



Kemnal
Technology
College



WITHDRAWAL POLICY

This Policy was reviewed:

September 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



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PURPOSE

The purpose of this document is to state the procedure to be followed by Kemnal Technology College in the event of a qualification or unit(s) being withdrawn. Kemnal Technology College will ensure that any qualification withdrawal will be managed with the interests of Kemnal Technology College’s learners foremost.

Kemnal Technology College will do this by:

- ❖ ensuring learners have sufficient notice to complete their qualifications
- ❖ for entries and certification to be completed

Kemnal Technology College will comply with any requirements communicated to it by the regulatory authorities regarding the withdrawal of qualifications.

REASONS FOR WITHDRAWING A QUALIFICATION

There are a number of reasons why a qualification might be withdrawn including

- ❖ lack of demand for the qualification
- ❖ qualification no longer meets the needs of the student population
- ❖ qualification subject matter is no longer relevant
- ❖ units and qualifications are owned by other awarding organisations who
- ❖ have decided to withdraw
- ❖ lack of funding

KEMNAL TECHNOLOGY COLLEGE QUALIFICATION WITHDRAWAL PROCESS

The withdrawal process will follow a two-stage process:

Stage 1 - Decision to withdraw

Stage 2 – Managing the withdrawal

STAGE 1 – DECISION TO WITHDRAW

All current Kemnal Technology College qualifications will be reviewed by the person designated as having responsibility for Accreditation, annually or more frequently if the



situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

If a decision is made to withdraw a qualification a report outlining the rationale will be developed and signed off by the Head (Christian Cavanagh)

STAGE 2 – MANAGING THE WITHDRAWAL

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated by Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre.

The plan will:

- ❖ specify how the interests of learners in relation to the qualification will be protected.
- ❖ detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, centres and learners providing details of all deadlines including the last date for accepting entries and the last date for certification.