

# Withdrawal of Qualifications Procedure

## Scope and Purpose of Procedure

This procedure is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth. This will incorporate the following principles:

- Those who access Cardiff and Vale College Group must be **free from discrimination**.
- Learners will be supported to **enable** them to achieve their **potential** whilst in learning, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- We will support learners to develop the skills they need to **progress** successfully through their lives.

This procedure has been designed to protect the interests of learners in the event of the College withdrawing a qualification from its centre, either voluntary or upon the instruction of the awarding organisation. At all times the College will follow any procedure outlined by the awarding organisation.

## Reasons for voluntary withdrawal of qualifications

On occasion, the College may decide to withdraw a qualification from its centre. This would normally be for one of the following reasons:

- Lack of industry demand for the qualification
- Lack of learner registrations
- Change in the skills required by the industry leading to a qualification not being fit for purpose
- Internal Quality Assurance
- Movement of sites or other resource issues

## Procedure

- The decision to withdraw a qualification will be made by the Senior Team. This decision will be made after consultation with the relevant Head of Department and relevant staff.
- The College will take all reasonable steps to protect the interests of learners in relation to a qualification it withdraws. Existing learners will be able to complete a qualification for which they have registered or will be given a reasonable amount of notice to complete the qualification. Transition arrangements, along with a list of alternative education providers will be published and provided to learners, centres and employers, of a qualification that is to be withdrawn.

Revision No:	2
Last Revision Date:	Sept 20
Next Revision Date:	Sept 22

- The College will ensure that procedures followed are in line with the relevant Awarding Organisation and comply with the General Conditions of Recognition.

## Withdrawal of qualifications by an Awarding Organisation

- In the event that an Awarding Organisation withdraws a qualification from the College they will:
  - Provide effective guidance to the College
  - Make available to the College any information which, for the purposes of that delivery, the College may reasonably require to be provided by the Awarding Organisation.
- The College will follow the same procedure outlined above in order to protect the interests of its learners.

There is a Welsh version of this document available.

**Date approved:** 16 September 2016

---

**Approved by:** Quality Standards Board

---

**Review date:** 18 September 2022

---

**Responsible Manager:** Dean of Quality Improvement

---

**Executive Lead:** Deputy Principal Curriculum, Quality and Learner Journey

---

**Accessible to Students:** Yes

---

<b>Revision No:</b>	2
<b>Last Revision Date:</b>	Sept 20
<b>Next Revision Date:</b>	Sept 22