

## NCTJ withdrawal of qualifications

The NCTJ may consider the withdrawal of a qualification for the following reasons:

- Lack of learner registrations
- Lack of industry demand for the qualification
- Change in the skills required by the industry leading to a qualification not being fit for purpose.

The NCTJ will take all reasonable steps to protect the interests of the learner in relation to a qualification it withdraws.

Learners will be able to complete a qualification for which they have registered or will be given a reasonable amount of notice to complete the qualification.

Clear and accurate information will be provided to learners, centres and purchasers of a qualification that is to be withdrawn.

Transition arrangements will be published and provided to learners, centres and purchasers of a qualification that is to be withdrawn.

The NCTJ recognises its responsibility to give reasonable notice to the regulators for its intention to withdraw a qualification and will inform the regulators of its intention prior to providing the information to learners, centres and purchasers of the qualification.

The NCTJ will ensure its withdrawal plan for a qualification complies with requirements which the regulators have communicated in writing to it.

Centres will be required to follow the NCTJ's awarding organisation procedures for withdrawing from the delivery of a qualification.

### Withdrawal procedures

Decisions to withdraw a qualification will be made by the chief executive in liaison with the head of qualifications and head of awarding. This decision will be made after consultation with employers, the journalism qualifications board and the main board of directors. Where appropriate, centres and learners will also be consulted.

A decision to withdraw a qualification will, in the first instance, be communicated in writing to the regulators. The NCTJ will inform the regulators of its provision made to support learners, centres and purchasers throughout the withdrawal period and will supply them with a copy of its transition arrangements.

Once notification from the regulators is received, learners, centres and purchasers will be notified of the plans for withdrawal of the qualification and provided with clear and accurate information on the transition arrangements.

Once notification of withdrawal has been published, no further learners will be registered for the qualification, unless specific circumstances are included in the transition arrangements.

Notification of withdrawal of a qualification will normally be made at least 12 months before the final registration date.