

Contingency Plan XXX CTC			
<b>Purpose</b>	<p><b>This document provides details of what happens within the CTC should a member of staff including the general manager be away from the centre for any reason. It does not cover areas such as loss of power to the centre, any accidents, slips trips or falls for example as they are provided for under different policies and procedures in place within the CTC.</b></p>		
Policy	<p>It is the policy of the CTC to ensure that no learner is unduly impacted by the absence of a tutor or the general manager. Our focus is on providing availability of resources such that the learner can continue to work towards the completion of the relevant module which further leads to the achievement of their minor / major award.</p> <p>This contingency plan relates to all members of the CTC team (core or non-core staff) who may not be in on any given day, including the centre manager. This policy is supported by other policies within the CTC including the attendance policy.</p>		
CTC Address			
CTC Contact Details			
Contact details of the general manager in case of an emergency			
General information	<p>CTC opening hours:- CTC break times:-</p>		
CTC lunchtime supervision information			
Absence of a tutor	Learners must:-	Other tutors must:-	Specific nominated cover person is :-
Absence of the general manager	Learners must:-	Staff members must:-	Specific nominated cover person is:-
Absence of any other CTC staff member	Learners must:-	Other staff must:-	Specific nominated cover person:-
Additional Resources Required			