



Removal of Centre Recognition and Qualification Approval Policy

Who is this policy for?

This policy is for AIM Qualifications and Assessment Group approved centres and learners who are affected by a centre closing and who are approved to deliver qualifications or units within or outside the UK. . There are many reasons why a centre may lose centre or qualification approval. This policy sets out those reasons and what would need to occur for AIM Qualifications and Assessment Group to withdraw approval. It also explains how learners will be supported when a centre closes or goes into administration.

Owner	Responsible Officer
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Version control

Version number	Date	Description
1	October 2024	Document created
2	October 2025	- Section 2.2.1 link to own policy removed - Section 2.5 hyperlink to Enquiries and Appeals Policy updated - Section 2.4.1 hyperlink to Compliments, complaints and whistleblowing policy and procedure updated
3	April 2026	- SQA Principles deleted - Ofqual Principles added - SQA contact details deleted - Updated the responsibility of the policy to the Deputy Director (Awarding and Regulations) - Updated the responsibility of Head of Compliance to Deputy Director (Awarding and Regulations) from for disagreements in relation to centre recognition or qualification approval removal - Section 3 Regulatory References updated to replace licencing criteria with Access to HE Conditions - Section 3 Regulatory References updated to remove reference to licencing criteria from subtitle - Title of “End Point Assessment Organisation” amended to “Apprenticeship Assessment Organisation” in line with Ofqual guidance. - Version Number in footer updated

Contents

Section 1 – Scope	5
1.1 Scope	5
1.2 About us	5
Section 2 – Policy detail.....	6
2.1 Definition	6
2.2 Responsibilities.....	6
2.3 Withdrawal of centre recognition, or qualification and Access to HE Diploma approval	7
2.4 Protection of learners	9
2.5 Appeals	10
2.6 Learner complaints.....	10
Section 3 – Regulatory references	10
Conditions, licencing criteria and Principles	10
Section 4 - Appendix	13
Appendix 1 – Useful contacts.....	13

Section 1 – Scope

1.1 Scope

This policy and procedures apply to AIM Qualifications and Assessment Group provision delivered either within or outside the UK.

This policy and related procedures are intended for:

- existing AIM Qualifications and Assessment Group recognised centres and their staff delivering or having previously delivered AIM Qualifications and Assessment Group approved qualifications or units/components
- learners undertaking AIM Qualifications and Assessment Group qualifications or units/components at an AIM Qualifications and Assessment Group recognised centre

1.2 About us

AIM Qualifications and Assessment Group is a leading **Awarding Organisation** and one of the UK's largest **Access Validating Agencies (AVA)**. We work in partnership with colleges, independent training providers, universities, employers, and voluntary organisations to develop accredited and regulated vocational qualifications. Our qualifications cover a range of academic levels from Entry Level to Level 6 across a wide range of subject areas. As an AVA we are licensed by the Quality Assurance Agency (QAA) to develop and award nationally recognised Access to Higher Education Diplomas. AIM Qualifications and Assessment Group is also an independent, government recognised, **Apprenticeship Assessment Organisation responsible** for an apprentice's assessment to ensure they can do the job for which they have trained.

Section 2 – Policy detail

2.1 Definition

Withdrawal of centre recognition is where formal centre recognition is removed from the organisation by AIM Qualifications and Assessment Group.

Withdrawal of qualification approval is where approval to deliver a particular qualification is removed from the organisation by AIM Qualifications and Assessment Group.

An ‘**adverse effect**’ is any act, omission, event, incident, or circumstance where it gives rise to prejudice to learners or potential learners or adversely affects:

- the ability of the awarding organisation to undertake the development, delivery, or award of qualifications in a way that complies with its Conditions of Recognition
- the standards of qualifications which the awarding organisation makes available or proposes to make available
- public confidence in qualifications

2.2 Responsibilities

The following represent the key responsibilities of AIM Qualifications and Assessment Group, centres, centre staff and learners.

