



Excellence for All

## Apprenticeship Continuity Plan

### Context

Manor Green Apprentices (MGA) aims to minimise the risk of unplanned events that might in any way impede the apprentices' learning and will work to mitigate disruptions to provision.

This Continuity Plan should be read in conjunction with

- MGS Health and Safety Policy
- MGA Health and Safety Policy
- MGS Evacuation Policy;
- Any other policies detailed under 'Actions to ensure continuity'.

### Aim:

To prepare Manor Green Apprenticeships to anticipate and mitigate events that might otherwise disrupt its delivery of apprenticeships by:

- outlining the risks which could disrupt delivery of training to apprentices;
- providing responses to limit disruption;
- giving contact information for key officers.

### Core contacts

Unless a direct number is given, contact is through the MGS main switchboard: 01628 513800.

Contact	Role	Contact Number
Helen Hannam	Headteacher	
Anna Weir	Head of Human Resources	

Contact	Role	Contact Number
Warren Griffiths	Principle and Head of Safeguarding	
Nicola Camano	Data Protection Officer	
Craig Williams	Head of IT	
Jackie Evans	Apprenticeship Manager	07485 335376
Lindsey Tassi	HR Training and Development	
ESFA	Apprenticeship Helpline	08000 150 600

### Actions to ensure continuity

Potential disruption event	Action	Responsibility
Loss of accommodation or facilities	Book alternate space Inform ESFA if the problem lasts more than a week	Headteacher
Epidemic of contagious disease	Refer to <b>Coronavirus Policy</b> Refer to <b>Infectious Diseases Policy</b>	Headteacher
Critical system failure (ICT)	Temporary provision Source IT supplier	Head of IT
	Transfer learning resources to hard copy	Functional skills teacher
	Make hard copy of assessment and records	Apprenticeship Manager, Assessors
	Purchase mobile broadband	Head of Facilities
Loss of data (electronic)	Refer to <b>MGS Data Security Protocol</b> and <b>MGS UK GDPR Policy</b> . Key elements to ensure continuity include: All remote data is secured by passwords Computers are backed up once a month	Data Protection Officer

Potential disruption event	Action	Responsibility
	<p>Electronic data for students is stored on OneFile</p> <p>In the event of data loss, restoration from backup</p>	
Loss of data (paper)	Refer to <b>MGS UK GDPR Policy</b>	Data Protection Officer
Disruptions to communication	Contact their SLT either via their telephone contact number or email.	All staff
	<ul style="list-style-type: none"> <li>Direct all calls from apprentices to staff available to help</li> </ul>	Reception
Loss of teaching and assessment staff	<p>Authorise and arrange:</p> <ul style="list-style-type: none"> <li>use of alternate staff from within MGS.</li> <li>use of temporary agency or freelance staff.</li> </ul>	Associate Headteacher and Head of HR
Direct or nearby terrorist incident	<p>Refer to <b>MGS Evacuation Policy</b></p> <p>Refer to <b>MGS Health and Safety Policy</b></p> <p>Refer to <b>MGS Premises and Security Policy</b></p>	Head of Safety and Wellbeing
Apprentice is unable to travel	Seek appropriate and affordable steps such as taxi or mini bus.	MGS HR Officer
Assessors or other MGA staff traveling to site	Reimburse all travel at the rate of 45p per mile to contribute towards vehicle upkeep	MGS HR Officer
	Staff will have appropriate insurance and breakdown cover.	Staff
	Staff have emergency contact numbers should they be required.	MGS
Apprentices cannot afford physical resources	<p>Resources to help meet the needs of the apprenticeships, including:</p> <ul style="list-style-type: none"> <li>Computers are available onsite</li> </ul>	Employer

Potential disruption event	Action	Responsibility
	<ul style="list-style-type: none"> <li>IT facilities exist on site to support learners</li> </ul>	
Apprentices with disability cannot access resources	Provision of adaptive technology.	Employer under advisement from MGA
Termination of funds	Should the ESFA terminate funds as a main provider, MGA will work with them to ensure that a plan is in place to continue to support apprentices on programme.	Apprenticeship Manager
Termination of course	Refer to MGA Qualification Withdrawal Policy	Apprenticeship Manager
Severe weather conditions	If Manor Green Apprenticeships are unable to visit the place of employment due to bad weather, the apprentice and employer will be notified by phone.	Assessor

### Timescale of response in the event of a major disruption

The Apprenticeship Manager will work with MGS to ensure that all resources and alternative working arrangements are secured.

Disruption lasting	Potential impact on service	Action required for mitigation	Resources required for mitigation
<b>Up to one week</b>	<ul style="list-style-type: none"> <li>Apprentices attending taught courses will miss classes.</li> <li>Exams may be cancelled and need to be rebooked.</li> </ul>	<ul style="list-style-type: none"> <li>Contact staff.</li> <li>Contact apprentices.</li> <li>Organise alternative temporary accommodation (e.g. local library) or ways of covering sessions.</li> <li>Obtain loan laptops.</li> </ul>	<ul style="list-style-type: none"> <li>mobile phones</li> <li>laptops</li> <li>internet service</li> <li>remote LAN</li> </ul>
<b>1 - 2 weeks</b>	<ul style="list-style-type: none"> <li>Possible need to increase staff numbers to ensure</li> </ul>	<ul style="list-style-type: none"> <li>In addition to maintaining the above, contact apprentices' employers.</li> </ul>	<ul style="list-style-type: none"> <li>mobiles</li> <li>laptops</li> <li>Zoom/Teams</li> </ul>

<b>Disruption lasting</b>	<b>Potential impact on service</b>	<b>Action required for mitigation</b>	<b>Resources required for mitigation</b>
	<p>apprenticeships are running smoothly.</p> <ul style="list-style-type: none"> <li>• Possible need to rent alternative training accommodation and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess any impacts and organise new timetables/ schedules.</li> <li>• Arrange remote meetings (Zoom/Teams).</li> <li>• Monitor staff and apprentices' mental health.</li> </ul>	
<b>3-4 Weeks</b>	<ul style="list-style-type: none"> <li>• Manor Green's reputation may be impacted.</li> <li>• Possible loss of apprentices /negative evaluations in surveys.</li> <li>• Potential loss of employer partners / negative evaluations in surveys.</li> <li>• Reduced achievement rates / impact on timely completions.</li> <li>• Contracts may not be fulfilled as described.</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the above, reschedule taught elements and communicate this to employers and apprentices.</li> <li>• Inform ESFA of change of circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• server</li> <li>• computers</li> <li>• laptops</li> <li>• Zoom/Teams</li> </ul>

## Promoting awareness of this policy

We will raise awareness of this policy via:

- Staff and apprentice induction
- Publication on The SchoolBus (MGA staff and internal apprentices)

- Publication on Qualsdirect (external apprentices)

## Public Sector Equality Duty (Equality Act 2010)

MGA believes this policy does not prioritise or disadvantage any apprentice, member of MGA staff or partnering employer.

## Monitoring and review

This procedure will be reviewed every two years, taking into account any changes to legislation, guidance or school operations.

The Governing Board approved this policy on : 5 February 2026

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam , Headteacher

<b>Date of review or revision</b>	<b>Description</b>	<b>Author or reviewing officer</b>
March 2024	First review – layout and content changes to clarify procedure	Apprenticeship Manager