



Centre Withdrawal Policy

Central YMCA Qualifications (CYQ) requires formal notification from centres wishing to withdraw (voluntarily or not) from delivery of CYQ qualifications.

The centre should take all reasonable steps including transitional provisions to protect the interests of the learner in the case of withdrawal to include:

- Provision of guided learning hours and learning outcomes as per the relevant CYQ syllabus
- Completion of CYQ courses where learners have been registered
- Assessment opportunity for the learners
- Learner guidance and support
- Access to centre's induction, complaints and appeals procedures
- Certification claim on behalf of the learner
- Re-assessment opportunity for the learners

Procedure

- Where withdrawal is required the centre should notify CYQ in writing via submission of a completed CYQ [Centre Withdrawal Notification Form](#)
- CYQ will confirm receipt of notification within 5 working days
- Centre to maintain records of all learner assessment and internal quality assurance activity and make these available to CYQ for external quality assurance sampling upon request for a year after the withdrawal date