



HCAT Apprenticeship Provider Business Continuity Plan

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Version Number	Version Description	Date of Revision
1	Original	July 2023
2	Rebranded	Aug 2024
3	Apprenticeship Provider	October 2025

HCAT Business Continuity Plan

Location	Unit 5/Tykes
Date of Assessment	16/10/2025
Version Number	Three
Owner	Dee Marsh
Agreed by Trustees	(TBC)

Brief Overview of the Academy Service (Purpose, Operations, Staffing, Resources etc.)
The core operating times of the provider are Monday to Friday of each week 08:30 – 16:30. The general premises are open between 08:00-8.30am unlocked by staff members and are secured at 17:00.

Equality Impact Assessment: At all stages within this policy and procedure and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals.

Plan purpose

To provide a flexible and immediate response to an adverse event, i.e. the incident, to ensure both Tykes can:

- Respond effectively to any disruptive incident (Incident Management)
- Evaluate all functions i.e. Business Impact, also referred to as (MTPD) Maximum Tolerable Period of Disruption
- Evaluate all activities with views to continuation (Business Continuity)
- Resolve / mitigate / control the incident and return to normal day to day activities (Resumption and Recovery).

Plan remit

This plan applies to all apprenticeship and training programmes delivered by HCAT. The following functions and risks have been identified as the more likely or significant events to occur and are included to ensure continuity of provision and compliance with APAR guidance:

Operational Risks:

- Inclement Weather
- Utility Failure
- ICT Failure
- Fire Alarm Failure or Detection Fault
- Fire or Suspected Fire
- Hostage-taking (unlikely)
- Serious Injury / Illness
- Suspect Package / Bomb Threat (unlikely)
- Long and medium term loss and/or absence of apprenticeship delivery staff

APAR-Specific Inclusions:

- Continuity of communications with apprentices, employers, and relevant authorities
- Access to transport or alternate arrangements to maintain attendance
- Data back-up and recovery of learning and administrative systems, with continued secure handling of learner records to comply with Data Protection requirements
- Maintenance of emergency contacts, including the Director and DfE where applicable
- Ongoing support for apprentices during disruptions, including welfare, safeguarding, and SEND continuity
- Continued access to learning materials via VLE, Teams, or printed copies
- Availability of alternate delivery locations in the event of site closure or disruption
- Annual review of the Business Continuity Plan to ensure procedures remain current and effective

This approach ensures that both likely operational risks and APAR requirements, including data protection and safeguarding continuity, are addressed, providing a robust framework for business continuity across all HCAT apprenticeship and training programmes.

Plan owner

The plan owner is the Director of Tykes Teaching Alliance and the plan will be reviewed on an annual basis or after an incident if this is sooner.

Communication of the plan

The plan will be available for all staff on the Sharepoint and in the office.

Responsibility for the plan activation

The most senior member of staff on site at the time will be responsible for activating the plan.

Escalation of a serious incident

All serious incidents should be reported to HCAT on telephone number **01226 782233**. The Business and Operations Team will assist locally and will inform the Chief Executive Officer.

Key contact details for the Business and Operations Team are:

Name	Number	Email
Victoria Harrison (Deputy CEO)	07834 560884	v.harrison@hcacademytrust.education
Ask Clark (Head of Facilities)	07525453511	a.clark@hcacademytrust.education
Direct Office Line	01226 782233	

Introduction

This Business Continuity Plan outlines the procedures for maintaining apprenticeship delivery during disruptive events.

Definitions

An emergency or unplanned event is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption. This can lead to the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

General information

This plan should be reviewed annually and aligns with HCAT's Emergency Planning Policy. Business continuity testing will also occur annually, with all tests formally logged and recorded to ensure effectiveness and compliance.

Apprentices contact information

Access to learners' data (those on roll) can be accessed through Aptem.

Strategy

If a disaster is declared, remote delivery and alternative venues will be used to maintain apprenticeship learning.

Emergency Contacts

Emergency contact details are maintained in the Apprenticeship Programme directory.

Roles and Responsibilities

The Director is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the HCAT Chief Executive or Chief Operating Officer to provide a situation report.
- Co-ordination of situation reports/communications for the benefit of all audiences including staff, learners, LA, HCAT, press.

Incident Management Team (IMT)

Comprises the Director, delivery staff, and HCAT operations team.

Procedure for closing

If Unit 5 must close, remote delivery will be activated and apprentices will be notified via Aptem and email.

Business recovery in the event of loss of buildings or site space

Recovery includes resuming in-person sessions, restoring access to Aptem, and updating the continuity plan.

