

Risk Register 2023

Kerry College Campuses



Kerry College Campuses Risk Register 2023

Date: 20/03/2023

Risk Register Name: Kerry College Campuses- Cash Denny Street, Listowel, Monavally, **Kilherlin** and Admissions office.

Risk Register Owner: Con O Sullivan – Campus Manager, Stephen Goulding Principal, Aodhan Carroll – Campus Manager, Elaine O’ Connor- Admissions Manager

Risk Category (as per Risk Appetite Statement)	STRATEGY STATEMENT	Risk Description (10 words or less)	Potential Consequences	Risk Owner/Lead (within functional area)	Current internal CONTROLS (provide details of how you currently manage the risks)	Assessment of Risk			Describe what further ACTIONS you will take to reduce the impact/likelihood and mitigate the risk. State who is the risk owner for each action	Last Review Date	Date Register Checked A&R	
						Impact	Likelihood	Risk Score				
Compliance / Operational	7	Impact on business continuity arising from a localised lock down / or partial lockdown due to Covid19	<ul style="list-style-type: none"> Dismissal of full classes up to and including closure of Campus Reduced functionality of Campus Operations 	Lead Risk Owner: Campus Manager & Principal Risk Owners: Campus Management	<ul style="list-style-type: none"> Learners undertake a COVID19 induction specific to their course – when commencing on course. Staff have undertaken specific COVID19 induction on returning to campus Procedure in operation for recording instances of staff and learners feeling unwell and displaying symptoms of COVID19 Campus COVID19 Response Team established and meeting weekly. Lead Worker Representatives appointed. These LWR undertake weekly checks on campus control measures. Enhanced cleaning roster and fagging of staff offices, common areas, classrooms & workshops Additional controls in place in Canteen Course Capacities revised to accommodate Social Distancing Measures. Additional Buildings secured to enhance social distancing measures Staff provided with Laptops and VPN access to allow for remote working Recruitment process undertaken to further strengthen our pool of cover instructors & Teachers Course commence scheduling under constant review to accommodate existing class extensions and instructor availability. 	2	1	2	<ul style="list-style-type: none"> As a natural consequence of covid19 lockdown restrictions, the educational and training ecosystem of the Campuses will need to demonstrate continued flexibility in terms of delivery and scheduled Irish dates. PCGB approval to run PPD where required Hybrid Learning will continue to be an option on all programmes where necessary 	20/03/23	Date Register Checked Director/ CRO	Date Register Checked A&R
Strategic / Operational	4, 6, 8	Reduction in applications for courses (non apprenticeship)	<ul style="list-style-type: none"> A reduction in demand for courses may result in underutilisation of staff. A reduction in course demand may result in underutilisation of buildings where rentals / leases are attached. 	Lead Risk Owner: Campus Manager & Principal Risk Owners: Campus Management	<ul style="list-style-type: none"> Developing and sustaining a branding and promotional campaign led by the Admissions Office. Continued development of unified approach to promotion of Kerry College Courses regularly capitalising on promotion of a singular entity Kerry College Expand the existing suite of courses in an effort to appear to a broader prospective learner group. Open Week – February 20th 2023 Kerry College continuation with CAO pilot project. 	3	4	12	<ul style="list-style-type: none"> Sustaining and further developing the existing marketing campaign. Timely communication of print material and information evenings including online events such as open events, live Q&A sessions. Engaging with leaving cert students and canvassing the suite of offerings at Kerry College Campuses. Ongoing training for the utilisation social media for promotion of Kerry College. Progression routes canvassed to learners partaking in courses at community Education Centers Expand on PP- FET links established. A pilot programme began in Q4 in 2022. Expand on current internal progression programme to include an access day. Pilot course taster days Increase focus on national promotional campaigns with a specific focus on course provision unique to Kerry College Increase promotion of initiatives, outings, events, etc held in each campus 	20/03/23		

