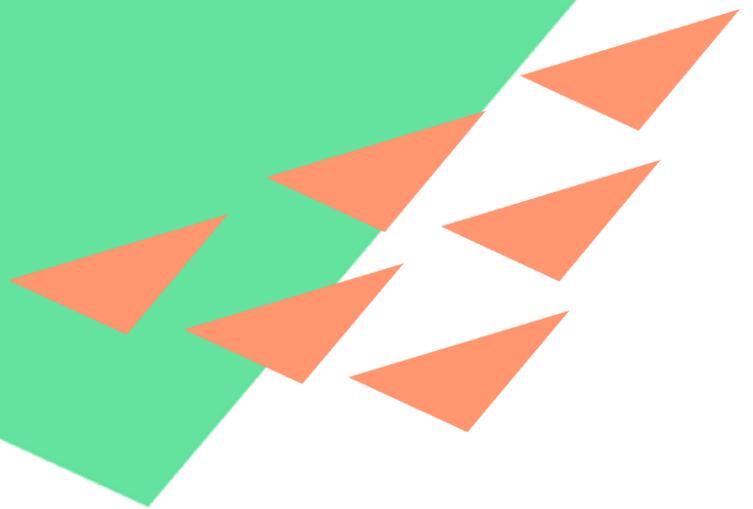


- Leadership
- Skills
- Foundation

Sanctioned Centre Approval Withdrawal Policy



Sanctioned Centre Approval Withdrawal Policy

The scope of this policy

This policy relates to the process that will be followed when a sanction of removal of approved qualification centre status and approval is imposed on a centre.

This policy outlines how the Leadership Skills Foundation will manage the imposed sanction of enforced withdrawal and the reasonable steps to be taken to protect the interests of any learners/delegates registered on Leadership Skills Foundation qualification(s) at a centre.

Note: Centres that wish to request withdrawal of centre approval need to refer to and follow the Qualification Centre Withdrawal Policy.

Sanctioned withdrawal of Centre approval

Please note, whilst the Leadership Skills Foundation have a regulatory responsibility to protect the interests of learners/delegates, the learners/delegates must be recruited with integrity and registered by the centre. Any fees learners/delegates may have paid upon enrolment were paid to the centre and not to the Leadership Skills Foundation and as such the Leadership Skills Foundation are not liable for refunding any fees.

Sanctioned centre withdrawal notification policy

When a centre has the sanction of centre approval removal imposed on them, the head of centre and the centre manager will be informed. This is as outlined in Malpractice and Maladministration Policy and the Sanctions Policy.

Sanctioned Withdrawal of approval means the centre will become inactive and will no longer be accountable to the Qualification Centre Terms and Conditions and will no longer be approved to deliver Leadership Skills Foundation qualifications.

Setting actions as part of the imposing of the sanction

When a centre's approval is withdrawn by the Leadership Skills Foundation the centre may be required to carry out actions to have transitional provisions in place to protect the interests of the learners/delegates. These can include:

- learners/delegates being given the opportunity to complete Leadership Skills Foundation qualifications they are registered on;
- the centre providing or arranging alternative assessment opportunities for learners/delegates;
- giving guidance and support to learners/delegates;
- giving access to the centre's complaints and appeals procedures and audit trails;
- completing/removing certification claims for learners/delegates;
- providing re-assessment opportunities for learners/delegates as required.

All of the above will be covered within an action plan created and communicated by the Leadership Skills Foundation as part of the imposed sanction as required.

The costs of implementing the action plan will be the responsibility of the centre. These cost can include any:

- quality assurance activity undertaken by the Leadership Skills Foundation;
- additional assessment requirements;
- costs associated with transferring of learners/delegates to other centres;
- additional administration costs;
- additional costs to meet the needs of learners/delegates so that they can complete the qualification.

The Leadership Skills Foundation will invoice the centre in a timely manner. Any cost invoiced will not be refundable under as they sit outside the Invoice and Refund Policy.

Protecting learners through withdrawal of approval

In withdrawing centre approval, the Leadership Skills Foundation will assess whether any learner transition actions are needed.

If the transition of learners/delegates **is** required the Leadership Skills Foundation will:

- ensure there is no further investigation required into suspected or actual maladministration/malpractice (see the Maladministration and Malpractice Policy for details);
- work with the centre and/or any learners/delegates affected by the withdrawal to transfer them to another centre (where possible and feasible) to enable them to carry on with the qualification(s) they are registered on;
- carry out direct assessment where possible if no alternative centres are available/suitable for any learners/delegates affected by the withdrawal of the centre. All costs for this additional assessment will be the responsibility of the centre. The Leadership Skills Foundation will invoice the centre as appropriate;
- withdraw learners/delegates from the qualification do not wish to carry on with the qualification;
- update the centre records to confirm the centre's withdrawal once all adverse effects for the learners/delegates are mitigated against;
- not pass on costs to the learners/delegates, instead these costs will be passed on to the original centre;
- seek to ensure that all parties affected by the withdrawal are kept appropriately informed throughout the withdrawal process.

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

Making a complaint against the Leadership Skills Foundation

If the centre or learner/delegate is unhappy with the process the Complaints Policy should be followed.

Appealing against the decision to apply a sanction

If a centre disagrees with the decision to place a sanction on the centre, they should appeal in accordance with Appeals Policy.

Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by, the regulatory authorities

Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via policies@leadershipskillsfoundation.org or in writing to the Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.

The logo for the Leadership Skills Foundation features three horizontal black bars of increasing length stacked vertically. To the right of these bars, the words "Leadership", "Skills", and "Foundation" are stacked vertically in a bold, sans-serif font. Below the logo, the tagline "Believe. Lead. Succeed." is written in a smaller, sans-serif font.

Leadership
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