

# Policy and Procedure Qualification Packages and Offers

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Reviewed by	Melissa Lovell Responsible Officer Debbie Clueit External Verifier
Ratified by	Julia Small  Head of Qualifications 
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## Policy and Procedure Qualification Packages and Offers

### Introduction

This policy and procedure has been developed to ensure compliance against General Conditions F2. Packages offered as an option which states:

*F2.1 Where an awarding organisation makes available a qualification both in a package with other products or services and separately from those other products or services, it must inform purchasers prior to the time of purchase that the qualification may be purchased separately or in a package.*

*Packages offered without alternative options*

*F2.2 An awarding organisation must not make available a qualification in a package together with other products or services unless it also makes available that qualification without other products or services, except where it –*  
*(a) from time to time seeks comments from purchasers on whether the packaging of the qualification with the particular products or services is appropriate, and*  
*(b) reasonably concludes that continuing to make available the package is appropriate.*

### Key principles

We recognise that packaging qualifications with other products or services should not create unreasonable disincentives to learners and Centres nor lead to purchasers paying for services they did not need and/or want. However, we also recognise and acknowledge that there are instances of packaging in the qualification system that are entirely appropriate and can provide financial savings.

To enable potential purchasers to decide whether these packaged products or services represent value for money our fees will be separate to the fees relating to the other products and services from the notional standard qualification fee.

### Application of the Policy

As part of our qualification development process a business case will be generated that evidences the reasons why a proposed qualification is only to be offered for sale as part of a package with another product or service. The business case is subject to approval by the management team and such approval provides confirmation that offering the qualification in a package with other products and services would not negatively impact any learner and/or purchaser of the qualification.

In the main we will package our qualifications separately and state in our public information such as:

- Website
- Emails
- On paper (flyers, handouts, brochures)
- Verbally

*“Both the qualification and product described can be purchased separately or within a package.” We welcome feedback at any time from our customers about the qualification and product package.*

The exception to this is where there is a rationale for only providing the qualification within a package with other products and services.



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