

Withdrawal of Qualifications Policy

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Purpose

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets and runs professional assessments to enable our members to attain high levels of competence in the field of public finance.

The purpose of this document is to outline the procedure that will be followed in the event that an apprenticeship, qualification or module(s) are withdrawn.

We will ensure that any withdrawal will be managed with the interests of student members and Accredited Training Providers (ATP) at the forefront of any decision making.

We will do this by ensuring that ATPs have sufficient notice to complete final registrations and allowing them to meet the operational and certification end dates that we set or that the regulatory bodies set. Additionally, we will provide guidance on alternative qualifications, where appropriate to do so.

We will also comply with any requirements communicated to us by the regulatory authorities regarding the withdrawal of any qualifications, qualification modules or apprenticeships.

Scope

This policy is aimed at all CIPFA internal staff, Subject Matter Experts (SMEs), Assessors, Associates, ATP staff and student members studying our qualifications or apprenticeships.

This policy covers all regulated qualifications, qualification modules and apprenticeship assessment offered by CIPFA.

Reasons for CIPFA withdrawing a qualification

The reasons below are examples but not deemed to be exhaustive:

- Lack of demand and student registrations
- No longer meeting the regulatory requirements
- Subject is no longer relevant and may be out of date, which may be part of a full review and specification update
- Change in skills required by the sector
- Other factors impacting the validity of the qualification
- Ofqual or other regulator withdraws its recognition of CIPFA

Furthermore, CIPFA may withdraw an ATP from delivering a qualification or apprenticeship if the quality of their provision is inadequate and poses risks to students.

CIPFA responsibilities

We will take all reasonable steps to protect the interests of students in the event that withdrawal takes place. This will include the production of a written withdrawal plan outlining how the interests of students will be protected and how we will manage and communicate the withdrawal both internally and externally.

The timespan of notification of withdrawal will depend on the length of the programme and will be communicated at the time. Teach-out time will be fully considered when setting Operational End Dates (OEDs) and Certification End Dates (CEDs) to enable sufficient time for students to complete their studies.

Clear and accurate information detailing the reasons for withdrawal along with a withdrawal schedule will be published, including any transitional arrangements. We will provide reasonable notice to relevant regulators regarding our intentions to withdraw.

In line with Ofqual General Condition D6 we will notify Ofqual before making any public announcements regarding qualification withdrawal.

CIPFA will monitor the effectiveness of any withdrawal plan throughout the teach-out period, ensuring that students are not disadvantaged.

Where needed, transitional arrangements may include extended access to resources, referral opportunities, or support to transfer to an alternative qualification.

APTs and students will be required to comply with our procedures and timelines for any withdrawal and published dates cannot be altered during the withdrawal period.

Withdrawal procedures

Decisions to withdraw will be made by the appropriate managers in agreement with the Head of Qualifications and Membership and approved by the Student and Members Board (SMB).

The decision will be agreed after consultation with key stakeholders, studying members, and any other relevant parties.

CIPFA will implement contingency plans to mitigate any delivery risks during the withdrawal period, including transfer options where delivery is interrupted.

Withdrawal of ATPs

In the event that ATPs withdraw, either through choice or instruction by CIPFA, they must ensure that their students are informed in a timely manner and that they take steps to protect their interests.

It is essential that students already registered must have the opportunity to complete their learning and assessment within the published timelines.

Cessation of all logos and approved CIPFA branding will need to be removed from digital and hard copy publicity and student material, and ATPs must not make

misrepresentations regarding our qualifications and apprenticeships in marketing and publicity material.

Further information on withdrawal of ATPs can be found in the ATP Principles of Engagement.

Stakeholder communication

This will include:

- Rationale for the withdrawal
- Detailed timescales including last dates for registration and certification (OED and CED)
- Transitional arrangements
- Last assessment date
- Advice regarding other qualifications
- Contact details and support line

Policy version and owner

Policy owner	Head of Qualifications Innovation and Development
Version	3.0
Update	September 2025
Approval	SMB September 2025
Policy review date	September 2026

Regulatory references

Ofqual General Conditions of Recognition
Condition D6: Management of the withdrawal of qualifications

Appendix A - Qualification withdrawal process infographic

