

Qualification Development, Review and Withdrawal Policy

Document reference	UKSEQ-POL-012
Policy area	Qualification Management
Version	0.1 — Draft
Status	In development — not approved for operational use
Policy owner	UKSEQ Quality & Compliance Lead (proposed)
Approval authority	UKSEQ Board (proposed)
Effective date	To be confirmed upon approval
Review frequency	Annually and following material change
Next review	12 months after approval

1. Purpose and scope

This policy establishes the proposed UKSEQ approach to qualification development, review and withdrawal. It applies to UKSEQ directors, employees, contractors, centres and learners as relevant to their roles. It will take effect only when formally approved and implemented. UKSEQ is not currently recognised by Ofqual or Qualifications Wales and does not currently award regulated qualifications.

2. Responsibilities

The Board is accountable for approving the policy and ensuring sufficient resources and independent oversight. The designated Quality & Compliance Lead is responsible for implementation, monitoring and escalation. Centres and authorised personnel must comply with applicable requirements, cooperate with reviews and maintain accurate records. Specific appointments and delegated authorities must be confirmed before the policy takes effect.

3. Qualification proposal

Each proposed qualification must have a documented rationale, learner and employer demand, intended purpose, target population, occupational standards mapping and feasibility review.

4. Design controls

Specifications must define title, level, size, outcomes, assessment criteria, permitted methods, grading, accessibility, quality assurance and certification requirements.

5. Consultation and validation

Subject experts, employers, centres and appropriate stakeholders will be consulted; potential bias, assessment validity and risks must be considered before approval.

6. Independent approval

An authorised governance group with managed conflicts will review development evidence and approve or reject qualification release. Recognition and regulatory requirements must be checked before any regulated offering.

7. Version control

Qualification documents will have unique identifiers, versions, effective dates, change logs and controlled publication. Centres and learners must be informed of material changes.

8. Periodic review

UKSEQ will review qualifications using outcomes, stakeholder feedback, EQA findings, occupational changes, complaints and regulatory developments.

9. Withdrawal and teach-out

Withdrawal decisions require an impact assessment, clear notice, registration cut-offs, teach-out and certification arrangements, learner protection, record preservation and regulator notifications where applicable.

10. Monitoring, records and review

Compliance will be monitored through management review, sampling, incident analysis and internal audit as appropriate. Records of decisions, exceptions, approvals and corrective actions must be maintained in approved secure systems. This policy will be reviewed annually, and sooner following relevant legal or regulatory change, material incident or identified weakness.

11. Related documents

This policy should be read alongside the UKSEQ policy suite, applicable qualification specifications, approved centre agreements and relevant statutory or regulatory requirements. In any conflict, applicable law and binding regulatory conditions take precedence.

Document control and approval

Prepared for consultation and Board review. Before issue, UKSEQ must confirm named accountable officers, contact routes, delegated decision rights, service standards, implementation evidence and any necessary regulatory cross-references.

Approved by	Pending
Approval date	Pending
Next scheduled review	12 months after approval