2.2.1 AIM Qualifications and Assessment Group responsibilities

Overseen by the Responsible Officer AIM Qualifications and Assessment Group will ensure:

- the [AIM Removal of Centre Recognition and Qualification Approval Policy](#) is applied where withdrawal of centre recognition or qualification approval is enforced by AIM Qualifications and Assessment Group
- all reasonable steps are taken to prevent any adverse effects from occurring where centre recognition or qualification approval is withdrawn by AIM Qualifications and Assessment Group
- The relevant regulator is promptly notified where required

2.2.2 Centre responsibilities

All centres delivering AIM Qualifications and Assessment Group qualifications must:

- have a contingency plan in place which details how the centre will respond should centre recognition or qualification approval be withdrawn by either AIM Qualifications and Assessment Group or at the request of the centre

- ensure AIM Qualifications and Assessment Group is provided with a minimum of 60 working days' notice where the centre no longer wishes to hold AIM Qualifications and Assessment Group centre recognition or to deliver an AIM Qualifications and Assessment Group qualification
- ensure all reasonable steps are taken to prevent learners being adversely affected by the removal of centre recognition or qualification approval, regardless of whether this is from a centre request, or a sanction applied by AIM Qualifications and Assessment Group
- ensure all learners undertaking an AIM Qualifications and Assessment Group qualification are made aware of this policy

2.3 Withdrawal of centre recognition, or qualification and Access to HE Diploma approval

Centre recognition or qualification approval is valid until it is withdrawn either by the centre or by AIM Qualifications and Assessment Group.

2.3.1 Reasons for removal of centre recognition

The following are reasons why AIM Qualifications and Assessment Group may remove centre recognition or qualification approval. These are not exhaustive, and the examples are only intended as indicative guidance:

- The centre has requested to withdraw from delivering all AIM Qualifications and Assessment Group qualifications.
- The centre is no longer able to meet the terms of their Centre Agreement.
- The centre is no longer able to deliver and/or assess AIM Qualifications and Assessment Group qualifications.
- The centre has not registered any learners for three academic years (i.e. 1 August to 31 July).
- Malpractice or maladministration has been reported, investigated, and confirmed within a centre.
- Failure to co-operate with requests from AIM Qualifications and Assessment Group to thoroughly investigate suspected malpractice.
- The centre is subject to a sanction under the AIM Sanctions Policy resulting in the withdrawal of centre recognition.
- Other sanctions have been applied for a material or persistent breach of any of the Centre Agreement Terms and Conditions and where the breach is capable of remedy, the centre has repeatedly failed to take the necessary action to allow the sanctions to be lifted.
- The centre is subject to a sanction by another awarding organisation, equivalent to AIM Qualifications and Assessment Group sanction.
- AIM Qualifications and Assessment Group is in receipt of information regarding the centre from a third party e.g., another awarding organisation, regulator, or other government body, which indicates that

Removal of Centre Recognition and Qualification Approval Policy

the centre poses a significant reputational, financial, or regulatory risk to AIM Qualifications and Assessment Group, its learners, or the regulators.

- AIM Qualifications and Assessment Group reasonably believes that the centres' conduct is prejudicial to the interests of AIM Qualifications and Assessment Group.
- The centre undergoes a change of control which could affect the centre's ability to comply with AIM Qualifications and Assessment Groups' Centre Agreement Terms and Conditions.
- The centre is unable to offer all AIM Qualifications and Assessment Group qualifications because of a change in laws and/or regulations.
- The centre has repeatedly failed to respond to requests to pay outstanding invoices.
- There are long standing financial issues which remain unresolved.
- The centre refuses AIM Qualifications and Assessment Group and/or the qualification regulators access to premises, staff, and records.
- The centre ceases or threatens to cease to trade, becomes bankrupt, or goes into liquidation, or has a receiver or manager appointed.
- AIM no longer have confidence in the centres' senior management team.
- A centre has breached the terms and conditions of AIM Qualifications and Assessment Group centre or qualification/programme approval.

