

Withdrawal Policy

Version 1.0 (August 2020)

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Checked and approved by: Ferdinand Joseph

Date: 03/08/2020

Next review due: 03/08/2021

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WITHDRAWAL POLICY

Section 1: Policy Purpose Statement

This policy addresses how we manage the cessation and/or withdrawal of qualifications.

The purpose of this document is to state the procedure to be followed by our organisation in the event of a qualification or unit/s being withdrawn by the awarding body or ceasing to be offered by the awarding body.

As a general rule, we Cube, will ensure that any qualification withdrawal will be managed with the interests of the students/learners foremost. We will do this by ensuring learners have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications where necessary. We will comply with any requirements communicated to us by the regulatory authorities in regards to the withdrawal or cessation of any qualifications.

In the event of short notice given by an awarding body or mid-year withdrawal the Recognition of Prior Learning Policy will be applied and prior Learning will be transferred to an appropriate qualification with an alternate awarding body.

Scope:

This policy covers the following areas:

- All qualifications, units and informal awards offered by Cube Training.

Reasons for Withdrawing or Ceasing a Qualification

There are a number of reasons why a qualification might be withdrawn or ceased to be offered by our centre, including:

- Lack of demand for the qualification
- Qualification no longer meets the needs of the student population
- Qualification subject matter is no longer relevant
- Units and qualifications are owned by other awarding organisations who have decided to withdraw.

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Section 2: Qualification Withdrawal or Cessation Process

The Withdrawal Process will follow a two-stage process:

Stage 1 – Decision to withdraw

All current qualifications will be reviewed by the Management Team annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

Stage 2 – Managing the Withdrawal

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre.

The plan will:

1. Specify how the interests of learners in relation to the qualification will be protected.
2. Detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, centres and learners providing details of all deadlines including the last date for accepting entries and the last date for certification.

The Cessation Process:

In the event that any awarding body ceases the delivery of a qualification (whether voluntary or not), the following process will take place:

1. Written process or procedure will be followed in the event of withdrawing delivery of a qualification.
2. Learners will be made aware of the withdrawal of delivery of the qualification, the reasons for it and the procedure which will be followed.
3. We will discuss with the awarding body whether an alternative qualification can be met with already completed coursework. If not, we will look to another school/college delivering the qualification which could be used.

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4. There would be communication with learners/staff demonstrating support needed where qualification has been withdrawn/ceased/changed.

The needs of learners would continue to be shared with staff and relevant access arrangements applied.

All staff are aware of these policies and how to access them in order to support learners.

Section 3: Contact details

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