



CIPD Withdrawal of qualifications policy

Introduction and scope

This policy has been developed for CIPD centres and should also be referenced by CIPD staff and CIPD external contractors.

As a recognised Awarding Organisation, CIPD is subject to Ofqual¹, Qualifications Wales and CCEA's² General Conditions of Recognition (GCR)³. Condition D7 requires Awarding Organisations to manage the withdrawal of its qualifications in line with regulatory requirements and provide clear and accurate information about withdrawal to learners, centres and purchasers of qualifications.

Whether the CIPD withdraws a qualification from operation or from an individual centre, or a CIPD centre withdraws a qualification from its portfolio, it is essential that the interests of learners are protected and withdrawal plans developed and implemented accordingly.

1. CIPD withdrawal of a qualification from operation

Reasons for withdrawing a qualification from operation

The reasons CIPD may withdraw a qualification from operation include where:

- there is a lack of demand for the qualification
- our professional standards have been updated in line with industry feedback and therefore new qualifications are required
- the qualifications are out of date and not relevant
- we have surrendered our regulatory recognition for a particular qualification
- we have had our recognition withdrawn by the regulators for a particular qualification.

CIPD procedures for the withdrawal of a qualification from operation

Where it is proposed that CIPD will withdraw a qualification from operation, this must be approved by the Professional Development Director and the timeline for withdrawal agreed. The detail of the qualification/s to be withdrawn will then be communicated to Ofqual, Qualifications Wales and CCEA for level 3 and level 5 qualifications before CIPD centres are informed.

A written withdrawal plan must be developed and adhered to which protects the interests of all registered learners. The withdrawal plan must include the following detail:

- The end registration date: This will normally be communicated to the regulatory bodies and centres at least 12 months in advance.

¹ Office of Qualifications and Examinations Regulation

² Council for the Curriculum, Examinations and Assessment (Northern Ireland)

³ The GCR had their basis in the Apprenticeship, Skills, Children and Learning Act 2009 and are therefore legally enforceable



- The end certification date: This must be set so that it will allow sufficient opportunity for any registered learners to complete in the allocated time. This will normally be two years after the end registration date.
- Communication points with centres, learners and the external community which will include details of when any transition arrangements to new qualifications will be made available.

2. CIPD withdrawal of a qualification from a centre

Reasons for withdrawing a qualification from a centre

Reasons CIPD may withdraw a centre's approval for a qualification or all qualifications include where:

- The centre has not registered any learner onto a programme for two consecutive years
- There is a lack of progress for learners on a particular qualification
- The centre is in breach of its CIPD Licence Agreement
- The centre goes into administration

CIPD procedures for the withdrawal of a qualification from a centre

CIPD will contact the centre by phone to explain the reasons for withdrawal of that centre's approval for a qualification or all qualifications. This will be followed up with an official letter confirming the withdrawal, timeframes and next steps with regards to arrangements for registered learners.

3. Centre procedures for the withdrawal of a qualification

Where a centre wishes to withdraw from CIPD approval or wishes to withdraw a programme from approval, the following procedures will apply:

- The centre should, in the first instance, contact the CIPD via qa@cipd.co.uk and this will be referred to a CIPD Centre Quality Officer.
- The CIPD Centre Quality Officer will issue the centre with a 'Closure of Centre/Product Licence Agreement' form (attached as appendix one) or a 'Closure of Programme/Study Mode' form (attached as appendix two) depending on the circumstances.
- The form must be completed by the centre and returned to the Centre Quality Officer confirming arrangements that will protect the interests of learners already on programme.
- CIPD will review the form and either request more detail or confirm withdrawal arrangements with the centre.
- Withdrawal arrangements will be monitored by the CIPD.
- Centre/product licence and registration fees are applicable to centres until all learners have been completed or withdrawn.



Where a centre ceases to offer a particular study mode for one of its CIPD programmes, including in-house delivery, they must complete the 'Closure of Programme/Study Mode' form (appendix two) and return it to qa@cipd.co.uk



Appendix one

Closure of Centre/Product Licence Agreement
Between Chartered Institute of Personnel and Development and Name of centre/delivery site(s):
End date of agreement:
<p>This is to confirm the centre has withdrawn from CIPD approval.</p> <p>Reason for withdrawal:</p> <p>Final date for learner registrations:</p> <p>Arrangements for the completion of current learners:</p> <p>Current learners registered from:to:.....</p> <p>Final date for CIPD certification:</p> <p>Please note that centre/product licence and learner registration fees are applicable until all learners have been certificated or withdrawn.</p>
Signed by and on behalf of the Centre:
Name:
Position:
Date:
<p>Signed by</p> <p>For and on behalf of the Chartered Institute of Personnel and Development Name: Victoria Winkler Position: Professional Development Director</p> <p>Date</p> <p>Please return this form to the Qualifications Department - qa@cipd.co.uk</p>



Appendix two

Closure of Programme/Study Mode /Delivery Location Agreement

Between Chartered Institute of Personnel and Development and
Name of centre/delivery site(s):

End date of agreement:

This is to confirm the centre has withdrawn from offering the following CIPD
Qualification(s), study mode(s), delivery sites:

CIPD Study Centre
Title of Qualification(s):
Study modes applicable:
Delivery site applicable:

CIPD Accredited Centre
Title of University programme accredited for CIPD membership:

Reason for withdrawal:

Final date for learner registrations:

Arrangements for the completion of current learners:

Current learners registered from:to:.....

Final date for CIPD certification:

Please note that centre/product licence and learner registration fees are
applicable until all learners have been certificated or withdrawn.

Signed by and on behalf of the Centre:

Name:

Position:

Date:

Signed by

For and on behalf of the Chartered Institute of Personnel and Development
Name: Victoria Winkler
Position: Professional Development Director

Date

Please return this form to the Qualifications Department - qa@cipd.co.uk