2.3.2 Reasons for removal of qualification and Access to Higher Education Diploma approval

The centre has requested to withdraw from delivering the qualification.

AIM Qualifications and Assessment Group removes approval for qualification from the centres offer due to:

- severe malpractice or maladministration relating to the qualification has been reported, investigated, and confirmed within a centre
- breakdown in centre quality assurance arrangements for the qualification
- centre no longer having the resources to continue delivering the qualification as outlined in the qualification specification, including appropriately qualified staff
- there is a lack of progress for learners on the qualification
- the centre has not registered any learners onto the qualification for three academic years (i.e. 1 August to 31 July)
- the centre is unable to offer the qualification because of a change in laws and/or regulations
- removal of centre recognition as a result of a level 5 sanction or centre has repeatedly failed to pay invoices

2.3.3 Withdrawal process

Removal of Centre Recognition and Qualification Approval Policy

- Where a centre no longer wishes to be recognised by AIM Qualifications and Assessment Group, it must provide AIM Qualifications and Assessment Group with a minimum of 60 working days' notice by contacting the Quality team (quality@aimgroup.org.uk) detailing the reason for the withdrawal, details of any learners that may be affected and steps taken to mitigate any adverse effect on these learners.
- Where a centre no longer wishes to deliver an AIM Qualifications and Assessment Group qualification, it must provide AIM Qualifications and Assessment Group with a minimum of 60 working days' notice by contacting the Quality team (quality@aimgroup.org.uk) identifying each affected qualification detailing the reason for the withdrawal, details of any learners that may be affected and steps taken to mitigate any adverse effect on these learners.
- Where a centre has ceased to operate and there has been no opportunity to provide AIM Qualifications and Assessment Group with the required notice, appropriate action will be determined on a case-by-case basis.
- Where AIM Qualifications and Assessment Group decides to withdraw a qualification from operation, AIM Qualifications and Assessment Group will communicate the decision to the relevant regulator(s) and inform centres of the final registration and certification dates.
- Where centre recognition or qualification approval is withdrawn by AIM Qualifications and Assessment Group, this will be managed by AIM Qualifications and Assessment Group in line with the AIM Sanctions Policy.
- Once centre recognition has been removed, the organisation will not be permitted to advertise, deliver, or assess AIM Qualifications and Assessment Group qualification or units/components. Withdrawn centres must immediately remove all references to AIM, including its logo, from their website, training, and promotional materials.
- Where qualification approval has been removed, the organisation will not be permitted to advertise, deliver, or assess the withdrawn qualification or units/components. The centre must immediately remove all references to the AIM Qualification and Assessment Group qualification from their website, training, and promotional materials.
- Once qualification approval has been withdrawn, centres who wish to offer the qualification in the future will be required to complete the qualification approval process in full.

2.4 Protection of learners

- In all cases where centre recognition is removed, AIM Qualifications and Assessment Group is committed to ensuring that all reasonable steps are taken to protect the interests of learners registered on an AIM Qualifications and Assessment Group qualification or unit/component delivered either within or outside the UK.
- Centres who withdraw from centre recognition or from delivering a particular qualification or who have their centre recognition or qualification approval withdrawn by AIM Qualifications and Assessment Group, must ensure that the interest of learners are protected throughout the withdrawal process.

Removal of Centre Recognition and Qualification Approval Policy

- AIM Qualifications and Assessment Group may allow learners to complete their qualification at the centre, subject to conditions specified by AIM Qualifications and Assessment Group and agreed by the centre.
- AIM Qualifications and Assessment Group will provide learners with details of other centres approved to offer the same or equivalent AIM Qualifications and Assessment Group qualification to the one being withdrawn from the centre, where these exist.
- AIM Qualifications and Assessment Group will provide learners with details of any other awarding organisations which offer the same or equivalent qualification to the one being withdrawn.
- If no alternative arrangements can be made, or a learner does not wish to carry on with the qualification, AIM Qualifications and Assessment Group will ensure the learner is certificated for any units they have successfully completed in accordance with the requirements of the associated qualification specification.

