

BUSINESS CLOSURE CONTINGENCY PLAN



Business Closure Contingency Plan

Introduction:

As a crucial component of our Risk Management Plan/Policy, IBT College has developed a comprehensive business closure contingency plan to address potential unforeseen circumstances that may necessitate the closure of our institution. This plan encompasses detailed protocols and procedures across various areas to ensure a smooth and well-managed transition, should such a situation arise.

Although extremely unlikely a combination of events outside the control of the college can lead to college closure. Where the decision is taken to close the college, a “close out” period where partnership/collaboration agreements are in place with other surrounding colleges will be triggered. These agreements ensure that all our students are transferred to appropriate/suitable courses with other local colleges or university partners, on time, so our students are not left stranded and can still complete their studies with the least possible disruption. Any closure will be phased to enable teaching out of existing students where practical

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Likelihood of occurrence: **Low**

Contingency:

Financial Planning:

1. **Establishing a Financial Contingency Fund:** We will create a dedicated fund or reserve account to cover operational expenses during the transition period following a business closure. This fund will include provisions for employee severance pay, lease terminations, outstanding obligations, and other financial commitments.
2. **Negotiating Agreements with Creditors:** IBT College will proactively engage with creditors, vendors, and service providers to establish agreements for debt repayment, contract termination, or alternative arrangements in the event of business closure.

Student Transition:

1. **Comprehensive Transition Plan:** Activity the detailed student transition plan that encompasses communication strategies, academic counselling, credit transfer options, and referrals to alternative educational institutions. This plan aims to minimize disruption and ensure a smooth transition for our students.
2. **Collaboration with Partners:** We will collaborate with partner universities, industry associations, and government agencies to facilitate student transfers, articulation

agreements, or credit recognition programs. This collaborative effort will help students continue their academic progress and career pathways seamlessly.

Staff Transition:

1. **Human Resource Planning:** IBT College has a human resource plan in place for staff layoffs, reassignment, or redeployment. We will provide career counseling, job placement assistance, or skill development programs for affected employees to support their transition.
2. **Transparent Communication:** Clear and transparent communication with staff regarding the business closure process, timelines, and available support services will be maintained. This will foster a supportive and empathetic workplace environment during times of transition.

Consultation to Regulator and Stakeholders:

Consultation with regulators and stakeholders is a critical aspect when considering the closure of IBT College. This process involves transparent communication and collaboration to ensure regulatory compliance and address stakeholder concerns effectively. Here's how IBT College would approach this consultation:

1. **Regulatory Compliance:** IBT College would initiate discussions with relevant regulatory bodies, such as the Department of Higher Education, Research, Science, and Technology (DHERST) in PNG. The purpose of these consultations would be to inform regulators about the college's decision, understand regulatory requirements related to closure procedures, and seek guidance on compliance measures.
2. **Stakeholder Engagement:** IBT College recognizes the importance of engaging with various stakeholders, including students, staff, alumni, parents, local communities, and partner institutions. Consultations with stakeholders would involve:
 - Communicating the reasons for the college closure and providing transparent information about the process.
 - Addressing concerns and queries raised by stakeholders and providing appropriate support and guidance.
 - Collaborating with partner institutions or alternative providers to facilitate smooth transitions for students, ensuring minimal disruption to their academic journeys.
 - Seeking feedback and input from stakeholders on closure-related decisions, where feasible and appropriate.
 - Providing regular updates and maintaining open channels of communication throughout the closure process.
3. **Legal and Compliance Considerations:** During consultations, IBT College would ensure adherence to legal requirements, contractual obligations, and student protection policies. This includes:
 - Notifying regulatory authorities and relevant agencies about the closure in accordance with prescribed timelines and procedures.

- Managing financial and administrative matters responsibly, including student refunds, contract terminations, and compliance with employment laws regarding staff layoffs or redeployment.
 - Securing necessary approvals or licenses for closure-related activities, such as property disposition or asset transfers, as per regulatory guidelines.
4. **Documentation and Reporting:** IBT College would maintain comprehensive records of all consultations with regulators and stakeholders. This includes documenting agreements reached, decisions made, timelines established, and actions taken during the closure process. Regular reporting to regulatory authorities and stakeholders would ensure transparency and accountability.

Communication Strategy:

1. **Comprehensive Communication Plan:** A comprehensive communication plan has been developed for stakeholders, including students, staff, parents, alumni, donors, government agencies, accrediting bodies, and the general public. This plan will ensure transparent, empathetic, and professional communication throughout the transition period.
2. **Engagement with Media and Community:** We will engage with media outlets, social media platforms, and community forums to manage public perceptions, mitigate reputational risks, and uphold the college's values, mission, and legacy during the business closure process.

This detailed and proactive approach to business closure contingency planning reflects IBT College's commitment to preparedness, transparency, and effective management of potential challenges.

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