

# RSL VQ Centre Withdrawal Policy

This is Version 2 of the RSL VQ Centre Withdrawal Policy. This policy is intended for internal and external use.

The policy is subject to regular revision and maintained electronically. Electronic copies are version controlled.

This policy is for all centres that are delivering RSL Vocational Qualifications.

The purpose of the policy is to set out the procedures related to withdrawal of centre approval at RSL centres.

This policy is available on our website at <https://www.rslawards.com/about-us/policies-regulations/>

This policy will be subject to review and monitoring by RSL and if necessary, will be amended and updated following feedback from centres. All future versions to this policy will be posted on our website.

## Issue and Review

The date of review of this policy is August 2021. This policy will be reviewed annually.

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## 1. Introduction

- 1.1 As an Awarding Organisation regulated by Ofqual/CCEA and Qualifications Wales, RSL is required to meet the General/Standard Conditions of Recognition.
- 1.2 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.
- 1.3 This document outlines how Centres should inform RSL if they no longer wish to offer RSL's qualifications and how RSL will manage the withdrawal in order to protect the interests of any learners registered on the qualification(s).
- 1.4 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.
- 1.5 This policy should be read in conjunction with the RSL Sanctions Policy.
- 1.6 There are two instances under which centres will need to review this policy:
  - 1) Where a centre chooses to no longer deliver RSL qualifications.
  - 2) Where RSL have imposed High Level Sanctions and are removing approval from a centre.

## 2. Approach to Centre Withdrawal

- 2.1 Please note that while RSL's regulatory responsibility is to protect the interests of learners, the learners are recruited and registered by the centre and not RSL
- 2.2 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.

### 3. Where a centre chooses to no longer deliver RSL qualifications.

- 3.1 When a centre wishes to withdraw from delivering RSL qualifications, the Centre should notify RSL in writing via submission of a completed [Centre Approval Withdrawal Form](#).
- 3.2 No other formats will be accepted.
- 3.3 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.
- 3.4 A centre is required to make available to RSL, or its regulatory bodies, learner records for a period of 5 years after centre withdrawal.
- 3.5 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.
- 3.6 If RSL is confident no learners will be disadvantaged by the withdrawal, withdrawal of Centre Approval will be confirmed.
- 3.7 RSL will confirm receipt of the notification with an official letter of withdrawal within 5 working days of receiving the withdrawal notice.
- 3.8 The Centre's records will be amended to withdrawn and all accounts associated with the centre will be disabled.

#### 4. Where RSL have imposed High Level Sanctions and are removing approval from a centre.

- 4.1 Should a centre be subject to sanctions involving withdrawal of centre approval, RSL will inform the centre in writing.
- 4.2 After 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.
- 4.3 **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.)
- 4.4 **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 ensure to seek that all parties affected by the withdrawal are kept appropriately informed throughout.

#### 5. Appeals

- 5.1 If any learners are unhappy with the situation or with how RSL may have dealt with the withdrawal, they should contact RSL directly.
- 5.2 Alternatively, if the centre is unhappy then they can take the matter through our Complaints and Appeals process as laid out in the RSL Appeals Policy.

## 6. Applying for Approval

- 6.1 If the centre chose to withdraw, they can reapply to be a centre by following the centre approval process which can be found here - <https://www.rslawards.com/vocational/deliver-qualifications/>
- 6.2 If approval was removed from the centre, the centre cannot reapply for approval for a minimum of 2 academic years.
- 6.3 The exception to the above is if the centre can evidence the reason for removal of approval has changed. For example, where the issue was a member of staff who has now been replaced.