

Centre Withdrawal Policy

V2.0

Introduction

This is version two of the Centre Withdrawal Policy and replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control.

Change history to V2.0

Date	Section	Change	Reviewed by	Signed off By
January 2023	All	Multiple changes due to annual review	N Preston	R Lowbridge

Withdrawal of a Centre

A Centre may wish to terminate their SFEDI Awards Centre status, or their status may be terminated as a result of findings from ongoing quality assurance activities or at the direction of the Regulator(s).

Where this is the case, SFEDI Awards will work to protect the interests of learners to ensure that they are provided with the opportunity to complete their qualification whether with the existing Centre or through alternative provision.

Examples of reasons for withdrawal include, but are not limited to:

- Where the Centre no longer has a perceived market for the provision of the qualification(s)
- Where a Centre ceases to operate
- Where a Centre transfers ownership of the organisation to another party and the transfer of Centre approval is not agreed by SFEDI awards. SFEDI Awards does not allow for the transfer of Centre status without prior agreement, and this cannot be inferred to the buying party by the selling party. SFEDI Awards holds no responsibility or liability where a buying party has been given this impression and has no responsibility to honour any sale agreements contrary to this principle.
- Where both SFEDI Awards and the Centre agree that it is in the best interests of the Centre
- Where SFEDI Awards removes approval due to findings from ongoing quality assurance monitoring activities
- Where a qualification Regulator requires the removal of Centre approved status

A Centre is expected to co-operate fully with SFEDI Awards during the withdrawal process, to work to always protect the interests of learners and to adhere to instructions provided by SFEDI Awards as to how best to manage the withdrawal of the organisation from the Centre network.

Where a Centre wishes to withdraw from the provision of the qualification(s), it must write to SFEDI Awards with at least 8 weeks' notice. although this will not apply where the notification is provided by SFEDI Awards to protect the safety and integrity of the qualification(s), learner(s) and/or the qualification system(s).

When providing notice, the Centre should submit a formal request to surrender their approved status signed by the authorised individual within the Centre.

The formal notice to surrender Centre status should include:

- Centre information
- Intended date of withdrawal
- Qualifications offered including the number of live learners, the number of yet to be registered learners and when the last certification claims are expected to be submitted
- Any other information relevant to the withdrawal of the Centre

The SFEDI Awards Operations Manager will review the information submitted and speak with the Centre to agree the next steps to facilitate an orderly surrender of the Centre approved status. This will be done within 5 working days of receipt of the formal request.

The first position of SFEDI Awards is to agree with the proposed plans for withdrawal as submitted by the Centre but there may be occasions where additional activities are required to ensure the protection of the safety and integrity of the qualification(s), learners(s) and/or the qualification system(s).

Where possible, it would be the preferred route that existing learners are able to complete their qualifications with the current Centre but, where this is not possible, SFEDI Awards will agree a transfer system to ensure that the interests of learners are managed appropriately.

If and where other authorities, such as funding or contracting bodies, are impacted by the withdrawal of Centre status, it is the responsibility of the Centre to notify these bodies following their requirements.

The agreed withdrawal plan will be sent to the Centre by the SFEDI Awards Operations Manager within 5 working days of the review of the original notification detailing the agreed date and the activities to facilitate the managed withdrawal.

The Operations Manager will also arrange for all SFEDI Awards systems to be updated to reflect the withdrawal of the Centre.

Elements of the Centre Agreement will continue to apply after the withdrawal process has been completed:

- Regulatory requirements
- Retention of records and access to records, people, and premises
- Monitoring activity and investigations
- Complaints and appeals
- Malpractice and maladministration
- Verification

- Learner registration and certification
- Withdrawal of approval and interests of learners
- Invoicing
- Correct use of SFEDI Awards logo and Centre certificate

Contact Us

If you have any queries about the content of this policy, please contact our customer service department.

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