



**C. S. TODD**  
**& ASSOCIATES LTD**

*Fire Safety Consultants*

## **Closure and Approval Withdrawal Policy**

This policy would apply if C.S. Todd & Associates Ltd (CSTA) made the decision to withdraw from delivering regulated qualifications or merge with another centre. The policy also sets out what CSTA must do in the event an awarding organisation decides to withdraw a regulated qualification and we have to cease to register learners.

### **Centre Closure Process**

It is a requirement as an approved centre that we have a process in place to support learners should we decide to withdraw from delivering any regulated qualifications. In the unlikely event that we cease trading or withdraw from delivering regulated qualifications, we would advise all relevant awarding organisations in writing as soon as possible.

This written confirmation should include:

- The date we propose to close or withdraw from delivering the regulated qualifications
- Details of the arrangements that will be in place for registered learners that have not yet completed. This should include any transitional arrangements
- Details of the arrangements in place for learner portfolios, learner records, internal verification/quality assurance records and assessment records to be stored securely to be passed to the relevant awarding body or,
- Passed to another training provider for learners to continue their studies including how data protection requirements will be addressed.

We are responsible for protecting the interests of learners continuing to progress through their planned qualification and will need to provide details to the relevant awarding body of how this will be done through the arrangements we put in place.

If we were to enter into administration, insolvency or liquidation proceedings we must provide the same written confirmation as detailed above. In addition to this we must provide details of the third party that will be dealing with the centre's affairs. This includes any liquidator, administrator, administrative receiver or authorised insolvency practitioner that is appointed.

### **C.S. Todd & Associates Ltd**

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Registered Office: Hutton Roof, Eglinton Road, Rushmoor, Farnham, Surrey GU10 2DH. Registered in Cardiff No. 2189901



Certificate Number 860  
ISO 9001

In order to support registered learners to continue their qualification at another training provider, it may be necessary for an awarding organisation to request contact details for registered learners from the centre or appointed third party. This is to enable the awarding organisation to comply with data protection requirement by gaining written permission from the learners to transfer their achievement history and registration to a third party.

### **Centre Mergers**

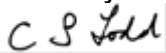
In the unlikely event that CSTA were to merge with another training provider, the Centre that retains the governance and management of the contractual arrangements would contact the relevant awarding body to discuss the merger before it has taken place.

We would set out in writing the transitional arrangements that will be in place whilst the merger is facilitated including:

- A communication plan to learners about the merger including any data protection
- arrangements required for the transfer of registration to the governing centre
- Any new qualification approval requirements it will have
- Reporting results and certification
- Quality assurance arrangements including staff resources for assessment and internal quality assurance and any additional centre contacts
- Financial arrangements.

### **Qualification Withdrawal by an awarding body**

If a qualification is being withdrawn by a regulated awarding body, they should give CSTA adequate notice to ensure that learner's interests are protected. In some cases, an awarding organisation may redevelop a qualification to ensure that it remains current and fit for purpose and a replacement qualification launched. In some cases, an awarding organisation may withdraw a qualification without a replacement being launched. In all cases, the awarding organisation has a duty to ensure that it keeps centres informed of its intentions in relation to a qualification it offers.

Date: 31<sup>st</sup> July 2024  
 Signature: (if needed)   
 Name: Colin Todd  
 Position: Managing Director