

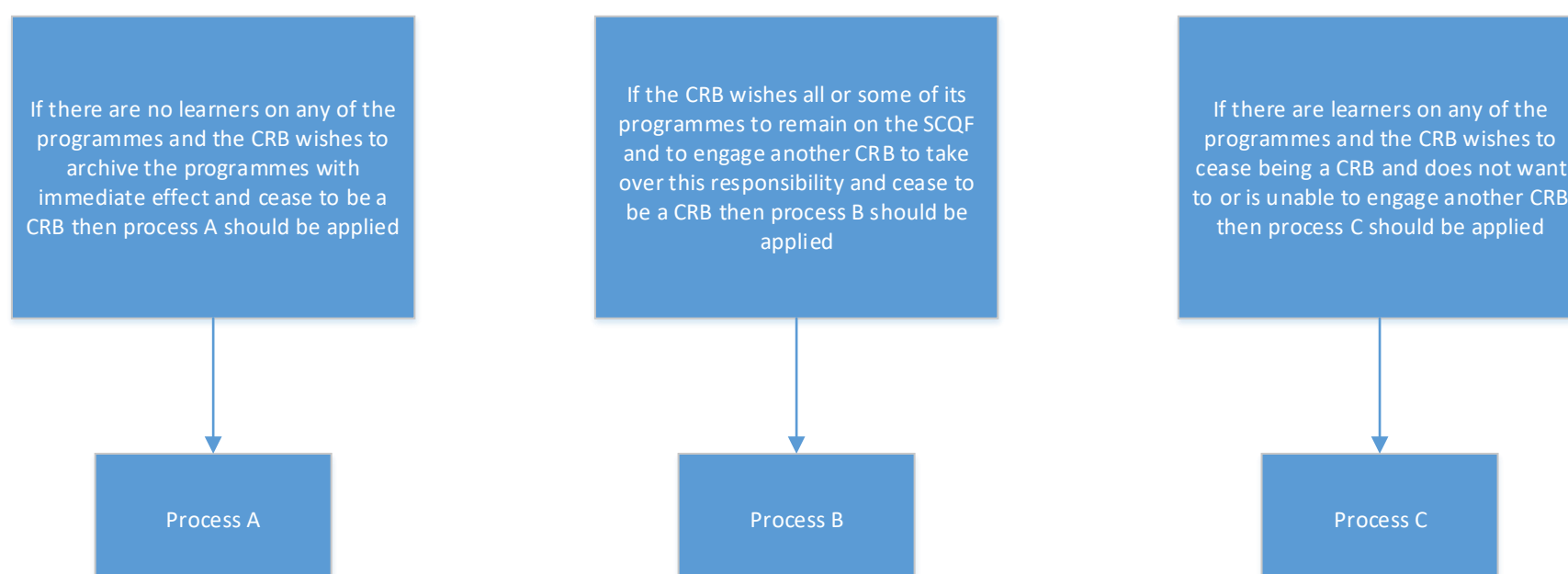
QUALITY ASSURANCE MODEL FOR SCQFP APPROVED CREDIT RATING BODIES

SECTION 10 Ceasing Credit Rating Flowcharts



Giving Up CRB Status

- Where a CRB decides to give up its credit rating body status the following key principles should be followed:
- Where the CRB wishes to give up its CRB status it must inform the SCQFP as soon as possible and **before taking any action**
- Under Processes B and C, the CRB should provide SCQFP with the titles of all current programmes together with the number of learners on each programme and expected completion dates
- Any process to commence ceasing or removing credit rating should ensure that as far as possible learners are safeguarded
- If the CRB offers its credit rated provision by agreement through any centres or other providers, these organisations should also be informed as soon as possible to ensure they or any learners are not disadvantaged
- If the CRB also provides a third party credit rating service, it must also refer to the process and flowcharts relating to ceasing third party credit rating



Process A

If there are no learners on any of the programmes and the CRB wishes to archive the programmes with immediate effect and cease to be a CRB

The CRB will be asked to archive the programmes on the SCQF database and must remove any reference to SCQF from the publicity materials for those programmes for future cohorts of learners and also any reference to being an SCQF CRB

SCQFP Executive will remove the CRB's access to the SCQF database and the CRB from any lists of CRBs on the website and in promotional materials

Process B

The CRB wishes all or some of its programmes to remain on the SCQF and to engage another CRB to take over this responsibility and cease to be a CRB

The SCQFP will assist the CRB to seek another CRB to take over this responsibility and will provide advice and guidance during this process

The SCQFP will broker a meeting between the two CRBs to discuss any quality assurance issues and ongoing annual monitoring arrangement

The potential new CRB should be given time to carry out any due diligence and the existing CRB should allow access to all credit rating records and quality assurance reports. During this period the original CRB remains responsible for the programmes and associated quality assurance and certification of any current learners.

