



**assessments**

# **Risk Management Procedure**

## IDENTIFICATION AND MANAGEMENT OF RISKS

### Identifying risks

In2Assessments will take all reasonable steps to identify the risks of the occurrence of any incident which could have an adverse effect.

Preventing incidents or mitigating their effect.

Where such a risk is identified, In2Assessments must take all reasonable steps to:

- a) Prevent the incident from occurring or, where it cannot be prevented, reduce the risk of that incident occurring as far as possible, and
- b) Prevent any adverse effect that the incident could have were it to occur or, where it cannot be prevented, mitigate that adverse effect as far as possible.

### Scope

This procedure applies to all In2Assessments staff.

### Definition of a Risk

Uncertainty of outcomes or likelihood of detrimental outcome, within a range of exposures arising from a combination of the impacts and the probability of potential event.

Risks are defined in these categories:

- Legislative
- Regulatory
- Business
- Economic
- Operational

### In2Assessments Risk Management Procedure

In2Assessmentstakes all reasonable steps to identify, monitor and mitigate against any risks that could have an adverse effect on In2action-EPA qualifications our regulatory obligations and good practice. However In2action-EPA is aware that incidents could occur on occasions that have not been foreseen and this policy and procedure outlines how In2action-EPA will identify and manage this potential risk to safeguard In2action-EPA apprentices and In2action-EPA qualifications.

**In2Assessments procedure for risk management:**

1. Identify the risk
2. Report to the appropriate person
3. Risk analysis
4. Intervention and action where required
5. Monitoring of risk and review
6. Communication and reporting

#### 1. Identify the risk

There are various methods to identify risks, such as:

- Business risk and fraud risk
- Risks within the centre approval process and ongoing status
- Using scenario planning as a risk assessment tool
- Risks identified through customer service interactions, including appeals and complaints.
- Process mapping
- External and internal reports and audits

## 2. Report to the appropriate person

Identified risk	Report to:
Risks associated with contracts or working partnerships	Barry Kaufman-Hill
Risks associated with the planning stage	Barry Kaufman-Hill
Risks that involve the EPA Manager	Barry Kaufman-Hill
Risks associated with the delivery stage	EPA Manager
Risks associated with the assessment process	EPA Manager
Risks associated with the assessment team	EPA Manager
Risks raised through Complaints or Appeals	EPA Manager
Risks associated with the awarding stage including certification	EPA Manager
Risks that involve the management of In2Assessments	Ellie Websdell
Risks that are brought about by the actions of the Head of In2Assessments	Ellie Websdell
Financial risks	Ellie Websdell

Risks are recorded and controls and measures are reviewed on a monthly basis by the Head of In2Assessments and referred to the Governing body either annually or within 7 days if the risk imposes an adverse effect on the operations of In2Assessments.

## 3. Risk Analysis

As part of a monthly review a risk analysis should be undertaken to minimise the threat and potential risks In2Assessments has identified during the month.

Risk analysis involves the consideration of the source of risk, the impact/consequence and the likelihood to estimate the inherent or unprotected risk without controls in place. It also involves those controls, their effectiveness and the expected outcomes with those controls in place.

The following risk matrix profiles the likelihood and impact criteria:

		Impact/Consequence		
		Minor	Medium	Major
Likelihood	Unlikely	Low	Low	Medium
	Possible	Low	Medium	Medium
	Very Possible	Medium	Medium	High
	Almost Certain	Medium	High	High

Likelihood	
Unlikely	Very unlikely to occur – less than 5% chance of occurrence in any one year
Possible	Likely to occur in the medium term – 5-25% chance of occurrence in any one year
Very Possible	Likely to occur in the shorter term – 26-50% chance of occurrence in any one year
Almost Certain	Almost certain to occur, could happen now – 51-100% chance of occurrence in any one year.

Impact/Consequence	
Minor	Minor delay, inconvenience or impact. Very short term effect. No media interest or reputational damage.
Medium	Significant impact on customer service and/or on operational function. Medium term effect and possible trade and local press interest.
Major	Major impact on customer service and/or on operational function. Reputational damage, mid to long term effect. National media attention.

Using the consequences criteria provided in the risk matrix, In2Assessments will define the consequences of the event occurring (with and without controls in place).

To determine the likelihood of the risk occurring, In2Assessments will apply the likelihood criteria. As before, the assessment is undertaken with and without current control measures.

To determine the level of each risk, In2Assessments can intersect the likelihood and impact levels on the matrix to identify the risk level.

#### 4. Intervention and Action where required

The assessment and review will conclude on actions that will mitigate the risk and aim where possible, to resolve the issue completely. This could include direct action with the apprentice, employer or training provider where specific actions are to be taken. Sanctions could be imposed and applied if appropriate. In2Assessments policy and procedures will also be reviewed and any identified change that mitigates a risk will be made.

#### 5. Risk monitoring and review

The Head of In2assessments and the EPA Manger will meet daily to discuss the day-to-day operations of the business. As part of this discussion will be an opportunity to discuss and mitigate against any threats to the business regarding risks identified that could have an impact on the EPA process. To support this, the EPA-Manager will meet with the Internal Verifiers on a monthly basis or appropriate to the current assessment timetable to monitor and review current or potential risks. This meeting will be recorded and documented. The following will be on the agenda for each meeting:

- If the risk is still relevant
- The consequences are still valid
- Are control measure in place effective
- The risk owner
- The control owner

If an new risk is identified this will be recorded and added to the list of potential risks along with appropriate control measures in place to mitigate this risk.

## 6. Communication and reporting

Risk management should be seen as an integral part of the In2Assessments organisation. The list of current or potential risks should be made available for all staff to ensure that these can be mitigated and control measures are upheld. It is the responsibility of the Head of In2Assessments to communicate this information and to keep the list up to date.

## 7. Potential risks:

Risk	Likelihood	Impact	Mitigation process
Pandemic or national exposed disease that would cause closer of the industry. E.G. Covid or Foot and Mouth	Possible	Medium	With Centre/employer closers likely, alternative online assessment processes to be implemented for candidates beyond Gateway.
Serious incident that impacts confidence of schools and parents with regards to outdoor education	Unlikely	Medium	Potential impact on the demand for services, reducing the numbers of apprentices that organisations would sign up. Centres with high quality thresholds impacted less.
Government change in approach towards outdoor learning and residential experiences.	Unlikely	Low	Regularly review (annually) governments current position regarding schools' commitment to outdoor learning. Maintaining a flexible and dynamic workforce is the best position to deal with potential adjustments.
Government change in approach towards Apprenticeship provision, levy and funding	Unlikely	Low	Regularly review (annually) governments current position regarding apprenticeship provision. Maintaining a flexible and dynamic workforce is the best position to deal with potential adjustments.
Difficulty in recruiting freelance assessors and verifiers to meet assessment demand	Possible	Medium	Review rates and benefits offered to potential employees on a regular basis (quarterly) to ensure In2assessments is competing on a market basis. Provide training and qualifications to appropriate existing staff members within the group
Reporting Officer gives notice or is absent due to critical illness	Possible	Low	EPA Manager would fulfil role until suitable replacement is sort or RO returns to role.
Directors' limit or reduce numbers of apprentices employed by IL	Possible	Low	Staffing levels adjusted accordingly.
Late payment of fees	Unlikely	Low	Sanctions policy brought into effect. Candidates whose EPA are due are put on hold.