

Contingency and Adverse Effect Policy

1. Introduction

This policy aims to ensure a planned and measured response in the event of major disruption to ABP operations in order to safeguard the interests of learners while maintaining the integrity of the assessment system and safeguarding qualification standards.

2. Scope

This policy applies to all ABP staff and its learners.

3. Policy Application

The plans outlined in this policy will be implemented in response to a major disruption to ABP operations and the specific actions applied will be selected based on the context of the disruption. If a major disruption occurs which requires involvement from official external agencies, such as Police, Fire Service, Medical Service, actions taken will be subject to the advice provided by the respective agency.

3.1. Key Principles of Policy Application

The priority when implementing contingency plans will be to maintain the following principles:

- Delivering courses to published timetables.
- Delivering assessments to published timetables.
- Delivering results to published timetables.
- Complying with regulatory requirements in relation to assessment, marking and standards.

4. Communication

In the event of local disruption, communication to ABP instructors and learners will take place through the administration team, following approval from the ABP management. In the event of major disruption, details of specific contingencies will be communicated to all relevant parties - internally and externally - to ensure contingencies are carried out effectively and efficiently.

ABP is committed to:

- Sharing timely and accurate information as required to meet the aims of the plan.
- Communicating with stakeholders so they are aware of disruption and contingency measures being implemented and any actions required of them as a result.
- Ensuring all communication is clear and accurate.

5. Potential Risks and Associated Categories

Whilst it is unrealistic to detail all possible risks associated with the operations of ABP, the following section aims to identify some main considerations with regards to contingency planning in response to adverse effects.

5.1 Teaching staff extended absence at key points in the academic year:

Contingencies: ABP will arrange alternative teaching staff within the institution concerned at the earliest opportunity. If the existing staff are unable to undertake the additional workloads ABP will seek to employ additional academic staff either on a full time or part time basis to ensure all outstanding duties are covered.

5.2 Lack of appropriate rooms or main venues unavailable at short notice:

Contingencies: Liaise with external facility managers to aim to resolve the disruption in the shortest possible time frame. If the disruption persists ABP will seek to reorganise and modify its existing plans in order to accommodate all learner groups and learning plans. If after these changes access to rooms remains an issue ABP would plan to rent/hire external space, suitable for educational delivery, on a short-term basis.

5.3 Failure of IT systems:

Contingencies: ABP has clear processes in place to prevent failures in IT and in turn resolve issues promptly. ABP maintains secured backup for all types of assessment and feedback to learners and would be capable of retaining such records should a disruption to the IT systems occur.

5.4 Disruption of teaching time – ABP academic services closed for an extended period:

Contingencies: ABP would communicate with learners about the potential for disruption to teaching time and how they plan to address this. Instructors would aim to correspond with learners in order to support learning and guide them on accessing course materials and submitting assignments online.