



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

Risk Management Policy
GP20



Document History

Version	Date	Reason for Revision	Issued by
V1.1	Jan 2020	Initial release	Harj Dhanjal GP20
V1.2	Nov 2020	Document review during covid-19 (Continuity plan diagram added)	Alan Bates GP20
V1.3	Jul 2021	Review of the policy for our Ofqual recognition submission	Alan Bates GP20



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RISK MANAGEMENT POLICY

Scope:

To ensure that risks are identified, mitigated, and managed in UCE.

Policy:

1. This risk management policy ('the policy') forms part of UCE's internal control and governance arrangements.

2. The policy explains UCE's underlying approach to risk management and documents the roles and responsibilities of the UCE senior team and other key staff. It also outlines key aspects of the risk management process and identifies the main reporting procedures.

3. In addition, it describes the process used by the UCE to evaluate the effectiveness of the organisation's internal control procedures. Underlying approach to strategic risk management

4. This policy outlines the means by which UCE seeks to exercise effective control against the possibility that a specific event or set of circumstances will adversely affect the achievement of its strategic objectives in the medium and longer term. It involves a systematic process for identifying and measuring risks, and for taking action to manage and control them. It helps to focus management attention on priority issues, aids strategic planning and the effective use of resources, and confirms UCE's commitment to good governance and accountability. It is also a demonstration of existing good management practice, and enables risks to be taken deliberately in cases where the potential benefits of a new venture are worth pursuing, but where there is a significant need for potential side effects to be controlled.

5. Risk is managed at all levels within UCE with provision made for escalation of risks where necessary. High-level risks will be identified and closely monitored on a regular basis. The following key principles inform UCE's approach to risk management and internal control:

- UCE's senior team has responsibility for overseeing risk management within the organisation as a whole;
- Quality and compliance Director has responsibility for understanding and mitigating Design, development and assessment risks;
- an open and receptive approach to solving risk problems is adopted by UCE;



- UCE makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risks;
- Senior team members are responsible for encouraging good risk practice within UCE;
- Assessors are responsible for encouraging good risk management practice within their duties;

6. In discharging their responsibilities all staff have fundamental roles to play in the management of risk. Their role is to a) set the tone and influence the culture of risk management within the scope of their remit.

When looking at responsibilities UCE have a fundamental role to play in their management of risk. Their role is to set the tone and influence the culture of risk management within the scope of their remit. This includes:

- determining whether UCE is 'risk taking' or 'risk averse' as a whole or on any relevant individual issue;
- determining what types of risk are acceptable and which are not;
- setting the standards and expectations of staff with respect to conduct and probity.

b) Determine the appropriate risk appetite or level of exposure for UCE in any given area of activity;

c) Approve major decisions affecting UCE's risk profile or exposure;

d) Monitor the management of significant risks to reduce the likelihood of unwelcome surprises;

e) Satisfy itself that the less significant risks are being actively managed, with the appropriate controls in place and working effectively;

f) Annually review UCE's approach to risk management and approve changes or improvements to key elements of its processes and procedures. Role of the Quality and compliance Director. Key responsibilities of the Quality and compliance Director are to:

- Implement policies on risk management and internal control ensuring that risk is widely understood and managed across all strategies and delivery plans;
- Identify and evaluate the significant risks faced by UCE for consideration by the governing body;
- Provide adequate information in a timely manner to the governing body on the status of risks and controls;
- Undertake an annual review of effectiveness of the system of internal control and provide a report



to the senior team. UCE's system of internal control incorporates a number of risk management elements that together facilitate an effective and efficient operation, enabling UCE to respond to a variety of operational, financial, and commercial risks. These elements include:

- Policies and procedures Associated with significant risks are a series of policies and procedures that underpin the internal control process, which have been approved by the senior management team and widely disseminated. Including, Conflicts of interest policy, data protection Policy, Safeguarding policy and Governance Policy.
- The senior team of UCE receive regular reports enabling them to monitor key risks and their controls and to initiate corrective action as necessary. Decisions to address problems are made at monthly meetings of the Senior team.
- Strategic deployment, Strategic deployment is used by UCE, to help facilitate the identification, assessment and on-going monitoring of strategic risks significant to UCE. The document is appraised termly as part of the strategic planning. But emerging risks are also reviewed as required, UCE use a SWOT and PESTLE analysis to assist identify potential risks.
- Review of Risk's by assessors must alert the Senior team to any local risks they consider have the potential to develop into risks of strategic significance.
- Escalation of Local Risks arising outside the Risk Review Process Heads of Department must alert the Senior team immediately to any local risks they consider have the potential to develop into risks of strategic significance. Senior team must inform the CEO as appropriate.

Internal Audit

- Internal audit is an important element of the internal control process. Apart from its normal programme of work, internal audit is responsible for aspects of the annual review of the effectiveness of the internal control system within the organisation. The internal auditors will report annually to the Senior team on the effectiveness of overall governance procedures.

External Audit

- External audit provides feedback to the Senior team on the operation of the internal financial controls reviewed as part of the annual audit. External audits include, financial audits and Ofqual audits
- review the previous year and examine UCE's track record on risk management and internal control within the Quality management annual report.



- consider the internal and external risk of the coming year and consider if current internal control arrangements are likely to be effective.

In coming to a view on the effectiveness of UCE's risk management procedures The senior team will consider the following aspects: Control environment:

- UCE's objectives and its financial and non-financial targets;
- organisational structure and calibre of the senior management team;
- culture, approach, and resources with respect to the management of risk;
- delegation of authority;
- public reporting. On-going identification and evaluation of significant risks:
- timely identification and assessment of significant risks;
- prioritisation of risks and the allocation of resources to address areas of high exposure. Information and communication:
- quality and timeliness of information on significant risks;
- ability of UCE to learn from its problems;
- commitment and speed with which corrective actions are implemented. The Risk Management Policy is delivered through UCE's procedures and policies, as the best means of embedding a risk management culture within the organisation. A risk management approach informs many of the management, monitoring, planning and policy making activities routinely undertaken within UCE.

Appendix 1

Associated policies

- Data protection policy
- Conflict of interest policy
- Finance audit Policy
- Risk management
- Governance Policy

Overview of associated policies for risk management

