



Post Recognition Policy

Address: 27 Old Gloucester Street,
London, United Kingdom, WC1N 3AX

Telephone: +44 2080 409032

Mobile: +44 7441 394953

Website: www.licqual.co.uk

Email: Licqual@licqual.co.uk

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1. Policy Statement

LICQual UK Ltd is committed to ensuring that all qualifications are awarded to learners who meet the required standards. Following the recognition of qualifications, we aim to maintain the quality and integrity of our assessments, certifications, and the overall learning process. This policy outlines the procedures and responsibilities for post-recognition activities to ensure that learners, training providers, and stakeholders continue to benefit from the awarded qualifications.

2. Purpose

The purpose of this policy is to establish clear guidelines for the post-recognition phase of qualification delivery, including the maintenance of certification standards, continuous monitoring of learners' progress, and addressing any issues that arise after the recognition of a qualification.

3. Scope

This policy applies to all qualifications awarded by LICQual, including those awarded through approved training providers, assessors, and examiners. It is applicable to learners, training providers, and any other stakeholders involved in the qualification process.

4. Post Recognition Procedures

4.1 Certification and Issuance

Once a learner has successfully completed their qualification, a certificate will be issued by LICQual, confirming their achievement. The certification process will follow all relevant guidelines, ensuring accuracy and compliance with legal and regulatory standards.

4.2 Learner Records Management

Post-recognition, LICQual will maintain secure records of all learners, their qualifications, and the results of assessments. This will include personal details, qualification details, and the outcome of any post-recognition verification checks.

4.3 Ongoing Monitoring

LICQual may conduct periodic reviews and audits of qualifications to ensure that they remain relevant and aligned with current industry standards. This may involve assessing the performance of learners who have completed their qualifications and monitoring their career progression.

4.4 Qualification Revalidation

In instances where a qualification is found to be outdated or no longer meets industry requirements, LICQual will initiate a revalidation process to ensure that the qualification continues to meet current standards. This may involve updating the syllabus, assessment methods, or other aspects of the qualification.

4.5 Support for Learners

After recognition, LICQual will continue to provide guidance and support to learners, offering opportunities for additional learning, training, or professional development. This ensures that learners remain competitive in the job market and can continue to enhance their skills.

5. Roles and Responsibilities

5.1 LICQual's Responsibilities

- Ensuring the ongoing integrity of awarded qualifications.
- Maintaining accurate learner records.
- Providing learners with certification in a timely manner.
- Conducting audits and revalidation processes as necessary.
- Offering continued support to learners in their career development.

5.2 Training Providers' Responsibilities

- Ensuring learners are informed of the post-recognition process.
- Offering support and guidance to learners after the qualification award.
- Monitoring the progress of learners after qualification completion and reporting to LICQual where necessary.

5.3 Learners' Responsibilities

- Keeping their contact details up to date with LICQual and training providers.
- Actively seeking further professional development or additional learning opportunities.
- Reporting any concerns regarding their qualification or progression to LICQual.

6. Post Recognition Issues

6.1 Discrepancies or Disputes

If a learner identifies an issue with their qualification after recognition (e.g., incorrect information on the certificate, issues with the assessment process), they should contact LICQual immediately. A formal investigation will be conducted, and the matter will be resolved promptly.

6.2 Qualification Revocation

In exceptional cases, if a qualification is found to have been awarded in error, or if post-recognition reviews reveal serious issues, LICQual reserves the right to revoke the qualification. This action will only be taken following a thorough investigation and in accordance with LICQual's appeal and grievance procedures.

7. Post Recognition Monitoring and Evaluation

7.1 Feedback Collection

LICQual will regularly collect feedback from learners, training providers, and employers to assess the relevance and impact of awarded qualifications. This feedback will be used to improve and refine qualification delivery and support.

7.2 Continuous Improvement

LICQual is committed to continuous improvement, and post-recognition evaluation plays a critical role in ensuring qualifications remain of the highest quality. Any identified weaknesses or opportunities for improvement will be addressed promptly.

8. Confidentiality and Data Protection

All post-recognition activities, including the management of learner records, feedback, and investigations, will be conducted in line with United Kingdom data protection laws (UK-GDPR) to ensure the confidentiality and security of personal information.

9. Review

This policy will be reviewed annually or more frequently if required, to ensure it remains in line with best practices, regulatory changes, and the evolving needs of learners, training providers, and employers.