



Policy
Centre Withdrawal and Closure
Version: 1

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| Summary: | The Institute of Fire safety Manager’s policy on procedures in the event of centre closure and/ or qualification withdrawal. | |
| Target Audience: | Staff, Council Participants & Candidates | |
| Next Review Date: | November 2027 | |
| Approved by: | Management Team | 23/09/24 |
| Ratified by: | Council | 14/11/24 |
| Date issued: | November 2024 | |

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1. Introduction

As a professional body it is essential the Institute conducts all its activities with professionalism, integrity and transparency to ensure continued confidence within the industry and stakeholders of the Institute.

The Institute prides itself on providing a high-quality service and takes great care to ensure that all policies and processes are followed. To achieve this a comprehensive Centre closure and withdrawal policy enacted under the By-Laws of the Institute and is available publicly on the Institute's website.

2. Responsibility for the Policy

The Institute's Council has overall responsibility for ensuring this policy complies with our regulatory and ethical obligations, and that all those under its control comply with it.

The management team have day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure the policy is followed in the event of Centre closure or withdrawal.

3. Scope

This policy applies to all members, employees, Council officials, volunteers, and any other individuals affiliated with the Institute. It covers what would happen in the unlikely event of the Centre closing, merging or the qualification being withdrawn.

4. Centre Closure

In the unlikely event that the Institute ceases trading or withdraws from delivering regulated qualifications, the Institute would advise all relevant stakeholder as soon as possible that this was the case.

The Institute is responsible for protecting the interests of learners continuing to progress through their planned qualification and will need to provide details to the relevant awarding body of how this will be done through the arrangements the Institute put in place.

Where it is not possible for learners to continue to progress on their qualification through the Institute, the Institute will look at finding alternative providers that have

existing approval to offer the qualifications from the awarding body.

5. Centre Merger

In the unlikely event that the Institute were to merge with another training provider, the Centre that retains the governance and management of the contractual arrangements would contact the relevant awarding body to discuss the merger before it has taken place.

The Institute would set out the transitional arrangements that will be in place whilst the merger is facilitated in order to ensure the interests of the candidate, and the integrity of the qualification offered are maintained. This may include:

- A communication plan to learners about the merger including any data protection arrangements required for the transfer of registration to the governing centre.
- Any new qualification approval requirements it will have.
- Changes to quality assurance arrangements including staff resources for assessment and internal quality assurance and any additional centre contacts.

6. Qualification Withdrawal

If a qualification is being withdrawn by a regulated awarding body, adequate notice will be given to ensure that learner's interests are protected.

In some cases, an awarding organisation may redevelop a qualification to ensure that it remains current and fit for purpose and a replacement qualification launched. An awarding organisation may withdraw a qualification without a replacement being launched.

In the event of a qualification being withdrawn due to an awarding organisation applying sanctions to the Institute, learners interests will remain protected and the Institute will work with the awarding organisation to find alternative providers that have existing approval to offer the qualifications from the awarding body.

In all cases, the awarding organisation has a duty to ensure that it keeps centres informed of its intentions in relation to a qualification it offers.

Version Control

Change Record

| Date | Author | Version | Page | Reason for Change |
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Reviewers/contributors

| Name | Position | Version Reviewed & Date |
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