



Business Continuity Plan (BCP)

Issued by GAMTA GPRO (Triple Threat Training Ltd)

Reviewed: 1st June 2025

Next Review Due: 1st June 2026

1. Purpose

This Business Continuity Plan outlines GAMTA GPRO's strategies and operational safeguards to ensure that in the event of an emergency, disruption, or significant institutional risk, core educational delivery, student services, and business functions are maintained or resumed swiftly and effectively.

2. Scope

This plan applies to all teaching sites, programmes, systems, and stakeholders involved in the delivery of academic services at GAMTA GPRO. It aligns with the **Student Protection Plan** and forms part of our regulatory and operational risk framework.

3. Objectives

- Protect the student learning experience in times of disruption
 - Maintain academic and operational continuity
 - Ensure compliance with regulatory obligations (OfS, UKVI, academic partners)
 - Minimise financial and reputational risk
 - Provide a structured response to unplanned incidents
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4. Risk Categories and Mitigation

4.1 Loss of Premises

Risk: Fire, flood, structural failure, or other incidents rendering teaching or office space unusable.

Mitigation:

- Alternate teaching spaces pre-identified (partner venues, digital platforms)
 - Remote delivery via online teaching infrastructure (Zoom, Teams)
 - Student communication within 24 hours
 - Temporary admin base activation (alternative venue or home-working model)
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4.2 IT Systems Failure

Risk: Complete or partial outage of learning platforms, student records systems, email or finance systems.

Mitigation:

- Daily data backups and cloud redundancy
 - Manual attendance and grading procedures in place
 - Communications via SMS/phone trees if email is unavailable
 - Escalation to external IT support providers under pre-agreed SLAs
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4.3 Pandemic or High-Staff Absence

Risk: Mass illness (e.g., COVID), strikes, or unforeseen staff absence affecting course delivery.

Mitigation:

- Cross-trained staff pool and part-time professional network activated
 - Remote learning contingency for students
 - Emergency timetable and streamed delivery model
 - Coordination with UWL for shared delivery where required
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4.4 Course Closure (Internal or Partner-led)

Risk: Sudden course closure due to partner termination, financial shortfall, or accreditation withdrawal.

Mitigation:

- “Teach-out” commitment activated per Student Protection Plan
- Academic transfer pathways identified with UWL or alternative providers
- Course closure policy invoked with student consultation

- Refunds and compensation issued as per institutional and SLC guidelines
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4.5 Tier 4 Sponsor Licence Change

Risk: Suspension or revocation of GAMTA GPRO's UKVI Tier 4 Sponsor status.

Mitigation:

- Ongoing compliance auditing against UKVI attendance/engagement requirements
 - Dedicated international compliance officer in place
 - Partnership with UWL used to support student transfers or programme continuance
 - UKVI liaison to secure in-year teaching permissions for current visa holders
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5. Roles and Responsibilities

Role	Responsibility
Principal	Overall lead for incident response and escalation
Business Continuity Lead	Executes BCP procedures and oversees communications
Academic Programme Leads	Maintain academic delivery and student support
Operations/IT	Systems recovery and communication logistics
UWL Liaison Officer	Co-ordinates continuity with academic partner

6. Communication Plan

- **Students** informed via email, text, and online platforms
 - **Staff** briefed through team meetings and internal alerts
 - **Partners (UWL, UKVI, SLC)** notified within 48 hours of any major disruption
 - **Regulators** informed where disruption triggers compliance risk
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7. Review and Testing

- Plan reviewed annually and after any significant incident
 - Table-top scenario exercises conducted twice per year
 - Lessons learned integrated into operational improvements
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8. Related Documents

- Student Protection Plan
- Course Closure Policy
- Risk Register
- UWL Partnership Agreement
- Complaints and Compensation Policy
- Tier 4 Sponsor Licence Compliance Policy