2.5 Appeals

There is no right to appeal AIM Qualification and Assessment Groups' decision to withdraw qualification or centre recognition approval.

However, if a centre disagrees with the decision to withdraw centre recognition or qualification approval, the first point of contact is the Responsible Officer. If agreement cannot be reached, the centre can ask for the decision to be reviewed under the [AIM Enquiries and Appeals Policy](#) to ensure AIM Qualifications and Assessment Group policies and procedures have been followed when making the decision to withdraw qualification or centre recognition approval.

2.6 Learner complaints

If any learner is unhappy with how AIM Qualifications and Assessment Group may have dealt with the qualification withdrawal, this should be submitted via the complaints process, detailed in the [AIM Compliments, Complaints and Whistleblowing Policy](#).

Section 3 – Regulatory references

Conditions and Principles

Removal of Centre Recognition and Qualification Approval Policy

This policy is intended to meet our regulatory requirements. In particular:

Section	Conditions/ Principles/ Access to HE Conditions
Management of incidents	Condition A7
Arrangements with centres	Condition C2
Responding to Complaints Procedures	Condition D4
Management of the Withdrawal of Qualifications	Condition D6
Appeals process	Condition I1
Compliance with regulator's appeals and complaints process.	Condition I2
An awarding organisation must act with honesty and integrity.	Principle 1
An awarding organisation must treat Learners fairly by acting and taking decisions with due impartiality and based on appropriate evidence.	Principle 2
An awarding organisation must ensure that each qualification that it makes available, or proposes to make available is, and continues to be, fit for the purposes for which it is intended.	Principle 3
An awarding organisation must act in a way that maintains and, where possible, promotes public confidence in qualifications.	Principle 4
An awarding organisation must act in an open, transparent and co-operative manner with Ofqual and, as appropriate, with Users of qualifications.	Principle 5
An awarding organisation must conduct its activities with a proactive approach to compliance with its Conditions of Recognition.	Principle 6
Withdrawal of Approval of Access to HE Providers, Diplomas and Courses.	Licensing Criteria 8c
Procedures and Practice of Validation, Approval and Withdrawal of Access to HE Diploma Providers and Courses.	Access to HE Condition D2 Access to HE Condition D3
Withdrawal of Provider or Course Approval.	Access to HE Condition D3
Documented accessible procedures to enable complaints and appeals to be received, considered, and resolved fairly.	Access to HE Condition A5
Procedures for complaints and appeals.	Access to HE Condition A5
Procedure for Withdrawal of Provider Approval.	Access to HE Condition C.2 Access to HE Condition D3.2
Action to Withdraw Provider Approval.	Access to HE Condition C.2 Access to HE Condition D3.2

Section 4 - Appendix

Appendix 1 – Useful contacts

The following provides contact details for AIM Qualifications and Assessment Group and its regulators.

AIM Qualifications and Assessment Group Contact details

If you have any queries about the contents of the policy, please contact us.

Telephone: 0333 034 8833

Email:

enquiries@aimgroup.org.uk

The Quality Assurance Agency for Higher Education (QAA)

Telephone: [01452 557 000](tel:01452 557 000)

Email: enquiries@qaa.ac.uk

CCEA

Telephone: [02890 261 200](tel:02890 261 200)

Email: info@ccea.org.uk

Ofqual

Telephone: [0300 303 3344](tel:0300 303 3344)

Email: public.enquiries@ofqual.gov.uk

Qualifications Wales

Telephone: [0333 077 2701](tel:0333 077 2701)

Email: enquiries@qualificationswales.org.uk

Disclaimer: Please note that any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, kindly refer to the version available on our official website.