

Risk Management Policy

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Document History

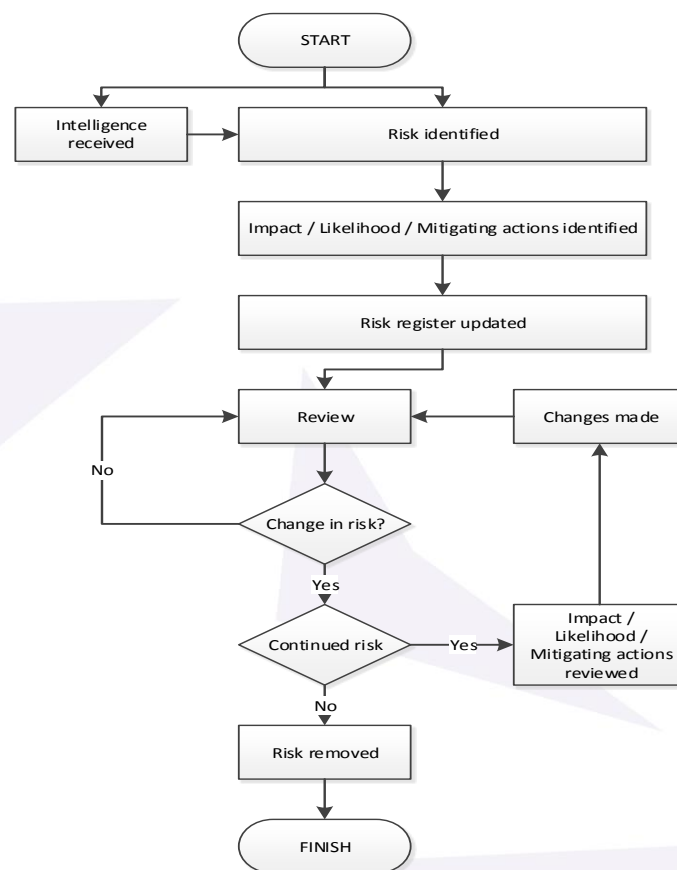
Version Number	Date	Reason for Revision
1.0	Nov 2016	<ul style="list-style-type: none">• First draft
2.0	June 2017	<ul style="list-style-type: none">• Revised draft to reflect new risk reporting processes
3.0	October 2018	<ul style="list-style-type: none">• Front page, contents page and version control added• Document History relocated
4.0	December	<ul style="list-style-type: none">• Job roles updated

Purpose

The purpose of this document is to provide an overview of how risks are identified, managed, mitigated and reviewed in the Energy & Utilities Independent Assessment Service (EUIAS), for the end-point assessment (EPA) services of apprenticeship standards.

The integrated approach to the management of risk is to ensure that the integrity of the services is not threatened or undermined.

Process



Identification of Risks

Intelligence regarding potential risks may come from sources outside the immediate EUIAS team, such as:

- Institute for apprenticeships (the EUIAS External Quality Assurance Organisation)
- The EUIAS Governing Body
- The Sector Assessment and Assurance Panels
- Employers that have been though EPA already

- Items identified from consensus or external examiner reports
- Other EPA organisations
- Government departments dealing with apprenticeship policy, e.g., ESFA, DfE, IfA
- Other stakeholders
- Training providers

Ownership

An identified risk must be assigned an owner who is responsible for monitoring the risk and ensuring that any mitigating actions are completed. It is not permitted for a group or organisation to own a risk. It is permitted for a risk to be owned by an individual outside of the direct EUIAS team, e.g. an Energy & Utility Skills director; however this should be avoided wherever possible.

Recording

Once a risk has been identified, the cause, impact and likelihood must be established, and the detail recorded on the EUIAS risk register.

The risk must be recorded as follows:

- The risk
- The likelihood and impact of the risk
- The key controls in place to mitigate the risk
- The evidence that controls are effective
- The identification of any gaps in mitigation or controls
- The residual risk – the level of risk once the mitigations have been put in place – likelihood and impact

Some risks will sit outside of the control of the EUIAS, such as changes to government policy, and in these circumstances the risk level will be a medium risk with a high level impact and the mitigating actions will be for the EUIAS team to continue to be in close contact with policy teams at the relevant government departments.

