



Built on botheredness . . .

the **enquire**
learning trust

Business Continuity Policy

**Apprenticeship
Provision**



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Version History

Approved by:	
Last reviewed:	
Next review due by:	

Date	Author	Version	Comment
May 2026	Chief Operating Officer		NEW

INTRODUCTION

The Enquire Learning Trust (ELT) is a multi-academy trust that has main apprenticeship provider status. All organisations within the Trust operate under a shared vision, mission, and core values, following common policies and procedures.

Applies to

This policy applies to:

- Staff involved in apprenticeship delivery and operations
- Apprentices
- Employers

All relevant parties are provided with this plan to ensure understanding and appropriate action when required.

Purpose of the Policy

This plan supports ELT's wider Major Incident and Business Continuity arrangements. It provides a structured response to major incidents that significantly disrupt apprenticeship delivery and may result in temporary closure or suspension of services.

ELT is committed to supporting apprentices throughout their learning journey. This plan minimises disruption by outlining how the Trust will respond to serious, unforeseen events.

Triggers for Activation

This policy may be activated in response to incidents such as:

- Loss of critical systems or utilities preventing service delivery
- Data breaches or loss of confidential information
- Restricted access to premises (e.g. fire, flood, vandalism)
- Loss of key staff or critical resources
- Serious injury or fatality
- Hazardous material incidents
- National emergencies (e.g. pandemics, terrorism)

(This list is not exhaustive.)

The policy does not form part of employment contracts and may be updated at any time.

Testing the Plan

The policy is tested annually, including disaster recovery arrangements for IT systems.

POLICY

Business-Critical Systems

Apprenticeships at ELT are delivered in a range of ways:

- Remotely- either synchronously or asynchronously
- At employer premises
- At the Trust central office
- At academies situated within the Trust

Data is stored securely:

- On encrypted, password-protected laptops
- On cloud-based systems aligned with funding requirements

Key systems include:

- Bromcom
- CPOMs
- Microsoft 365

Communication tools:

- Email
- Microsoft Teams
- Telephone

Staff are equipped with mobile devices and laptops, enabling remote working and continuity of delivery from alternative locations if required.

All data is backed up via Microsoft 365, allowing recovery and remote system access.

ROLES AND RESPONSIBILITIES

Apprenticeships Lead

- Leads coordination and continuation of apprenticeship delivery
- Notifies ELT emergency response team
- Liaises with ESFA and funding bodies
- Coordinates contingency plans with delivery teams
- Oversees communication with learners and stakeholders
- Arranges alternative delivery venues where necessary
- Communicates with awarding and end-point assessment organisations
- Identifies alternative assessment arrangements

- Oversees quality assurance of temporary delivery

Trust Inclusion Officer

- Ensures safeguarding and welfare risk assessments are completed

Marketing and Communications Officer

- Communicates with employers
- Provides updates on disruption and interim arrangements
- Manages media communications

Site Lead e.g. Principal / Office manager

- Secures premises and ensures safety
- Coordinates relocation to alternative sites
- Maintains incident records
- Ensures all individuals are accounted for
- Leads evacuation and immediate response
- Acts as first contact for emergency services
- Supports staff and learners on-site
- Coordinates safe relocation where required
- Manages immediate welfare concerns
- Conducts risk assessments for vulnerable learners

Chief People Officer

- Ensures staff welfare
- Contacts families if required
- Arranges support such as counselling or medical assistance

Director of IT

- Ensures data backup integrity
- Manages data breaches in line with ICO requirements
- Provides additional technology where needed
- Supports remote working capability

PHASE-OUT STRATEGY

If ELT cannot continue apprenticeship provision:

- ELT will notify ESFA immediately
- ELT will maintain ongoing communication with ESFA
- ELT will work with alternative training providers
- ELT will transfer learner data securely via relevant systems