

# **CMI Awarding Body**

Approved Centre Dormancy, Centre Closure or Loss of  
Approval Procedure V3

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# CMI Awarding Body

Approved Centre Dormancy, Centre Closure or Loss of Approval Procedure

AB/PRO/0008 - January 2026 - V3

## History

Date	Amendments Made
January 2026 / V3	<ul style="list-style-type: none"><li>• Full review of the policy and procedure, including the inclusion of a procedure for Centres to be made Dormant.</li><li>• Incorporate into the new template</li><li>• Change in name from SQA Accreditation to Qualifications Scotland Accreditation</li></ul>
July 2018	<ul style="list-style-type: none"><li>• Policy Updated</li></ul>

## Intended Audience

- CMI Quality Managers
- CMI Partner Relationship Managers
- CMI Customer Services Team
- CMI Partner Engagement Managers
- CMI Awarding Body Support Team
- CMI Centres

All of CMI's policies are published on the [CMI Policies Webpage](#)

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## Purpose

The purpose of this document is to outline a clear and consistent procedure to be followed in the event of a CMI Centre closure or loss of Centre approval. It ensures that appropriate steps are taken to safeguard the interests of Learners and uphold CMI's duty of care. While the primary responsibility for supporting Learners lies with the Centre, CMI will intervene if the Centre is unable to or unwilling to meet its obligations. Additionally, Centres that have been inactive (for example, have no Learner registrations) may be placed into dormant status by CMI.

## Scope

This policy applies to all CMI Awarding Body staff involved in the management and oversight of Centre operations. It also applies to CMI Centres and Learners.

## Regulatory Requirements

This policy meets the regulatory requirements set out by our regulators: Ofqual, CCEA Regulations, Qualifications Wales, and Qualifications Scotland Accreditation.

[Ofqual - General Conditions of Recognition](#)

[Qualifications Wales - Standard Conditions of Recognition](#)

[CCEA Regulation - General Conditions of Recognition](#)

[Qualifications Scotland Accreditation - Regulatory Principles \(2021\)](#)

Regulator or Relevant Regulatory Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: C2. Arrangements with Centres. 2.4 In the event that the Centre withdraws from its role in delivering a qualification, the awarding organisation must take all reasonable steps to protect the interests of Learners.
Qualifications Wales	Standard Conditions of Recognition	Condition No: C2. Arrangements with Centres. 2.4 In the event that the Centre withdraws from its role in delivering a qualification, the awarding organisation must take all reasonable steps to protect the interests of Learners.
CCEA Regulation	General Conditions of Recognition	Condition No: C2. Arrangements with Centres. 2.4 In the event that the Centre withdraws from its role in delivering a qualification, the awarding organisation must take all reasonable steps to protect the interests of Learners.
Qualifications Scotland Accreditation	Regulatory Principles 2021	Principle 4. The awarding body must demonstrate an effective approach to the identification and management of risk.

## Definitions

### CMI Centre Dormancy

A Centre will be designated as **Dormant** under the following circumstances:

- The Centre has not registered any Learners within 18 months of gaining Centre approval.
- The Centre has previously made Learner registrations and completions but has had no Learner registrations on CMI qualifications for a continuous period of 12 months.
- The Centre has formally notified CMI of its intention not to register any Learners within the next 12 months.
- The Centre has submitted a request to be placed into Dormancy.

### CMI Centre closure

- This refers to a situation where a Centre ceases all operations and formally closes down.

## CMI Centre Removal of Approval

- This refers to the withdrawal of a Centre's approved status by CMI, resulting in the Centre no longer being authorised to operate as a CMI Centre.

## Procedure

### Centre Dormancy

If a Centre is to be placed into Dormancy, the CMI Quality Manager will notify the CMI Awarding Body Support Team. The Awarding Body Support Team will update the Centre's status to **Dormant** on CMI Partner Connect. Whilst the CMI Centre remains in a Dormant state, they will not be required to have a regular Quality Assurance Activity

Before a Dormant Centre can resume activity and regain active status, a Quality Assurance review **must** be conducted by the Centre's allocated Quality Manager.

### CMI Centre Closure

CMI Centres may close for a variety of reasons, from financial issues, retirement of personnel, or non-compliance with CMI requirements. Where CMI is notified that a CMI Centre wishes or has to close, CMI will write to the Centre to confirm the closure of the Centre. This process includes formal written communication with set dates for the Centre to respond by. This communication aims to gain an understanding of the Centre's willingness to support the Learners to complete their studies as agreed in their Regulatory Agreement. If the Centre confirms they can continue to support the Learners, CMI will work with the Centre to manage the closure.

If the Centre confirms an unwillingness or inability to support the Learners, the following actions will be taken:

- The Awarding Body Support Team will notify the relevant Quality Manager of the current situation and will copy the Quality Manager into all correspondence.
- The Awarding Body Support Team will contact all Learners to confirm the Centre's closure.
- The Awarding Body Support Team will communicate the options to the Learners. This could include transfer to other CMI centres, withdrawal, partial certification and marking/moderation of completed work. CMI will ask the Learners to confirm their intentions by a given date. (Where

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applicable, 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).

- CMI will endeavour to support Learners in their choices.
- If no contact has been received from the Learner by the set deadlines, CMI will withdraw the Learner(s). 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 their registration period expires.

## Removal of Approval

Where CMI has had to make a decision to remove a Centre's approval, CMI will formally write to the Centre to confirm the removal of approval to be a CMI Centre and provide their justification of the decision and a date by which the Centre will no longer be an approved CMI Centre. This process includes the right of appeal (refer to CMI Appeals Policy and Procedure, which can be accessed within [CMI Policies Webpage](#)) with a set date for the Centre to respond if it chooses to do so. If the Centre chooses not to appeal or loses an appeal, then approval will be withdrawn as outlined in the formal confirmation of closure.

The following actions will be completed to support Learners affected by the removal of approval for the Centre.

- The Awarding Body Support Team will contact all Learners to confirm the Centre's removal of approval.
- The Awarding Body Support Team will communicate the options to the Learners. This could include transfer to other CMI centres, withdrawal, partial certification and marking/moderation of completed work. CMI will ask the Learners to confirm their intentions by a given date (where applicable, 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).
- CMI will endeavour to support Learners in their choices.
- If no contact has been received from the Learner by the set deadlines, CMI will withdraw the Learner(s). 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 their registration period expires.

## Monitoring and Review

This policy will be reviewed in line with CMI's Document Control Policy.