Adult Learning Fund (ST052)

Risk Management Plan

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| --- | --- |
| RTO Code and Name: |  |
| Application ID: |  |

Consider the following risks to the viability and completion of this training program and complete the rest of the plan. The contingency/mitigating actions you provide will be used as part of Skills Tasmania’s assessment of variation requests and in applications in future grant rounds.

|  |  |  |  |
| --- | --- | --- | --- |
| Risks | Contingency/mitigation action(s) | Person responsible | Risk score (using matrix below) |
| Partner risks |  |  |  |
| * Partnership dissolution
 |  |  |  |
| * Partner barriers in place, eg access to employees, access to worksites, etc
 |  |  |  |
| Learner risks |  |  |  |
| * Learner is not progressing as expected/poor engagement
 |  |  |  |
| * Learner withdrawals/non-completions
 |  |  |  |
| * Learner non-attendance
 |  |  |  |
| * LLN and/or employability skills
 |  |  |  |
| Training Delivery risks |  |  |  |
| * Trainer leaves
 |  |  |  |
| * Trainer not available
 |  |  |  |
| * Venue and resource not available
 |  |  |  |
| * The 3rd party arrangement fails
 |  |  |  |
| RTO Contract risks |  |  |  |
| * RTO status compromised
 |  |  |  |
| * Cannot fill contracted places
 |  |  |  |
| * Failure to meet reporting requirements
 |  |  |  |
| * Submission not successful
 |  |  |  |
| Other risks (please add other risks as appropriate) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Risk Management Key

|  |  |
| --- | --- |
| Risk Assessment Matrix | **Likelihood** (Refer to Definitions right) |
| **A. Rare** | **B. Unlikely** | **C. Possible** | **D. Likely** | **E. Almost Certain** |
| **Consequences**(Refer to Definitions Overleaf) | **5 - Catastrophic** | **M** | **H** | **H** | **VH** | **VH** |
| **4 – Major**  | **M** | **M** | **H** | **H** | **VH** |
| **3 – Moderate** | **L** | **M** | **M** | **H** | **H** |
| **2 – Minor** | **L** | **L** | **M** | **M** | **H** |
| **1 - Notable** | **L** | **L** | **L** | **M** | **M** |

|  |  |
| --- | --- |
| **Rating** | **Required Action** |
| **L- Low** | **Acceptable*** Unlikely to require specific submission of resources.
* Manage by routine procedures.
* Monitor and review.
 |
| **M - Moderate** | **Acceptable*** Unlikely to cause much damage or threaten the effectiveness of the activity.
* Treatment plans to be developed and implemented.
* Manage by specific monitoring or response procedures.
 |
| **H - High** | **Generally not acceptable*** Likely to cause some damage, disruption or breach of controls.
* Senior management attention needed and management responsibility specified.
* Treatment plans to be developed and reported to the appropriate manager.
 |
| **E - Extreme** | **Not acceptable*** Likely to threaten the continued functioning of the program.
* Immediate action required.
* Must be managed by senior management with a detailed treatment plan.
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