

ASDAN Withdrawal of Qualifications Policy and Procedure

Policy Owner – Head of Quality

Review History	
V1	March 2020
V2	March 2022
V3	September 2023
V4	August 2025
Next Review	August 2027

1. Purpose

1.1 ASDAN's qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).

1.2 This policy and procedure responds to Condition, D1 and D6 of the General Conditions of Recognition (Ofqual and CCEA, 2025) and Standard Conditions of Recognition (Wales, 2024).

1.3 This document is for the attention of:

- ASDAN trustees, staff and associate staff
- ASDAN centres
- Learners and their parents/carers (where appropriate)
- ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- Other stakeholders

2. Policy

2.1 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state the procedure to be followed by ASDAN and its registered centres in the event of a qualification or unit(s) being withdrawn for delivery.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of our regulatory responsibility ASDAN is required to have a policy in place to ensure that, should a qualification be withdrawn, the withdrawal is managed with the interests of learners and centres foremost.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 a quality assurance review.

This policy covers all ASDAN qualifications and all related procedures.

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2.2 Withdrawal of a Qualification by ASDAN

ASDAN may decide to withdraw a qualification for a range of valid and justifiable reasons. These may include, but are not limited to:

- Insufficient demand for the qualification
- The qualification no longer complies with current regulatory or statutory requirements
- The subject matter or content of the qualification is no longer considered relevant or appropriate
- The qualification has been reviewed and replaced with an updated or revised version

ASDAN will ensure that any decision to withdraw a qualification is made in accordance with Ofqual's regulatory requirements and that all affected parties are informed in a timely and transparent manner

2.3 Centre Withdrawal of ASDAN Qualifications

A registered centre may decide to stop offering an ASDAN qualification or a programme that leads to an ASDAN qualification. This decision may be based on a variety of factors, such as:

- Limited or declining learner interest in the qualification
- The departure of staff with the necessary skills, experience, or training to deliver, assess, or quality assure the qualification or programme
- Financial or logistical challenges related to the delivery of the qualification or programme
- A decision by ASDAN to withdraw the qualification or programme

Centres are required to inform ASDAN of their decision as early as possible and take all necessary steps to protect the interests of affected learners.

2.4 Centre Responsibilities

Centres must notify ASDAN if planning to stop offering ASDAN qualifications. This includes any change in membership level from **Qualifications** to **Programmes Plus** or **Programmes**.

When a centre decides to stop offering any regulated ASDAN qualification, whether by choice or otherwise, it must:

- Inform ASDAN of the decision as early as possible
- Make sure learners are not disadvantaged and are able to claim any unit or credit certificates they are entitled to
- Inform current and prospective learners about the change in a timely and clear way

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- Support any learners already working towards a qualification to complete it or transfer to an alternative option
- Avoid making any false or misleading claims in promotional or marketing materials about qualifications that are being withdrawn
- Provide ASDAN with details of any learners affected by the withdrawal
- Follow any written instructions issued by ASDAN regarding the withdrawal process
- Ensure that any ongoing enquiries, complaints or appeals related to the qualification are resolved before stopping delivery or changing membership status

2.5 ASDAN Responsibilities

In the event that ASDAN decides to withdraw a qualification, or if a centre stops delivering an ASDAN qualification, ASDAN will take all reasonable steps to protect the learners' interests.

ASDAN will:

- Work closely with centres to agree clear and fair arrangements so that learners who have started a qualification can complete it and receive their results and certificates
- Complete all outstanding processes such as External Quality Assurance, claims for certification and relevant financial matters before the agreed final certification date or centre de-registration
- Where necessary support centres in identifying alternative arrangements if learners cannot finish their qualification at the original centre. This may include helping to find another centre or qualification route, where possible
- Give centres reasonable advance notice of any decision to withdraw a qualification, in line with regulatory expectations
- Keep learners and centres informed throughout the process, ensuring that communication is timely, clear and accessible
- Maintain clear records of the arrangements made and the steps taken to mitigate any negative impact on learners

2.6 Withdrawal of Centre Approval to Deliver Qualifications

- ASDAN may decide to withdraw Centre Approval in accordance with its Sanctions Policy and Procedures. This action may be taken in response to confirmed cases of malpractice, maladministration or other serious incidents affecting the integrity of qualification delivery

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- Failure to address actions set at the centre approval meeting within six months will result in a review by ASDAN, which may lead to the withdrawal of the centre's qualification application
- If an approved centre does not register any candidates for a regulated qualification over three consecutive academic years, ASDAN may withdraw its qualification approval
- To regain approval, the centre must complete the full centre approval process

3. Procedure

3.1 ASDAN Withdrawal of a Qualification

If ASDAN decides to withdraw a qualification, the Head of Curriculum will create a withdrawal plan. This plan will outline how learners' interests will be protected and how and when we will communicate with everyone involved, ensuring to meet all regulatory requirements.

The Head of Curriculum will notify the relevant Regulator(s) in writing at least 12 months before the final date that new learners can register.

All centres approved to deliver the qualification will also be informed in writing at least 12 months before the final registration date. This communication will include:

- The decision to withdraw the qualification
- The final date for registering new learners
- The final date for issuing certificates

The final registration date will be at least 12 months before the final certification date, and possibly longer.

ASDAN will send reminders of these key dates to approved centres during the withdrawal period.

We will work closely with centres to ensure that learners interests are protected throughout the process.

4. Associated Documentation

- Appeals Policy and Procedure
- Centre Approval Policy
- Retention of Assessment Materials Policy
- Complaints Policy
- Retention of Assessment Materials Policy
- Sanctions Policy