EXIT PLAN

CONTRACT: Contract for the provision of services in relation to [Insert the title of the Technical Qualification] T Level Technical Qualification

SUPPLIER: [Insert the name of the Supplier]

Definitions and Interpretation: In this document, unless the context otherwise requires, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions and Interpretation) of the Contract or the relevant section of this document in which that capitalised expression appears.

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Please remove any guidance denoted in [red text] prior to finalising this document.

1.0 Version Control

Version number	Date of issue	Summary of changes	Reason for change

2.0 Authorised Representatives for Exit Management

Organisation	Name	Job title	Date of latest revision

3.0 Exit information

[Supplier to detail how the Exit Information will be obtained]

4.0 Ordinary Exit

4.1 Methodology

4.1.1 [Supplier to detail the mechanisms for dealing with an Ordinary Exit]

4.1.2 [Supplier to provide the details of the transfer process with reference to the timetable that relates to an Ordinary Exit]

4.2 Timetable

[Supplier to provide a timetable of the transfer process with reference, as a minimum, to tasks to be undertaken with and the owners and dates

4.3 Management Structure during transfer of the Services

[Add rows to the table as required – please provide an organogram in addition to the information provided by the table]

Name	Job title	Role & responsibilities during the transfer of Services

4.4 Redundancies

4.4.1 [Supplier to detail the steps to be taken to mitigate the potential of redundancies, if applicable, for any individual employed by either the Supplier or any Subcontractor in the provision of Services]

4.5 Termination-related assistance

[Supplier to detail any other termination-related assistance as per Schedule 12 Exit Management paragraph 1.3.6 of the Contract]

5.0 Early Exit

5.1 Methodology

5.1.1 [Supplier to detail of the mechanisms for dealing with an Early Exit]

5.1.2 [Supplier to provide the details of the transfer process with reference to the timetable that relates to an Early Exit]

5.2 Timetable

[Supplier to provide a timetable of the transfer process with reference, as a minimum, to tasks to be undertaken with and the owners and dates]

5.3 Management Structure during transfer of the Services

[Add rows to the table as required]

Name	Job title	Role & responsibilities during the transfer of Services

5.4 Redundancies

5.4.1 [Supplier to detail the steps to be taken to mitigate the potential of redundancies, if applicable, for any individual employed by either the Supplier or any Subcontractor in the provision of Services]

5.5 Termination-related assistance

[Supplier to detail any other termination-related assistance as per Schedule 12 Exit Management paragraph 1.3.6 of the Contract]

6.0 Emergency Exit

6.1 Methodology

6.1.1 [Supplier to detail the mechanisms for dealing with an Emergency Exit]

6.1.2 [Supplier to provide the details of the transfer process with reference to the timetable that relates to an Emergency Exit]

6.2 Timetable

[Supplier to provide a timetable of the transfer process with reference, as a minimum, to tasks to be undertaken with and the owners and dates]

6.3 Management Structure during transfer of the Services

[Add rows to the table as required]

Name	Job title	Role & responsibilities during the transfer of Services

6.4 Redundancies

6.4.1 [Supplier to detail the steps to be taken to mitigate the potential of redundancies, if applicable, for any individual employed by either the Supplier or any Subcontractor in the provision of Services]

6.5 Termination-related assistance

[Supplier to detail any other termination-related assistance as per Schedule 12 Exit Management paragraph 1.3.6 of the Contract]

7.0 Additional Information

[Supplier to consider providing any additional information, if applicable. This would be in addition to, and not in substitution of, Schedule 12 of the Contract. Such information may include but is not limited to: a risk summary for each of the exits - Ordinary/Early/Emergency Exit, Key Materials and Ancillary Materials, Contract change control records, personnel training records, skills audit records, Subcontractor information, financial records (reconciliation of payments, Provider related information, Subcontractor related information), TUPE data]