



**IIMTS**  
Awarding Body

# IIMT STUDIES LTD **CENTRE POLICY**

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## Centre and Qualification Withdrawal Policy and Procedure

### Policy Compliance:

This policy complies with  
Ofqual, Handbook- General Conditions of Recognition

B3 Notification to Ofqual of certain events  
D7 Management of withdrawal of qualifications



# IIMTS

## Awarding Body

### Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS\_AO\_OGCR\_WCQ\_01\_2020

<b>Title of the Policy:</b> Centre and Qualification Withdrawal Policy and Procedure	<b>Authorised by</b> Responsible Officer	<b>Created: Version 1</b> 1 November 2023
<b>Conditions of Recognition:</b> General Conditions of Recognition		<b>Current version: 3</b> <b>Next Review Date:</b> 1 April 2026

### Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer-

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**Awarding body:**

IIMT Studies Ltd- [www.iimtsab.co.uk](http://www.iimtsab.co.uk)

Acronym used to represent IIMT Studies Ltd (IIMT Studies):

IIMTS AB

**Regulating Body:**

OFQUAL

[Ofqual.gov.uk](http://Ofqual.gov.uk)

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**(A) Policy Code: IIMTS\_AO\_OGCR\_WCQ\_01\_2020**

**(B) Policy Statement:**

This policy addresses the process to follow regarding the withdrawal of both centres and/or qualification(s), in any circumstances, with a primary focus on safeguarding the interests of learners and stakeholders. The policy ensures that guidance and assistance are provided in regard to the situation where IIMT Studies decides to withdraw qualifications.

**(C) Objectives of Policy:**

This policy is to ensure that:

- What to do if the appointed centres may be sanctioned, and circumstances may arise in the centre withdrawal process
- Learners remain the priority in case of Centre withdrawal
- A proper professional, transparent process is designed to evaluate services, in case of Centre recognition/qualification withdrawal
- How IIMT Studies ensures support to learners in case of withdrawal of the Centre's approval

- How IIMT Studies ensures the support to learners in case of withdrawal of the IIMT Studies qualification's approval delivered by the Centre
- The policy covers IIMT Studies all stakeholders, including learners, centres, organisations and other parties involved in any activity of IIMT Studies qualifications and endorsed learning provision

#### **(D) Definitions:**

**Centre:** The term means an agency or the organisation selected or appointed by IIMT Studies, as its representative for a particular region or place, through a standard selection process, to carry out:

- Sales and marketing activities
- Support and services for the learner as per the agreement
- All statutory and other compliance under all applicable laws
- Proper governance as per the stipulated norms and guidelines of the Awarding Body and according to the scope of work as per the signed agreement with IIMT Studies
- Delivery of specified Ofqual-regulated qualifications offered by IIMT Studies

#### **Withdrawal Process:**

It is the prescribed, laid down formal process of the Awarding Body to be carried out by the Awarding Body directly or through any competent professional agency, to ensure that it is not

Continuing IIMT Studies for formal recognition. The authorised centres fulfil their commitments and duties as per the standard norms of the agreement, or on failure, the centres are discontinued for non-compliance with the conditions of the agreement in a professional, transparent way. The non-compliance and non-fulfilment of commitment.

It may include the non-compliance of, but not limited to:

- Credential and credibility of the agency/organisation and its promoters, directors or Proprietors
- Resources and infrastructure owned by the agency/organisation
- Assessment of the Financial resources of the directors/proprietors or organisation/agency required to deliver support/services
- Competency & experience of the agency/owners/directors/proprietors
- Legal sanctity of the company/organisation/ agency and/or its directors/ owners/ proprietors
- Practices of the organisation
- Prescribed policies of IIMT Studies
- Qualification delivery and/or assessment
- Internal quality control
- Status of the organisation as Brown status
- Self-withdrawal

#### **(E) Policy Framework :**

This policy will have the following major segments:

- Withdrawal of centre approval/recognition/authorisation to offer/deliver/assess IIMT Studies qualification/s
- Withdrawal of IIMT Studies qualification/s/s allows a centre to offer/deliver/assess

#### **A. Centre withdrawal circumstances:**

In cases where the Centre wants the withdrawal of a qualification due to:

