



Continuity Plan for Apprenticeship Training – Protecting our Apprentices

This Plan is in addition to our to our key Business Continuity Plan and is developed to consider those incidents that will have a significant impact on the operation of our Apprenticeship provision following a major crisis/disaster or an event, and which creates the need for short-term closure or suspension of activity.

Continuity of learning is the continuation of education in the event of a prolonged company closure. It is a critical component of emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal attendance for one of more apprentices.

Roles and responsibilities

Key emergency contacts and functional responsibilities (these include staff responsible for managing any crisis that may affect the learning of the apprentice. The ESFA will clearly be informed of any break/s in learning, related to the potential situation)

Jill Eaton, Director: Jilleaton1@sportingfutures.com

- Overall responsibility for the continuity of apprenticeship training
- Incident Officer
- Chair Crisis Team meetings – with Governance Board
- Co-ordination of response
- Liaise with ESFA (where appropriate)
- Liaise with employers, Awarding Bodies (where appropriate)
- Allocate resources
- Responsible for external liaison / communication
- Responsible for deciding whether or not staff and apprentices should be sent home if applicable.

Jo Pountney, Director

- Responsibility for managing disruption with Data/Systems Manager in the provision of administrative services, assessment arrangements
- Ensure all significant occurrences and decisions are recorded, together with reasons for decisions made.
- Agree key information to be given to apprentices by tutors and assessors
- Responsibility for dealing with issues relating to personal and pastoral support
- Follow up communication

- Liaising with Tutors to ensure welfare checks on Learners - Responsibility for dealing with issues relating to apprentices' work placement and the ongoing checks of insurance and health and safety
- Liaising with Tutors to ensure welfare checks on Learners -Responsibility for dealing with issues associated with learners' apprenticeship training and timely progression

Scope

The types of major or large-scale incidents that should be considered significant include all shown below, however, this is all dependent upon the local area and the workplace- the widest range of incidents have been noted and all would be dependent upon the training delivery at that time.

- Loss or absence of key staff
- Pandemic
- Fire
- Flood
- Explosion
- Serious adverse weather conditions
- Vandalism
- Sabotage
- Theft
- Loss of confidential information/data protection issue/loss of IT/MIS
- Extortion
- Serious accident
- Serious assault
- Armed or dangerous intruder – only relevant in specific circumstances owing to nature of facility usage
- Bomb threat

In some instances, these incidents can be due to natural-causes such as severe weather, while in other cases, equipment failure, progressive deterioration or human error or involvement may be the cause. They have the potential to lead to the following losses, which are likely to have a major impact on the delivery of training through Sporting Futures Training.

Loss of:

- Control
- Expertise
- Buildings
- Equipment

- Facilities
- Data
- Personnel
- Reputation
- Funding

In the event of any such circumstance occurring, Sporting Futures Training's Continuity Business Plan aims to ensure that there are limited and ideally, no disruptions to the provision of our apprenticeship training. Processes will be in place for major incidents, however, it is the function of this policy to reflect how we will protect our apprentices and ensure continuity of learning.

We have mitigated situations by having the following in place should we need to embark upon alternative provision to ensure continuity of delivery.

Continuity of Apprenticeship Training

All Sporting Futures Training staff, are asked to ensure that they read and understand the contents of this plan and to ensure that they remain aware of its contents in order to act and respond accordingly, if the time requires.

Continuity of learning key considerations

Ensuring Accessibility. Ensuring that all apprentices have familiar access to online delivery and training programs in the event of an incident that prevents the normal running of Apprenticeship delivery

We recognise that during a prolonged closure or absence, not all our apprentices may have access to the Internet, phone lines, TV or radio at the same time, or at all, and so Sporting Futures Training will have a record of those apprentices who do find internet access a challenge and will ensure with welfare checks (phone calls from tutors), that they have access to the required form of delivery.

It is important to offer a variety of methods of distance learning and where required hard copies of learning materials would be sent to apprentices. Sporting Futures Training will abide by the Disability Act and ensure materials will be provided in alternative formats, when necessary.

Tools to support the continuity of learning

Our apprenticeship training is delivered through a blended approach and this provides a level of flexibility and a number of options to ensure the relevant training continues to be delivered to our apprentices.

The methods of training include face to face delivery, virtual, directed and supervised learning activities, webinars, telephone/ virtual coaching, assignments and feedback, work-based learning assignments and work- based assessments.

