

## BUSINESS CONTINUITY POLICY

### POLICY STATEMENT

In the event of a major emergency or hazard that will affect the daily running of the company, the following policy will be implemented.

Major emergencies or hazards can include:

- Flooding, snow and natural disasters;
- IT failure and breaches to security;
- Loss of electricity;
- Fire or bomb alerts
- Pandemics

The impact of any major emergency or hazard would be high, but the likelihood is medium to low risk.

### Individual Training Programme Continuity

**Our key service** is Apprenticeships Training Programme delivery.

Training Programmes are mainly delivered on employers own premises, so depending on the nature of the emergency or hazard this may not be disrupted. In the event of a natural disaster, including flooding, snow etc it may not be possible to visit learners, but an emergency in the office may not mean any delay. The impact of a delay to training learners at their place of work would be:

- A slowing down of progress towards the qualification
- Target dates for key progression points and completion may be missed
- If completion targets are missed our success rates will be adversely affected
- This may affect future contracting agreements with the Education and Skills Funding Agency

### **Impact timescale**

First 24 hours – No impact

24-48 Hours – Minimal Impact

Up to 1 week – Some impact

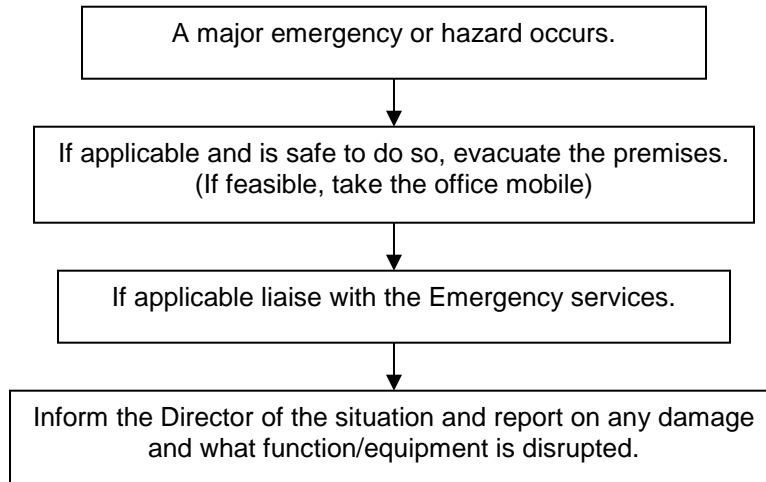
2- 4 weeks – Serious impact

4 weeks would be the maximum tolerable period of disruption before loss or reputation or financial viability may occur.

### **Recovery Time:**

Services would need to be resumed immediately but may lengthen the time period for learner achievement, ie a delay of 2 weeks would add this time on to the projected completion date.

### **Emergency/Hazard Process**



### **Critical Function Process**

