

# Qualification Withdrawal Policy

BHS Qualifications (BHSQ) produces valid, reliable and manageable qualifications that meet the needs of the equestrian industry. Qualifications are regularly reviewed to ensure their currency. BHSQ may withdraw qualifications if there is no demand or consider to be out of date.

## Purpose

The purpose of this policy is to provide guidance and outline the procedure and process to be followed by in the event of a qualification being withdrawn. BHSQ will be mindful at all times of its regulatory requirements.

There are a number of reasons why BHSQ would withdraw a qualification, these include but not limited to:

- Where learners cease to register onto the qualification.
- The qualification has been reviewed and replaced.
- BHSQ ceases to deliver or award that qualification to learners.

## Qualification withdrawal procedure

As a consequence of the review process, or otherwise, BHSQ may withdraw a qualification. Where BHSQ intends to withdraw a qualification, it must:

- Promptly prepare, maintain, and comply with a written withdrawal plan, which must specify how the interests of learners in relation to that qualification will be protected.
- Provide clear and accurate information about the withdrawal to learners, centres, and purchasers of qualifications who are likely to be affected by the withdrawal. A minimum of twelve months' notice of withdrawal will be given. BHSQ will ensure all learners who are registered on a programme will be able to complete this within an agreed period of time.
- Provide sufficient notice of withdrawal not to disadvantage any current learners on programme. This is to be ascertained by the Responsible/Accountable Officer.

The withdrawal plan will include information such as:

- The process BHSQ will follow.
- The rationale for the withdrawal of the qualification.
- Identify reasonable steps to be taken to protect the interests of learners.
- Sets out timeframes for communications to go to the relevant qualification regulators, centres and learners.
- States the details of all deadlines including the last date for accepting new learner registrations and the last date for processing certifications.

The Responsible/Accountable Officer will share the withdrawal plan with the BHSQ Board of Directors to confirm if a qualification is to be withdrawn. Once agreed, the Responsible/Accountable Officer will implement the withdrawal plan.

BHSQ is required to share the withdrawal plan with regulators. BHSQ will provide reasonable notice of its anticipated withdrawal of a qualification and will do so *prior* to providing information to centres, learners, or purchasers of qualifications.

## Notifying the regulators

BHSQ will notify the relevant qualifications' regulators, in writing stating:

- The rationale for the withdrawal of the qualification.
- The last date for new learner registrations.
- The last date for certification.
- Information about the numbers of learners and centres that may be affected.
- How the interests of learners in relation to the qualification will be protected.
- Any other relevant information.

## Notifying BHSQ Approved Centres

BHSQ will notify all centres affected by the qualification's withdrawal by email, and provide clear and accurate information about:

- The rationale for the withdrawal of the qualification.
- How the withdrawal could affect learners and how their interests will be protected, for instance:
  - work with the centre to transfer learners, where possible and feasible, to another centre.
  - certificate any units/components they have completed.
- The last date for new learner registrations.
- The last date for unit/qualification certification.
- Contact details for further guidance.
- Any other relevant information.

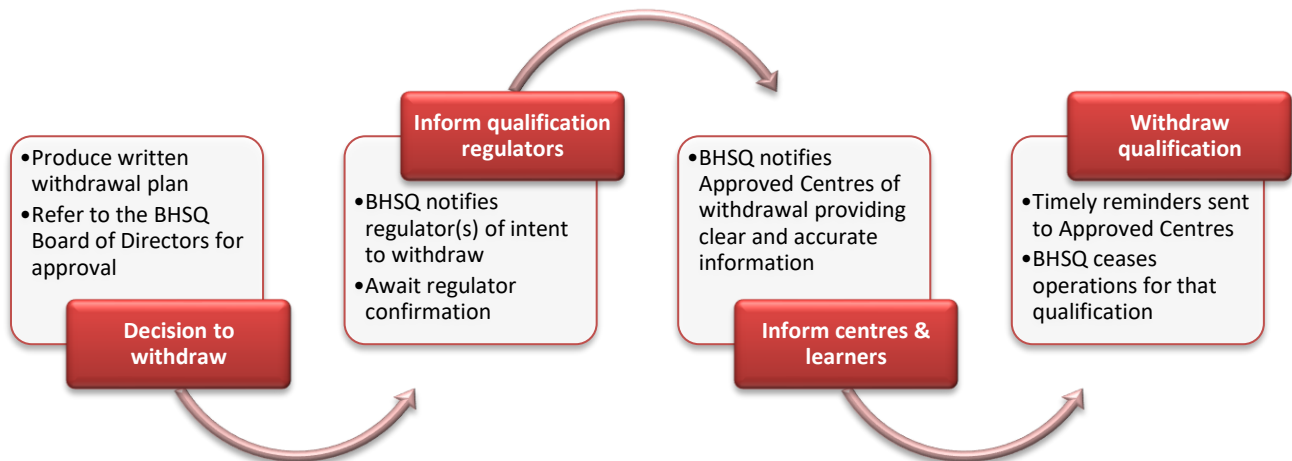
## Follow up communications

BHSQ will provide the following email notifications to centres:

- **Three months before the last date for registrations** – a reminder to centres of the last date for new learner registrations for that qualification.
- 1 working day after the last date for registrations – a statement that BHSQ will no longer accept new learner registrations for that qualification.
- **Three months before the last date for certification** – a reminder to centres of the last date for certification.
- 1 working day after the last date for certification – a statement that BHSQ will no longer award that qualification to learners and that the qualification has officially been withdrawn.

This information will also be on BHSQ's website.

## Process to be followed for the withdrawal of qualifications



## Monitoring and review

This document and its content will be reviewed on a three-year cycle, or earlier should it be needed to ensure it remains fit for purpose.

Date for review: June 2026

## Document history

Version	Revision date	Reason
2	16/06/2023	To revise and replace previously produced document

*Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.*

The British Horse Society Qualifications Limited is a company registered in England and Wales and trades as BHS Qualifications (BHSQ).