

# **BASINGSTOKE ITEC PROGRAMME CLOSURE PROCEDURE Including Subcontractor Contingency Plan**

## **POLICY STATEMENT**

This procedure describes the process for a programme closure at Basingstoke ITEC. It also encompasses a contingency plan whereby a subcontractor fails or has their agreement with ITEC 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
- Significant quality issues
- Withdrawal of funding
- Lack of demand
- Withdrawal of approval by the Awarding Organisation
- Lack of financial sustainability

In such event where the Board of Trustees deem a programme can no longer be offered by ITEC 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.

## **RISKS OF CLOSURE**

An ITEC 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
- Success rates fall below the Minimum Levels of Performance (MLP) deemed by the Skills Funding Agency
- In an event where the Board of Trustees deem the programme no longer meeting the needs of our learners/employer
- Where registration to ROTO is not successful and therefore contract will be capped at £100,000.
- Where the subcontractor suffers irreparable financial loss resulting in closure

## **SOLUTIONS**

If the programme ceases to be offered, ITEC will implement the following:-

- Work with the Awarding Organisation to remove the 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 ITEC of their other prime relationships. ITEC 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 the 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, ITEC 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. ITEC will introduce the learner/employer to the new provider and oversee the transition to a satisfactory conclusion.