

CONTINGENCY PLAN FOR CONTINUATION OF LEARNERS ON THEIR COURSES

Rapid Results Training will do everything in it's ability to safeguard the interests of learners and ensure they receive continuity in their programme of learning.

Financial

Rapid Results Training will trade with sound financial resources. It will also maintain an emergency fund to ensure it is able to meet it's financial commitments. If this fund has to be tapped, it will be replenished at the earliest opportunity. The business has access to additional funds should it need them. It has an overdraft facility with it's bank. The Director also has personal funds, separate from the business, that he can access. The business has indemnity insurance to cover any disasters it may encounter, enabling it to continue with it's courses. Rapid Results Training offers work-based learning courses. Therefore, it does not require it's own classrooms. This significantly reduces it's costs and any financial difficulties.

Staff

The Director has an extensive range of qualifications covering business, ICT and health to enable him to fill in for most staff absences. If this is not possible, he will immediately make plans to recruit additional staff. This will be either through an employment agency specialising in teaching, or by adverts in the local press and on recruitment websites. Rapid Results Training's courses are popular and common, and not specialist, so recruitment of additional staff should be relatively quick and easy.

Continuity

If the worst should happen and Rapid Results Training cannot continue trading, but with learners still on programmes, the Director will do everything possible to ensure learners can continue their courses. He will contact other training centres and further education colleges to try to transfer learners onto their courses. Compensation and expenses will be made available to learners affected.