

**ITC First**

**P18  
Management of the Withdrawal of  
Qualifications Policy 2019 [2.1]**

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## ITC First

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### Website Access

For all policy statements and downloadable documents,

Upload to:

Ofqual Portal	SQA Accreditation Share Point	ITC WebOffice Support Resources	ITC Public Website	ITC Server
x	✓	✓	x	✓

## Qualification Withdrawal

This policy is in 2 sections.

- Section 1 relate to the withdrawal of qualifications from the Regulated Qualifications Framework (RQF).
- Section 2 relates to the withdrawal of qualifications from the Scottish Credit and Qualifications Framework (SCQF).

### Section 1

#### 1. Overview (Qfqual)

1.1 For the purposes of regulatory conditions, an awarding organisation withdraws a qualification from national qualification frameworks at the point in time when it first:

- a) Ceases to register Learners for the qualification,
- b) Ceases to deliver or award that qualification to Learners,
- c) Surrenders its recognition in respect of that qualification,
- d) Has its recognition withdrawn by Ofqual in respect of that qualification.

1.2 Previously, there was a requirement for awarding organisations to state an operational end date or certification end date. Awarding organisations are no longer required to do this, but must state a review date for their qualification at which time they must review their qualification to ensure it continues to meet the necessary requirements. Where the review is satisfactory, the qualification can continue to be offered.

1.3 Alternatively, an awarding organisation may decide to withdraw the qualification (for example because of a lack of demand for the qualification, or because it is no longer fit for purpose or because the qualification no longer meets regulatory requirements). In this instance, the awarding organisation will need to set the operational end date on the Ofqual system. This will trigger the certificate end date and the qualification's withdrawal. The awarding organisation must record its withdrawal plan in the "Qualification Comments" on the Ofqual system.

#### 2. Withdrawal Procedure

2.1 Inform Ofqual giving reasonable notice of the withdrawal. At the same time notifying anticipated withdrawal prior to the time at which it provides that information to any Learners, Centres, or purchasers of qualifications.

2.2 Ensure the ITC withdrawal plan complies with any requirements communicated from Ofqual.

2.3 ITC Policy Committee to produce a specific withdrawal plan, with actions and timescales, for each qualification and confirm that it complies with any requirements produced by Ofqual or other regulator.

2.4 Set an operational end date on Ofqual system. This will trigger the certificate end date and qualification withdrawal. The ITC withdrawal plan must be recorded on the 'Qualification Comments' on the Ofqual system.

2.5 The plan to be forwarded to Learners, Centres and purchasers of qualifications must include withdrawal key deadline dates and alternative qualification options or progression routes.

### **3. Amending a Qualification on the Portal**

3.1 Qualification (and their constituent units) are periodically reviewed according to stated dated review dates available on the portal or other external influence to ensure that they remain fit for purpose. Review will normally consider all aspects of the qualification including content, delivery and quality assurance. ITC records the development and review process of its qualifications using Qualification Development Document (QD1).

3.2 Following the review of the qualification and/or units the content may be updated. The nature of the update will determine what steps are to be taken and when.

#### **a) Review materially changes content of qualification (New)**

Where the review materially changes the content of the qualification i.e. which would lead purchasers to consider they were buying a different qualification, the qualification should be withdrawn, as per 2. Above. A separate, new qualification and unit entry must then be entered on to the Ofqual system.

#### **b) Review does not materially change the content of the qualification (Extend current)**

Where the review does not materially change the content of the qualification i.e. purchasers would consider they were buying the same qualification, then the records on the Ofqual system can simply be updated with the updated entry automatically assigned a new 'version' number. The qualification is therefore continued and a new entry not required.

## **Section 2**

### **1. Overview (SQA Accreditation)**

1.1 For the purposes of withdrawing qualifications from the SCQF there are the latest versions of 2 documents to take account of, found on the SQA Accreditation website:

- a) AC2 Guidance Qualification Accreditation
- b) Zero Uptake Policy

1.2 The AC2 guidance will be used by ITC when we plan to withdraw an existing qualification.

1.3 The Zero Uptake Policy produced by SQA Accreditation states that every quarter SQA Accreditation will review registrations and certifications identifying those accredited qualification that have no uptake. If there is no candidate uptake for a 2 year period then SQA Accreditation will consider recommending qualification withdrawal.

### **2. AC2 Procedure**

2.1 Once the decision had been made by ITC to withdraw a qualification from SQA Accreditation, ITC will download the last version of AC2 from SQA Accreditation website.

2.2 ITC Policy Committee will develop a qualification withdrawal plan based upon the guidance associated with AC2

2.3 The qualification withdrawal section on document AC2 to be fully completed and forwarded as required.

### **3. Zero Uptake Procedure**

3.1 ITC will monitor SQA accredited qualifications for zero/no uptake in line with SQA Accreditation's requirements.

3.2 Should there be zero/no uptake for a period of two years, ITC will either produce a rationale for the continuation of the relevant qualification or withdraw the qualification by following published SQA Accreditation withdrawal procedures'.