

Value for Money and Risk Assessment Policy

Introduction

Opps Training deems that all its employees at all levels have a responsibility to deliver the highest service both internally to colleagues and externally to its customers. Key Performance Indicators are in situ to measure the responsibility for actions, decisions, productivity and contribution to service performance and accountability. Opps Training receives funds from the public purse and therefore is charged with responsible management and resourcefulness in how the funds are exploited for the benefit of learners and employers. Operational excellence will be achieved through achieving the following objectives:

Aims and Objectives

Aims to:

1. Identify, secure and maintain good practice in delivery and value for money evidence
2. minimise risk to the continuation of service to stakeholders
3. maintain a healthy and effective organisation
4. ensure that delivery is cost effective and accounted for
5. ensure timely processing of operational and administrative activities.
6. develop materials for both learners and trainers and share continuously with colleagues.
7. maximise use of all resource available to Opps Training.
8. acquire new information through research. This will further improve own knowledge which can be applied to own practice and provide an opportunity to influence and develop others. This should be recorded in detail on CPD logs.
9. provide effective CPD for all team members.
10. create and develop learner reviews on a regular basis in order to track the learner's progress and allow them to voice any concerns. Initiate discussions and establish how learners follow policies and procedures relating to Equality and Diversity, Safeguarding, Prevent, British Values and Health & Safety aspects within their workplace. Set realistic, challenging and measurable targets for completion by the next review. Encourage the learner to reflect on their progress towards the learning goals. The requirement to also recognise the core 'Behaviours', log and reflect the '20% off-the-job training' of apprenticeships is imperative.
11. devise learning and development plans and provide learners with appropriate resources pertinent to their level of study and need. Illustrate substantial detail of teaching and learning activities and the methods used to undertake these.
12. provide effective and timely feedback to learners to help move learning on and influence their achievement.
13. plan and manage all aspects of a learner's programme in compliance with individual funding streams.
14. monitor compliance with all stakeholders.
15. maintain excellent customer service relationships with all stakeholders.
16. maintain an accessible and transparent customer service management system.
17. manage the commitment around communication with others, in particular, liaising
 - a. with employers and manage information relating to the success of their employees.
 - b. In turn, the relationship will secure positive employer evaluations.
18. provide secure working opportunities by establishing strategic growth.

19. ensure that Opps directors overseeing risk management within the organisation as a whole. In this respect they support, advise, implement and review policies.
20. categorise risks according to their impact and likelihood and assess their financial and non-financial implications.
21. support all Opps team members in supporting risk management practice within their respective areas of responsibility. Key risk indicators will be identified and closely monitored on a regular basis.
22. compile a risk register to ensure that the greatest threats to the organisation are being addressed.
 - a. evaluate the adequacy of risk management and to provide an annual assessment of governance, risk management and internal control. The internal auditors will comprise: Managing Director, Financial Director and operations manager. Their responsibilities therefore include:
 - a. Adoption and encouragement of best practice risk management procedures within their individual area of responsibility, including cascading down responsibilities for identifying, assessing, managing and reporting risks.
 - b. Regularly discussing and reviewing significant risks, and their management, within their own area of responsibility to satisfy themselves that major risks are being properly managed and controlled.

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Person responsible for policy and review	Managing Director