An agreement is reached to enable the handover to the new CRB and a date is agreed for this handover including the date at which the new CRB will start to appear on learner certification.

The existing CRB will ensure that any reference to it being a CRB is removed from any promotional materials and its website. It will also ensure that any programmes not being taken over by the new CRB no longer refer to any SCQF level or credit

SCQFP Executive will change over the name of the CRB on the database for those programmes

SCQFP Executive will remove the original CRB's access to the SCQF database and the organisations from any lists of CRBs on the website and in promotional materials

No agreement is reached to enable the handover.

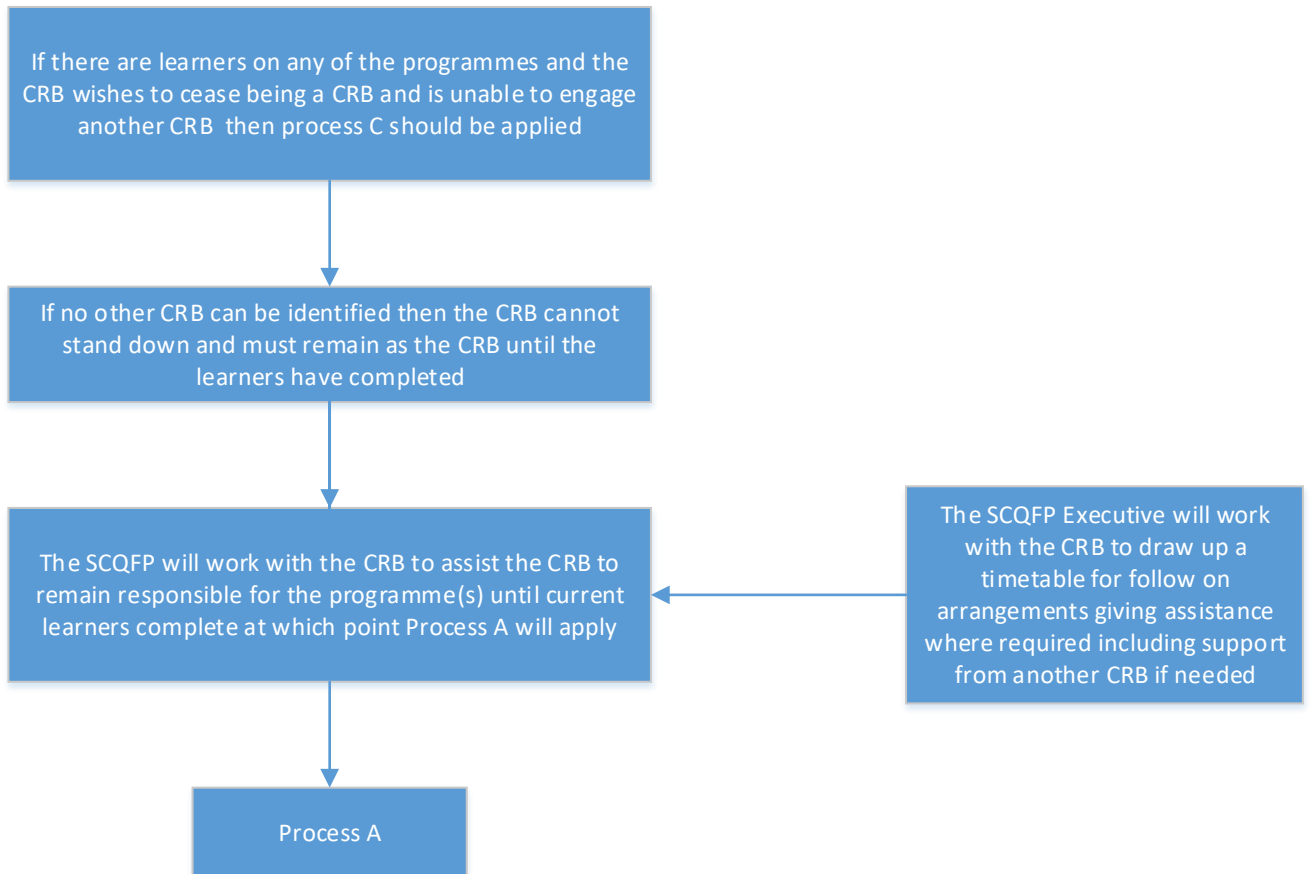
The existing CRB decides to invoke process A or C depending if there are current learners

