



APAC CONTINUITY PLAN FOR APPRENTICES

ACADEMY OF PLAY AND CHILD PSYCHOTHERAPY
The Coach House, Belmont Road, Uckfield, TN22 1BP

APAC Continuity Plan for Apprentices

Introduction

APAC is committed to ensuring that its provision for learning is not unnecessarily interrupted, and in the event of any interruption, its staff, and students including apprentices face minimal disruption to their ongoing development.

This Plan is supplementary to our main Business Continuity Plan and considers those incidents what will have a significant impact on the operation of our Apprenticeship provision following a major crisis, disaster or an event, which creates the need for short-term closure or suspension of activity.

Continuity of teaching and learning is paramount for the education of our students and apprentices, which could be impacted on if APAC or the students/apprentice's organisation had to close for any period of time.

Scope

The types of major or large-scale incidents that should be considered, (this list is not exhaustive):

- Pandemic, notifiable disease
- Fire, power failure, gas leak, explosion, bomb threat
- Serious adverse weather e.g., snow, flooding
- Thief, vandalism, sabotage, extortion, armed intruder
- Loss of confidential data, IT systems, data protection breach
- Serious accident or assault
- Termination of contract

Continuity of Teaching and Learning

All APAC's training Staff, students and apprentices are asked to ensure they have read and understood the contents of this plan, so they are aware of its contents in order to act and respond accordingly.

Communication

APAC will make it a priority to communicate with staff, students /apprentices as soon as possible, once an incident has been identified, which is likely to impact on the teaching and learning whether this be short, mid or long-term.

Staff will be supported to deliver online material, maintain contact with students and apprentices through the various forms of communication online meetings, email, telephone.

Where students/ apprentices do not have access to the internet, computers or telephone at the same time, consideration will be made to ensure contact and teaching material accessible.

Students / apprentices have access to online learning platform, online learning material and resources.

Alternative modes of transport

Students /apprentices are responsible for their own travel cost, where a training venue is unable to be used due to a major or large-scale incident APAC will where possible relocate the training to another venue in a similar location to prevent additional travel and or travel costs.

Where travel infrastructure has been affected by the major or large-scale incident, resulting in travel delays and lateness to the course, the trainer will ensure all course material is taught adjusting course timings or arranging additional opportunities to make up the missed course material.

Alternative sites of operation

APAC teaches from many venues within the UK. If the major incident affects the training venue and will impact on the delivery of the taught programme, the venues Manager or if unavailable, their deputy manager should notify APAC's Projects Manager, or if unavailable APAC's Operations Manager as soon as possible. Reporting on the incident, the impact of the incident and how this will potentially impact on the smooth running of the training. Where a venue cannot be used, APAC will work to secure another venue in a similar location, which meets the requires for the training to be delivered from. APAC will arrange for the transfer of the teaching resources to be transported to the new venue. Informing staff students / apprentices of the change of venue with immediate effect.

If a replacement venue cannot be found Senior Management will need to decide if the teaching can be delivered online or postponed. If the teaching days are postponed new dates should be made in agreement with the trainer and students / apprentices, replacing the days as soon as possible to ensure the progression of students / apprentices is not hindered.

Back -up of business-critical systems

APAC has new technical systems in place, which all undergo a daily back-up of our business-critical systems, this back up is stored in an electronic vault.

Should there be a technical failure data will be restored from the back-up version.

We use CRM Framework and Wordpress systems.

Should a data breach occur APAC's Data Controller will follow the APAC data protection policy and procedures, informing the ICO of the data breach and contacting those whose data has been lost.

Emergency Contacts

In the event of a significant incident contact details are available within the course material or from the APAC Apprenticeship website apprenticeship@apac.org.uk

Prior to the taught programme commencing students/apprentices will receive the email contact details of their trainer.

The ESFA will be informed of any break in learning which will impact on the progression of an apprentice.

Contact details include:

APAC email address: apprenticeship@apac.org.uk

APAC telephone number: 01825 761143

ESFA Service desk contact information

Email address: sde.sevicedesk@education.gov.uk

Telephone number: 03702670001

Addendum

Roles and Responsibilities

Key emergency contacts and functional responsibilities.

Chief Executive

Overall responsibility for APAC

Director of Training

contact@apac.org.uk

Projects Manager (Apprenticeship)

Overall responsibility for the development of Business Plans and delivery of the Apprenticeship Programme

Apprenticeship@apac.org.uk

eileen@apac.org.uk

Operations Manager

Overall responsibility for the administration of APAC courses, operation of systems, data management, DSL

maria@apac.org.uk