**![C:\Documents and Settings\Rachel\My Documents\fab-logo[1].jpg]() Families and Babies (FAB)**

**Withdrawal Policy**

In very rare cases learners may be registered on a course of learning which the Centre is unable to complete for one of a variety of reasons. In these circumstances the Centre, in consultation with the awarding body will endeavor to transfer the learners to another centre offering the same course of learning.

Reasons that a course may not reach its conclusion

**Loss of tutor**

If for any reason the tutor on a particular course of study leaves the Centre or is off with long term sick, the Centre will strive to recruit a replacement tutor who is qualified to deliver the training. If this is not possible the Centre will contact the awarding body to explore the possibility of transferring learners to alternative provision at another centre. The learner will not be liable for any costs that this may incur.

**Loss of lone IV**

If for any reason the lone IV on a particular course of study leaves the Centre or is off with long term sick the Centre will strive to recruit a suitably qualified or experienced replacement to fulfill the role of IV. This may be on a part time basis. If this is not possible the Centre will contact the awarding body to explore the possibility of finding an IV from an alternative Centre to take on the role. The Centre will be responsible for all costs incurred if this is the case and will ensure that learners’ awards are not delayed.

**Company goes into liquidation**

If the Centre was to go into liquidation process then enough notice would be given for any learner to complete their course of study. If this were not to be possible the company will contact the awarding body to explore the possibility of transferring learners to alternative provision at another centre. The learner will not be liable for any costs that this may incur.

**Course of learning is withdrawn**

The centre and awarding body routinely review the courses of study that they offer and as part of this process some units may be withdrawn from use.

All units have a published end date and it is the Centre’s responsibility to ensure that they are aware of these end dates. The Centre will inform learners if any course of study is to be withdrawn and if possible offer an alternative, equivalent course of study to the learners.

The Centre will not register any learner onto a course of study that they will be unable to achieve.