



Qualification Withdrawal Policy

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1. Policy Statement

LICQual UK Ltd is committed to ensuring that all qualifications awarded maintain the highest standards of integrity, quality, and relevance. This policy outlines the process and circumstances under which a qualification may be withdrawn, either temporarily or permanently, to protect the interests of learners, training providers, and the reputation of LICQual.

2. Purpose

The purpose of this policy is to establish clear guidelines for the withdrawal of qualifications, ensuring transparency and fairness in the decision-making process. This policy aims to protect both the learners and the integrity of the qualification system by ensuring that all qualifications are delivered according to the required standards.

3. Scope

This policy applies to all qualifications offered by LICQual, including those awarded through approved training providers, assessors, and examiners. It covers both learner-specific withdrawals (e.g., due to non-completion or misconduct) and general qualification withdrawals (e.g., due to changes in accreditation or regulatory standards).

4. Circumstances for Qualification Withdrawal

Qualifications may be withdrawn under the following circumstances:

- **Regulatory Changes:** If a qualification no longer meets the regulatory requirements set by relevant accrediting bodies (e.g., Ofqual, SQA), it may be withdrawn.
- **Non-compliance by Providers:** If a training provider fails to meet the standards required by LICQual or does not comply with agreed-upon conditions for delivery, their qualifications may be withdrawn.
- **Fraudulent Activity or Misconduct:** If there is evidence of cheating, malpractice, or misconduct related to the qualification process, it may be withdrawn.
- **Learner Ineligibility:** If a learner is found to be ineligible for the qualification, or if their conduct violates the policies of LICQual, their qualification may be withdrawn.
- **Quality Assurance Failures:** If a qualification consistently fails to meet the standards of assessment, moderation, or quality assurance processes, it may be withdrawn.

5. Process for Qualification Withdrawal

- **Investigation:** LICQual will conduct a thorough investigation in any case where there are concerns about the integrity of the qualification or the eligibility of the learner.
- **Decision:** A decision to withdraw a qualification will be made by the relevant authority at LICQual, based on the findings of the investigation. This decision will be communicated to the learner, training provider, or relevant party.
- **Notification:** All stakeholders, including learners, training providers, and examiners, will be notified in writing of the withdrawal, providing clear reasons for the decision.
- **Appeals:** If a learner or training provider disagrees with the withdrawal decision, they have the right to appeal. The appeal process will be handled in accordance with LICQual's established procedures for handling grievances and appeals.
- **Support:** LICQual will offer guidance to learners affected by a qualification withdrawal, including alternative qualifications or support mechanisms to assist them in continuing their education or career development.

6. Consequences of Qualification Withdrawal

- **For Learners:** Learners whose qualification has been withdrawn may face delays in completing their education or career progression. LICQual will work to minimize the impact and offer guidance on next steps.
- **For Providers:** Training providers found to be in breach of any terms related to qualification delivery may have their status as an approved provider revoked, subject to the terms of the provider agreement.
- **For Partners:** Partners or organizations whose activities lead to the withdrawal of qualifications may be subject to review, with the potential for sanctions or termination of agreements.

7. Record Keeping

LICQual will maintain records of all qualifications withdrawn, including reasons for withdrawal, communication sent to relevant parties, and any follow-up actions taken. These records will be stored securely and in compliance with data protection laws.

8. Review

This policy will be reviewed annually, or more frequently, if necessary, to ensure it continues to meet the needs of LICQual, its learners, and regulatory bodies. Adjustments may be made to reflect changes in regulations or best practices in qualification delivery.

This policy helps ensure that all qualifications awarded by LICQual maintain integrity and meet the highest standards, supporting the interests of learners, training providers, and the credibility of LICQual.