

The Institute of Commercial Management

Undertaking given by Institute of Commercial Management to the Office of Qualifications and Examinations Regulation (Ofqual), in accordance with Condition B8 of the General Conditions of Recognition, September 2013 (‘ the Conditions’).

Background

The Institute of Commercial Management (IOCM) has agreed to provide an Undertaking setting out the actions it will take to ensure its compliance with the following Conditions:

D (General requirements for regulated qualifications);

E (Design and Development of Qualifications);

G (Setting and delivering the Assessment), and

H (Marking and issuing results).

The Undertaking:

Institute of Commercial Management gives Ofqual the following Undertaking:

- 1) It will postpone its planned examination series in respect of the units of its regulated qualifications set out in section 1 of its Undertaking action plan set out in Annex A, and will not hold further examinations in respect of any of those units until it has completed the actions set out in section 2 of that action plan.
- 2) It will notify all affected Learners and centres as soon as practical and in any event within three working days, (where they have not already been notified), that the examination has been postponed and that affected Learners have the right to use IOCM's published complaints process. It shall also, as far as practical, take steps to ensure that affected Learners do not suffer detriment arising from the postponing of the examination, including offering a replacement examination, when permitted, at no additional cost to the Learner.
- 3) In respect of the units of its regulated qualifications set out in section 3 of the Undertaking action plan, it shall carry out the actions set out in section 4 of the table before it certifies any qualifications in respect of each of those units.
- 4) In the event that it is unable to certify any of the identified qualifications it shall notify affected Learners as soon as practical, that they have the right to use


IOCM's complaints process and so far as practical, take steps to ensure that any detriment to affected Learners is mitigated.

Timescale and Reporting

- 5) We will provide Ofqual with a proposed timescale for completion of the review of specifications, examination questions, mark scheme and associated arrangements for each of the units of regulated qualifications specified by 10 December 2013 and shall notify Ofqual as soon as practical in the event of any delay in implementation .

In giving this Undertaking, I acknowledge that:

- (1) Ofqual will publish an undertaking given to it in full or in part on its website.
- (2) Ofqual may take enforcement action in respect of any failure to comply with an Undertaking given to it which may include the issue of a Direction, the imposition of a fine, costs or other such action as it deems appropriate.

Signed.....  Dated 3rd December 2013
Professor Tom Thomas
Responsible Officer
Institute of Commercial Management

WITHDRAWN

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