

WBTC PROGRAMME CLOSURE POLICY**(INCLUDING SUBCONTRACTOR CONTINGENCY PLAN)****1. Introduction**

This policy and procedure describes the process for a programme closure at West Berkshire Training Consortium (WBTC). It also encompasses a contingency plan whereby a subcontractor suffers catastrophic failure or has their agreement with WBTC terminated.

A programme may no longer be offered to new learners directly or via subcontractors for a number of different reasons including;

- Subcontractor failure or breach of contract (including omission from the Register of Apprenticeship Training Providers and/or Register of Training Organisations);
- Significant quality issues;
- Withdrawal of funding;
- Lack of demand;
- Withdrawal of approval by the Awarding Organisation;
- Lack of financial sustainability;
- Breach of relevant legislation including Equality Act, GDPR (or successor) and acts pertaining to safeguarding/prevent duty;
- Allegations of fraud
- An inadequate Ofsted Inspection
- Allegations or complaints by apprentices, staff members or other relevant parties;
- Other bases for termination in the WBTC Subcontractor Agreement.

In such event where the Board of Trustees deem a programme can no longer be offered by WBTC then this procedure will apply.

This procedure ensures that all learners currently on the programme at risk, are supported to enable them to achieve their full qualification aim.

2. Risks of Closure

A WBTC programme or subcontractor provision may be at risk of closure due to the following;

- Awarding Organisation issuing a Level 3 Sanctions or loss of Accreditation Approval;
- No qualified/occupationally competent staff;
- Achievement rates fall below the Minimum Levels of Performance (MLP) deemed by the Education & Skills Funding Agency;
- In an event where the Board of Trustees deem the programme no longer meeting the needs of our learners/employer;
- Where the subcontractor suffers irreparable financial loss resulting in closure;
- Where the subcontractor fails to attain approval for RoATP or ROTO or is removed from the register;

- Where the subcontractor is taken over by new owners.

3. Solutions

If the programme ceases to be offered, WBTC will implement the following;

- Work with the Awarding Organisation to remove any relevant Sanction applied;
- Secure an alternative Training Organisation in line with our Supplier & Subcontractor Strategy who are able to continue with our existing learners and ensure learner files are ready for transfer and portfolios made available;
- Continue to support the learners, where possible, through to successful completion;
- Transfer the affected learners or employers to another prime provider who can accommodate them. All subcontractors are required to inform WBTC of their other prime relationships. WBTC uses this information to enter into discussions with those other primes in the event of subcontractor failure.

Usually during a managed closure of a programme or subcontracting arrangement new enrolments will be suspended. In line with our current contracts with customers all existing learners and employers will be informed in writing of the plan to discontinue the provision and given a stated notice period. Assurances will be given about the continued support of existing learners. However in the event of any significant issues that prevents a continuation of service, WBTC will take responsibility for sourcing an alternative quality assured provider so that a seamless transfer of learning can take place. This may involve a planned transition about which the learners and employers will be kept fully informed as will the relevant awarding organisation and funding body. WBTC will introduce the learner/employer to the new provider and oversee the transition to a satisfactory conclusion.

4. Review

Notwithstanding our current policies and procedures, the ELT reserve the right to amend, curtail or terminate this policy at any time and without notice.

5. Quality Assurance

This Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years, sooner if legislation, best practice or other circumstances indicate this is necessary.

6. Document Control

Document Name	WBTC Programme Closure Policy (including Subcontractor Contingency Plan)
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Version Control

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1	19.8.2021	Reviewed and updated content in line with latest funding rules. Changed to new template	Mikaela Collins