

There is a Welsh version of this document available.

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education providers will be published and provided to learners, centres and employers, of a qualification that is to be withdrawn.

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- 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.

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Responsible Manager: Assistant Principal Quality, T&L

Executive Lead: _____

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