

# **Contingency & Succession Planning Policy (V2)**

## **RACH Training Ltd. t/a Healthy Horse Training Courses**

**Reviewed 01/01/2025**

### **1. SCOPE**

This Contingency & Succession Planning policy has been prepared to ensure efficacy and consistency in responding to any major disruption to the delivery and assessment of RACH Training Ltd. t/a Healthy Horse Training Courses and qualifications.

This policy is designed to complement policies and procedures that are already in place, and does not replace these. The contingencies applied are based upon the context of the disruption, and may vary according to specific circumstances.

This policy will be implemented in the event of major disruption to delivery and assessment of Level 3 Equine Sports Massage and Level 4 Equine Sports Massage such as (but not limited to) widespread illness, pandemics, major incident at the centre, malpractice & maladministration or going into liquidation. Any actions will be subject to the advice of the Awarding Organisations, Professional Associations and Official Agencies, such as Police, Fire etc. Should the Contingency policy be deemed insufficient for the circumstances, a team consisting of representatives of all organisations involved will be convened in order to decide and implement next steps.

Implementation of this policy, and its plans, is designed to safeguard the interests of the learners whilst maintaining continuity of learning, VASCR principles of assessment and Quality Assurance Standards and monitoring. Priorities are to deliver assessments within stated time frames where possible, and to comply with regulatory requirements particularly with reference to assessment and standards.

This Contingency and Succession planning policy is subject to a minimum of annual review, or in the event of a major disruption, Qualification or Accreditation structure changes, changes in senior management structure, changes in current practice within the sector(s) (but not limited to) a monitor, audit and review process will take place.

## **CONTINGENCY & SUCCESSION PLANNING POLICY**

### **1. Communication**

RACH Training Ltd. t/a Healthy Horse Training Courses have robust and co-ordinated plans in place for any major disruption that may affect the learners. In the event of major disruption, for any reason, communication is key to ensuring that the response is timely, efficient and consistent. This will include communication between all organisations involved, and may include learners and the public.

We, RACH Training Ltd. t/a Healthy Horse Training Courses are committed to the following:-

- Sharing of relevant, appropriate and accurate information as required in order to meet the scope of this plan
- Communicating with all involved, so that they have a picture of the situation, what contingency measures are being implemented and any actions that may be involved
- Ensuring that all communication is honest, transparent and accurate

### **2. Changes in Staff/Roles – Succession planning**

Managing Director

In the event of the retirement/ resignation/ death of RACH Training Ltd. t/a Healthy Horse Training Courses their nominated successor is Alessandro Secci, who will take on oversight of the business. The Company Secretary also has access to all aspects of the business and is able to take interim charge if necessary.

#### Key Staff changes

Process and policy manuals have been prepared for all processes that RACH Training Ltd. t/a Healthy Horse Training Courses are responsible for. These are stored at RACH Training Ltd. t/a Healthy Horse Training Courses and are reviewed annually, or as processes change. In the event of a key member of staff leaving, the Managing Director is responsible for the recruitment of replacement staff as appropriate to the business, and training accordingly. In order to maintain the confidentiality of data held by RACH Training Ltd. t/a Healthy Horse Training Courses (as per GDPR/Privacy policy) all passwords will be changed, and any resources returned by the member of staff who has left, whether physical, online or software. Please see Statement of Employment for further information.

#### 3. Failure to comply with AO/Accreditation body requirements

Please refer to Kirtsy at UK Rural Skills policy

#### 4. Accusations of Malpractice/Maladministration

Single accusation – This will be reviewed on a case-by-case basis in line with our Malpractice/Maladministration policy. Resolution peacefully and amicably will always be the preferred option, and supporting the learner to achieve.

Multiple accusation – A meeting will be convened with all stakeholders involved, and as above, swift and amicable resolution sought, in line with our Malpractice/Maladministration policy

Associated document – Malpractice & Maladministration policy

#### 5. Centre unable to complete Learner Journey

Where RACH Training Ltd. t/a Healthy Horse Training Courses is no longer able to complete the learner journey, arrangements have been made for Lucy Coker to take this on. RACH Training Ltd. t/a Healthy Horse Training Courses have in place arrangements that will cover the cost of transferring the learner to another qualification provider that delivers the same or similar qualification. It is the responsibility of RACH Training Ltd. t/a Healthy Horse Training Courses to facilitate such a transfer in a way that minimises impact to the learner. Reasons for such action being taken could be (but are not limited to) long term illness of the course provider, death, bankruptcy or liquidation.

#### 6. Changes in Senior Management/Key staff

RACH Training Ltd. t/a Healthy Horse Training Courses have in place documented processes so that upon changes in key staff, transition is smooth with as little disruption to the learner as possible. Should there be changes in key staff, such as Tutors, Assessors, IQA's, RACH Training Ltd. t/a Healthy Horse Training Courses will immediately inform their AO/Accreditation Body giving evidence of qualifications and experience provided. Any Tutor/Assessor/IQA cannot start their role, until the AO/Accreditation body has approved them.

In the event of a key member of staff leaving, the Managing Director is responsible for the recruitment of replacement staff as appropriate to the business, and training accordingly. In order to maintain the confidentiality of data held by the provider (as per GDPR/Privacy policy) all passwords will be changed, and any resources returned by the member of staff

who has left, whether physical, online or software. Freelance Staff working for RACH Training Ltd. t/a Healthy Horse Training Courses have a contract or Statement of Employment, as do all employees.

In the event of a change in Senior Management, such as retirement, selling the business, or death, a meeting would need to be convened with the wider team and any other relevant stakeholders, in order to discuss, plan and implement how the qualifications will continue to run, with as little disruption to the learners as possible.

#### 7. Failure to comply with AO/Accreditation body requirements

RACH Training Ltd. t/a Healthy Horse Training Courses will conduct an investigation into any non compliance with requirements. We will aim to resolve any breaches peacefully, by supporting and advising as appropriate. Should this resolution process break down, or be unsuccessful for any reason, RACH Training Ltd. t/a Healthy Horse Training Courses will involve the AO/ Accreditation Body Compliance team and process followed as per guidelines.

#### 8. Accusations of Malpractice/Maladministration

Single accusation – This will be reviewed on a case by case basis in line with RACH Training Ltd. t/a Healthy Horse Training Courses malpractice/Maladministration policy. Resolution peacefully and amicably will always be the preferred option, and supporting the learner to achieve.

Multiple accusation – A meeting will be convened with all stakeholders involved, and as above, swift and amicable resolution sought, in line with the RACH Training Ltd. t/a Healthy Horse Training Courses Malpractice/Maladministration policy and AO/Accreditation Body policies

Associated document – Malpractice & Maladministration policy

#### 9. Disruption of teaching & administration

Should RACH Training Ltd. t/a Healthy Horse Training Courses be closed for extended periods e.g. Pandemics, Major incidents, Fire, Flood, Vandalism or major incident that may disrupt teaching and administration, a contingency plan is in place. Where possible disruption should be kept to a minimum, and alternative methods, in line with current guidance, and still subject to VACSR principles, used.

Associated document – Contingency plan

#### 10. Assessment evidence is not available to be marked

RACH Training Ltd. t/a Healthy Horse Training Courses keeps records securely stored electronically in a cloud based storage facility so that it is not affected by centre incidents. Any paper based evidence is kept somewhere secure, fireproof and waterproof. In the event that evidence is irretrievable, all stakeholders would be consulted and a suitable way forward sought, minimising stress to the learner.

#### 11. Changes to Qualification structure/Withdrawn Qualifications/Changes in Approval