

Withdrawal of qualifications from regulated frameworks policy and procedure

Purpose

The purpose of this document is to state the procedure to be followed by Sports Leaders UK and its recognised centres in the event of a qualification or unit(s) being withdrawn. Sports Leaders UK will ensure that any qualification withdrawal will be managed with the interests of learners and centres foremost. Sports Leaders UK will do this by ensuring learners and centres have sufficient notice to make entries and certifications, and by giving guidance on alternative qualifications, where necessary. Sports Leaders UK will comply with any requirements communicated to it by the regulatory authorities in regards to the withdrawal of qualifications.

Review arrangements

Sports Leaders UK will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views please contact Sports Leaders UK via the details provided at the end of this policy.

Reasons for withdrawing a qualification

There are a number of reasons why a qualification might be withdrawn by Sports Leaders UK including:

- The qualification no longer having a valid target proficiency
- The qualification content not being valid to proving target proficiency
- Lack of demand for the qualification
- Qualification is no longer meets regulatory requirements
- Qualification subject matter is no longer relevant
- Change in the skills required by the industry leading to a qualification not being fit for purpose.
- Lack of industry demand for the qualification

Sports Leaders UK qualification withdrawal process

The withdrawal process will follow a two-stage process:

Stage 1 – Decision to withdraw

All current Sports Leaders UK qualifications (as listed on the regulators registers) will be reviewed as outlined in the Qualification Development Policy. The policy considers overall validity, entry data, attainment levels, qualification relevance and regulatory changes.

Additional factors such as financial viability and market needs when considering whether a qualification should be withdrawn.

In the event that a decision is made to withdraw a qualification a report outlining the rationale will be developed and signed off by the Responsible Officer.

Stage 2 – Managing the Withdrawal

Upon the decision being made to withdraw a qualification the Responsible Officer will prepare a written withdrawal plan for agreement by the Leadership Team. The plan will comply with any requirements which the regulators has communicated to it in writing and will

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

The appropriate regulatory authority will be informed of:

- The rationale for the withdrawal of the qualification
- the last date for learner registrations
- the last date for certification
- any other relevant information

Upon confirmation from the appropriate regulatory authority, a communication will then be sent to all approved centres that take the qualification. This will be via email and post stating:

- the rationale for the withdrawal of the qualification
- the last date for learner registrations
- the last date for certification
- contact details for further guidance
- details of replacement/alternative qualifications (if relevant)
- any other relevant information

Sports Leaders UK will send out a reminder communication to all Qualification Centres:

- three months before the end of registrations for that qualification
- three months before the end of certification for that qualification

Contact us

If you've any queries about the contents of the policy, please contact Sports Leaders UK, Telephone: 01908 689180 or via email: contact@sportsleaders.org or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.