



**ABMA EDUCATION
WITHDRAWING A
QUALIFICATION POLICY
WQU/POL/010**

Contents

ABMA Education Withdrawing a Qualification Policy	3
Introduction.....	3
Centre Responsibility.....	3
Review Arrangements	3
Withdrawal From Offering.....	3
Withdrawing a Qualification At a Centre.....	3
Centre Withdrawal Notice and Process	4
Protecting the Interest of Learners	4
Withdrawal	5
Re-application for Centre Recognition and/or Qualification Approval	6
Appeals.....	6
Contact Us.....	6
Appendix 1: Centre Qualification Withdrawal Plan Form.....	7
Section A: Centre Details	8
Section B: Withdrawal Details.....	8
Section C: ABMA Education Withdrawing a Qualification from a Centre Policy.....	9

ABMA Education Withdrawing a Qualification Policy

Introduction

This document outlines how ABMA Education (hereafter 'ABMA') will manage the removal of a qualification on offer in general (i.e. will no longer be offering that qualification) or when a qualification is removed from a centre's offering.

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 by 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 From Offering

We may withdraw a qualification on offer because we:

- cease to register Learners for the qualification,
- cease to deliver or award that qualification to Learners,
- surrender our recognition in respect of that qualification, or
- have had our recognition withdrawn by Ofqual in respect of that qualification.

When withdrawing a qualification on offer, we will do so in writing. We will also put together a withdrawal plan which protects the interest of learners. This withdrawal plan will be shared with relevant stakeholders.

Withdrawing a Qualification At a Centre

We may withdraw a qualification at a centre as a result of:

- The centre becomes “inactive”
- The centre ceases to register learners for the qualification,
- As a result of a sanction(s) being issued.

If we decide to withdraw a qualification at a centre, we will do so in writing. If the withdrawal is as a result of sanctions being imposed on the centre, we will implement the sanction in accordance with the arrangements outlined in our Sanctions Policy.

When withdrawing a qualification at a centre, we will put together a withdrawal plan which protects the interest of learners. This withdrawal plan will be shared with relevant stakeholders.

Centre Withdrawal Notice and Process

A centre may decide to withdraw offering an ABMA qualification from its offering for several reasons, including:

- Low or no enrolments/demand for the qualification at the centre
- Staffing issues – i.e. staff with the requisite qualifications and experience needed to deliver the qualification are/have left and there is no replacement
- Resource (re)allocation – i.e. centres may choose to reallocate resources to their other offerings

Should a centre decide to no longer offer one of our qualifications, it should normally provide ABMA with **1 academic cycle’s notice**. Centres should submit a withdrawal plan by using the ABMA Education Qualification Withdrawal Plan Form which can be found as Appendix 1. Centres may also request a copy of the form.

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 our withdrawal process.

When withdrawing a qualification at a centre, we will put together a final withdrawal plan which protects the interest of learners. This withdrawal plan will be shared with relevant stakeholders.

Protecting the Interest of Learners

When withdrawing a qualification on offer, we will establish:

1. The approval withdrawal date (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 local centre to continue their studies, advise learners of the teach out plan so that they are aware of how long they have to complete their qualification before the qualification is fully withdrawn from the centre
- Inform their learners that if they have not completed their qualification by the withdrawal date, they can request a full transcript of their results and achievements with ABMA. This is chargeable and the fees for this are on our website.
 - Learners should be advised that transcripts are processed in batches (as this is not an on demand service)
 - Learners should also be advised that transcripts will be sent to the centre that the learner was registered at. If the learner wishes to have the transcript dispatched to a different address, this is a chargeable fee, and they would need to contact us so we can get a quote from our courier company.

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)²
- Cease advertising the withdrawn qualification(s)
- 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)³

¹ Certification end date will indicate the last examination series at the centre for external assessment and claim for certification for internal assessments.

² This will not be necessary if the centre is approved to offer other ABMA Education qualifications.

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

- 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.⁴

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 (available on our website).

Contact Us

If you have any queries about the contents of the policy, please contact us at:

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

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

⁴ If the centre is not currently a Recognised Centre then it will need to go through the centre recognition process.

Appendix 1: Centre Qualification Withdrawal Plan Form

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



Centre Qualification Withdrawal Plan Form (CQWP/FOR/010)

Section A: Centre Details

Centre Name _____

Centre Code (if known) _____

Centre Primary Contact Name _____

Centre Primary Job Title _____

Centre Primary Email _____

Centre Primary Tel _____

Centre Secondary Contact Name _____

Centre Secondary Job Title _____

Centre Secondary Email _____

Centre Secondary Tel _____

Section B: Withdrawal Details

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

2. Rationale for withdrawal:

3. Number of learners enrolled on each qualification:

4. Proposed approval withdrawal date:

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*

6. Additional information:

Section C: 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](#).

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

Yes

Date (DD/MM/YYYY):

D	D	/	M	M	/	Y	Y	Y	Y
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Signature:

.....

Name (print):

.....

Please return this completed form, any accompanying documentation(s) to info@abma.uk.com

FOR ABMA EDUCATION USE ONLY

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

2. Final ABMA Education response:

No – go to Question 3

Yes – go to Question 4

3. If no, provide details:⁵

Include details that are missing/needed in the plan

4. Approval withdrawal date (if applicable):

5. Operational end date (if applicable):

6. Certification end date (if applicable):

7. Additional details:

⁵ The centre will have to re-submit the form providing the requested information.



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