



Excellence for All

Qualification Withdrawal Policy

Context

TQUK is the awarding body for apprenticeships offered by Manor Green Apprenticeships. All qualifications meet the standards of the Qualifications and Credit Framework in England (QCFE) and, as part of Manor Green Apprenticeship's rigorous training programme, meet the approved standards and process of accreditation. These qualifications are regulated by the Office of Qualifications and Examinations Regulation (Ofqual).

There are a number of reasons why a qualification may be withdrawn, either by TQUK or by Manor Green Apprenticeships. These might include:

- lack of demand for the qualification;
- the qualification no longer meeting regulatory requirements;
- the qualification subject matter no longer being relevant;
- the level assigned to the qualification being re-assigned;
- withdrawal of the qualification by TQUK.

Aim

The aim of this policy is to state the procedure to be followed by Manor Green Apprenticeships if a qualification(s) or unit(s) is/are withdrawn. It applies to all regulated qualifications and related products and services offered by Manor Green Apprenticeships. It aims to ensure that:

- all reasonable steps are taken to protect the interests of both apprentices and employers;
- all regulatory steps are met.

Scope

This policy will apply where Manor Green Apprenticeships:

- a) decides to stop the registration of apprentices for a regulated qualification.
- b) stops the delivery or award of a regulated qualification.
- c) surrenders its recognition by QCFE or has its recognition withdrawn by QCFE in respect of a qualification.

MGA Qualification Withdrawal Policy

Ratified July 2025
For review July 2027

Actions and responsibilities

Manor Green Apprenticeships is responsible for taking all reasonable steps to protect the interests of apprentices and employers as soon as it becomes aware of an intention to withdraw a qualification. **Wherever possible, this will allow apprentices who have already registered for a qualification the opportunity to complete their programme of study and claim certification.**

Governors

All regulated qualifications will be reviewed by the Governors as required. The Governors will report to staff with recommended actions before they are implemented. Where necessary, these will be discussed with the wider team of assessors for feedback and input.

Apprenticeship Manager

1) TQUK must be notified through its prescribed framework no less than three months before an anticipated withdrawal. This must be done **before** apprentices or employers are notified.

2) A written withdrawal plan must be prepared that specifies how the interests of apprentices and employers will be protected in relation to that qualification. It should:

- specify how the interests of apprentices and employers will be protected;
- include the method and timescale of how information about the withdrawal;
- specify how the detail of how interests will be protected will be communicated to users;
- be clear and accurate;
- comply with any requirements from TQUK.

3) All information relating to the withdrawal, as specified in the withdrawal plan, must then be communicated to affected apprentices and employers within the timescale laid out.

4) The regulatory authority (Ofqual) must be informed. This should include:

- The reason for the withdrawal of the qualification;
- The final date for learner registration;
- The final date for certification;
- Any other relevant information.

5) All marketing material or similar must be amended to remove any reference to qualifications that are no longer offered.

Promoting awareness of this policy

We will raise awareness of this policy via:

- Staff and apprentice induction
- Publication on the MGS website (MGA staff and internal apprentices)
- Publication on Qualsdirect (external apprentices)
- Employer sign up process

Public Sector Equality Duty (Equality Act 2010)

MGA believes this policy does not prioritise or disadvantage any apprentice, member of MGA staff or partnering employer.

Monitoring and review

This policy will be reviewed every two years, taking into account any changes to legislation, guidance or operational procedures.

The Local Governing Board approved this policy on 3rd July 2025

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Headteacher & Principal

Date of review or revision	Description	Author or reviewing officer
October 2022	Issue date	Jackie Evans, Kate Hartup
May 2024	Update, including change to TQUK	Jackie Evans, Kate Hartup
May 2025	Re-submitted for ratification – fell through the admin net in 2024	Kate Hartup