

## APPRENTICESHIPS CONTINUITY PLAN

### 1. Introduction

1.1 The University of Buckingham is committed to ensuring that its provision is not unnecessarily interrupted, and that in the event of any interruption, its staff and students, including Apprentices delivered in any way by the University face minimal disruption and rapid continuity of provision.

1.2 The Apprenticeships Continuity Plan should be read in conjunction with the overall University of Buckingham Business Continuity & Disaster Recovery Plan(s). The Apprenticeships Continuity Plan (ACP) is designed to assist business recovery in an emergency situation for the staff members and Apprenticeship learners of the University and / or its supporting partner providers. It is also intended to cover circumstances where the University delivers aspects of Apprenticeship provision as a sub-contractor, to other providers on the Register of Apprenticeship Training Organisations (RoATP). The continuity plans of these organisations may also be implemented as appropriate

1.3 The ACP identifies and sets out the main risk assessed scenarios that might impact on Apprenticeship activity. It then provides details of the response mechanisms and suggested actions to remedy business interruption and enable continuity of activity in as short a time-frame as possible.

#### 1.4 Aim

To prepare the University (and associated partners) to cope with the effects of an emergency.

#### 1.5 Objectives

- To define and prioritise the Critical Functions of the business
- To analyse the emergency risks to the business;
- To detail the agreed response to an emergency; and
- To identify Key Contacts during an emergency.

### 2. Purpose

2.1 The ACP sets out how the University will work and what actions it will take, to ensure that there is no, or minimal disruption, to the delivery of apprenticeship training it delivers by under any agreement with the ESFA or other partners.

2.2 This ACP also applies to Apprenticeships Training delivered by the University under any agreements or contracts it undertakes as a Supporting Partner to another organisation on the R04 re 1 508.3 232.1 Tm0 g0 G[ion)-4( )JTJETQq0/(a)4(ny33 9 y33 93TQq0.000008866 0 594





7.2 This may include: alternative transport provided by UOB, such as taxi or mini-bus travel, or provision of public transport costs. Such amendments to arrangements would be made in consultation with employers. The remedy may also include alternative arrangements being made to the location where training is delivered. This may also be a more sustainable and cost effective remedy where an issue is longer-term.

## **8. Alternative Sites of Operation**

8.1 The ACP provides details on temporary remedies to accommodation crises. Remedies may cover the business accommodation and functional services required by UOB, as well as locations where apprentices

8.2 UOB





## Appendix 2

1.3





RISK  
D



RISK E	Management Issues	Original Risk	ASSURANCE & CONTROLS	Current Residual Risk	
RISK #	RISK TYPE	F			



<b>RISK G</b>	<b>EPA Arrangements</b>	<b>Original Risk</b>				<b>ASSURANCE &amp; CONTROLS</b>					<b>Current Residual Risk</b>					
<b>RISK #</b>	<b>RISK TYPE</b>	<b>F</b>	<b>R</b>	<b>P</b>	<b>S</b>	<b>ACTIONS TO MITIGATE RISK</b>			<b>UPDATE/INFORMATION/CONTINGENCY</b>			<b>F</b>	<b>R</b>	<b>P</b>	<b>S</b>	<b>LEAD</b>
7.1	Inadequate EPA arrangements impact on completions	3	3	2	12	EPA event planned at apprenticeship start and agreed with employer and apprentice. Integrated EPA based delivery based apprenticeships where applicable. Act as an EPAO for integrated degree Apprenticeship standard currently approved EPAO status.			Identify external EPAOs. Delay apprenticeship starts.			3	3	2	12	BL / HS