

**ITC First**

**P18  
Management of the Withdrawal of  
Qualifications Policy [2.3]**

**December 2022**

## ITC First

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### Website Access

For all policy statements and downloadable documents,

Upload to:

Ofqual Portal	SQA Accreditation SharePoint	ITC WebOffice Support Resources	ITC Public Website	ITC Google Drive
x	√	√	x	√

## Qualification Withdrawal

This policy is in 2 sections.

- Section 1 relate to the withdrawal of qualifications that are regulated by Ofqual and hence are on the Register of Regulated Qualifications.
- Section 2 relates to the withdrawal of qualifications that are accredited by SQA Accreditation and which have a credit rating and qualification level of 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, regulated by Ofqual, from the Register of Regulated Qualifications 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- d) Has its recognition withdrawn by Ofqual in respect of that qualification.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 on the Ofqual Portal.

#### 2. Withdrawal Procedure

2.1 Inform Ofqual giving reasonable notice of the withdrawal via a Notification to the Regulator on the Ofqual Portal. At the same time notifying Ofqual of the 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 Ofqual Portal.

2.5 Details, to be forwarded to Learners, Centres and purchasers of qualifications upon request, 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 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 the 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 the 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. 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.

### **4. Accessing the Ofqual Portal ([theportal.ofqual.gov.uk](http://theportal.ofqual.gov.uk))**

4.1 Uploads to the Portal to make changes in qualifications will only occur after approval by Policy Committee.

4.2 ITC First's Qualifications information on the Ofqual Portal is maintained by the Compliance and Quality Manager. If changes need to be made in regard to a Qualification, following Policy Committee approval, please forward details for upload to the Compliance & Quality Manager.

## Section 2

### 1. Overview (SQA Accreditation)

1.1 For the purposes of withdrawing qualifications accredited by SQA Accreditation, there are two documents to consider, both available 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 (2020, version 7) produced by SQA Accreditation states that every six months 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 an SQA Accreditation approved qualification, ITC will download the last version of AC2 from the 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 for consideration by the SQA Accreditation ACG committee, or any alternative procedure requested at the time by SQA Accreditation.

### 3. Zero Uptake Procedure

3.1 ITC will monitor SQA Accreditation approved 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.

3.3 If ITC's rationale for continuation is not accepted by SQA accreditation and the latter decides to withdraw accreditation of the qualification, ITC will be given three months' notice of the intention to withdraw.