Training at regular face-to-face sessions is delivered by one tutor and in the event of a tutor being absent, apprentices are notified in advance and alternative arrangements are made. Dependent upon the reason for the absence of the tutor would allow for a pre-determined alternative to be used i.e., due to tutor illness, work would be set for the apprentice and this would be reviewed the following week. We do have a blended approach to learning that involves a mixture of delivery

methods and virtual sessions can be recorded and accessed via the Sporting Futures Training Eportal.

Team tutoring is also a method used throughout Sporting Futures Training – in the case where one tutor is absent on a virtual team teaching session, then the other tutor would deliver on their own to the whole group – This allows for the contingency of training to continue.

Where necessary, and when a training session is impacted upon by adverse weather, we are able to continue training through our virtual delivery.

Apprentice engagement on our virtual delivery is extremely positive and attendance is high. We follow-up training sessions with assignments and Knowledge maps to reinforce and check learning and engagement learning tools allow for peer assessment/discussions and learning to continue in a positive manner to support learning.

Access to Training Sites:

Virtual delivery involves apprentices accessing training from their school site or home. Face-to face delivery takes place on designated school sites in localities close to apprentice. If this training had to be moved for unprecedented reasons and learners had challenges getting to the site Sporting Futures Training would review a case by case scenario and support learners where necessary with cost of revised transportation.

Preparing Learners for distance learning in the event of an unexpected event

1. Supportive Learning Material: Learners have an SFT specific Workbook for their relevant program. All learners will have this workbook and this is what would be used to work independently to ensure continuity of learning. The Eportal would have a variety of tasks/ Information giving presentations that learners would be signposted to ensure apprenticeship learning continues.
2. Whilst we would hope for learning to be on our learning platform, the Eportal, In advance of a prolonged closure absence, there is also the option that tutors can prepare hard copy learning resources that apprentices may use at home to continue their learning. Hard copy pack may include worksheets; calendars or schedules of work to be completed; directions for homework, projects, or written assignments; excerpts from textbooks or other reading materials; and sample assessments.
Sporting Futures Training may take two different approaches when developing packs:
3. • Generic packs that can be used at any point that promote apprentice learning according to level and subject-specific standards, or
4. • Unit-specific packs that are based on the planned curriculum and integrate with the apprentices' current learning at their workplace or off the job training.

Tutor Welfare Checks and Tutorials:

5. A variety of technologies (telephone, email, zoom, gotomeetings) can be used to facilitate one-on-one, or teacher-and class interaction or lesson delivery between apprentices and tutors
6. Telephone and Video Calling. Tutors can hold group and individual discussions, or teach lessons, with apprentices in a secure and private setting.

Email. Tutors have access to learners emails for communication services. In the event this service provider is not operating, admin teams can use other online systems to contact learners i.e. whassap

7. Web Conferencing. Sporting Futures Training Team, use a variety of web conferencing services each core team member has a zoom account and access to GOTOMEETING.
8. Social Media. Many apprentices, parents, and staff use social media on a daily basis, but it can also serve as a vehicle to send announcements about lessons, staff absences, and other information related to continuity of learning. Social media can be useful during both short- and long-term closures, particularly because they are easy to access on different devices, including mobile phones, tablets, and computers. SFT will continue to email and use website for announcements to apprentices and the wider community.

Security of Data Systems

Our Portal and NAS system in the office will store information related to apprentices. The EPortal is a Moodle secure system and we have a back up of the Eportal that is kept in a secure safe. The back-up is taken twice yearly and so all apprentices work that has been uploaded for EPA is stored securely on the Eportal. More detail is shown in our security policy and Business continuity Plan.

Sporting Futures Training received their cyber essentials certificate January 2021. We have a fully supportive IT support team who ensure that our data mechanisms are robust.

We use PICSWEB for internal administrative tasks and have a NAS system in the office that is backed up every 24 hrs. It can all be accessed remotely by core tutors and admin team.

System enabled contingencies Daily back-up of our business-critical systems occurs ensuring restoration of data can be achieved. We use our own Eportal and PICSWEB for organisational administration.

Emergency contacts In case of a significant incident emergency, are noted below:

Sporting Futures Training website: www.sportingfuturestraining.co.uk

These include:

Sporting Futures Training central office: 01438 791068

Jill Eaton: 07901 603292 – Jilleaton1@sportingfutures.com

ESFA Service desk contact information Telephone: 0370 2670001

Email: SDE.servicedesk@education.gov.uk