

Risk Management Plan for Vocational Qualifications



Egerton Rothesay School

Egerton Rothesay School is a secure and thriving educational establishment which has expansive grounds surrounding the main school buildings, complete with a bespoke horticultural area which includes a large polytunnel and watering facilities. We have a financial audit annually in January.

Purpose of this Plan

This plan has been designed to protect the interests of learners in the event of Egerton Rothesay School withdrawing a qualification from its centre, either voluntarily or upon the instruction of the Awarding Organisation and any other associated risks.

This policy covers all the vocational qualifications delivered by Egerton Rothesay School, and across all awarding organisations where Egerton Rothesay School continues to be an approved centre.

Egerton Rothesay School operates on the basis of one assessor per vocational qualification, with an allocated Internal Quality Assurer/Internal Verifier, along with support from a senior leader where this is required.

Mr Nana Osei is our current **BTEC** Quality Assurance Nominee **17104**

Mrs Emma Allum is our current **NCFE** Centre Quality Assurer **8467282**

Mrs Nicky Moxon is our current **AIM** Qualifications **161237** and **ASDAN 25494** centre contact for quality assurance.

Reasons for Voluntary Withdrawal of Qualifications

On occasion, Egerton Rothesay School may decide to withdraw a qualification from its centre. This would normally be for one of the following reasons:

- Lack of learner registrations
- Learners unable to access the demands of the qualification's assessments, as a result of special educational needs
- Lack of industry demand for the qualification
- Change in the skills required by the industry, leading to a qualification not being fit for purpose

Procedure

The decision to withdraw a qualification will be made by the Head of Centre. This decision will be made after consultation with the relevant Head of Department and staff.

- Egerton Rothesay School will take all reasonable steps to protect the interests of learners in relation to a qualification it withdraws
- Existing learners will be able to complete a qualification for which they have registered or will be given a reasonable amount of notice to complete the qualification
- Egerton Rothesay School will seek to ensure courses are viable for 2 years (Year 10 and 11) or at least 1 year (Year 12 and above)
- If there is any doubt of the continuation of an awarding organisation's qualification, staff will be advised to look for a suitable alternative qualification from a range of awarding organisations
- All viable courses will be advertised to pupils and parents/carers through the Options process in Year 9 and the Sixth Form registration process
- Egerton Rothesay School will ensure that procedures followed are in line with the relevant Awarding Organisation and comply with OFQUAL's General Conditions of Recognition

Withdrawal of Qualifications by an Awarding Organisation

In the event that an Awarding Organisation withdraws a qualification from Egerton Rothesay School, the awarding organisation will:

- Comply with OFQUAL's General Conditions of Recognition
- Take all reasonable steps to protect the interests of learners in relation to a qualification it withdraws
- Provide effective guidance to Egerton Rothesay School
- Make available to Egerton Rothesay School any information which, for the purposes of that delivery, Egerton Rothesay School may reasonably require to be provided by the Awarding Organisation
- Egerton Rothesay School will take all reasonable steps to protect the interests of learners in relation to the withdrawal of a qualification by an awarding organisation
- Dependant on the withdrawal conditions, Egerton Rothesay School will seek to ensure existing learners will be able to complete a qualification for which they have registered or will be given a reasonable amount of notice to complete the qualification
- Transition arrangements, along with a list of alternative education providers will be published and provided to learners and parents/carers, of a qualification that is to be withdrawn.
- In the worst case scenario, learners will be certificated for the units they have achieved
- If this happens in Year 10/ 12, another similar course will be found for them in Year 11/ 13

Loss of Staff Delivering Vocational Qualifications

Throughout the year it is inevitable that we do from time to time have staff absence. When this occurs we always put in place our cover teachers who have subject-specific experience from within school rather than engage outside staff who do not know our pupils and their individual difficulties.

Egerton Rothesay School has strict deadlines for notification of termination of employment, and especially in the rare occurrence where staff are leaving mid-year. This ensures adequate time to advertise and recruit suitable staff to carry on the respective vocational qualifications.

Egerton Rothesay School will notify the awarding organisation of any changes in relation to the delivery of the qualification, which may affect the centre's ability to meet the awarding organisation's centre approval criteria.

**Nicky Moxon – Exams Officer
October 2023**