

## NPQ Withdrawal policy

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| <b>Last reviewed</b>              | July 2023  |
| <b>Next review due</b>            | July 2024  |
| <b>Responsible division</b>       | NPQ programmes   |
| <b>Responsible director</b>       | Director, NPQs   |
| <b>Applies to</b>                 | Participants who are active on NPQ programmes – both central and delivery partner led – including NPQEL, H, SL, EYL, LL, LBC, LT, LTD and EHCO |
| <b>Exceptions</b>                 | This policy does not cover other programmes  |
| <b>Audience</b>                   | Delivery partners, participants, and staff   |
| <b>Other relevant regulations</b> | DfE NPQ Contract   |

### 1. Objectives

This policy outlines the circumstances which may lead Ambition Institute to unilaterally withdraw a participant from a programme.

#### 1. Background

To sit your assessment, you must complete a minimum of 90% of your programme's content.

If you receive DfE scholarship funding, you must meet various requirements by certain milestone dates for funding to be released to Ambition Institute.

If you are not eligible for DfE funding and are paying privately or receiving funding from another organisation, you must make your payment at the start of your programme.

#### 2. Why might I be withdrawn from my programme?

Alongside other circumstances and at our discretion, Ambition Institute may unilaterally withdraw you from a programme when there is a reputational or financial risk to your continued participation.

This is likely to be in one of 4 scenarios:

##### **A. DfE scholarship eligible participant has not met the requirements/provided the assurances for us to access scholarship funding for their programme participation.**

To register for our programmes, you must:

- > Accept your place.
- > Register with the DfE.

- > Provide proof of employment.

If you are a scholarship eligible participant and you have not met our registration requirements, Ambition Institute will contact you to offer opportunities to meet these requirements.

Ambition Institute will make reasonable attempts to contact you and support you to complete registration requirements over several weeks. If, despite several attempts to reach you and, where relevant your delivery partner, you are not contactable or you do not fulfil the requirements, you will be withdrawn from the programme as 'did not start'.

If we withdraw you as 'did not start', you will not access DfE funding for your chosen NPQ. Therefore, you may choose to apply for funding for this NPQ or any other NPQ in the future.

### **B. A participant who is not eligible for DfE scholarship funding has not paid for their programme place.**

If you are not eligible for DfE funding, you or the organisation funding your participation can expect an invoice from us five working days after your programme's place accepted deadline. This is typically one week before your programme start date but is subject to change.

Ambition Institute will make reasonable efforts to contact you if your invoice is unpaid, in line with our debt process. If, on completion of this process, your invoice remains unpaid, Ambition Institute will withdraw you as 'did not start.' You may choose to apply for this NPQ or any other in the future.

If you are undertaking your programme with a delivery partner, Ambition Institute will inform the delivery partner and give them final sign off on your withdrawal from their cohorts, outlining the financial risk.

### **C. A participant (regardless of DfE scholarship funding eligibility) is not engaging with the programme.**

Ambition Institute monitors individual engagement fortnightly. Each of our delivery partners operate their own engagement strategy, with support from their delivery partner lead at Ambition Institute.

Where Ambition Institute identifies low engagement, we will contact you and provide support over several weeks to support you to re-engage with the programme. If, following several weeks of contact/support from Ambition Institute, you do not respond to our communications or do not take steps to meet the relevant engagement requirements, you will be withdrawn.

Delivery partners lead their own engagement strategies; however, our delivery partner leads offer support, including sharing our key milestone dates and expected engagement at these points. Final sign off on removing a participant from a delivery partner programme sits with the partner.

**D. A participant has not met the completion requirements necessary to be entered for their assessment.**

You must complete 90% of your NPQ content by the communicated deadline, in advance of your NPQ assessment. If you are not sure when your deadline is, you should contact Ambition Institute or your delivery partner.

If you do not believe you can achieve 90% completion by your deadline, you should contact Ambition Institute or your delivery partner to discuss a deferral to a future cohort. If this is arranged prior to your 90% completion deadline, you will not lose a submission attempt.

If you do not reach 90% of your programme content by the deadline and do not request deferral prior to the deadline, you will be withdrawn from the programme.