For Discussion

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.

Attachments

<<insert Programme Risk Matrix from PowerBI>>

Example:

Programme Risk Matrix

Back

Select School: Applied Business | Select PAQC: All | Select Programme: All | Select Risk Area: All

Acad Prog	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/ Professioal 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	Medium	Low	Low	Medium	Medium	Low	Low	Medium
BIC	Low	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	Low
GDPA	Low	Low	Medium	Low	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	Low
MBUS	Medium	Low	Medium	Low	Low	Medium	Low	Low	Low	Low	Low	Low	Low	Low
NZCRE	Low	Medium	Medium	Low	Medium	Low	Low	Low	Low	Medium	Low	Low	Low	Low
NZDB5	Low	Medium	High	Low	Medium	Medium	Low	Medium	Low	Low	Low	Low	Low	Low
PGDBS	Medium	Low	High	Low	Low	Medium	Low	Low	Low	Low	Low	Low	Low	Low