

UniHaven Risk Register – Sample Template Form

Item No.	Description	Risk Likelihood			Risk Impact			Action	Action Owner	Completion Date
		L	M	H	L	M	H			
	Strategic									
1	Covid-19 – stops in class teaching			x		x		<p>Online is set up in case in-class need to switch to it – stay close to the market/government announcements re lockdowns</p> <p>GUC agreement to be reviewed. Earliest start date now Sep 2022.</p>	AD/CRO	Ongoing
2	HEIs withdraw from agreements to take students	x					x	Annual reviews maintain commitment and agree arrangements regarding progression	CEO	Annually
3	Risk of not implementing the strategy		x				x	Monthly EMT and Quarterly Board of Director meetings ensure that the strategy is being implemented as planned or agree and implement corrective actions if not.	CEO	Monthly
4	Long term illness to key members of staff	x					x	External panel of suitably qualified and experienced people, two for each EMT role where possible, is maintained with	CEO	September 2021

								agreements in place with each that they will step in if needed. AD – Prof. AH and JV. CEO – DO'R and BC. CRO – M. McK.		
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	Recruitment and Operations	L	M	H	L	M	H	Action	Action Owner	Completion Date
1	Insufficient numbers attracted to study in Ireland		x				x	Assess market demand to ensure no obstacle to travel/study in Ireland. Run up to three intakes annually and defer places from one to the other.	CRO AD	Ongoing As needed
2	Accommodation issues	x					x	Carefully vet accommodation providers prior to agreements with each	SSO	June 2022
3	Students who are minors	x				x		Guardian Nominee Company Godsil are employed for outside hours care All teaching staff to be Garda vetted	AD AD AD	June 2022 Before Programme Start – all Teachers should have Garda Vetting from other employments

4	ILEP approval not secured	x					x	Notify ILEP of planned submission to identify and correct any barriers to listing at the relevant cycle. Enterprise Ireland to provide ILEP contact - Done	CRO CRO	Done Done
5	IT security		x				x	Third party supplier keeps security up to date to prevent hacks, breaches etc. All IT is cloud based to minimise ransomware attack likelihood Core agreement docs stored in hard copy. Risk assessment complete Oct 2021.	CEO CEO CEO	Ongoing In Place Done
6	Admissions minimum entry requirements adhered to and adequate distribution of students attained	x					x	Minimum entry requirements monitored and enforced by AD under Admission Board. Student distribution reviewed by Admissions Board post intake.	AD Adm. Board	Each intake Each intake
	Financial									

1	Programme profitability less than expected	x					x	<p>Assess market demand to ensure no obstacle to travel/study in Ireland.</p> <p>Defer students from one intake to the next in agreement with them and subject to the deferral not disrupting their educational goals excessively.</p>	<p>CRO</p> <p>EMT</p>	<p>Ongoing</p> <p>As needed</p>
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	Reputation	L	M	H	L	M	H	Action	Action Owner	Completion Date
1	Teaching/assessment is substandard		x				x	Recruit teachers against role specifications to maintain the highest academic standards Assessments are centrally controlled.	AD	Post QI Approval
2	Negative publicity in relation to the student experience	x					x	Staff to be hired and performance monitored to ensure company values that intend maximising student experience are being lived.	AD	Post QOI Approval
3	Agents - misleading information provided by them.	x				x		Agent recruitment to be tightly managed to ensure only high-quality agents are recruited. Agent websites and physical materials inspected. Only one website mentioned UniHaven by name. Remove agent docs from open network to secure restricted servers.	CRO AD CRO	Ongoing Done - Oct 2021 Done by CRO – Oct 2021

	Regulatory and Compliance									
1	QQI programme validation not adhered to		x				x	Comply with all requirements. Appeal and/or resubmit if unsuccessful.	CEO/AD	Ongoing