

# Centre Recognition Withdrawal Policy and Procedure

## Purpose

This document sets out the policy and procedure that must be followed in the event that a Recognised Centre ("Centre") wishes to, or Gateway Qualifications decides to, withdraw recognition, including as a result of suspension or termination of Recognition, in full or in part from a Centre.

The purpose of this Policy is to ensure that the interests of learners are protected in the case of Centre Recognition withdrawal, suspension, or termination.

## Scope

This Policy applies to all Centres.

## Audience

This Policy is intended for the following audience:

- Recognised Centres ("Centres") in relation to the offer of qualifications with exception of End-point assessment – including all Centre staff, associates, freelance staff and contractors
- Gateway Qualifications' staff and wider workforce

## Definitions

- **Centre Agreement** -The formal agreement between Gateway Qualifications and the Recognised Centre which outlines the responsibilities, terms, and conditions of recognition.
- **Centre Recognition** - The formal status granted by Gateway Qualifications that enables a Centre to deliver and assess qualifications.
- **Suspension of Recognition** - A temporary halt of a Centre's recognised status while issues or concerns are being resolved.
- **Termination of Recognition** - A formal end to a Centre's recognition status, which may occur immediately due to specific circumstances outlined in the Centre Agreement.
- **Withdrawal of Recognition** - The process through which a Centre's recognised status is formally ended.
- **Withdrawal Plan** - A written plan developed jointly by the Centre and Gateway Qualifications to ensure that learner interests are protected during the withdrawal process.

## Responsibilities

### Centre Responsibilities

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Gateway Qualifications' Centre Agreement requires that where a Recognised Centre shall, in the event it wishes to, or Gateway Qualifications decides to, withdraw the Recognition (including as a result of suspension or termination of Recognition) (in full or in part), the Centre must:

- comply with Gateway Qualifications' Policy and Procedures for the withdrawal of Recognition;
- promptly prepare, maintain and comply with a written withdrawal plan where applicable;
- cooperate fully with Gateway Qualifications;
- provide clear and accurate information about the withdrawal to the Users;
- immediately cease to enrol Learners for Qualifications;
- provide to Gateway Qualifications relevant details of all Learners enrolled for Qualifications;
- take all reasonable steps to protect the interests of Learners, including, but not limited to, by assisting with or securing a transfer to a different Recognised Centre.

In the event of withdrawal of Centre Recognition, there are consequences and obligations that will apply to the Centre, for example ceasing to use any Gateway Qualifications' registration systems. Please refer to clause 24 of the Centre agreement.

The Centre's attention is drawn to the following clauses in the Centre Agreement, that:

- 24.1 The Recognised Centre shall take all reasonable steps to act in the Learners' legitimate best interests in the event of suspension of Recognition and/or during any investigation conducted by Gateway Qualifications, or in the event of termination of the Recognised Centre Agreement pursuant to clause 23, including, but not limited to, such co-operation as may be required to effect the transfer of Learners to another Recognised Centre.

Gateway Qualifications' Centre Agreement may be revised from time to time, and the clause references provided in this Policy may, therefore, be altered in revised editions. The latest version of the Centre Agreement is available on request and within the Gateway Qualifications' centre management system.

### Gateway Qualifications Responsibilities

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Gateway Qualifications will act in accordance with this policy and the Centre Agreement terms and conditions in relation to centre recognition withdrawal

## Related Policies and Documents

This Policy should be read alongside the following:

## Gateway Qualifications

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- Appeals Policy and Procedure
- Centre Agreement Terms and Conditions
- Complaints Policy and Procedure
- Malpractice and Maladministration Policy and Procedure
- Sanctions Policy

## Equity, Diversity and Inclusion Statement

Throughout the development of the policies and processes cited in this document, we have given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it.

## Gateway Qualifications' removal of Centre Recognition

A decision to withdraw Centre Recognition may be taken as part of Gateway Qualifications' application of its Sanctions Policy and Procedure, for example in response to a malpractice or maladministration case or some other event.

