



Qualifications Withdrawal Policy

Introduction

Milestone Academy is a special academy for students aged 2 – 19 with Profound, Severe and Complex needs. The students in Key Stages 4 and 5 achieve accreditation from recognised awarding organisations. This document outlines how we manage the withdrawal of units and qualifications.

Purpose

The purpose of this document is to state the procedure to be followed by Milestone Academy in the event of a qualification or unit(s) being withdrawn.

Milestone Academy will ensure that any qualification withdrawal will be managed with the interests of Milestone Academy learners foremost. Milestone Academy will do this by ensuring learners have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications, where necessary.

Milestone Academy will comply with any requirements communicated to it by the regulatory authorities in regards to the withdrawal of qualifications.

Scope

This policy covers the following:

- All qualifications, units and informal awards offered by Milestone Academy
- All Milestone Academy staff and associates, qualification regulators, centre staff and learners who use Milestone Academy.

Reasons for withdrawing a qualification

There are a number of reasons why a qualification might be withdrawn by Milestone Academy, including

- lack of demand for the qualification
- qualification no longer meets the needs of the student population
- qualification subject matter is no longer relevant
- units and qualifications are owned by other awarding organisations who have decided to withdraw.
- lack of funding

Milestone Academy qualification withdrawal process

The withdrawal process will follow a two-stage process:

Stage 1 - Decision to withdraw

Stage 2 – Managing the withdrawal

Stage 1 – Decision to withdraw

All current Milestone Academy qualifications will be reviewed by the person designated as having responsibility for Accreditation, annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

Written by: J. Tidmas May 2018

To be reviewed every 2 years

In the event that a decision is made to withdraw a qualification a report outlining the rationale will be developed and signed off by the Headteacher.

Stage 2 – Managing the Withdrawal

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated by Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre.

The plan will:

- ➔ specify how the interests of learners in relation to the qualification will be protected.
- ➔ detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, centres and learners providing details of all deadlines including the last date for accepting entries and the last date for certification.