

A2E First Aid Training

Withdrawal from Delivery of ITC Qualification Awards

1. Overview

1.1 In the event that A2E First Aid Training (A2E) decides to review and amend its business and wishes to move to an alternative awarding body or to withdraw from delivering any further training activities, orderly withdrawal is essential. A2E prime objective is to make the withdrawal as seamless as possible to all associated parties so as to protect the interests of all A2E learners, and the reputation of A2E and ITC.

2. Withdrawal Procedure

2.1 Details of the relationship between ITC and A2E are confirmed by signature. The published withdrawal process as documented by ITC Policy document [P18] will be followed.

3. Withdrawal Procedure Process

3.1 Milestones – the following are designed to protect interests of the Learner.

- a) A2E to inform ITC of its intention as soon as the decision to withdraw is made and ITC will provide advice for meeting all of the milestones listed below.
- b) A2E will provide ITC with a written withdrawal deadline date.
- c) A2E will liaise with ITC regarding any purchase invoices owed, stock balance accrued and finances programme. A2E has agreed that all prepared and ordered candidate packs are paid for before the withdrawal date.
- d) Any retained candidate assessment evidence is required to be kept for 5 years. A2E will forward this to ITC by secure postage before the withdrawal deadline date.
- e) ITC First Aid ® is a registered trademark. All promotional (hard copy or digital) logos and description will be removed from all A2E materials so as not to confuse potential candidates. Removal by the withdrawal date.
- f) A2E agrees that all ITC training and assessment materials are to be used only on ITC courses. Any materials held will be returned to ITC by the withdrawal date.
- g) A2E will distribute all ITC certificates awarded to be forwarded to each candidate 2 weeks before the withdrawal date.
- h) A2E will retain ITC contact details to enable Learners to contact the ITC Office for subsequent support such as replacement certificate requests.
- i) Upon satisfactory completion ITC will issue A2E with a letter confirming completion of the withdrawal process.
- j) If the withdrawal process is not satisfactorily completed then A2E agrees that ITC will inform other Awarding Bodies of the nature of the non-satisfaction.

4. Key Trainer/Assessors lost to the 3rd party business

4.1 As a business Centre delivering ITC qualifications A2E will utilise a contact list of accredited ITC assessors to complete pre-booked courses in the case of unforeseen loss of key staff.

Reviewed April 2014	Next review April 2015
Reviewed March 2015	Next review March 2016
Reviewed March 2016	Next review due March 2017
Reviewed April 2017	Next review due March 2018
Reviewed Feb 2018	Next review due by March 2019
Reviewed March 2019	Next review due March 2020

Reviewed Feb 2020

Next review due as necessary