

# Finchale Group

It's all positive

## Apprenticeship Training Continuity Plan

APPRENTICESHIP TRAINING CONTINUITY PLAN



QP/APPRENTICESHIP TRAINING CONTINUITY PLAN  
FINCHALE TRAINING COLLEGE

VERSION No. 3 OCTOBER 2021  
REVIEW OCTOBER 2022  
VERSION 2 OCTOBER 2020

## Finchale Training College Apprenticeship Training Plan

This policy is designed to protect all learners from unforeseen risks and threats whilst on an apprenticeship to ensure their ongoing learning is unaffected, and they remain safe at all times.

The plan is centred around, but not exclusive to, apprenticeship and traineeship delivery.

### Areas of Risk

The Charity is separated into different areas, each one carrying their own Apprenticeship Continuity Plan reflective to the needs of the area.

These risks have been identified, assessed and detailed below along with the intended plan of action should these risks occur. This is to ensure the delivery of Apprenticeships continues with minimal disruption to the learner.

Risk	Plan of Action
Inability to work if one or more of the CEO could not work due to long term illness or death	<ul style="list-style-type: none"> <li>• All documents and data to be stored in central office</li> <li>• Weekly management team meetings to ensure shared understanding and responsibilities in CEO absence</li> <li>• Processes and procedures to be documented and available to all staff</li> <li>• Two Skills Director to be conversant with critical functions, e.g. Awarding Body procedures including electronic registration, certification, funding etc.</li> <li>• Skills Director to have access to all relevant centre / qualification documents</li> <li>• Passwords to be stored centrally</li> <li>• Cloud based document storage</li> </ul>
Loss of key member of staff	<ul style="list-style-type: none"> <li>• Learner portfolio documents and data to be stored in central office, on ePortfolio systems and on MIS/Data management system</li> <li>• Monthly team meetings to ensure shared understanding</li> <li>• Processes and procedures documented and shared with all staff</li> <li>• Two individuals to be conversant with critical functions, e.g. location of student evidence etc.</li> <li>• Ensure 2 individuals are in available for each role – IQA, Tutor, Head of Operations, MD</li> <li>• Passwords to be stored centrally</li> </ul>
Loss of curriculum materials or student	<ul style="list-style-type: none"> <li>• All laptop hard drives to be encrypted</li> <li>• Strong Passwords required</li> </ul>

evidence through theft / hacking / hardware loss or technical issue	<ul style="list-style-type: none"> <li>• Passwords to be stored centrally</li> <li>• Procedure to update passwords regularly</li> <li>• Cloud based storage with SMT access</li> </ul>
Premises rendered short term (up to 5 days) un-useable through loss of Internet connection, power, damage etc.	<ul style="list-style-type: none"> <li>• Maintain contact list for Apprentices</li> <li>• Relocate to spare office space</li> <li>• Contact Apprentices to reschedule booked sessions</li> <li>• Retain hard copies of all information at secure central office</li> </ul>
Loss of funding contract or awarding body status	<ul style="list-style-type: none"> <li>• Identify contacts in alternative Colleges or if T/O meets requirements for a direct contract with the ESFA monitor ESFA contract gates</li> <li>• Utilise direct levy contract with employers</li> </ul>
Changes to government policy in relation to Apprenticeships	<ul style="list-style-type: none"> <li>• Keep up to date with government updates and website changes</li> <li>• Immediately seek ESFA assistance on how to proceed</li> </ul>
Loss IT solutions or equipment	<ul style="list-style-type: none"> <li>• Cloud hosting for all data</li> <li>• Contact IT hosting company for assistance</li> <li>• Hold standard images and documentation on the cloud</li> <li>• Maintain list of IT suppliers with option of next day delivery</li> </ul>
Regular reviews with learners to maintain communication and engagement	<ul style="list-style-type: none"> <li>• Always book next review with employer and apprentice and agree where and when to maintain continuity at all times.</li> <li>• If review is not possible for unforeseen circumstances an email trail to be recorded</li> </ul>
Alternative communication channels	<ul style="list-style-type: none"> <li>• Ensure all staff have telephone numbers shared</li> <li>• Meetings arranged off site if necessary</li> <li>• WhatsApp/Facebook contacts agreed</li> </ul>
Alternative learner transportation in the event of strike or impossible road access	<ul style="list-style-type: none"> <li>• Access Learner Support Funds to allow access to alternative modes of transport e.g. taxis</li> </ul>
Emergency Contacts in the event of a significant incident	<ul style="list-style-type: none"> <li>• Safeguarding incident please contact Paul Lund 0191 386 2634 *MAIN RECEPTION NUMBER* (Opening Hours Monday – Thursday 0830 – 1630 and on Fridays 0830 – 1600) or on M: 0771 581 5120 E: <a href="mailto:Paul.Lund@finchalegroup.co.uk">Paul.Lund@finchalegroup.co.uk</a></li> <li>• Health&amp; Safety incident please contact Paul Lund 0191 386 2634 *MAIN RECEPTION NUMBER* (Opening Hours Monday – Thursday 0830 – 1630 and on Fridays 0830 – 1600) or</li> </ul>

	<p>on M: 0771 581 5120 E: <a href="mailto:Paul.Lund@finchalegroup.co.uk">Paul.Lund@finchalegroup.co.uk</a></p> <p>Safeguarding in the County Durham area see website <a href="https://durham-scp.org.uk/professionals/">https://durham-scp.org.uk/professionals/</a> Or Telephone Early Help Triage Workers on <b>03000 267 979 (Option 4)</b> Safeguarding in Newcastle upon Tyne see website <a href="https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/newcastle-safeguarding-children">https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/newcastle-safeguarding-children</a></p> <p>You can contact Children's Social Care on telephone <b>0191 277 2500</b> (Weekdays, 8:45am to 5pm), you don't need to give your name if you don't want to.</p> <p>Or you can speak to someone at Childline on telephone <b>0800 1111</b> (calls are free and confidential), or through the <a href="#">Childline website</a>.</p> <p>Alternatively, the Education Skills Funding Agency [ESFA] can be contacted via enquiry form on <a href="#">ESFA help centre (education.gov.uk)</a></p>
--	---

### Policy review

This policy will be reviewed on an annual basis. Finchale Group reserves the right to amend this policy, following consultation, where appropriate.

### Signed:

Neil Johnson, Chief Executive Officer.

Date: