

Centre Withdrawal Policy

1. Introduction

As an Awarding Organisation regulated by Ofqual, RSL is required to meet the General Conditions of Recognition. As part of our recognition, we must ensure that our approved centres take all reasonable steps to ensure that we are able to comply with these Conditions of Recognition.

This document outlines how Centres should inform RSL if they no longer wish to offer our qualifications (ie regulated by the regulatory authorities) and how RSL will manage the withdrawal in order to protect the interests of any learners registered on the qualification(s).

This document also sets out what will take place in the event that a centre fails to comply with the conditions of approval and has high level sanctions imposed as part of the RSL Sanctions Policy.

This policy should be read in conjunction with the RSL Sanctions Policy.

2. Issue and review

The date of issue of this policy is May 2017. This policy will be reviewed annually.

3. Approach to centre withdrawal

Please note, whilst RSL regulatory responsibility to protect the interests of learners, the learners are recruited and registered by the Centre and not RSL and therefore any fees learners may have paid upon enrolment were paid to the Centre and not to RSL and as such RSL are not liable for refunding any fees.

When a Centre wishes to withdraw from delivering RSL qualifications, the Centre should notify RSL in writing via submission of a completed withdrawal notification form. No other formats will be accepted.

Should a Centre be subject to sanctions involving withdrawal of centre approval, RSL will inform the centre in writing.

RSL requires notification of withdrawal from a centre by start of the Term prior to withdrawal to ensure that learners are not disadvantaged.

For example, a Centre who wishes to withdraw from the 2018-19 academic year must notify RSL by start of the Summer term 2018.

RSL will confirm receipt of the notification within 5 working days of receiving the withdrawal notice.

Withdrawal from delivering RSL qualifications means a Centre will become inactive and therefore will no longer be accountable to the Terms and Conditions currently in place and will not be approved for delivering RSL qualifications.

When a Centre withdraws from RSL's approval the Centre should take all reasonable steps to have transitional provisions to protect the interests of the learner(s) to include:

- Learners to be able to complete RSL qualifications where learners have been registered
- Assessment opportunity for the learners
- Learner guidance and support
- Access to Centre's complaints and appeals procedures
- Certification claim on behalf of the learner
- Re-assessment opportunity for the learners if required.

Where withdrawal is required the Centre should notify RSL in writing via submission of a completed Withdrawal Notification Form.

RSL will confirm receipt of the notification within 5 working days

The Centre must maintain records of all learner assessment and internal verification activity and make these available to RSL for a final external quality assurance review before the Centre is placed as inactive.

RSL will invoice the Centre the Withdrawal of Approved Centre an administration fee to cover administration and Quality Assurance costs. In addition any outstanding payments must be settled by the Centre before withdrawal is granted.

Please note: For the withdrawal of approval to be activated the Centre must undergo a successful final Quality Assurance engagement to be completed by RSL Quality Assurance team.

4. Procedure following receipt of the Withdrawal Notification Form or High Level Sanctions:

Upon receipt of the withdrawal notification or High Level sanctions are imposed, RSL will assess whether any learner transition actions are needed, depending on the outcome of this assessment the following will happen:

No learner transition required:

RSL will carry out a final moderation as part of the range of Quality Assurance checks.

On receipt of a satisfactory check the Centre's records will be updated, to reflect the fact the Centre is no longer approved to offer the qualification(s) (voluntarily or enforced)

If Learner Transition actions required:

RSL will work with the Centre and/or any learners affected by the withdrawal in order to transfer them – where possible and feasible – to another Centre to enable them to carry on with the qualification(s) they are registered on.

If no alternative Centres are available/suitable for any learners affected by the withdrawal, and/or the learners do not wish to carry on with the qualification(s), they will seek to ensure the learners are certificated for the qualification they have completed in accordance with the requirements of the associated qualification specification(s).

Once all adverse effects for the learners are mitigated the Centre's records will be updated on activation of the withdrawal, to reflect the fact the Centre is no longer approved to offer the qualification(s)

At all times the RSL staff member will seek to ensure that all parties affected by the withdrawal are kept appropriately informed throughout.

5. Appeals

If any learners are unhappy with the situation or with how RSL may have dealt with the withdrawal they should RSL directly.

Alternatively, if the Centre or learner is unhappy they can then take the matter through our Complaints and Appeals process as laid out in the RSL Appeals Policy.