



Withdrawal of Qualifications Policy

July 2017 | Version 3.0
Policy authorised by Responsible Officer

Table of Contents

1.0	Introduction	3
2.0	Scope of policy	3
3.0	Qualification withdrawal guidelines	3
4.0	Centres withdrawing from OTHM qualifications delivery	4
5.0	Regulatory references.....	5
6.0	Policy review date	5
7.0	Useful contacts	5

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 applies to all regulated qualifications offered by OTHM and related products and services.

3.0 Qualification withdrawal guidelines

It is the policy of OTHM that all regulated qualifications will be reviewed by the Head of Qualifications Development once a year or as and when the situation requires. The Head of Qualifications Development will provide a report to the Management with recommended actions before they are implemented. Where necessary, these will be discussed with the wider team of EQAs and representatives from Centres for feedback and input.

The following points outlines the scenarios where OTHM will withdraw a regulated qualification:

- A. Where OTHM ceases to register Learners for the qualification
- B. Where OTHM ceases to deliver or award that qualification to Learners
- C. Where OTHM surrenders its recognition in respect of that qualification
- D. Where OTHM has its recognition withdrawn by Ofqual in respect of that qualification.

Protection of Stakeholders Interest with Respect to Withdrawal of a Regulated Qualification

As part of its obligation to protect the interest of its stakeholders, OTHM will, as soon as it is aware of an intention to withdraw a qualification or otherwise believes it to be likely that it will withdraw, or where it is mandated to withdraw a qualification, it will take all reasonable steps to protect the interests of Learners in relation to that qualification.

As part of this policy, when awareness is made of an intention to withdraw a qualification, OTHM, through its Responsible Officer, will be required to notify Ofqual of a reasonable time of no less than 3 months of its anticipated withdrawal of a qualification. This notification must be done within the prescribe framework of contacting Ofqual and this will be done prior to the time at which it provides that information to any Learners, Centres, or purchasers of qualifications.

When a decision is made to withdraw or when OTHM is obliged to withdraw a qualification, it will carry out the following through the authority of its Responsible Officer:

- a) OTHM will promptly prepare, maintain, and comply with a written withdrawal plan, which will specify how the interests of Learners in relation to that qualification will be protected
- b) OTHM will provide clear and accurate information about the withdrawal to Learners, Centres, and purchasers of qualifications who are likely to be affected by the withdrawal.
- c) OTHM will ensure that any withdrawal plan which it prepares complies with any requirements which Ofqual has communicated to it in writing.

Upon the decision being made to withdraw a qualification the written plan will consist of the following areas:

- a) specify how the interests of learners in relation to the qualification will be protected
- b) detail how the withdrawal will be communicated (including timescales) to the regulatory authorities, Centres and learners
- c) provide details of all deadlines including the last date for accepting registrations and the last date for certification.

A communication will then be sent to the regulatory authority stating

- a) the rationale for the withdrawal of the qualification
- b) the last date for learner registrations
- c) the last date for certification
- d) any other relevant information

Upon confirmation from the regulatory authority, a communication will then be sent to all recognized Centres via email and post stating:

- a) the rationale for the withdrawal of the qualification
- b) the last date for learner registrations
- c) the last date for certification
- d) contact details for further guidance
- e) any other relevant information
- f) Email centres a reminder three month before the end of registrations and three months before the end of certification for that qualification.

4.0 Centres withdrawing from OTHM qualifications delivery

When an approved OTHM Centre withdraws from providing an OTHM qualification (whether through its own choice or not) it must:

- a) Ensure learners and potential learners are informed in a timely fashion ensure the interests of learners already registered for the qualification have provided for by wherever possible allowing learners the opportunity to complete their programme of study and claim certification
- b) Not make any misrepresentations in any marketing material regarding qualifications that have been withdrawn
- c) Comply with any written instructions by OTHM in regard to the withdrawal of the qualification.

5.0 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
B3	Notifications to Ofqual of Certain Events
D7	Management of the withdrawal of qualifications

6.0 Policy review date

July 2018

7.0 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