

Withdrawal of Qualification Policy/ Statement

For the attention of: All Staff
Produced by: Group Exams Manager
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Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

Name of Centre: The Windsor Forest Colleges Group

Definition

Withdrawal of qualification is when a centre ceases to deliver the **Signature qualifications** they have previously been approved for. This could be because the centre closes or can no longer deliver the Signature qualifications.

Policy Statement

We understand that the candidates enrolled at our centre must have the opportunity to complete the qualification they are enrolled for.

If we, as a centre find that we cannot deliver the qualifications, we are approved to offer and have candidates that are enrolled who have not yet completed, we must ensure that we inform Signature

Where possible we will find alternative arrangements for candidates to complete their assessments/qualifications.

If we are unable to find alternative arrangements for candidates to complete their assessments/qualifications, we will notify Signature.