

# Contingency Plan

## PLAN STATEMENT:

**The purpose of this plan is to:** This plan is used by SALT TRAINING LIMITED to document the actions SALT TRAINING LIMITED will take to safeguard the interests of registered learners should the Centre no longer be able to maintain the delivery or assessment of its awarding body provision.

This may occur if SALT TRAINING LIMITED is to cease trading, loses funding or has its Centre approval withdrawn by Awarding bodies.

## Alternative Arrangements

SALT TRAINING LIMITED will notify the awarding organisation in the first instance if this Contingency plan need to be invoked.

Once the awarding organisation has been informed learners will receive notification in writing of the situation.

In the unlikely event that SALT TRAINING LIMITED ceases trading and are unable to complete registered learners, SALT TRAINING LIMITED will refer learners to partnered local organisations, such as the EKC Groups college's within the East Kent Location. SALT TRAINING LIMITED has a standing relationship with the EKC Group, who have approved awarding body centres for some of the qualifications delivered by SALT TRAINING LIMITED. Where the qualifications delivered by SALT TRAINING LIMITED are not offered by the EKC Group, SALT TRAINING LIMITED will inform the awarding organisation and request details of approved centres that can be sign posted to registered learners. Additional colleges within Kent will be sign posted to learners such as Mid Kent College, North Kent College and Able skills.

Learners will be notified of the options available to enable them to complete their qualifications at an alternative provider and the time they have left to complete their studies, where appropriate, learners can apply for a break in learning. However, learners will need to apply for breaks in learning directly to the awarding organisation. If no alternative provision is available for learners to complete their qualification Where appropriate learners will be sign posted to an alternative qualification option and SALT TRAINING LIMITED will highlight any Recognised Prior learning (RPL) that can be mapped to the alternative qualification.