

RCVS / VetSkill Qualifications Closure, Merger, Withdrawal and Failed Approval Policy

*Integrity • Valuing Others • Teamwork •
Supportiveness*

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The *RCVS/VetSkill Policy* was approved by the Board of Governors in August 2022.

Originator:	Deputy Principal
Located:	College Group Website College Group Intranet
Due for review:	July 2025

RCVS / VETSKILL POLICY

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CLOSURE, MERGER, WITHDRAWAL AND FAILED APPROVAL POLICY FOR THE ROYAL COLLEGE OF VETERINARY SURGEONS (RCVS) AND VETSKILL APPROVED QUALIFICATIONS

POLICY STATEMENT

Sparsholt College is required to have a policy in place which details the actions that the college would take if it decided to close, merge, withdraw from delivery or if it failed to be granted RCVS or VetSkill consent to deliver Veterinary Nursing courses. It must be said that the college has been delivering education services for over 100 years and has been delivering courses approved by the RCVS for more than 15 years. Furthermore, as part of the RCVS quality assurance commitment, the college has recently been audited by the RCVS to determine suitability to deliver RCVS courses and has been fully accredited for five years from 2021.

This policy would apply if Sparsholt College made the highly unlikely decision to withdraw from delivering RCVS regulated qualifications, merge with another centre or if the RCVS or VetSkill were to withdraw the college validation to deliver the RCVS or VetSkill approved qualifications in the future and has to cease to register learners.

1. CENTRE CLOSURE RESPONSE

Potential Reasons for Centre Closure and Sparsholt College Group Response Closure/Withdrawal

- 1.1 In the event that the college ceases to trade or decides to withdraw from delivering the RCVS qualifications, the college will immediately advise the RCVS and VetSkill verbally and in writing

Written confirmation will include:

- The date proposed to close or withdraw from delivering the regulated qualifications
- Details of the arrangements that will be in place for registered learners that have not yet completed and any proposed transitional arrangements
- Details of the arrangements in place for the safe storage of learner portfolios, learner records, internal verification/quality assurance records and assessment records and how compliance with data protection requirements will be met.
- Details of the arrangements in place for the above records to be passed to the relevant awarding body.
- Details of the arrangements in place for the above records to be passed to another training provider for learners to continue their studies.

- 1.2 Sparsholt College will remain responsible for protecting the interests of learners continuing to progress through their planned qualification and will provide details to the relevant awarding body of how this will be done and the arrangements that will be put in place for an efficient transition.
- 1.3 In the event that Sparsholt College enters into administration, insolvency or liquidation proceedings, the college will provide all points detailed above, as well as the third party that will be dealing with the centre affairs. This will include any liquidator, administrator, administrative receiver or authorised insolvency practitioner that is appointed.
- 1.4 In order to support registered learners to continue their qualification at another training provider, the college will contact the registered learners advising of the situation, seek their written consent to approach an alternative learning supplier and written consent to provide the alternative provider with their contact details, their achievement history and awarding body registration to a third party.

2. MERGER

- 2.1 In the event that Sparsholt College merges with another college or independent training provider, the Centre that retains the governance and management of the contractual arrangements would contact the relevant awarding body to advise of the merger.
- 2.2 Sparsholt College would set out in writing the transitional arrangements that will be in place whilst the merger is facilitated including:
 - A communication plan to learners about the merger including any data protection arrangements required for the transfer of registration to the governing centre
 - Any new qualification approval requirements
 - The process for reporting results and certification
 - The arrangements for quality assurance including resource needs for assessment and internal quality assurance. Sparsholt college would update contact details for any new or additional centre contacts
 - Planned financial arrangements
 - Withdrawal

3. DEREGISTRATION/QUALIFICATION WITHDRAWAL BY AN AWARDING BODY

- 3.1 If a qualification is being withdrawn by VetSkill the college seek adequate notice to ensure that learner's interests are protected. In some cases, an awarding organisation may redevelop a qualification to ensure that it remains current and fit for purpose and a replacement qualification launched, or an awarding organisation may withdraw a qualification without a replacement being launched. In all cases, the awarding organisation is fully aware of its duty to ensure that it keeps centres informed of its intentions in relation to a qualification it offers.

- 3.2 If consent to deliver a programme with registered learner is withdrawn, Sparsholt College would in the first instance seek consent from the awarding body to work with the learners to enable them to complete their qualification. The college will make every reasonable effort to fully comply with any action plan required to enable this to happen so as not to disadvantage our learners. In the extreme event where consent is not given the college will work with RCVS and VetSkill to discuss transfer options available for students. Should transfer become necessary, the college will contact the registered learners advising of the situation, seek their written consent to approach an alternative learning supplier and written consent to provide the alternative provider with their contact details, their achievement history and awarding body registration to a third party.