



## **CMI Approved Centre Closure or Loss of Approval Procedure – Ref: AB/PRO/0008/Jul18/V2**

### **Purpose**

The aim of this document is to provide a clear procedure to follow in the event of a CMI Centre closure.

### **Introduction**

In the event that a CMI Centre should close down or approval cease, the Centre is responsible for ensuring the safe guarding of the Learners. However in the circumstances where the Centre is unwilling to or unable to, CMI will take steps to support the Learners and perform CMI's duty of care.

### **Definition**

CMI Centre closure - where a Centre ceases to operate, closes down or where approval ceases or is withdrawn.

### **Scope**

This policy applies to all CMI Awarding Body staff.

### **CMI Approved Centre Closure or Loss of Approval Procedure**

1. CMI will write to the Centre to confirm the closure of the Centre. This process includes three standard letters with set dates for the Centre to respond by. The aim of these letters is to gain an understanding of the Centres willingness to support the Learners to complete their studies as agreed in the partnership agreement. If the Centre confirms that they are unwilling/unable to support the Learners the following actions are completed.
2. The Awarding Body will notify the relevant Quality Manager (QM) of the current situation and will copy the Quality Manager into correspondence.
3. The Awarding Body will write to all Learners to confirm the Centres closure, and that CMI is conducting a full investigation and will be in contact with the Learners in due course.
4. Once the intention not to support the Learners has been confirmed, the Awarding Body will create a list of geographically local CMI Centres that offer the same qualifications as those of the closed Centre and send to the relevant QM.
5. The QM will review the alternative CMI Centres and contact relevant Programme Directors to agree in principle that they would be open to approach from these Learners should they wish to continue their studies.
6. The QM will shortlist three or more Centres and will inform Head Office
7. The Awarding Body will send out letters to Learners – giving the below three options:-
  - If the Learner has completed units that have been moderated by CMI, CMI will offer them a smaller size qualification if applicable or a unit certificate.

- CMI will offer the Learners the option to send in work that has not yet been moderated by CMI free of charge.
  - CMI will offer the Learners the option to continue their studies through an alternative CMI Centre. The letter will state the CMI Centres' details and confirm that CMI will not charge the Centre a registration fee (as the Learner is already registered) but will explain that the new Centre will charge for delivery and assessment of the remaining units.
8. CMI will ask the Learners to confirm their intentions by a given date.
  9. It will be at the discretion of the Learners to contact further CMI Centres and discuss how they could support them in the continuation of their studies.
  10. If no contact has been received from the Learner in the set deadlines, CMI will withdraw the Learners. However, details of CMI's offer of free registration will be recorded in case the Learner contacts CMI at a later date, so the offer remains open until the completion date expires.