

Risk Register

APPENDIX B

Risk description	Likelihood of the risk occurring	Impact if the risk occurs	Severity Rating based on impact & likelihood.	Owner Person who will manage the risk.	Mitigating action Actions to mitigate the risk e.g. reduce the likelihood.	Contingent action Action to be taken if the risk happens.	Progress on actions	Status	Useful resources
Supplier failure	Low	Low	Low	Rachel Lyus - Apprenticeship and Career Development Manager	Apprentices and Line Managers agree commitment with all parties, setting out roles and responsibilities. The Apprenticeship and Career Development Manager manages provider contracts and monitors performance.	The payments will be stopped on the levy account and a new provider will be sourced to deliver the rest of the programme.			
Poor performance	Medium	Medium	Medium	Apprenticeship Line Managers and Apprenticeship and Career Development Manager.	Apprentices and Line Managers agree commitment with all parties setting out roles and responsibilities. The Apprenticeship and Career Development Manager manages provider contracts and monitors performance.	Within the terms and conditions agreed, monthly progress reports are required for each individual on an apprenticeship programme.			
Price instability	Low	Low	Low	Apprenticeship and Career Development Manager.	All apprenticeship standards have been allocated funding bands assigned by the Department of Education. All apprenticeship training and assessment is paid via the apprenticeship levy account and within the set funding bracket for each standard.	Any changes made by the government to the funding bands will be amended in the terms and conditions and adjusted in the levy account.			
Fraud	Low	Low	Low	Apprenticeship and Career Development Manager.	All Training Providers have been assessed and approved by the DFE. The YPO has their own screening and application process that must be met to register with the framework to deliver apprenticeship training and assessment. The levy account is hosted via the government gateway and only approved providers can access funds. All training providers are also subject to Ofsted inspections.	All payments to the Training Providers will be paused until investigated. The DFE, YPO and internal fraud investigation team will be notified.			