

Withdrawal of a Qualification Policy

Statement

This document outlines how Organise Happy should inform an awarding body that we no longer wish to offer one of the qualifications (ie regulated by the regulatory authorities¹) and how Organise Happy will manage the withdrawal in order to protect the interests of any learners registered for the qualification(s). The arrangements outlined in this document to protect the interests of learners will also apply should an awarding body remove the centre's approval to offer a qualification. Please note, whilst an awarding body have a regulatory responsibility to protect the interests of learners, the learners are recruited and registered by Organise Happy and not the awarding body. Therefore any fees learners may have paid upon enrolment were paid to Organise Happy and not to any other party and as such these parties are not liable for refunding any fees.

Purpose & Scope

Organise Happy suggest that our staff involved in the management of qualifications, and our learners, are made aware of the contents of the relevant awarding body Sanctions Policies. If Organise Happy wish to no longer offer an approved qualification, it should normally provide the awarding body with 8 weeks' notice by submitting a Qualification Withdrawal to them. The form must contain details of the withdrawal, reasons and any learners that may be affected. If an awarding body decides to sanction Organise Happy and withdraw its approval to offer a qualification we will communicate the decision to the learners involved. If Organise Happy ceases to operate due to financial circumstances and may have no opportunity to provide the awarding body with due notice. In such circumstances once we are informed of the situation, we will ensure we pass on the information to the Awarding Body as well as the learners. we will implement the following arrangements where appropriate.

What we will do next?

Upon receipt of the notification the Centre Manager will be responsible for taking the request forward and for ensuring we take all reasonable steps to protect the interests of any learners currently registered on the qualification(s). For example, Organise Happy will:

- Work with the Awarding Body and /or any learners affected by the withdrawal in order to transfer them – where possible and feasible – to another Centre to enable them to carry on with the qualification(s) they are registered on.
- Update Organise Happy records, upon activation of the withdrawal, to reflect the fact the we no longer approved to offer the qualification(s)

At all times the Centre Manager will seek to ensure that all parties affected by the withdrawal are kept appropriately informed throughout.

What if learners are unhappy with the situation?

If any learners are unhappy with the situation or with how Organise Happy may have dealt with the withdrawal they should make contact with the awarding body.

If you are still unhappy you can take the matter through our complaints procedure which is outlined in our Complaints Policy.

Document: Withdrawal of Qualification Policy v 1.0

Owner: Managing Director

Approved By: Board of Directors

Date of Approval: July 2019

Review Date: July 2020