In other circumstances, the decision to remove Centre Recognition is taken by the Director of Awarding in consultation with the Head of Quality and Standards, Centre Compliance Manager or the relevant Quality Assurance Manager, for example, where the Centre has been inactive for a defined period of time, or has not paid their annual Centre Recognition Fee. Gateway Qualifications will give no less than 3 months' notice to the Centre of termination of the Centre Agreement and thereby removing Centre Recognition.

A Recognised Centre may also wish to terminate its Recognised Centre status. In these circumstances the Centre must provide not less than 6 months' written notice.

As detailed in clause 23.2 of the Centre Agreement, the circumstances whereby Gateway Qualifications may remove Centre Recognition with immediate effect are as follows:

Note: this list is not exhaustive:

- The Centre is **subject to a sanction** under the [Sanctions Policy](#), resulting in the withdrawal of Centre Recognition.
- The Centre is in **material or persistent breach** of any of the Centre Agreement Terms and Conditions, and where the breach is capable of remedy the Recognised Centre has failed to act,
- Gateway Qualifications reasonably believes that **the conduct of the Centre is prejudicial** to Gateway Qualifications' interests,
- The Centre **has not registered any Learners** with Gateway Qualifications for more than 12 months.
- The Centre undergoes a **change of control** which could affect the Recognised Centre's ability to comply with Gateway Qualifications' Centre Agreement Terms and Conditions.

- The **Centre ceases or threatens to cease** to trade, becomes bankrupt, or goes into liquidation, or has a receiver or manager appointed.
- The Centre **is unable to offer qualifications** as a result of change in laws and/or regulations.
- The Centre is **subject to a sanction** by another Awarding Organisation, equivalent to a Gateway Qualifications' sanction.
- There are **long standing financial issues** which remain unresolved.
- The Centre has not paid their annual Centre Fee.

## Procedure for withdrawal

If a Centre wishes to withdraw their Centre Recognition, not less than 6 months' notice must be given to Gateway Qualifications in writing (ref clause 23.1 in the Centre Agreement).

A Withdrawal Plan will be drawn up in conjunction with the Centre (where applicable).

This will include:

- rationale for the withdrawal
- number of current registered learners
- details of plans to support existing learners yet to complete to ensure that their interests are protected
- last date for registrations
- last date for certifications
- determining whether a final external quality assurance activity is required to support learner certification.

Once notification of withdrawal has been given, the Centre must:

- confirm that the Centre Certificate of Recognition has been destroyed
- remove any references to Gateway Qualifications on any published materials (including their website)
- retain all Learner records in accordance with the Gateway Qualifications' Centre Agreement terms and conditions.

## Review arrangements and monitoring

Gateway Qualifications will periodically review this Policy and the associated procedures and revise as necessary. As part of the review consideration will be given to feedback received and regulatory/legislative requirements.

If you would like to feedback on any views on this Policy, please contact us via the details provided at the end of this document.

Gateway Qualifications' Quality and Standards and Access to HE Committees are responsible for monitoring the effectiveness of the application of this Policy. An annual summary is provided to the Board of Trustees for monitoring and ratification.

## Legal and Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Gateway Qualifications' status as an awarding organisation will reference any conditions and criteria that they address.

This Policy addresses the following legislation and/or regulatory requirements:

Regulator or Relevant Governing Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: C1 Arrangements with Third Parties C2 Arrangements with Centres
Qualifications Wales	Standard Conditions of Recognition	Condition No: C1 Arrangements with Third Parties C2 Arrangements with Centres
Quality Assurance Agency	AVA Licensing Criteria	Criteria: 8c Governance 56 & 57 Provider and course recognition

## Contact us

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

Telephone: 01206 911211  
 Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)  
 Post: Gateway Qualifications, Gateway House, 6 Tollgate Business Park,  
 COLCHESTER, CO3 8AB

## Document Controls

<b>Document Name</b>	Centre Recognition Withdrawal Policy and Procedure
<b>Version</b>	1.7
<b>Approval Date</b>	May 2025
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<b>Owner</b>	Director of Awarding

## Revision History

Revision Date	Version	Updated By	Summary of Changes
May 2025	1.7	Centre Compliance Manager	<p>Policy transferred to the new policy document template.</p> <p>Updated “related policies. “Withdrawal Plan” steps updated</p> <p>Further context added to “Gateway Qualifications’ removal of Centre Recognition” regarding inactive Centres</p>