



**BBE**  
TRAINING



A CITRUS GROUP  
COMPANY

# Closure of Centre Procedure

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## Purpose

This procedure applies to all BBE Training Approved Centres. This procedure sets out the procedure for BBE Training to follow in the event of a Centre closure or loss of approval.

## Introduction

In the event that a BBE Training Centre should close down or approval cease, the Centre is responsible for ensuring the safe guarding of the Learners.



## CMI Approved Centre Closure or Loss of Approval Procedure

1. CMI will write to the centre to confirm the closure of the centre. This process includes three standard letters with set dates for the centre to respond by. The aim of these letters is to gain an understanding of the Centres willingness to support the Learners to complete their studies as agreed in the partnership agreement. If the Centre confirms that they are unwilling/unable to support the Learners, the following actions are completed.
2. The Awarding Body will notify the relevant Quality Manager (QM) of the current situation and will copy the Quality Manager into correspondence.
3. BBE will write to all Learners to confirm the Centres intend to cease trading or withdraw as an CMI Centre, and that CMI is conducting a full investigation and will be in contact with the Learners in due course.
4. Once the intention not to support the Learners has been confirmed, the Awarding Body will create a list of geographically local CMI Centres that offer the same qualifications as those of the closed Centre and send to the relevant QM.
5. The QM will review the alternative CMI Centres and contact relevant Programme Directors to agree in principle that they would be open to approach from these Learners should they wish to continue their studies.
6. The QM will shortlist three or more Centres and will inform Head Office. BBE Training will supply the CMI with all the contact details for registered learners.
7. CMI will send out letters to Learners – giving the below three options:-
  - If the Learner has completed units that have been moderated by CMI, CMI will offer them a smaller size qualification if applicable or a unit certificate.
  - CMI will offer the Learners the option to send in work that has not yet been moderated by CMI free of charge.
  - CMI will offer the Learners the option to continue their studies through an alternative CMI Centre. The letter will state the CMI Centres' details and confirm that CMI will not charge the Centre a registration fee (as the learner is already registered) but will explain that the new Centre will charge for delivery and assessment of the remaining units.
8. CMI will ask the Learners to confirm their intentions by a given date.
9. It will be at the discretion of the Learners to contact further CMI Centres and discuss how they could support them in the continuation of their studies.
10. If no contact has been received from the Learner in the set deadlines, CMI will withdraw the Learners.

However, details of CMI's offer of free registration will be recorded in case the Learner contacts CMI at a later date, so the offer remains open until the completion date expires

Last review: June 2025

Next review: June 2026