- No further interest in continuing the centre recognition for a range of reasons
- A part of its business plan

#### **Centre must:**

- Provide IIMT Studies with not less than 12 weeks' notice, with a qualification withdrawal form via a proper communication channel with details. The form is attached to this policy
- It must contain the details of the number of learners being affected, their progress information and the status of their assessment

**IIMT Studies decides to withdraw a centre where:**

- IIMT Studies decides to impose sanctions on a centre due to irregularities/non-compliance with quality standards, and doesn't continue its approval for one more qualification or withdraws the centre approval from the Centre.
- IIMT Studies follows the sanctions policy, and circumstances arise to withdraw the Centre's approval as a part of the sanctions imposed.

Other potential reasons why the Centre may not be able to continue the recognition include:

- Unforeseen circumstances
- Financial inability to run the Centre
- Non-availability of adequate staff members for a long period
- Any frequent instances that may have/have/will adversely affect learners' interest
- Bankruptcy
- Loss of interest
- Non-availability of leadership for a long period
- Cannot maintain the Brown status

In the above circumstances of centre qualification/approval withdrawal, the further course of action would be:

Upon the receipt of the request/notification/sanction imposed, the compliance manager would be responsible for ensuring that IIMT Studies, in such circumstances, takes all responsible steps to protect the interests of learners registered for that Centre for the approved qualifications.

Additionally, the compliance manager must-

- To ensure the protection of learners' interests
- Work with the Centre to gather the data of learners and their delivery/assessment records
- Identify the list of affected learners
- Transfer them to another potential centre
- If the affected learners are not interested in getting transferred or no centres are available to transfer, issue the certificate for a unit/component they have achieved, in accordance with the specified qualification(s)
- Continuous Communication with affected learners
- Record all steps taken in accordance with protecting the interests of learners
- Ensure the Centre is no longer approved, and it is published on the respective domains for public awareness
- Remain all stakeholders appropriately aware of the withdrawal and further steps

Learners' interest:

- If learners aren't happy with the decision, they shall contact IIMT Studies
- Unhappy learners who may want to raise an appeal may follow the appeal policy

### **(G) Qualification withdrawal:**

IIMT Studies, as an awarding organisation, ensures that all qualification standards secured are certificated. IIMT Studies sets the guidance to all centres and learners, ensuring a smooth transition through sufficient guidance and support to centres and learners associated

with the said qualification(s). This means centres and learners associated with the said qualification will be able to achieve learning and development goals without any interruption. With this, IIMT Studies ensures that all regulatory requirements are met and necessary support is provided to centres and learners, for that matter.

#### **(H) Details to submit for Qualification withdrawal:**

The number of qualifications you deliver/assess:

- Qualification code:
- Qualification title:
- Reason for withdrawal:
- Learners' information who would be affected by the withdrawal:
- Their delivery status (till the date of withdrawal):
- Their assessment status (till the date of withdrawal):
- Units completed by them (till the date of withdrawal):
- Withdrawal proposed date:
- Proposed Centre where learners can be transferred:
- Any specific conditions kept by any learner/s
- Details of any reasonable adjustments attached to any learners:
- Detailed plan to support existing learners in completing the said qualification:
- Additional information:

Note: In no case is IIMT Studies responsible for the refund cases if learners demand a refund. The Centre will have to deal with it following the invoicing policy.

Upon receipt of the above details, IIMT Studies seeks to revert after looking at the size of learners and the details provided. An action plan will be issued for the Centre on that matter.

#### **(J) Communication with stakeholders:**

- The awarding organisation communicates with the Centre on its notice
- The awarding organisation also starts direct Communication with learners
- Communication establishment with the alternate proposed/decided Centre
- Identification of its capability to handle transferable learners

#### **(K) Managing the Centre withdrawal by IIMT Studies:**

- Communicate with the Centre
- Discuss the actions to be taken further on the matter of withdrawal
- Does everything to protect the interests of learners

#### **(L) Planned arrangements:**

- financial clearance
- transfer of students to other centres
- communication with learners and the Centre

- protection of learners' interests

### **(M) Qualification withdrawal guidelines:**

In order to ensure all qualifications remain fit for purpose, the Head of Qualification Development will be responsible for reviewing all qualifications once a year and/or in a situation where any qualification/a part of the qualification is required to be reviewed. Upon review, the management will receive a report from the Head of Qualification Development on changes/actions recommended in the qualification/part of the qualification before the changes are implemented. On the grounds of compliance, it will be discussed in length with the team of EQAs and centre quality assurance stakeholders for their input. In line with this, the qualification performance of the said qualification for that Centre has to be reviewed before the changes are implemented.

