

Learn Hillingdon Adult Community Education Withdrawal of Product policy

Learn Hillingdon is committed to providing its learners with an individually tailored, high quality learning experience. In the event that a qualification is withdrawn or a centre is closed, Learn Hillingdon is committed to minimising the impact of these events on learners.

Qualifications may be withdrawn if:

- it becomes unviable for Learn Hillingdon to continue a course.
- the awarding body withdraws the qualification.
- the qualification is no longer eligible for funding by the Education and Skills Funding Agency.

In the event that a qualification is withdrawn for any reason, learners will be fully informed of the situation and a plan will be agreed to complete the qualification within a reasonable timeframe. All this information will be recorded and shared with all parties. If the reasons for withdrawal are external, Learn Hillingdon will be unable to influence constraints set by the awarding body and/or funding body.

In the event that the centre has to close for a short period of time (maximum of 3 months) alternative means of delivery will be offered to all learners and reasonable adjustments will be made to allow learners to continue and achieve their chosen qualification.

In the event that the service closes, Learn Hillingdon will work with partner organisations (particularly other Adult and Community Learning providers in the West London Alliance) to ensure that learners can transfer and complete their qualifications. If this involves the transfer of learner records, this will be done with the permission of learners.

| | |
|-----------------|-----------------------|
| Name of Policy: | Withdrawal of Product |
| Date of Issue: | September 2017 |
| Date Reviewed: | September 2022 |