The existing CRB remains responsible for the programmes and seeks another CRB

Process A

Process C

Process C

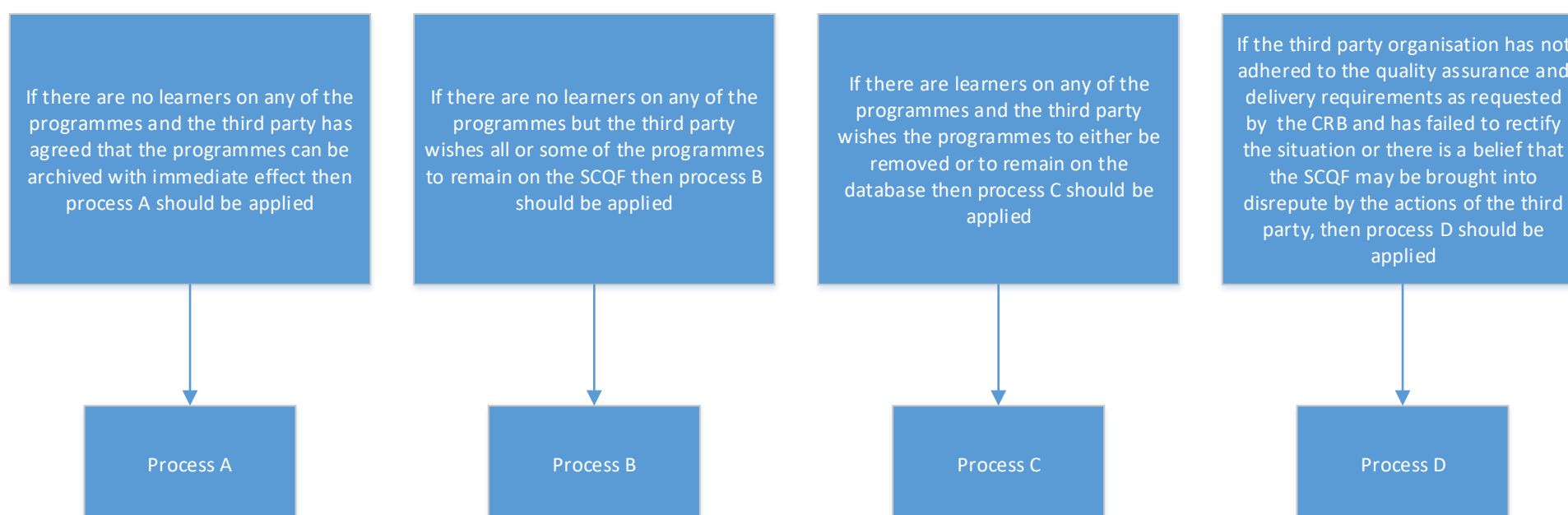


Ceasing to Credit Rate Third Party provision

This set of processes should be read in conjunction with any specific contract agreed between the Credit Rating Body and the Third Party. Where that contract sets out arrangements for ceasing credit rating activity with the third party, this should be followed. However any such terms in a contract for credit rating should take cognisance of the following key principles:

- A third party should not be disadvantaged or bear any additional costs over that previously agreed with them if no quality assurance breach has taken place
- Any difference in costs involved in a handover to another CRB over and above any previously agreed annual monitoring costs should be borne by the original CRB unless previously agreed in a contract or memorandum of understanding
- A period of notice should be agreed with a third party in the event that a CRB wishes to cease the credit rating activity which does not disadvantage any learners undertaking the programme(s) – this period of notice should take into account the duration and frequency of the delivery of the programme and be of an appropriate length.
- With the exception of where there are significant quality assurance risks or reason to believe that the SCQF may be brought into disrepute, the period of notice should allow sufficient time for the programme owner to make alternative arrangements for learners
- Where there is an unresolved quality assurance breach or reason to believe that the SCQF may be brought into disrepute and the third party, given the right to respond, has not remedied the situation, the CRB may terminate the credit rating arrangement with immediate effect and it will not be liable for any resulting costs however the CRB must make every effort to ensure that any current learners are not disadvantaged
- The CRB should ensure that it has informed the third party of the situation at the earliest possible opportunity and the third party has agreed to any handover arrangements if applicable
- Best practice would be that a CRB has an exit procedure in place which ensures that as far as possible learners are safeguarded