Potential situations where qualification may be withdrawn:

- The decision to cease registering learners for the qualification
- The decision to withdraw a qualification in order not to award it any further to learners
- The decision to surrender the IIMT Studies recognition for that qualification
- Withdrawal of regulatory recognition in respect of a specific qualification

### **Protecting the interests of stakeholders**

IIMT Studies remains obligated to protect the interests of all stakeholders and, as soon as, in any case of qualification withdrawal being mandatory or it believes it to be likely that it will withdraw, will ensure to protect the interests of learners in relation to that qualification by taking reasonable steps.

In the above context, IIMT studies will follow the steps below to withdraw a qualification. Steps to perform in order to withdraw a qualification:

- Update the decision to Ofqual by the Responsible officer, not less than three months after its anticipated withdrawal of a qualification, with the prescribed framework for contacting Ofqual
- The Communication with stakeholders prior to the time at which it provides the information to centres, learners, and other stakeholders related to the qualification

As soon as IIMT Studies decides to withdraw the qualification, the following activities are to be carried out by the Responsible Officer.

### **Withdrawal Plan-**

Withdrawal plan preparation that complies with the regulatory requirements and any requirements which Ofqual has communicated to IIMT Studies, with detailed information on how the interest of learners is protected and in compliance with the requirements of the regulatory authorities, will be made.

The plan will consist of:

- Why has it been withdrawn
- Any adverse events associated with the qualification are to be withdrawn
- Changes made in the qualification over time during its lifecycle
- How the interest of learners is protected
- Communication of withdrawal to the potential purchaser, centres, learners and other stakeholders who are affected due to the withdrawal
- The respective timeframe of different sections, including the last date of learner registrations and qualification life, which ends with the last certificate to be awarded
- The regulatory requirements and any requirements which Ofqual has communicated to IIMT Studies

IIMT Studies will also ensure Communication with potential purchasers, learners, centres and other stakeholders who are likely to be affected by the withdrawal and ensure the withdrawal doesn't affect the existing learners' attainment and commitments and will ensure the award of the certificate to learners who have achieved units of the qualification as per the policy and qualification criteria

#### **Communication with Regulatory authorities-**

IIMT Studies will ensure Communication with the regulatory authority, stating the reasons as mentioned above in the withdrawal plan, the further action plan to protect the interests of learners associated with the qualification will be attached. This will be in compliance with regulatory requirements to withdraw a qualification.

#### **Once the regulatory body agrees, the Communication will be extended to the potential customers, learners and other stakeholders via an appropriate communication channel.**

- Purpose of withdrawal
- Necessary dates of withdrawal, such as the last date of registration and award of the certificate, as mentioned in the Withdrawal plan
- Further information for any assistance or guidance that may be required by stakeholders in the matter of withdrawal of that qualification

#### **Centre that withdraws the qualification (by their own choice, the force of circumstances or decision of IIMT Studies):**

This section applies to qualifications proposed by centres to withdraw for one or more reasons. The Centre ensures that:

- The details of the reason/s are given to IIMT Studies not less than six months before the decision
- It must not ignore the guidelines to inform registered learners of the qualification
- It must inform registered learners according to the guidelines stated by IIMT Studies
- It must ensure the learner's interest is protected at all times
- Registered learners are allowed to complete the qualification following the criteria of that qualification and claim certificates
- It must not degrade the quality of the delivery/assessment or any services for that qualification offered to learners

- It must not misrepresent the withdrawal of qualification in any brochure, marketing material, poster, or website against the guidelines received from IIMT Studies
- It must comply with all instructions given by IIMT Studies. In regard to the withdrawal of the qualification
- The Centre must ensure not to market the qualification once it decides to withdraw from providing



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