

■ Leadership
■ Skills
■ Foundation

Withdrawal of Qualifications from Regulation Policy



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The scope of this policy

This policy outlines the procedure that will be followed by the Leadership Skills Foundation when withdrawing a qualification from regulation.

Any qualification withdrawal will be managed with the interests of learners/delegates and centres at the forefront of procedures. In doing this, the Leadership Skills Foundation ensures that all relevant qualification regulators, centres and learners/delegates have sufficient notice to make register courses, complete quality assurance arrangements and be awarded certificates for registered learners.

The qualification withdrawal process

The qualification withdrawal process has two stages:

- Stage 1 – Making the decision to withdraw a qualification.
- Stage 2 – Managing the withdrawal of a qualification.

Stage 1 Making the decision to withdraw a qualification

All Leadership Skills Foundation qualifications are reviewed on a cyclical basis, typically no more than three years between reviews. These reviews are to ensure that our qualifications remain fit for purpose, valid, relevance and adhere to any regulatory changes. Additional factors such as the financial viability of a qualification and market demand for a qualification will also be considered as part of any review.

There are a number of reasons that a qualification may be withdrawn from regulation. These reasons can be:

- The qualification no longer has a valid objective.
- The qualification content is no longer valid for meeting the qualification objective.
- Lack of demand for the qualification.
- The qualification is no longer meets regulatory requirements.
- The qualification subject matter is no longer relevant;
- There has been a change in the skills required by the industry leading to a qualification not being fit for purpose.
- A lack of industry demand for the qualification.

Stage 2 Managing the withdrawal of a qualification

Upon the decision being made to withdraw a qualification a plan for the withdrawal of the qualification(s) will be created and approved.

The plan will include details of:

- the rationale for the withdrawal of the qualification;
- how the interests of learners/delegates in relation to the qualification will be protected;
- how the withdrawal will be communicated to centres and learners/delegates;
- all deadlines including the last date for accepting entries and the last date for certification;
- how the relevant qualifications regulator will be informed.

Communicating the plan to withdrawal of a qualification to the regulator

In the first instance, the relevant qualifications regulator will be informed of the plan to withdraw a qualification. This will include:

- the rationale for the withdrawal of the qualification;
- the last date for learner/delegate registrations;
- the last date for certification;
- any other relevant information.

Communicating the plan to withdrawal of a qualification to centres and learners/delegates

Following the notification being sent to the relevant qualifications regulator, all approved qualification centres will then be informed in writing (typically via email) of the plan to withdraw the qualification. This will typically be sent at least three months before the planned date for last registrations and will state:

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

The Leadership Skills Foundation will send out a reminders to all approved qualification centres three months before the end date for certifications for a qualification.

The responsibility of the centre

On receipt of the notification about the withdrawal of a qualification, the centre must take all reasonable steps to ensure that all administration, delivery, assessment and quality assurance of the qualification is completed in line with the qualification withdrawal plan.

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 Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.



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