

Contingency Plan

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Author and Responsible Manager:	Head of Centre				
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Document Control

Version	Date	Author	Notes on Revisions

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Scope and Purpose

This guidance document is for use by all staff in the event of BSA centre approval being lost to teach with any awarding body.

Guidance

In the event of Approval being lost for BSA to run courses with an awarding body, BSA will take the following actions.

1. As all awarding bodies are different at first instance achievements should attempt to obtain an interim certificate from online systems to ensure proof of current units obtained by students.
2. If this is not possible, BSA will contact awarding bodies to obtain proof of current achievement to pass to the students.
3. BSA will notify the funding agencies and work with them to find an alternative provider for students to transfer to and carry on their studies.
4. The Head of Centre will support and guide BSA during this process.

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability

Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working

Title of Activity: Author and Date: Dionne McCann Nov 2020	☐ New or ☒ Revision (Tick as appropriate) Expected Implementation Date: Nov 20 What is the Review Date: Every 2 Years
Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low