



Withdrawal from a Programme Policy and Procedure

Acculearn Training Limited

T/A

Cranbrook College

ACCULEARN

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1. This document provides guidelines for Cranbrook College to use in relation to the consideration of the proposed withdrawal of an existing programme.
2. The Proposal for Withdrawal of an Existing Programme form should be used if a proposal is to be put forward to withdraw from a programme.
3. This document is intended to ensure that proposals for programme withdrawals are given prompt consideration at the appropriate level and to ensure that any implications for the allocation of resources, quality management processes and the learning opportunities available to learners have been properly considered.

Development of a proposal Planning and Resource Implications

4. The withdrawal of an existing programme may have resource implications for Cranbrook College and the learners and staff. Resources might relate to staffing, facilities or learner numbers. Where there are resource implications, a proposal to withdraw a programme should follow the process set out in this document.
5. Proposals for withdrawing existing programmes should normally be raised initially in board meetings and the Awarding Organisation needs to be informed.
6. There can be many different reasons for proposing the withdrawal of an existing programme. For example, withdrawal of a programme could be one of the recommendations made as a result of the Periodic Review process or there may be evidence that indicates a current and potential future lack of demand for the programme.
7. In some cases, part or all of the rationale behind the withdrawal of an existing programme may be the reallocation of resources; for example, a programme may be discontinued in because of the start of a new programme.

Timing of withdrawal and the learner experience

8. As part of the proposal for the withdrawal of a programme, the last completion date of the learners that are on programme will be looked at
9. Cranbrook College must continue to fulfil its obligations to all learners registered on the programme. All learners must have access to the full range of teaching and learning opportunities until they have completed the programme. This includes the provision of academic and administrative support

10. Cranbrook College will ensure that the proposed withdrawal does not affect prospective learners by ensuring that no further registrations are made to the course while it is being considered

Procedure

1. The Director will complete the Proposal of the Removal of a Programme form, and ensure an up to date list of people that removal would affect.
2. The Director would then call a Board Meeting to discuss the option, and carry out a SWOT analysis
3. The Director would then contact the Awarding Organisation and take heed to their advice
4. The Director will then consult again with the Board
5. A decision will be agreed, and an action plan will be put in place.