Financial	1, 2, 3, 6, 8, 9	Reduction in financial support for continuation of existing course suite and support for further course developments	<ul style="list-style-type: none"> A reduction in financial support for existing course provision may result in a reduced capacity to schedule course starts. This will have a natural consequential impact on the number of beneficiaries in the period. A reduction in financial support for the exploration and setup of new courses will have a negative impact on the Campuses in two principle areas, namely: <ol style="list-style-type: none"> 1) Negative Public perception on relevance of existing course offering 2) Reducing beneficiaries due to stagnation of course offering. 	<p>Lead Risk Owner: Campus Manager & Principal</p> <p>Risk Owners: Campus Management</p>	<ul style="list-style-type: none"> Utilisation of existing contracted Training Framework Constant review of SUN budgets – Actual v's Budget Approval for engagement with Agency Staff Consultation and engagement with relevant stakeholders in efforts to substantiate the necessity for course developments / new course offering. 	4	3	12	<ul style="list-style-type: none"> Representations to SOLAS for funding as required Utilisation of Skills to Compete, Skills to Advance and Explore programmes for delivery of training / upskilling courses. Enhancing further industry Partnerships to leverage new course development Further Training in the new Budgeting system 	20/03/23		
Compliance	7	Third party compliance with agreed business operations which underpin funding arrangements	<ul style="list-style-type: none"> Delivery of service provision at the 27 Trace NLN may result in lower numbers of learners on course It may not be possible to have all learners complete their course in the initial prescribed timeframe. Such 3rd party providers receiving funding for aspects of delivery that did not take place 	<p>Lead Risk Owner: Campus Manager and Assistant Managers</p> <p>Risk Owners: Campus Manager and Assistant Managers</p>	<ul style="list-style-type: none"> Increased Monitoring NLN provision Reassurances sought from SOLAS in terms of funding learners and training fees Learner extensions beyond the allowed registration time. 	3	3	12	<ul style="list-style-type: none"> Continued enhanced monitoring activities Kerry ETB undertaking internal audits of business process. 	20/03/23		
Operational	8	The Challenge of meeting the targets as set out in the Climate Action Plan/Kerry ETB sustainability Strategy 2023-2025	Not meeting our mandated targets under the Climate Action plan for public bodies	<p>Lead Risk Owner: Campus Manager & Principal</p> <p>Risk Owners: Campus Manager and Assistant Managers</p>	<p>Energy Audit carried out in Summer 2022</p> <p>Sustainability & Green Campus Initiative Teams in place</p> <p>Working with Kerry ETB Buildings Office regarding installation of Solar energy backup supply – to ensure continuity of business critical processes.</p> <p>Installation of PV paneling in Monavalley Campus.</p> <p>Incorporation appropriate Climate Action and sustainability training into learning and development strategies for staff.</p> <p>Sustainability is a standing item on Section 44 committee meetings and staff meetings.</p> <p>Inclusion of certification on programmes throughout Kerry ETB.</p>	3	3	9	<p>Implement best practice as identified via the Sustainability & Green Campus teams.</p> <p>Plan for installation of backup Solar Supply – pending funding (Commented some sites)</p> <p>Deployment of Electric Van as required across Kerry College Campuses</p> <p>Review any paper-based processes, and evaluate the possibilities for digitisation so it becomes the default approach</p> <p>Organise staff workshops (at least annually) to engage on climate issues, including a focus on decreasing the organisation's carbon footprint.</p> <p>Increase the improvement in energy efficiency using the energy audits as a baseline.</p> <p>Implement the new Kerry ETB sustainability strategy 2023-2025</p>	20/03/23		

		Ability to effectively meet the needs of the Dispersed International Populations in Kerry.	Delays in funding applications regarding additional resources to meet identified needs. Risk that Kerry ETB would not meet the full scope of demands arising from the Ukrainian community & other minorities and government departments. Risk of reputational damage regarding inability to respond to newly established needs Failure to integrate new communities into the life and fabric of Kerry.	Lead Risk Owner: Campus Manager Risk Owners: Campus Manager and Assistant Managers	Liaise with Kerry ETB's established Ukraine Response Steering Committee. Enhanced learner supports and ESOL provision Appointment of interpreters where needed Availability of counselling for learners in need Ongoing engagement with local agencies who work with the Ukrainian community and other minorities	2	3	6	Continue to work with Kerry College Admissions in scheduling new course intakes in response to established needs. Continue to develop Ukrainian language posters and information resources. Building partnerships with state agencies and companies supporting minority groups. Working with Admissions in identifying additional capacity in marginalized geographic areas where demand may emerge that exceed local capacity. Continue to engage with local agencies, ETBI and Government on all matters arising. Green Procurement- working with Procurement teams to develop sustainable practices.	20/03/23			
Operational	9												
Operational	2	Continual adherence to QA processes	<ul style="list-style-type: none"> Reputational Damage to Kerry College Adverse impact on student progression & employment 	Lead Risk Owner: Campus Manager & Principal Risk Owners: Campus Management	<ul style="list-style-type: none"> New Staff induction arranged around QA Mentoring Programme in place for new staff QA Training ongoing throughout year. Staff consultation on policy & procedures as part of the inaugural review. Development of Communities of Practice Development of the Assessor handbook by Kerry ETB QA Department. Annual Review of EA & Appraisal Reports. QA teams established locally within campuses 	3	4	12	<ul style="list-style-type: none"> Course area review based on QA reports Use of MS TEAMS functionality for the receipt, marking IV & EA of all learner work Use of Digital Folders can lead to a more robust & streamlined QA system. Further IV Training for staff Growth & Development of UDL practices 	20/03/23			

Prepared by: Con O Sullivan, Stephen Gouling, Aodhain Carroll, Elaine O' Connor

Line Manager: Owen O'Donnell

Date: TBC once Director of PET has reviewed.

Reviewed March 20th 2023 by Con O Sullivan & Stephen Gouling

New Review Date October 2023

Kerry FTB Strategy Statement 2016-2021

1. Nationality and International Recruitment and Quality Assured Programmes
2. Quality Teaching and Learning
3. Innovation and Training Response
4. Safety and Programs
5. Safety and Active Partnerships
6. Safety and Active Partnerships
7. Effectiveness and Accountability in Governance and Leadership
8. Marketing, Monitoring and Communication
9. Enabling the Working and Learning Environment

Risk Assessment - Rating the Risk

LIKELIHOOD		IMPACT	
4	3	1	2
3	2	2	3
2	1	3	4
1		4	

LIKELIHOOD	RED	Very high risk and high risk
4 = very high		
3 = high	AMBER	medium risk
2 = medium		
1 = low		
IMPACT	GREEN	low risk
4 = score		
3 = major		
2 = moderate		
1 = minor		

Kerry FTB Risk Categories

- Financial
- Strategic
- Operational
- Reputational
- Compliance
- Environmental

S. Goulden

24/04/23

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29/4/2023

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24/4/23

