

ICTQual AB

Centre Withdrawal Policy



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Centre Withdrawal Policy

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1. Purpose

This policy outlines the procedures and requirements for centres (Approved Training Centres, ATCs) that intend to withdraw from delivering ICTQual AB qualifications or have their approval withdrawn by ICTQual AB. The policy ensures that the withdrawal process is managed effectively, safeguarding the interests of learners and maintaining compliance with regulatory requirements.

2. Scope

This policy applies to:

- Centres voluntarily withdraw from ICTQual AB qualification delivery.
- Centre's subject to enforced withdrawal due to non-compliance with ICTQual AB requirements or UK awarding body regulations.

3. Principles

ICTQual AB is committed to ensuring that:

1. Learners are protected and able to complete their qualifications or be transferred to an alternative centre without disruption.
2. The withdrawal process complies with UK body regulations (e.g., Ofqual conditions).
3. All financial and administrative obligations are fulfilled by the withdrawing centre.

4. Policy Requirements

1. Voluntary Withdrawal by a Centre

Centres intending to withdraw from ICTQual AB qualification delivery must:

- Provide at least 90 days' written notice to ICTQual AB.
- Submit a completed Centre Withdrawal Request Form, detailing reasons for withdrawal, current learner status, and proposed plans for learner transition.
- Ensure all outstanding fees are cleared before withdrawal is approved.
- Cooperate fully with ICTQual AB to facilitate a seamless transition for learners.

2. Enforced Withdrawal:

ICTQual AB may withdraw a centre's approval if:

- The centre fails to meet ICTQual AB's quality assurance standards.
- Regulatory non-compliance or malpractice is identified.
- The centre breaches its contractual obligations.

In such cases:

- ICTQual AB will issue a written notice outlining the reasons for withdrawal and the steps required for compliance (if applicable).
- The centre must provide access to learner records and cooperate to minimize disruption to learners.

3. Learner Protection and Transition:

To safeguard learners:

- ICTQual AB will assess the number of affected learners and their progress.
- ICTQual AB will collaborate with the withdrawing centre to ensure learners can:
 - Complete their qualifications at the existing centre.
 - Transfer to another approved centre without financial or academic disadvantage.
- Learners will be notified of the arrangements in writing.

4. Retention of Records:

The withdrawing centre must:

- Ensure all learner records are up to date and provided to ICTQual AB for archival purposes.
- Retain records in compliance with data protection laws (e.g., GDPR) and awarding body requirements.

5. Responsibilities

1. Centres:

- Notify ICTQual AB of intent to withdraw.
- Provide requested information and records.
- Ensure learners are not disadvantaged during the withdrawal process.

2. ICTQual AB:

- Provide clear guidance and support to the withdrawing centre.
- Communicate directly with learners regarding their options.
- Maintain compliance with UK awarding regulations.

6. Monitoring and Review

- This policy will be reviewed annually to ensure compliance with UK regulations and ICTQual AB's strategic objectives.

Contact Us

For further information or assistance with conflicts of interest, please contact ICTQual AB:

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