



# **Centre Contingency and Adverse Effects Policy**

VERSION	AUTHOR	REVIEW/NOTES
Version 1- Feb20	Head of Administration and QA	First Draft

### *Scope of the Policy*

This policy is designed to ensure a consistent and effective response in the event of major disruption to the course delivery and assessment system affecting significant numbers of learners. The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the Head of Institution dealing with the specific circumstances being faced.

### **Communication:**

- In the event of local disruption, communication to tutors and learners will take place through the administration following agreement with the Director;
- In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed by the Ministry of Education and proactively communicated to relevant stakeholders;
- This includes communications between the organisations involved in the response and communications to stakeholders such as candidates and parents.

### **Key Risk and Associated Action**

#### Failure of IT systems

##### *Centre actions:*

Maintain secured backup for all types of assessment and feedbacks, support learners with printing version of the course materials during class time. All data securely backed up on main server.

Liaise with Awarding body to let them know about the failure of the system and get help from their contingency plan.

#### Disruption of teaching time – centre closed for an extended period

##### *Centre actions:*

- Rushmore shall communicate with learners about the potential for disruption to teaching time and plans to address this.
- Rushmore shall establish liaison between tutors and learners so that learner can make correspondence with tutor and get course materials and submit assignments online, on our VLE platform, Moodle.
- Rushmore shall arrange alternative teaching space.

#### Withdrawal of Qualifications

Rushmore Business School is committed to placing the interests of learners first and undertakes to provide all reasonable steps to protect the interests of learners should a Qualification or Unit be withdrawn for any reason and or by awarding body.

Rushmore Business School will make every effort to ensure that learners are not registered onto Qualifications that are due to be withdrawn before the date that learners could reasonably be expected to complete the Qualification. Where there appear to be learners unlikely to complete prior to the Qualification end date, Rushmore Business School will take all reasonable steps to identify an alternative Qualification, or an alternative centre and to make the necessary transfers and other arrangements in order to enable the learners to achieve the Qualification.