



**Subcontractor Contingency Plan**

In the event that Royal Devon University Healthcare NHS Foundation Trust needs to withdraw from the subcontract arrangement, the subcontractor withdraws from the arrangement, or the subcontractor goes into liquidation or administration, the steps that Royal Devon will undertake to ensure provision is made to preserve the continuity of the provision & learners involved are able to complete their qualifications the contingency plan below outlines how we will seek to continue the provision - in order of priority:

1. To seek to deliver the provision directly
2. To seek to deliver the provision through an existing partnership arrangement
3. To seek to deliver the provision through a new subcontracting arrangement
4. To seek an alternative provider to transfer the provision to

The steps to outline the & manage the implementation of the contingency plan are as follows:

**Action**

**Responsibility**

Review Specific Learner Progress	Programme Lead/Head of Apprenticeships
Identify the necessary staff to form a Contingency Implementation Group (CIG)	Programme Lead/Head of Apprenticeships
Consider the contingencies outlined above & identify appropriate route	Identify the necessary staff to form a Contingency Implementation Group (CIG)
Develop suitable action plan with clear timescales for contingency implementation	Identify the necessary staff to form a Contingency Implementation Group (CIG)
Inform & communicate with learners & employers	Identify the necessary staff to form a Contingency Implementation Group (CIG)
Inform Funding Agency of the change to the subcontracting arrangement	Head of Apprenticeships