

# NOTIFICATION OF WITHDRAWAL OF QUALIFICATION TO REGULATORS POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
<b>Policy Date</b>	<b>July 2024</b>
<b>Internal Review</b>	<b>2 Years</b>
<b>Version Number</b>	<b>04</b>

**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

*Professionalism Simplified*

# Table of Contents

---

<b>1. Introduction</b>	<b>3</b>
<b>2. Scope</b>	<b>3</b>
<b>3. Audience</b>	<b>3</b>
<b>4. Regulations &amp; Compliance</b>	<b>4</b>
<b>5. Policy Statement</b>	<b>4</b>
<b>5.1 General</b>	<b>4</b>
<b>5.2 Procedure</b>	<b>5</b>

---

## 1.Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers

B-TIC

- a. Staff
- b. Registrar
- c. Quality Assurers

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Condition - D6	45	Management of the Withdrawal of Qualifications

Relevant Policies to be used in conjunction with,

1. B-TIC Compliance Policy
2. B-TIC Glossary of Terms
3. B-TIC Responsible Officer Policy
4. B-TIC Notification of Adverse Effects to Ofqual Policy

## 5. Policy Statement

### 5.1 General

This Policy applies to all regulated Qualifications and related Products offered by B-TIC.

Qualification withdrawal procedure shall be executed by Qualification Manager, Compliance Manager, Responsible Officer and other relevant officers.

B-TIC shall notify Regulators minimum 3 months in advance of expected withdrawal of a Qualification followed by the notification to any Learners, Recognised Centres and other Stakeholders who are likely to get affected by the withdrawal (D6.3).

In the event where B-TIC withdrew a regulated Qualification:

- a. B-TIC shall cease to register Learners, deliver and Award the Qualification (D6.1).
- b. B-TIC shall surrender its regulated Qualifications and Regulators may withdraw its recognition (D6.1).
- c. B-TIC shall take all the necessary reasonable steps to protect the interest of Learners and Stakeholders who are likely to get affected by the withdrawal, as soon as withdrawal of a qualification is intended or as soon as B-TIC is aware that a Qualification will be withdrawn or where it is instructed to withdraw a Qualification (D6.2).

## 6.2 Procedure

B-TIC shall have a qualification withdrawal plan with up to date and clear withdrawal procedure in compliance with the notification and regulatory requirement to protect the interests of Centres, Learners and other Stakeholders who are likely to get affected by the withdrawal (D6.4).

The Qualification withdrawal plan shall

1. Specify how the interests of Learners in relation to the Qualification will be protected
2. Detail how the withdrawal will be communicated (including date and the timescales) to the Regulatory Authorities, Centres and Learners
3. Provide details of all deadlines including the last deadline for accepting registrations and the last deadline of Certification.

Then the notification shall be filed with the Regulators 3 months in advance (D6.5).

The Centre shall be notified about specific Qualification withdrawal plan upon confirmation from the Regulators with the same plan.

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



**Email- [info@b-tic.uk](mailto:info@b-tic.uk)**



**[www.b-tic.uk](http://www.b-tic.uk)**

**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

*Professionalism Simplified*