

# SLQ Requested Primary Leader Licences Withdrawal Policy and procedure

## Introduction

This policy is aimed at SLQ Primary Leader licences and sets out the process you should follow to withdraw from SLQ's Primary Leader licence delivery approval status.

This policy outlines how Centres should inform SLQ if they no longer wish to offer our Primary Leader licence and how SLQ will manage the withdrawal.

## Review arrangements

SLQ will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views, please contact SLQ via the details provided at the end of this policy.

## 1. Centre Withdrawal notification policy

When a Centre wishes to withdraw from delivering an SLQ Primary Leader licence, the Centre should notify SLQ in writing via submission of a completed withdrawal notification form available at the bottom of this policy and email this to [contact@sportsleaders.org](mailto:contact@sportsleaders.org). No other formats will be accepted.

SLQ requires notification of withdrawal by 31<sup>st</sup> May of a given year to ensure that the Centre is not liable for the following academic year's Primary Leader licence.

For example: A Centre who wishes to withdraw during the 2019/20 academic year must notify SLQ by 31<sup>st</sup> May 2019. If this date is met: -

- the Centre's licence will be withdrawn
- the Centre will not be invoiced for the renewal of the licence

If a Centre notifies SLQ after 31<sup>st</sup> May 2019, they will still be expected to pay the renewal invoice for the 2019/20 academic year access to the Primary Leader licence.

SLQ will confirm receipt of the notification within 5 working days of receiving the withdrawal notice.

Withdrawal from delivering SLQ Primary Leaders licence means a Centre will become inactive and therefore will no longer be able to access the resources and learning programme.

## 2. SLQ's Centre Withdrawal Procedure

- SLQ will confirm receipt of the withdrawal notification within 5 working days

- The Primary Leaders licence will become inactive from 1<sup>st</sup> August of the following academic year.

If the Centre is unhappy with how the matter has been dealt with they can then take the matter through the SLQ Complaints policy and procedure.

### Contact us

If you've any queries about the contents of the policy, please contact SLQ, Telephone: 01908 689180 or via email: [policies@slqskills.org](mailto:policies@slqskills.org) or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.

## SLQ Primary Leader Licence Withdrawal Form

Primary Leader Centre Name:	
Post Code:	
Primary Leader Centre Number:	
Date of submission:	

SLQ values your feedback as to why you are withdrawing from delivery of the Primary Leaders licence. Please provide a brief summary of your withdrawal reasons below.

Primary Leader Centre contact name contact number and email address	
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Internal use only	Date received	Date processed
Signature of officer		