

ABMA Education Withdrawing a Qualification from a Centre Policy

Introduction

This document is aimed at centres delivering ABMA Education (hereafter 'ABMA') qualifications and outlines the process when withdrawing a qualification on offer at a centre.

Removing a qualification on offer at a centre could be as a result of:

- The centre choosing to no longer offer the qualification
- There is a lack of demand for the qualification at the centre
- Operational circumstances in the country or region which may adversely affect the offering of a qualification(s) in that country/region
- Sanctions imposed on the centre (e.g. should ABMA remove a centre's recognition and/or approval to offer one or more qualifications)

The arrangements outlined in this document to protect the interests of learners.

Please note, that whilst ABMA has a regulatory responsibility to protect the interests of learners, learners are recruited and registered by the centre and not ABMA, and therefore any fees learners may have paid upon enrolment were paid to the centre and not to ABMA, and as such ABMA are not liable for refunding these fees.

Centre responsibility

It is important that members of your staff involved in the management, assessment and quality assurance of our qualifications and your learners are aware of the contents of this policy.

Review arrangements

We will review this document annually as part of our self-evaluation arrangements and revise it as and when necessary, in response to lessons learned, customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.

Withdrawal notice and process

Should a centre wish to no longer offer one of our qualifications, it should normally provide ABMA with **1 academic cycle's notice**. Centres should provide their withdrawal plan by using the ABMA Education Centre Withdrawal Plan Form (see Appendix 1).

If we decide to sanction a centre and withdraw its recognition and/or approval to offer a qualification, we will communicate the decision to the centre and implement the sanction in accordance with the arrangements outlined in our Sanctions Policy.

In some instances, centres may cease to operate due to financial circumstances and may have no opportunity to provide us with due notice. In such circumstances, once we are informed of the situation (e.g. by a member of staff or learners at the centre) we will implement the ABMA Withdrawing a Qualification from a Centre Process.

At all times, we will seek to ensure that all parties affected by the withdrawal are kept appropriately informed throughout.

Protecting the Interest of Learners

When a centre decides it no longer wishes to offer a qualification that it is approved to offer, we will work with the centre to ensure that any learners that are enrolled on the qualification will be given the opportunity to complete their studies at that centre within a reasonable timeframe.

We will work with the centre to agree:

1. The approval withdrawal (i.e. when the centre will no longer be approved to offer the qualification(s) being withdrawn),
2. The operational end date (i.e. the date for last registrations), and
3. The certification end date (i.e. the date of last certifications).¹

These dates will take into account learner retake opportunities.

Where the centre ceases to operate without due notice or where a centre has had its recognition withdrawn and/or its approval for qualifications withdrawn as a result of sanctions being imposed, we will work with the centre to arrange for their learners to be transferred to another ABMA Recognised Centre so that they may continue their studies. In this instance the centre must:

- Inform their learners that they should contact us to arrange for them to be transferred, where possible and feasible, to another centre to continue their studies
- Inform their learners that if they cannot be transferred to another centre, learners can request for a full transcript of their results and achievements with ABMA.² Unless arranged otherwise, transcripts will be sent to the centre where the learner was registered.

Withdrawal

When a centre has its recognition and/or qualification approval withdrawn, we will issue the centre a formal notice to confirm that it has had its centre recognition and/or approval for that qualification, or group of qualifications, withdrawn and that it must:

- Remove the ABMA Education logo and references to ABMA from the centre's marketing materials, both physical and online (where applicable)³
- Cease advertising the withdrawn qualification(s)

¹ Certification end date will indicate the last examination series at the centre.

² Transcript fees are available on our website.

³ This will not be necessary if the centre is approved to offer other ABMA Education qualifications.

- Cease recruiting learners to study the withdrawn qualification(s)
- Cease registering learners onto the withdrawn qualification(s)
- Cease teaching the withdrawn qualification(s)
- Cease assessing the withdrawn qualification(s) (where applicable).

Centres must also:

- Return the centre recognition certificate (where applicable)⁴
- Return any unused assessment materials
- Inform all relevant third parties and sub-contractors that centre recognition and/or qualification approval has been withdrawn
- Inform learners that centre recognition and/or qualification approval has been withdrawn
- Retain all learner records for the withdrawn qualification(s) for a period of at least three years
- Pay all outstanding invoices/fees immediately

Re-application for Centre Recognition and/or Qualification Approval

Should a centre decide to reapply to offer a qualification or group of qualifications that it has had withdrawn, then it will need to go through the qualification application process.⁵

For centres that have had their centre recognition and/or approval for qualifications withdrawn as a result of sanctions being imposed, the centre may re-apply for recognition and/or approval in line with the requirements as set out in the ABMA Education Sanctions Policy.

Appeals

Centres that have had their recognition and/or approval for qualifications withdrawn as a result of sanctions being imposed can submit an appeal to ABMA as per our Appeals Policy.

Contact us

If you have any queries about the contents of this policy, please contact our Compliance Department at:

ABMA Education
7 Queens Square
Lyndhurst Road
Ascot
Berkshire
SL5 9FE
United Kingdom

⁴ This will not be necessary if the centre is approved to offer other ABMA Education qualifications.

⁵ If the centre is not currently a Recognised Centre then it will need to go through the centre recognition process.

Tel: +44 (0) 20 8733 7000
E-mail: info@abma.uk.com
Web: www.abma.uk.com

Appendix 1: Centre Withdrawal Plan Form

A copy of the Centre Withdrawal Plan Form is found below. An editable copy of the form is available upon request.

ABMA Education Centre Withdrawal Plan Form

Use this form to draft your centre's withdrawal plan.

The ABMA Education Withdrawing A Qualification from A Centre Policy should be read in conjunction when completing this form.

This form must be submitted to ABMA Education at least **1 academic cycle** before the proposed approval withdrawal date.

Section 1: Centre Details

Centre Name		
Centre Code (if known)		
Centre Primary Contact	Name	
	Position	
	Email	
	Tel	
Centre Secondary Contact	Name	
	Position	
	Email	
	Tel	

Section 2: Withdrawal Details

1. Qualification Title(s) and Qualification Number(s) to be withdrawn:

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2. Rationale for withdrawal:

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3. Number of learners enrolled on each qualification:

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4. Proposed approval withdrawal date:

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5. Transition plan:

Transition plan for ensuring Learners' interests are adequately protected following the qualification withdrawal, state:

- *If there are any Learners currently enrolled on any qualifications, and if so, the arrangements for making sure they are not unnecessarily disadvantaged*
- *If there is adequate alternative provision available*
- *If there are any specialist sector issues to be considered*

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6. Additional information:

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Section 3: ABMA Education Withdrawing a Qualification from a Centre Policy

The ABMA Education Withdrawing A Qualification from A Centre Policy is published on the ABMA Education website: [Policies - ABMA Education](#)

8. Please tick to confirm that you have read and understood the ABMA Education Withdrawing a Qualification from a Centre Policy:

<input type="checkbox"/>	Yes
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Please return this completed form and any accompanying documentation to info@abma.uk.com

FOR ABMA EDUCATION USE ONLY

1. Assigned ABMA Education liaison(s) to work with the centre:

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2. Approve the centre's withdrawal plan:

<input type="checkbox"/>	No – go to Question 2
<input type="checkbox"/>	Yes – go to Question 3

3. If no, provide details:⁶

Include details that are missing/needed in the plan.

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4. Approval withdrawal date (if applicable):

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5. Operational end date (if applicable):

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6. Certification end date (if applicable):

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7. Additional Details:

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⁶ The centre will have to re-submit the form providing the requested information.