



Withdrawal of Centre Approval Policy and Procedure

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Policy authorised by Responsible Officer

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1.0 Introduction

The key role of OTHM is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help centres and their learners to achieve learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support centres to meet those requirements.

We review all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

2.0 Scope of policy

This policy sets out how OTHM aims to support learners in the event of centre approval or qualification approval being withdrawn by an Awarding Body.

This policy is aimed at all OTHM stakeholders including learners, centres, and other parties involved in any aspect of OTHM qualification and endorsed learning provision.

3.0 Centre withdrawal of a qualification

Should a Centre wish to no longer offer one of our qualifications, it should ideally provide OTHM with 8 weeks' notice via submitting a qualification withdrawal form to us with details of the withdrawal and rationale and details of any learners that may be affected. A copy of this form is attached at the back of this document

4.0 OTHM withdrawal of centre approval to offer a qualification

If OTHM decide to sanction a centre and withdraw its approval to offer a qualification, we will do so in accordance with our Sanctions Policy and will communicate this decision to the centre in accordance with the arrangements outlined in the Sanctions Policy.

5.0 Centres which cease to operate

In some instances, centres may cease to operate due to financial circumstances and may have no opportunity to provide OTHM with due notice. In such circumstances once we are informed of the situation (e.g. by a member of staff at, or Learners from, the Centre) we will implement the following arrangements where appropriate:

- Upon receipt of the notification, the Head of Compliance and Quality Assurance will be responsible for taking the request forward and for ensuring that OTHM take all reasonable steps to protect the interests of any learners currently registered on the qualification(s). This will include:
 - Work with the Centre and/or any Learners affected by the withdrawal in order to transfer them – where possible and feasible – to another Centre to enable them to carry on with the qualification(s) they are registered on.

- If no alternative Centres are available/suitable for any Learners affected by the withdrawal, and/or the Learners do not wish to carry on with the qualification(s), they will seek to ensure the Learners are certificated for any units they have completed to date in accordance with the requirements of the associated qualification specification(s).
- Update the Centre's record upon activation of the withdrawal to reflect the fact the Centre is no longer approved to offer the qualification(s).

At all times, the Head of Compliance and Quality Assurance will seek to ensure that all parties affected by the withdrawal are kept appropriately informed throughout.

6.0 What if learners are unhappy about the situation?

If any learners are unhappy with the situation or with how OTHM may have dealt with the withdrawal they should contact OTHM. If they are still unhappy they can then take the matter through our complaints arrangements which are outlined in our Complaints Policy.

7.0 Regulatory references

Ofqual requires all regulated Awarding Organizations to establish and maintain evidence of their compliance with the General Conditions of Recognition. As part of its ongoing process of compliance, OTHM policies and procedures will reflect the conditions and criteria they address.

This policy addresses the following Ofqual General Conditions of Recognition (GCR).

GCR Reference	GCR section title
C2	Arrangements with Centres
D7	Management of the withdrawal of qualifications

8.0 Policy review date

July 2018

9.0 Useful contacts

For more information on OTHM qualifications and services please visit the website: www.othm.org.uk. Alternatively, call at: +44(0)20 7118 4243 or email at: info@othm.org.uk

End of policy

Qualification Withdrawal Notice



Any centre who is considering withdrawing from offering an OTHM qualifications it should complete this form and submit it at least 6 weeks prior to the actual withdrawal to info@othm.org.uk

Part 1: Rationale for the Withdrawal

Title of the qualification(s) you wish to cease offering	
Proposed withdrawal date	
Rationale for the withdrawal	
Number and names of any current Learners registered on the qualification and who would be affected by the withdrawal (e.g. they will not have completed the qualification by the withdrawal date)	
Details of plans to support any existing Learners to ensure their interests are protected	

Part 2: Managing the Withdrawal *[For OTHM use only]*

OTHM response to the notice	
Actions that will be taken to manage the withdrawal and/or protect the interests of any Learners affected by the decision	

Part 3: Arrangements to Manage the Withdrawal *[For OTHM use only]*

Do we agree with the rationale for the withdrawal or were there other circumstances that contributed to the decision (e.g. poor service, prices or competitor developments?)	
Lessons learnt from this withdrawal activity (e.g. areas of service to improve)	