

# Qualification Withdrawal Policy

V2.0

## Introduction

This is version two of the Qualification 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 Qualifications

SFEDI Awards operates an orderly withdrawal of qualifications ensuring that organisations who wish to deliver or individuals who wish to undertake a qualification do so using the most up to date version and with the most recent information. This reduces the potential for confusion within the marketplace.

SFEDI Awards aims to protect the interests of learners at all times and, as such, follows a structured approach when a decision has been made to withdraw a qualification.

SFEDI Awards may withdraw a qualification where there is:

- Lack of demand
- A change within the industry or subject matter that means the qualification is no longer fit for purpose in meeting those needs
- SFEDI Awards makes a decision that impacts the viability of providing the qualification
- SFEDI Awards surrenders its recognition for the qualification or the subject matter, often referred to as scope of recognition
- The Regulator(s) requires the removal of a qualification

Where SFEDI Awards has made a decision to replace a qualification with a new version, guidance will be provided on how Centres can transfer learners to the new version if it is deemed appropriate to do so.

## Withdrawal Process

Unless the withdrawal of a qualification is through the direction of the Regulator(s), the normal decision-making process will be as a result of a qualification review.

Where a qualification has been reviewed and it has been deemed appropriate to remove from regulation, the Operations Manager will complete the withdrawal process making use of the published systems of the Regulator(s) once authorisation has been received from the Head of Quality Assurance.

Where prior notification is required for agreement of the withdrawal plan by the Regulator, normally in response to requests for information, this will be sought prior to actioning the plan.

Notifications of the withdrawal of a qualification will be sent to Centres no later than 3-months prior to the planned withdrawal date unless it has been deemed that there would be no material impact on the operations of a Centre or on the interests of a learner, eg. qualifications that have no live learners.

A reminder will be sent to Centres 2-months prior to the last point of registration for a qualification and again 2-months prior to the last point of certification for a qualification. The notification for last point of certification will only be sent to those Centres that have live candidates registered on the system.

Where a Centre has not claimed a learner by the point of last point of certification, this will be at the discretion of the Regulator for the qualification through a request for guidance by SFEDI Awards as it would not normally be allowed without sufficient justification.

## Contact Us

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

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