Replacement site facilities

Alternative venues include partner schools or HCAT sites with safeguarding measures in place.

Pandemic threat/mass staff unavailability

Remote delivery will be used if staff and/or student illness prevents in-person sessions.

Risks, threats and mitigation

Key risks include inclement weather, cyber-attack, access issues, and Aptem failure. Mitigation includes remote delivery, alternative venues, and offline data backups that provide students with uninterrupted access to their learning materials and assessment information.

ICT disaster recovery plan

Anything connected with ICT which may impact on both of the Tykes's ability to function and deliver effective teaching and learning then the first point of contact would be David Wakefield.

David Wakefield	07971 304717	d.wakefield@hcacademytrust.education
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In case of Aptem or system failure, contact Aptem support and use backup data and communication channels.

Critical functions

Critical Functions: System Failures (e.g., Aptem)

In the event of system failure, Aptem Support will be contacted immediately (contact details maintained internally). Backup procedures include using offline copies of learner records, alternative communication channels (email, phone, Teams), and logging actions taken to maintain continuity.

Loss or Absence of Critical Apprenticeship Delivery Staff

If key staff are absent or leave, continuity will be ensured through cross-trained staff, detailed programme documentation, temporary staff where needed, and clear communication with learners to maintain delivery and assessment schedules.

Loss or Absence of Critical Staff at Subcontractor Organisations (if applicable)

Subcontractors are required to have their own continuity plans. We maintain escalation routes to identify alternative staff, monitor subcontracted delivery, and, if necessary, reallocate delivery internally or to another subcontractor to ensure uninterrupted training and assessment. In case of Aptem or system failure, contact Aptem support and use backup data and communication channels.

Version Number	Approved Date & Signature	Date of Review
3	October 2025 Tom Banham 	October 2026

Appendix 1 - HCAT Apprenticeship Delivery Business Continuity Plan – Risk Matrix

Risk / Requirement	Likelihood	Impact	Risk Score / RAG	Controls & Mitigation	Owner	Review Frequency	Last Reviewed
Inclement Weather	3	3	9 / Amber	Remote learning options. Staff communication plan.	Admin Lead	Annual	Oct 2025
Utility Failure	2	4	8 / Amber	Emergency generator / alternative site. IT contingency.	Site Manager	Annual	Oct 2025
ICT Failure	2	5	10 / Amber	Cloud backup. IT support. Secure remote access.	IT Team	Annual	Oct 2025
Fire Alarm / Detection Fault	2	4	8 / Amber	Fire safety checks. Evacuation procedure.	Health & Safety Lead	Annual	Oct 2025
Fire / Suspected Fire	2	5	10 / Amber	Evacuation, alarms, and emergency services contact.	Health & Safety Lead	Annual	Oct 2025
Hostage-taking (unlikely)	1	5	5 / Green	Staff training, emergency response plan.	Security Lead	Annual	Oct 2025
Serious Injury / Illness	2	5	10 / Amber	First aid, safeguarding, and welfare procedures.	Safeguarding Lead	Annual	Oct 2025

Suspect Package / Bomb Threat (unlikely)	1	5	5 / Green	Evacuation plan, alert authorities.	Site Manager	Annual	Oct 2025
Communication continuity	2	5	10 / Amber	Multiple channels (email, Teams, phone). Crisis comms plan.	Programme Lead	Annual	Oct 2025
Transport continuity / alternate arrangements	3	3	9 / Amber	Digital delivery option, alternative taxi or transport routes.	Admin Lead	Annual	Oct 2025
Data back-up & secure handling of learner records	1	5	5 / Green	Cloud systems, encrypted backup, secure data handling for GDPR.	IT Team	Annual	Oct 2025
Emergency contacts (incl. Director & DfE if applicable)	2	4	8 / Amber	Central contact directory maintained online/offline.	HR / DSL	Annual	Oct 2025
Apprentice support & safeguarding continuity	3	4	12 / Amber	Welfare checks, safeguarding procedures maintained, SEND support.	Safeguarding Lead	Annual	Oct 2025
Access to learning materials	2	5	10 / Amber	VLE, Teams, and printed copies available.	Programme Lead	Annual	Oct 2025

Alternate delivery locations	3	4	12 / Amber	Partner sites, relocation plan reviewed annually.	Site Manager	Annual	Oct 2025
Annual review of BCP	1	5	5 / Green	Calendar reminder, version control maintained.	Quality Manager	Annual	Oct 2025