
To	PAQC xxxx	From	APM name
Title	Management of Academic Programme Risks	Date	dd mmm yyyy

SAMPLE APM REPORT TO PAQC**Recommendation**

That the <<name of PAQC>> PAQC notes the actions being taken to address the most significant risk across the programmes highlighted in the Risk Matrix at the end of this memorandum.

Purpose

To provide assurance to the PAQC that risks to the programmes are being effectively and appropriately managed and to note any barriers in this regard.

Summary of Academic Risks

<<provide a brief summary of the risks and their management, including any key changes, challenges and/or improvements>>

Actions being taken to address Academic Programme Risks

Action to mitigate identified risk/s	Risks being mitigated	Programme	To be completed by (date)	Responsibility for outcome sits with	Current status
Example: Refresh marketing plan Implement marketing plan	Low EFTS	GDBUS MAP(PA) NZDB5 PGDBS	31/7/20 (refresh) 1/8/20-28/2/21 (implement)	APM name	

This table is intended to be a rolling action plan to address the issues contributing to the most significant risks facing an APM's programmes.

<<insert Programme Risk Matrix from PowerBI>>

Programme Risk Matrix														
Acad Prog	Select School						Select PAQC			Select Programme			Select Risk Area	
	Back						Applied Business ▼			All ▼			All ▼	
	Academic systems and processes don't support the success of students	Assessment is not effectively managed/ validated or does not ensure achievement of outcomes	EFTS continue to decline and no improvement in revenue streams	Evaluation and monitoring of Programme is not effective	External requirements not met (i.e., Regulatory/ Professional requirements)	Level 7+ programmes: Quality and quantity of research is insufficient to meet statutory requirements and contribute to student success	Programme delivery does not meet requirements of Programme Approval and Accreditation (and related) Rules (including: course durations, timetabled hours, learning hours, sub-contracted delivery, teaching location approval)	Programme design or delivery does not meet the needs of stakeholders	Programme does not have sufficient resources (teaching spaces, consumables) to support delivery	Programme Targets not met	Staff capability and/or capacity does not meet learner needs	Staff culture does not meet the values-based culture of Te Noho Kotahitanga	Student / Graduate feedback not used to effect positive change	Students are not adequately supported in their learning
	BBS	Medium	Medium	Medium	Medium	Medium	Medium	Low	Low	Medium	Medium	Low	Low	Medium
	BIC	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low
	GDBUS	Medium	Low	High	Medium	Low	Medium	Medium	Medium	Low	Low	Medium	Low	Medium
	GDPA	Low	Low	Medium	Low	Low	Medium	Low	Low	Medium	Low	Low	Low	Medium
	MAP_PA	Low	Low	High	Low	Medium	Medium	Low	Low	Low	Low	Low	Low	Low
	MBUS	Medium	Low	Medium	Low	Low	Medium	Low	Low	Low	Low	Low	Low	Low
	NZCRE	Low	Medium	Medium	Low	Medium	Low	Low	Low	Medium	Low	Low	Low	Low
	NZDB5	Low	Medium	High	Low	Medium	Medium	Low	Medium	Low	Low	Low	Low	Low
	PGDB5	Medium	Low	High	Low	Low	Medium	Low	Low	Low	Low	Low	Low	Low