

# Withdrawal of Qualifications Policy

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## Purpose

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets and runs professional assessments to enable our members to attain high levels of competence in the field of public finance.

The purpose of this document is to outline the procedure that will be followed by in the event that an apprenticeship, qualification or its modules(s) are withdrawn.

We will ensure that any withdrawal will be managed with the interests of student members and Accredited Training Providers (ATP) at the forefront of any decision making.

We will do this by ensuring that ATPs have sufficient notice to complete final registrations and allowing them to meet the operational and certification end dates that we set or that the regulatory bodies set.

Additionally, we will provide guidance on alternative qualifications, where appropriate to do so. We will also comply with any requirements communicated to us by the regulatory authorities with regards to the withdrawal of any qualifications, qualification modules or apprenticeships.

## Scope

This policy is aimed at all CIPFA internal staff, Subject Matter Experts (SMEs), Assessors, ATP staff and student members studying our qualifications or apprenticeships.

This policy covers all regulated qualifications, qualification modules and apprenticeships offered by CIPFA.

## Reasons for CIPFA withdrawing a qualification

The reasons below are examples but not deemed to be exhaustive:

- Lack of demand and student registrations
- No longer meeting the regulatory requirements
- Subject is no longer relevant and may be out of date, which may be part of a full review and specification update
- Change in skills required by the sector
- Any other factors impacting on the validity
- Ofqual or other regulator withdraws its recognition of CIPFA

Furthermore, CIPFA may withdraw an ATP from delivering a qualification or apprenticeship if the quality of their provision is inadequate and poses risks to students.

## CIPFA responsibilities

We will take all reasonable steps to protect the interests of students in the event that withdrawal takes place. This will include the production of a written withdrawal plan outlining how the interests of students will be protected and how we will manage and communicate the withdrawal both internally and externally.

The timespan of notification of withdrawal will depend on the length of the programme and will be communicated at the time. Teach out time will be fully considered when setting Operational End Dates (OEDs) and Certification End Dates (CEDs) to enable sufficient time for students to complete their studies.

Clear and accurate information detailing the reasons for withdrawal along with a withdrawal schedule will be published, including any transitional arrangements.

We will provide reasonable notice to relevant regulators regarding our intentions to withdraw and will ensure that this is done before we publish our intentions more widely via a withdrawal plan.

ATPs and students will be required to comply with our procedures and timelines for any withdrawal and published dates cannot be altered during the withdrawal period.

## Withdrawal procedures

Decisions to withdraw will be made by the appropriate managers in agreement with the Head of Qualifications and Membership and approved by the Student and Members Board (SMB).

The decision will be agreed after consultation with key stakeholders, studying members, Student and Members Board (SMB) and any other relevant groups.

## Withdrawal of ATPs

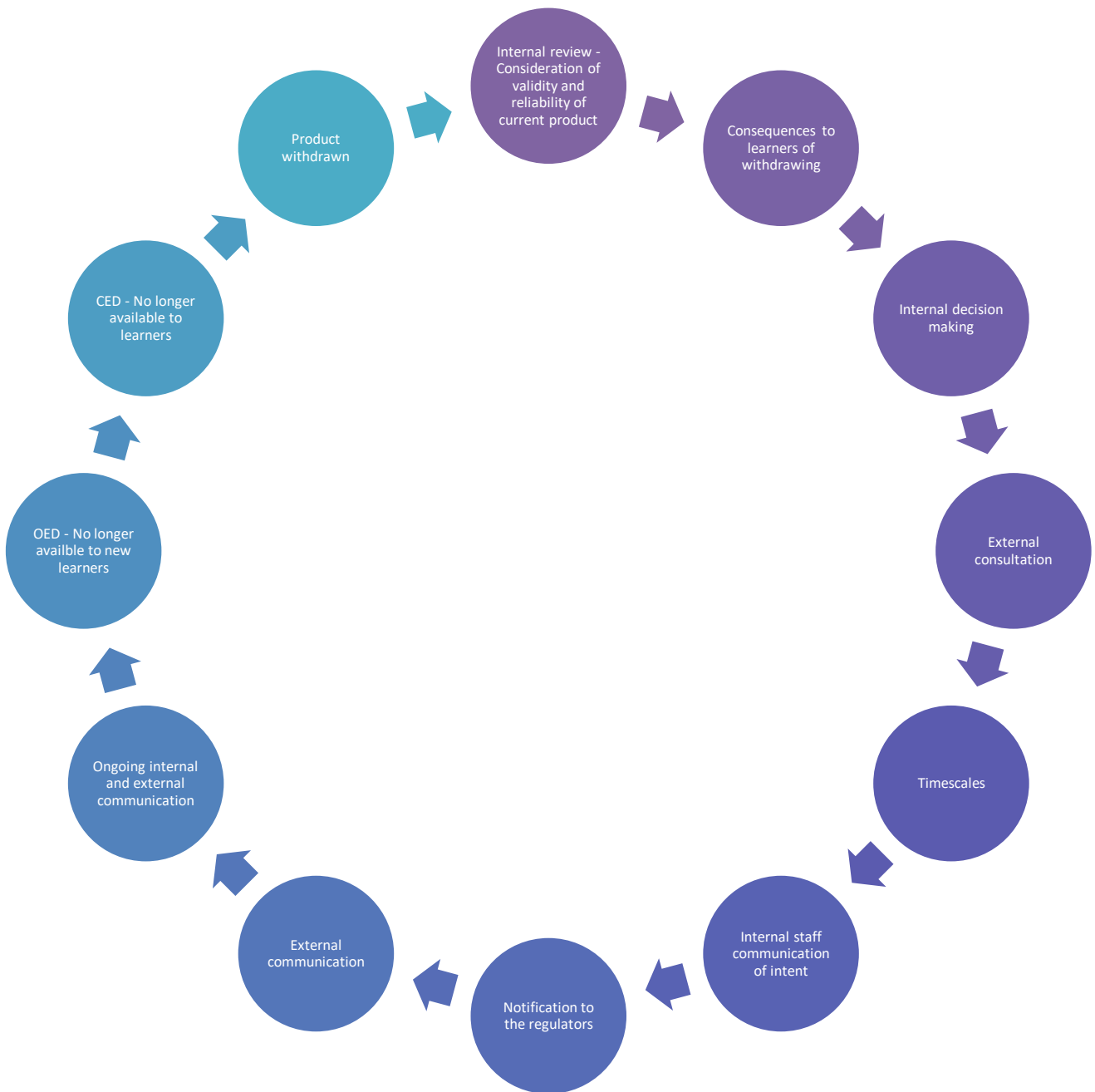
In the event that ATPs withdraw, either through choice or instruction by CIPFA they must ensure that their students are informed in a timely manner and that they take steps to protect their interests.

It is essential that students already entered must have the opportunity to complete their learning and assessment within the published timelines.

Cessation of all logos and approved CIPFA branding will need to be removed from digital and hard copy publicity and student material and must not make misrepresentations regarding our qualifications and apprenticeships in marketing and publicity material.

Further information on withdrawal of ATPs can be found in the ATP Principles of Engagement.

## Qualification withdrawal process infographic



Communication will include:

- Rationale for the withdrawal
- Detailed timescales including last dates for registration and certification (OED and CED)
- Transitional arrangements
- Last assessment date
- Advice regarding other qualifications
- Contact details and support line

## Policy version and owner

Policy owner	Head of Qualifications and Membership
Version	1.2
Update	September 2023
Approval	SMB 05 September 2023
Policy review date	September 2024

## Regulatory references

Ofqual General Conditions of Recognition
Condition D7: Management of the withdrawal of qualifications