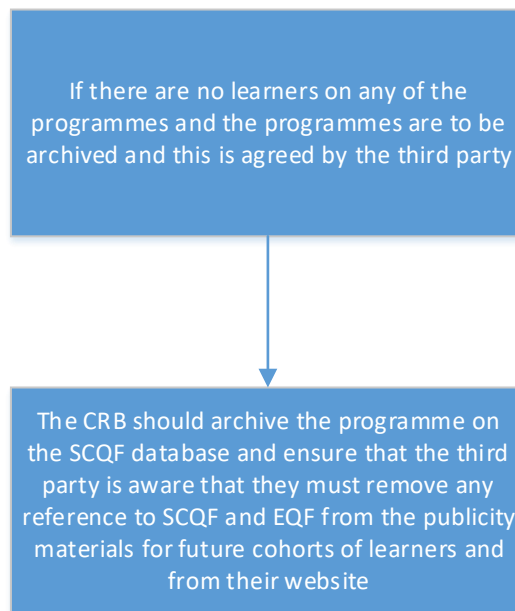
Where there has been no agreement on the process for ceasing credit rating between the CRB and the Third Party, the CRB should follow the processes below and take cognisance of the key principles outlined above:



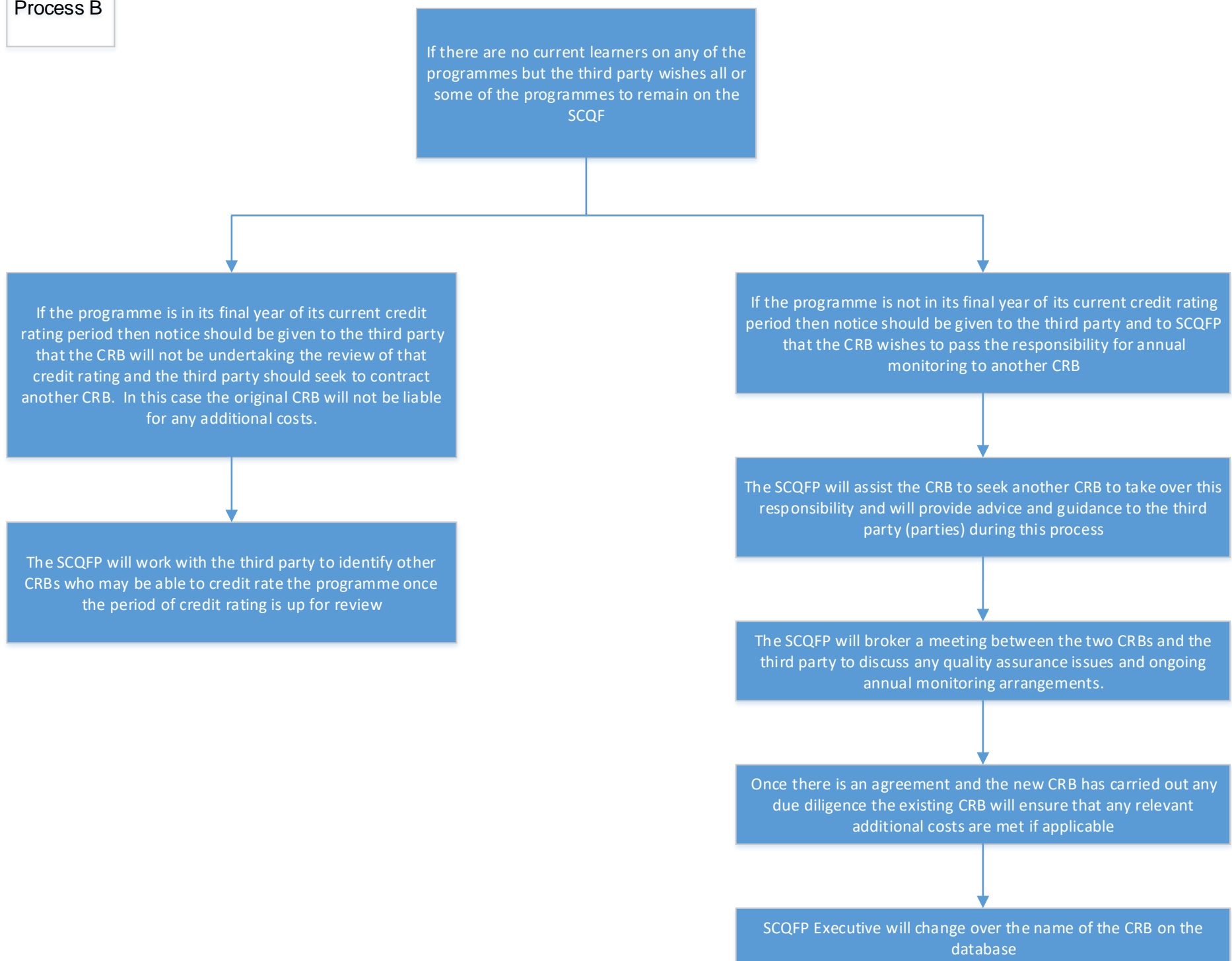
With the exception of Process A, the CRB should ensure that they inform the SCQFP of the situation at the earliest possible opportunity and they provide SCQFP with an agreed information set as follows:

- Number of learners on each programme
- The locations of delivery
- The annual monitoring arrangements in place
- The contact details for the third party (parties)

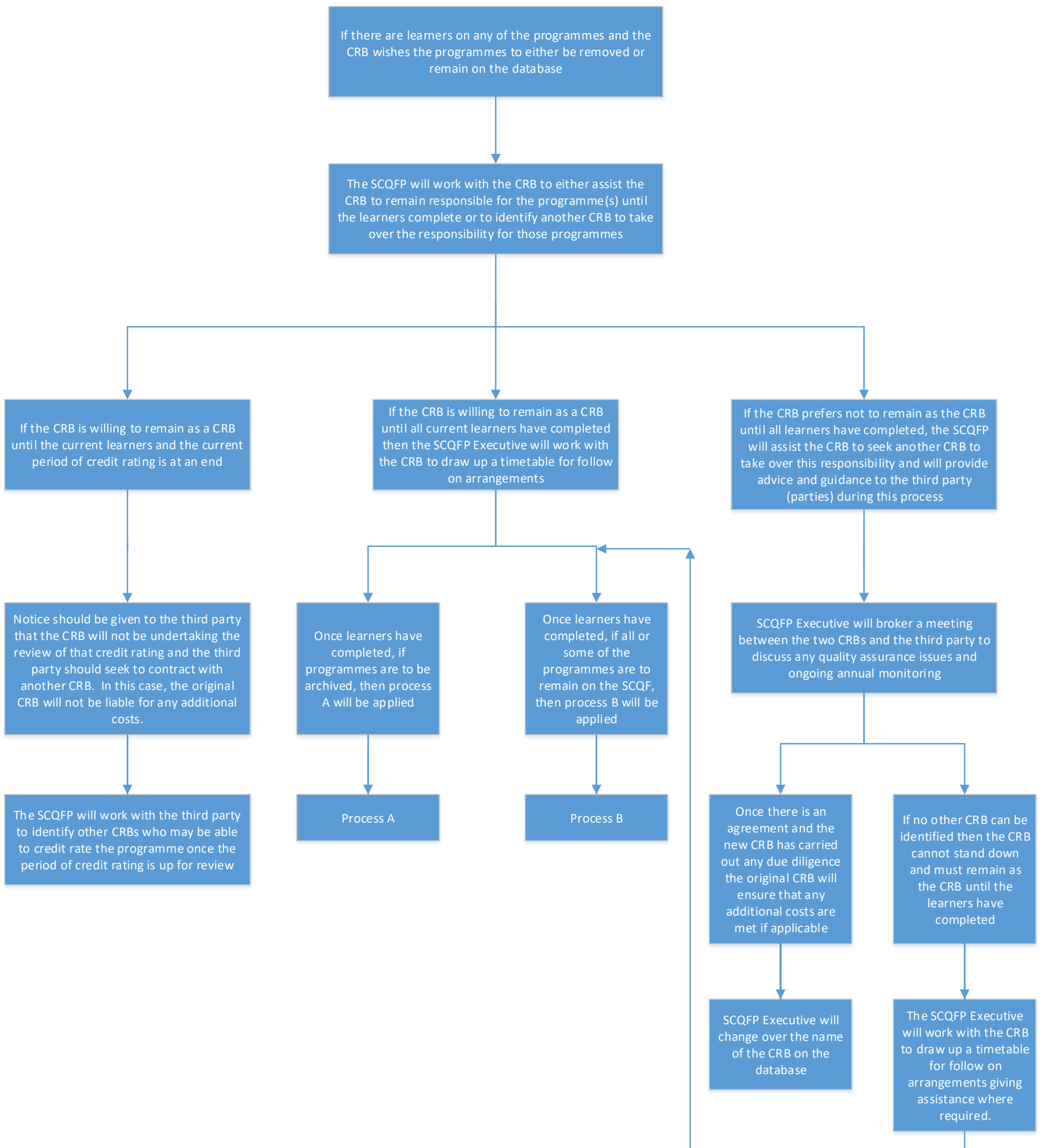
Process A



Process B



Process C



Process D

