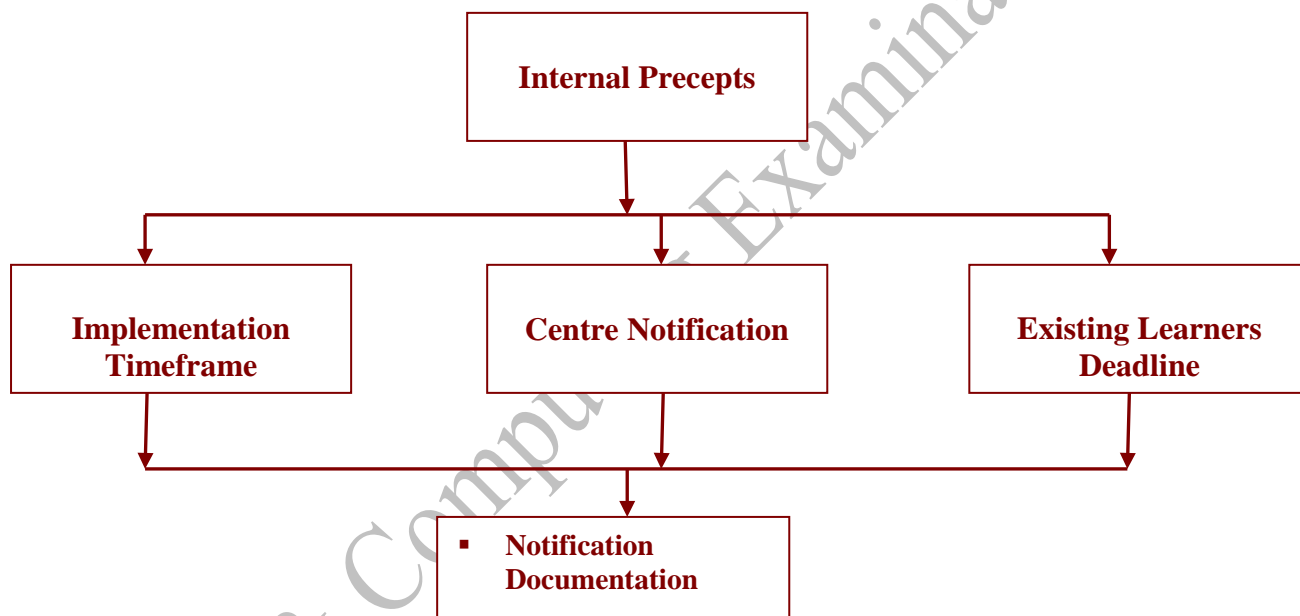




**Programme Withdrawal Policy**

<b>Policy No.:</b>	P026
<b>Date of issue:</b>	April 2012, revised September 2020
<b>Status:</b>	Approved
<b>Responsibility for policy:</b>	CEO
<b>Responsibility for implementation:</b>	CEO / Programming Development Manager

**Programme Withdrawal Framework**



BCE is committed to complete transparency with regard to Units or Qualifications Withdrawal or Introduction, and ensure Centres and learners are fully informed. We clearly highlight when qualifications or units are withdrawn and/or when new qualifications will take effect and ensure enough notice is given to existing learners.

#### *Precepts*

1. The process for permanent withdrawal or introduction of new qualifications is initiated by annual reviews, Centre requests or moving with time (especially with regard to ICT). In such circumstances, appropriate satisfaction of the precepts will be addressed in line with recommendations from BCE Programme Design and Review Panel.
2. The Programme Design & Review Panel designated by the CEO and Programme Development Manager will lead this process, shall at the earliest possible stage implement the proposed qualification withdrawal/introduction.
3. Appropriate guidance, assurance and review will be given to Centres and learners by writing to Centre Management and publishing all information on BCE website.
4. Programme Introduction will be undertaken according to BCE Qualification Development Standards.
5. The BCE Annual Report and website shall be appropriately utilised to inform and update Centres and learners regarding proposed and progress of qualification Withdrawal/Introduction.
6. The CEO gives assurances that ensure appropriate centre management awareness and updating of the existing learners in the qualification(s) being withdrawn.
7. Implementing a new Qualification takes about 6 months. Centres will then be given 6 months to prepare for the new Qualification. Once the withdrawal process is complete, existing learners are given another 2 years from the date the qualification is officially withdrawn to sit for examination or re-sit failed units.
8. Centres are not allowed to enrol new learners on officially withdrawn qualifications, however, BCE will still honour learners who registered before the qualification was officially withdrawn.
9. The total timeframe given to existing learners to prepare for the total withdrawal of a programme:
 

Actual time to implement a new qualification	6 months
Actual time to notify centres of new qualification and advise them not to recruit new learners on qualification being withdrawn	6 months
Actual time given to existing learners for them to prepare sitting or re-sitting examinations	24 months
<b>Total time given</b>	<b>3 years</b>

Related BCE Forms:

- Programme Withdrawal Notification
- Programme Introductory Notification