Control / Mitigating Actions

Wherever possible action must be taken to reduce the likelihood of a risk occurring, or lessen the impact. Actions may involve a task that must take place by a specified date, or which must take place in order to allow a contingency plan to operate.

A mitigating action must have an individual assigned to it. This does not have to be the same person as the overall owner of the risk. It is not permitted for a group or organisation to own a mitigating action.

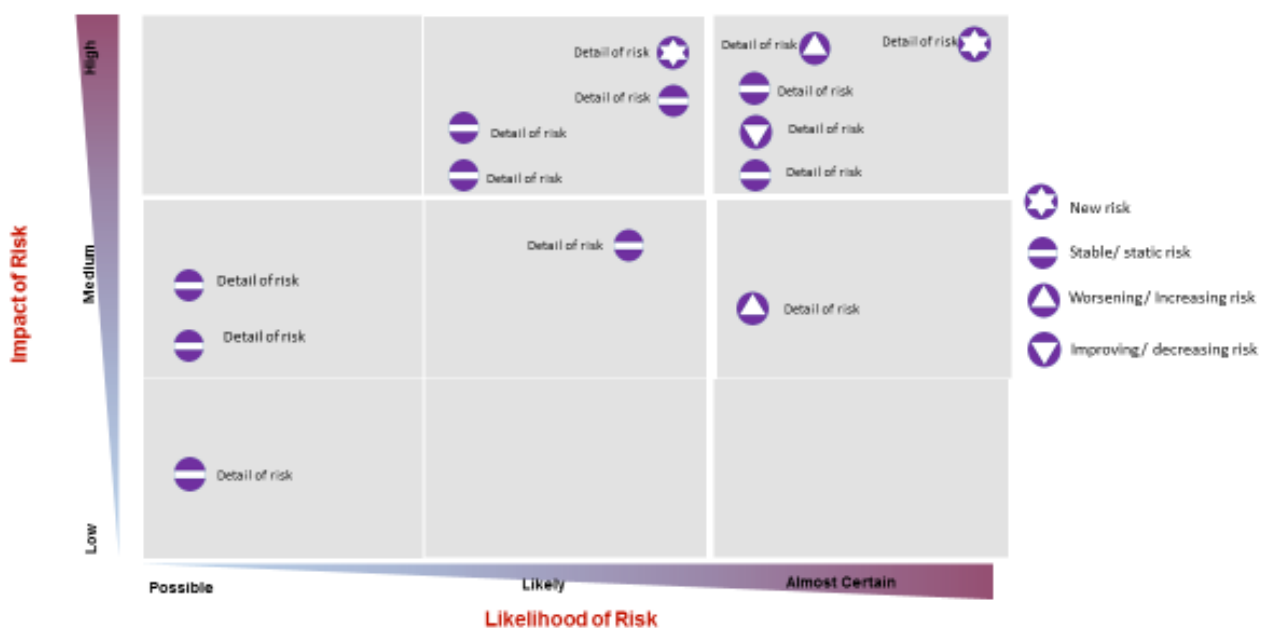
Review

The risk register is reviewed on a monthly basis at the senior leadership team meeting. A review may identify that the impact or likelihood of a risk may have altered since the previous review. Where this occurs the risk register is updated with the new details and any control or mitigating actions that are required. The risk register will record the change to the risk to enable visibility of whether the risk has increased or declined.

1.1 Reporting

The EUIAS risk log is for internal use only. For each Sector Assessment and Assurance Panel and Governing Body meeting the risk log is summarised into a risk chess board, providing a high level visual summary of the risks. An example is provided below:

The Chess Board – EUIAS Risks



EUIAS Risk on a Page

Monitoring of Performance

Tracking & Logging

Risks are logged and updated in the risk register available on the Z drive. The previous version of the risk register is archived to enable tracking of risk management. In addition the risk log will show whether the risk has increased or decreased from one month to the next.

Monitoring

It is the responsibility of the EUIAS Quality and Compliance Manager to monitor risk and the head of the EUIAS to update and report risks to the senior leadership team.

Schedule

The risk register is updated on a monthly basis before, during, and after the senior leadership team meeting.