

Reviewed December 2016

Hampshire Training (Phil Quill)

Withdrawal from Delivery of ITC Qualification Awards

1. Overview

1.1 In the event that Hampshire Training decides to review and amend its business and wishes to move to an alternative awarding body or to withdraw from delivering any further training activities, orderly withdrawal is essential. Hampshire Training prime objective is to make the withdrawal as seamless as possible to all associated parties so as to protect the interests of all Hampshire Training learners, and the reputation of Hampshire Training and ITC.

2. Withdrawal Procedure

2.1 Details of the relationship between ITC and Hampshire Training are confirmed by signature. The published withdrawal process as documented by ITC Policy document [P18] will be followed.

3. Withdrawal Procedure Process

3.1 Milestones – the following are designed to protect interests of the Learner.

- a) Hampshire Training to inform ITC of its intention as soon as the decision to withdraw is made and ITC will provide advice for meeting all of the milestones listed below.
- b) Hampshire Training will provide ITC with a written withdrawal deadline date.
- c) Hampshire Training will liaise with ITC regarding any purchase invoices owed, stock balance accrued and finances programme. Hampshire Training has agreed that all prepared and ordered candidate packs are paid for before the withdrawal date.
- d) Any retained candidate assessment evidence is required to be kept for 5 years. Hampshire Training will forward this to ITC by secure postage before the withdrawal deadline date.
- e) ITC First Aid ® is a registered trademark. All promotional (hard copy or digital) logos and description will be removed from all Hampshire Training materials so as not to confuse potential candidates. Removal by the withdrawal date.
- f) Hampshire Training agrees that all ITC training and assessment materials are to be used only on ITC courses. Any materials held will be returned to ITC by the withdrawal date.
- g) Hampshire Training will distribute all ITC certificates awarded to be forwarded to each candidate 2 weeks before the withdrawal date.
- h) Hampshire Training will retain ITC contact details to enable Learners to contact the ITC Office for subsequent support such as replacement certificate requests.
- i) Upon satisfactory completion ITC will issue Hampshire Training with a letter confirming completion of the withdrawal process.
- j) If the withdrawal process is not satisfactorily completed then Hampshire Training agrees that ITC will inform other Awarding Bodies of the nature of the non-satisfaction.

4. Key Trainer/Assessors lost to the 3rd party business

4.1 As a business Centre delivering ITC qualifications Hampshire Training will utilise a contact list of accredited ITC assessors to complete pre-booked courses in the case of unforeseen loss of key staff

Next review due as necessary