

Withdrawal of a Learner Policy

Introduction

The key role of Gloverspiece is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help centres and their learners achieve their learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support centres to meet those requirements. Gloverspiece reviews all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

Scope

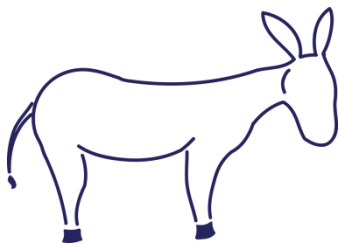
This policy applies to all regulated qualifications offered by Gloverspiece and related products and services.

1. All qualifications, units and informal awards offered by: NCFE and ABC Awards
2. All staff and associates, qualification regulators, centre staff and learners who are registered with our organisation.

Guidelines

It is the policy of Gloverspiece that all regulated qualifications will be reviewed by the Head Teacher once a year or as and when the situation requires. The Head Teacher will provide a report to the Management with recommended actions before they are implemented. Where necessary, these will be discussed with the wider team for feedback and input. The following points outlines the scenarios where Gloverspiece will withdraw a regulated qualification:

We will ensure we manage the interests of the students/learners foremost. We will do this by ensuring students/learners have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications where necessary. We will comply with any requirements communicated to us by the regulatory authorities in regards to the withdrawal or cessation of any qualifications. In the event of short notice given by an awarding body or mid-year withdrawal the Recognition of Prior Learning Policy will be applied and prior Learning will be transferred to an appropriate qualification with an alternate awarding body.



Reasons for Withdrawing or Ceasing a Qualification.

There are a number of reasons why a qualification might be withdrawn or ceased to be offered by our school, including:

- Lack of demand for the qualification
- No longer meets the needs of the student population
- Qualification subject matter is no longer relevant
- Units and qualifications are owned by other awarding organisations who have decided to withdraw.

Qualification Withdrawal or Cessation Process

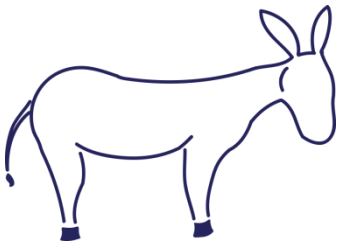
The Withdrawal Process will follow a two-stage process:

Stage1 – Decision to withdraw is made by the Leadership Team annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

Stage 2 – Managing the Withdrawal upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated NCFE and may include arrangements for learners to complete programmes of work at an alternative centre.

The plan will:

1. Specify how the interests of learners in relation to the qualification will be protected.
2. Detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, and learners providing details of all deadlines including the last date or accepting entries and the last date for certification. The Cessation Process in the event that any awarding body ceases the delivery of a qualification (whether voluntary or not), the following process will take place:
 - a) Written process or procedure will be followed in the event of withdrawing delivery of a qualification.
 - b) Students and parents will be made aware of the withdrawal of delivery of the qualification, the reasons for it and the procedure which will be followed.
 - c) We will discuss with the awarding body whether an alternative qualification can be met with already completed coursework. If not, we will look to another school/college delivering the qualification which could be used.
 - d) There would be communication with learners/staff demonstrating support needed where qualification has been withdrawn/ceased/changed. The needs of learners would continue to be shared with staff and relevant access arrangements applied. This policy is available to students and their families. Electronic Copies are available to be emailed along with the appeals policy for all awarding bodies. All staff are aware are aware of these policies and how to access them in order to support students.



Gloverspiece Minifarm & School

Approved By:	Lynne Duffy
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