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<b>To</b>	Te Poari Whai Kounga Quality Alignment Board	<b>From</b>	Simon Tries, Manager, Te Korowai Kahurangi
<b>Title</b>	Managing Academic Risk	<b>Date</b>	12 March 2020

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**Recommendation/s**

That Te Poari Whai Kounga discuss how it can best use the academic risk register to most effectively manage institutional risk and provide assurance to Academic Board that programme risks are being effectively managed.

**Purpose**

To provide Te Poari Whai Kounga with the opportunity to shape the manner in which Academic Risk is managed across Unitec.

**Background**

An Academic Risk register has been in ongoing development for some time. The risk register is programme based and focusses on the likelihood of risks occurring and the consequences were they to eventuate. It also captures the controls, monitoring and early warning indicators used to manage the risks. It should be noted that the register is focused on *areas* of risk, and not specific risks per se.

A full explanation of the risk register and how it operates is in Appendix A.

The primary purpose for managing risk is to avoid or minimize the likelihood of undesirable outcomes.

While the risk registers will remain a work in progress for the next few months as we further refine them, we also need to consider how we utilize what they tell us to most effectively manage risk across the institute, and how this will work in practice.

A summary of proposed roles that different parts of the institute have in the risk management process is outlined below. Members should consider:

- How will this work in practice?
- Are the various roles appropriate?
- What's missing?

**Summary of Roles***APM's Role:*

- APM maintains the Programme-Level Risk Register
- Actively manage risk in their programmes

- Report to PAQC and their HOS on (amongst other things) the management of risks within their programmes

#### *PAQC's Role:*

- Be a 'critical friend' to the APM by providing support, recommending or requiring actions to address risks
- Challenge and guide APMs actions
- Hold the APM to account for managing programme risks (with HoS), including requiring additional controls and/or monitoring
- Report to QAB quarterly (or more frequently if required) on the management of risks (amongst other things) consider if the risks are being effectively managed, are rated correctly and whether further action is required

#### *QAB's Role:*

- Assure itself that risks are being effectively governed at PAQC level
- Identify any institutional themes in the identification and management of risks
- Monitor PAQC risk management practice, including controls and treatments and to ensure good practice is shared
- Report to Academic Board on the extent of the assurance provided, actions being taken to address unacceptable risk (and issues), and escalating to Academic Board where necessary
- Keep PAQCs informed of relevant matters relating to Academic Risk Management

#### *Academic Board's Role:*

- to ensure that there is an effective and efficient risk management process in place which provides assurance that risks are being effectively managed
- to ensure that controls are effective, or that these are being put in place and adequate process is being made
- that any treatment plans are effective

Ultimately, Academic Board needs assurance that academic risk is being effectively managed across the institute. The reporting mechanisms outlined above are designed to provide this assurance.