

WITHDRAWAL OF QUALIFICATION BY RECOGNISED CENTRE POLICY

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| Policy Owner | Quality Assurance and Compliance Department |
| Approved By | Governing Body |
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B-TIC

**BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS**

Professionalism Simplified

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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
- c. Learners

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- 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 - D 6 | 45 | Management of the Withdrawal of Qualifications |

Relevant Policies to be used in conjunction with,

1. B-TIC Appeal and Complaints Policy
2. B-TIC Glossary of Terms
3. B-TIC Sanctions Policy
4. B-TIC Quality Assurance Policy

5. Policy Statement

5.1 General

Qualification delivered by Recognised centres shall be withdrawn under the following circumstances,

1. Qualification withdrawal by the Recognised Centre
2. Recognised Centres cease to operate
3. Any other reasonable grounds

1. Qualification withdrawal by the Recognised Centre:

Recognised Centre shall withdraw Qualification(s) on their own will if they wish to discontinue to offer applying through “**Qualification Withdrawal by Recognised Centre Form**” 10 days in advance.

**Click to download the
QUALIFICATION
WITHDRAWAL BY
RECOGNISED CENTRE
FORM**



2. Recognised Centres Cease to Operate:

Where Recognised Centres cease to operate the Centre due financial or other circumstances and may apply using “Qualification Withdrawal by Recognised Centre Form”

In either cases above Recognised Centre must,

- a. Ensure Learners are informed in advanced and the interests of Learners are protected to complete their Qualification and claim Certification and (D6.2)
- b. Comply with any instructions by B-TIC in accordance with Qualification withdrawal

If the Centre fails to apply then B-TIC Compliance Department and Quality Assurance Department will take the responsibly of the Registered Learners as soon as they are informed by someone (Staff of Centre, Learners or Parents).

The B-TIC Compliance Department will practice the following procedures appropriately,

- a. Work with the Learners affected by the cessation of Centre to transfer them to another centre where feasible to enabling to proceed Qualification(s) they are registered on (D6.2).
- b. Where there are no alternative Centres to transfer or if the Learners are willing to discontinue then they will be certificated for the completed Assessments as set out by the Qualification(s) requirement (D6.2).
- c. Compliance and Quality Assurance shall sanction the Centre under B-TIC Sanctions Policy and update the Centre's records sanctioning the Centre to offer B-TIC Qualification(s).
- d. Where any Learners are dissatisfied about the Qualification procedure of B-TIC they may complaint under Appeal and Complaints Policy to B-TIC.

End of Policy

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.



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