

# Centre Closure Policy and Procedure

**Abstract**

This policy and procedure outline the principles and procedures governing the planned and unplanned closure of an approved centre.

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. This is an external copy.

Copyright © 2024 Active IQ Ltd.

| Document Control                       |                                                                                                                                                                                                                                                                                            |                                                |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Document Number:</b>                | AIQ-005                                                                                                                                                                                                                                                                                    | <b>Effective from:</b><br>01-05-2024           |
| <b>Linked Regulatory Requirements:</b> | <ul style="list-style-type: none"> <li>• Ofqual - General Conditions of Recognition - Condition C2.3</li> <li>• CCEA - General Conditions of Recognition - Condition C2.3</li> <li>• Qualifications Wales – Standard Conditions of Recognition – Condition C2.3</li> <li>• GDPR</li> </ul> |                                                |
| <b>Version Number and Date:</b>        | V1.3, 08-10-2025                                                                                                                                                                                                                                                                           | <b>Review date:</b><br>08-10-2025              |
| <b>Date of Next Review:</b>            | 31-03-2026                                                                                                                                                                                                                                                                                 | <b>Classification Level:</b><br>Public/General |

**Approval Level:** Low impact  
**Approved by:** QI team  
**Date version approved:** 08-10-2025

| Version Number | Date     | Changes                                          |
|----------------|----------|--------------------------------------------------|
| V1.3           | 08/10/25 | Cover, contents and document control sheet added |

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. This is an external copy.

## Contents

|                                                                         |          |
|-------------------------------------------------------------------------|----------|
| <b>1. Introduction .....</b>                                            | <b>3</b> |
| 1.1. Scope .....                                                        | 3        |
| <b>2. When your centre is about to close .....</b>                      | <b>3</b> |
| <b>3. Supporting learners once your centre closes permanently .....</b> | <b>3</b> |
| <b>4. Implementation and dissemination.....</b>                         | <b>4</b> |
| <b>5. Monitoring arrangements .....</b>                                 | <b>4</b> |
| <b>6. Data retention .....</b>                                          | <b>4</b> |

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. This is an external copy.

Copyright © 2024 Active IQ Ltd.

## **1. Introduction**

This policy is for all centres delivering Active IQ qualifications that may be going into administration or closing to learners for other reasons and supports our obligation to establishing and maintaining compliance with regulatory requirements and conditions.

### **1.1. Scope**

This policy outlines actions to be taken by centres and by Active IQ in the event of the sudden closure of a centre, for example due to administration or liquidation. It applies to all UK and international centres offering our qualifications.

This policy should be read in conjunction with your Active IQ Centre Approved Agreement and Terms and Conditions, and your obligation to taking all reasonable steps to protect the interests of learners in the event that you cease to trade.

## **2. When your centre is about to close**

You should notify us immediately if your centre is about to cease trading and thereby ceasing to provide further learning and/or support to your learners, by contacting our Customer Experience Team on 44 (0) 1480 467950.

You should safeguard all learner records that confirm individual progress and achievements through the Active IQ qualifications, including any assessment records and learner work that you still have in your possession on appropriate systems so it can be provided to Active IQ upon request.

You should collate learner contact information which may be needed by Active IQ to enable the issuing of results and certificates, and to enable us to provide support to affected learners.

You should include a message on your website and/or 'out of office' email messages advising learners who have been registered with Active IQ, and on programme, or recently completed, but awaiting certification, to contact our Customer Experience Team (once you cease to operate).

Email: [csteam@activeiq.co.uk](mailto:csteam@activeiq.co.uk)

Tel: +44(0) 1480 467950

## **3. Supporting learners once your centre closes permanently**

Active IQ will take all reasonable steps to support affected learners. This may include: -

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. This is an external copy.

Copyright © 2024 Active IQ Ltd.

- Arranging the external quality assurance sampling of learners who have completed but certificates have not been released by Active IQ, and to identify where certification can be released to.
- Supporting learners who have not yet completed the programme to transfer to another Active IQ centre, or another Awarding Organisation.
- Issuing replacement certificates free of charge for learners who had not received a certificate while the centre was still open and had made reasonable attempts to obtain a certificate before the centre closed. We may ask learners to provide evidence of attempts they have made to obtain to a certificate.

#### **4. Implementation and dissemination**

This policy will be implemented immediately upon approval and available on Active IQ website

#### **5. Monitoring arrangements**

This policy will be reviewed in six months by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

#### **6. Data retention**

Active IQ will securely store information provided as part of your appeal submission. Active IQ will not keep personal data for longer than we need it. Once the retention period is over, and it is no longer justifiable to hold personal data any longer, data will be securely destroyed or anonymised.

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. This is an external copy.

Copyright © 2024 Active IQ Ltd.