consultation upon request.

**Withdrawal process for withdrawing a learner from a qualification**

There are several reasons why a learner may be withdrawn from a qualification, including, but not limited to:

* Course changes - course not what expected so transferred to another course or change of level
* Personal circumstances - health issues, pregnancy, home life changes, financial situation etc

In these circumstances where all avenues of support have been explored and decisions made in collaboration between the learner and tutors/support staff the learner will be withdrawn from their course and the Awarding Organisation notified. Tutor/Assessor must complete a Leaver non-completer form and email this to the MIS department ensuring their Programme Leader is cc’d in.