



ICM

# Withdrawal of Qualification Policy

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## Statement of Intent

ICM is committed to openness and accountability. In line with this commitment we expect employees, Learners, Examiners or those contracted to provide services to ICM who have serious concerns about any aspect of our work to come forward and voice those concerns with the knowledge that, if made in good faith, their action will be viewed positively.



Adair Ford  
**Chairman & CEO**

## Contents

	Page
1. Policy Statement	1
2. Reasons for Qualification Withdrawal	1
3. ICM Actions in Qualification Withdrawal	1
4. ICM Qualification Withdrawal Procedure	1
5. Approved Centre Withdrawal Process	1

## **1. Policy Statement**

This document explains the procedure that ICM and ICM Approved Centres should follow if an ICM qualification is withdrawn. ICM may withdraw a qualification when it ceases to register Learners for the qualification and/or ceases to deliver or award that qualification to Learners at which time ICM will take all reasonable steps to protect the interests of Learners in relation to that qualification and give Centres reasonable notice of its anticipated withdrawal of a qualification

## **2. Reasons for Qualification Withdrawal**

ICM may cease to deliver or award the qualification to Learners in the event(s) that:

- there is lack of demand for the qualification
- changes to the skills required lead to the qualification being no longer fit for purpose

Sometimes a qualification may be reviewed to ensure the fitness for purpose of content and in this case an updated and revalidated qualification will be available and if relevant Learners will be transferred. In doing so, ICM will consider the interests of both Centres and Learners, giving adequate time for dealing with registrations and certifications and providing guidance on alternative qualifications where appropriate.

## **3. ICM Actions in Qualification Withdrawal**

ICM will take all reasonable steps to protect the interests of a Learner in relation to that qualification via a written withdrawal plan to specify the rationale for the withdrawal, how the interests of Learners will be protected as well as timescales to include the last date for accepting registrations and the last date for certification.

## **4. ICM Qualification Withdrawal Procedure**

ICM will notify all Approved Centres in writing and via email with:

- the qualification title
- the rationale for the withdrawal
- the last date for Learner registrations
- the last date for certification
- any other relevant information (such as other qualifications available or other awarding organisations offering the same or a similar qualification)
- a reminder to all Centres two months before the end with registrations and certifications
- a reminder to the administration contact at the Centre that any fees paid to the Centre on enrolment (and not to ICM) ICM are not liable for refunding
- contact details for further guidance

## **5. Approved Centres Withdrawal Process**

A Centre may withdraw a qualification if:

- there is a lack of demand for the qualification
- ICM impose sanctions on a Centre

If a Centre decides to withdraw from delivering ICM qualification, it should:

- make sure Learners are informed in a timely fashion
- make sure the Learners registered for the qualification have been provided for

- give ICM a minimum four weeks' notice in writing, including the:
  - Approved Centre Name (ICM registered name)
  - Centre contact (Name and position)
  - Email address
  - Telephone no
  - Qualification title
  - Proposed withdrawal date
  - Rationale for the withdrawal
  - Names and addresses of any Learners registered for the qualification who may be affected by the withdrawal including:
    - the arrangements for making sure they are not disadvantaged
    - if there is adequate alternative provision available
    - if there are any specialist sector issues to be considered