

Withdrawal of qualifications

Policy and procedures

Contents

Withdrawal of qualifications policy

Effective from:	September 2023
For the attention of:	Heads of Centre / ASDAN QA

Policy owner	Policy approver
Compliance Manager	Qualification Manager

Review history		
Date	Version	Reviewed by
March 2020	Version 1	Compliance Manager
October 2022	Version 2	Compliance Manager
September 2023	Version 3 – process diagram removed, updated content in all sections.	Compliance Manager
Next review: August 2025	Reviewed by Compliance Manager and approved by Qualification Manager	

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1 Introduction

As an approved awarding organisation ASDAN must maintain rigorous quality assurance and control arrangements as outlined in the Conditions of Recognition¹. The purpose of this document is to state the procedure to be followed by ASDAN and its registered centres in the event of a qualification or unit(s) being withdrawn for delivery.

As part of our regulatory responsibility ASDAN are required to have a policy in place to ensure that, should a qualification be withdrawn, the withdrawal is managed with the interests of candidates and centres foremost. ASDAN centres are also required to ensure they have a policy for the withdrawal of the delivery of qualifications which will be reviewed at centre approval and during an audit.

This policy covers all ASDAN qualifications and all related procedures.

1 [gov.uk/guidance/ofqual-handbook](https://www.gov.uk/guidance/ofqual-handbook) Ofqual, 2023
[qualificationswales.org/regulation-reform/regulating/regulatory-conditions](https://www.qualificationswales.org/regulation-reform/regulating/regulatory-conditions)
Qualifications Wales, 2023

2 Reasons for withdrawing a qualification

2.1 Why a qualification might be withdrawn by ASDAN

There are a number of reasons why a qualification might be withdrawn by ASDAN, including:

- Lack of demand for the qualification.
- Qualification no longer meeting regulatory requirements.
- Qualification subject matter and/or content no longer relevant.
- Revision of a qualification resulting in a newer version.

2.2 Why a centre might stop delivering an ASDAN qualification

A registered centre may choose to stop delivering an ASDAN qualification or programme with progression to an ASDAN qualification. The reasons for this might include:

- Lack of demand.
- Loss of staff with suitable experience/training to deliver, assess and/or quality assure the qualification/programme.
- Costs associated with delivery.
- Withdrawal of the qualification/programme by ASDAN (eg as a result of a sanction).

3 Responsibilities of registered centres

Centres are responsible for informing ASDAN if they intend to stop offering ASDAN qualifications, ie a change of membership level from Qualifications to Programmes Plus or Programmes.

In the event of a centre ceasing to operate, it must take all reasonable steps to protect the interests of the candidates. It must also notify each of the awarding organisations it is approved by.

Centres must inform ASDAN of any intention to cease to be a provider or withdraw provision of any of ASDAN's regulated qualifications. Centres with such intentions must ensure that candidates are not disadvantaged through such a decision and are allowed to claim unit/credit certification to which they may be entitled.

When a centre intends to withdraw from providing an ASDAN qualification (whether through its own choice or not) it must:

- Ensure candidates and potential candidates are informed in a timely fashion.
- Ensure the interests of candidates already entered for the qualification have been provided with support to find alternative options for them to complete the qualification.
- Not make any misrepresentations in any marketing material regarding qualifications that have been withdrawn.
- Notify ASDAN of any candidates who may be affected by the withdrawal.
- Comply with any written instructions by ASDAN with regard to the withdrawal of its qualifications.
- Ensure that any enquiries, appeals and/or complaints related to the qualification are concluded satisfactorily prior to ceasing to operate or changing membership level.

4 ASDAN's responsibilities

4.1 ASDAN's responsibilities to centres

In any event that ASDAN withdraws a qualification or that a centre ceases to deliver an ASDAN qualification, ASDAN will take all reasonable steps to protect the interests of learners.

ASDAN will:

- confirm, with centres, the arrangements for enabling learners who have already embarked on a course leading to that qualification to complete it and receive due certification
- ensure that any planned external moderation, certification claims and financial transactions are completed prior to the date of final certification or centre de-registration
- where necessary, provide assistance to centres in finding alternative provision for learners, to ensure they experience no adverse effect due to the withdrawal of the qualification/centre de-registration
- provide centres with reasonable notice of a decision to withdraw a qualification

4.2 ASDAN's responsibilities to the Regulators

In line with the Conditions of Recognition¹, ASDAN is considered to have withdrawn a qualification at such a point in time when it first:

- a) ceases to register learners for the qualification
- b) ceases to deliver or award the qualification to learners
- c) surrenders its recognition with the Regulator(s) in respect of the qualification
- d) has its recognition withdrawn by the Regulator(s) in respect of the qualification

1 [gov.uk/guidance/ofqual-handbook](https://www.gov.uk/guidance/ofqual-handbook) Ofqual, 2023
[qualificationswales.org/regulation-reform/regulating/regulatory-conditions](https://www.qualificationswales.org/regulation-reform/regulating/regulatory-conditions)
Qualifications Wales, 2023

4 ASDAN's responsibilities

4.3 Qualification reviews

All qualifications are subject to review as part of ASDAN's business planning, quality assurance and self-assessment and evaluation processes. Qualification reviews consider, in respect of each qualification:

- the number of centres registered to deliver the qualification
- the number of centres actively delivering the qualification
- the number of learners certificated for the qualification over a specified period of time
- any quality assurance/compliance risks associated with offering the qualification, including any related enquiries, appeals and/or incidences of malpractice or maladministration, and historic and/or potential problems arising from the delivery/assessment/internal quality assurance/external quality assurance
- any financial risks associated with offering the qualification
- future demand

A report, detailing the outcomes of the qualification review, is made available to ASDAN's Leadership Team and Trustees.

4.4 Withdrawal procedures and timescales

In the event that ASDAN's Leadership Team and/or Trustees make a decision to withdraw a qualification, the Qualifications Manager will prepare a written withdrawal plan, specifying how the interests of learners, in relation to that qualification, will be protected, and the methods and timings of communication with all interested parties. This withdrawal plan will comply with any regulatory requirements.

The Qualifications Manager will inform the Regulator(s), in writing, of the decision to withdraw the qualification, at least 12 months prior to the date for final registration of new learners.

The Qualifications Manager will inform all centres who are approved to deliver the qualification, in writing, of the decision to withdraw the qualification, the date for final registration of learners and the date for final certification of learners, at least 12 months prior to the date for final registration of new learners.

The date for final registration of new learners will be at least 12 months prior to the date for final certification of learners and may be longer.

ASDAN will issue reminders of the final registration and final certification dates to centres approved to deliver the qualification, during the time leading to withdrawal of the qualification.

ASDAN will work with centres approved to deliver the qualification, to ensure that all reasonable steps are taken to protect the interests of learners.

5 Associated policies and procedures

Document name	Responsible person
Appeals and Enquiries Policy	Compliance Manager
Centre Approval Policy	Qualification Manager
Customer Complaints, Comments and Compliments Policy	Compliance Manager
EPQ Post-Results and Appeals Review Policy	Compliance Manager
Invoicing Policy	Centre Support Manager
Managing Adverse Events Policy	Compliance Manager
Retention of Assessment Materials Policy	Compliance Manager
Sanctions Policy	Compliance Manager



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