Centre withdrawal notice for NCTJ qualifications

If your centre is considering withdrawing from offering an NCTJ qualification, you should contact the NCTJ's head of awarding in the first instance to inform us of your intention and then complete this form and submit it to the NCTJ at: rob.gray@nctj.com at least 3 months prior to the actual withdrawal.

Section 1

Centre name	
Course title(s)	
Proposed withdrawal date	
Last date for certification	
Number of registered learners	
Names of existing learners registered on the course(s) that would be affected by the withdrawal	

Section 2

Rationale for withdrawal
Transition plan Details of your plans to support learners to ensure their interests are protected following the of withdrawal of an NCTJ qualification. Please confirm the following: • Are there arrangements in place for ensuring learners are not unnecessarily disadvantaged? • Are there adequate alternative provisions available? • Are there any specialist sector issues to be considered?
Any other information

Declaration

Name	
Position	
Signature	
Date	
Contact email	
Contact telephone number	