

Qualifications Withdrawal Policy

Introduction

CIOL Qualifications aim to secure standards for those qualifications that we certificate. As part of our commitment to candidates we aim to provide guidance and support to enable them to achieve their learning and development goals.

This document outlines the procedure to be followed by CIOL Qualifications in the event of a unit or qualification being withdrawn. We will ensure that any unit/qualification withdrawal will be managed with due consideration given to the interests of its candidates and delivery centres. We will do this by ensuring there is sufficient time for dealing with registrations and certifications so that we protect the interests of our candidates' achievement in line with published Operational End Dates (OEDs) and Certification End Dates (CEDs).

Scope

(d)- This policy applies to all regulated qualifications offered by CIOL Qualifications. .t06

We will produce, maintain and comply with a written withdrawal plan outlining how the interests of candidates will be protected and how the withdrawal will be managed internally and externally. This plan must comply with any requirements Ofqual has communicated to CIOL Qualifications in writing.

Notification of withdrawal of a unit/qualification will usually be made at least 12 months before the final registration date agreed for the unit/qualification being withdrawn, however consideration will also be given to the Total Qualification Time as published in the qualification specifications.

Clear and accurate information about the reasons for withdrawal and the withdrawal schedule will be provided and any transition arrangements will be published.

CIOL Qualifications will also give reasonable notice to the relevant regulators regarding its intention to withdraw a unit/qualification and will do this prior to communicating to candidates and delivery centres.

