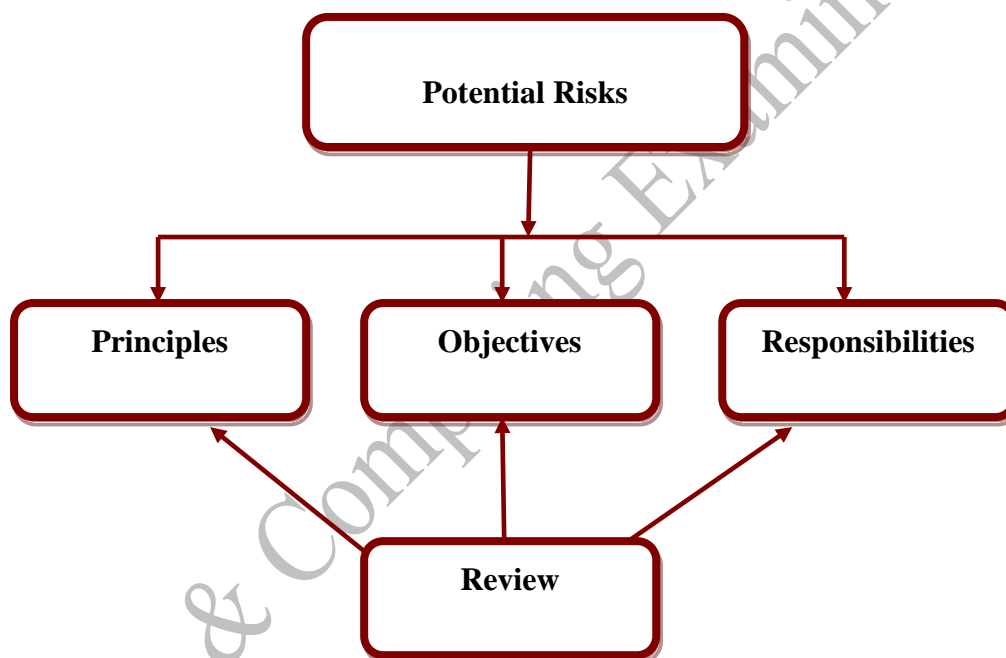




Risk Management Policy

Policy No.:	P017
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Status:	Approved
Responsibility for policy:	CEO
Responsibility for implementation:	CEO

Risk Management Framework



1. **Introduction**

The UK regulatory agencies state that the use of effective risk management practices is necessary to protect BCE staff, resources, candidates and Approved Centres against potential loss, and to maximise the effectiveness, efficiency and reliability of services.

BCE is committed to protecting itself, its staff and others. We recognise that effective risk management is critical for anticipating and managing situations or events that could prevent us from achieving our strategic objectives.

BCE recognises that Risk Management is an integral part of corporate governance and sound management practice, hence we are committed to integrating risk management into our culture, decision-making processes, qualifications, practices, business planning and performance reporting activities and establishing a safe working environment for our stakeholders.

This policy outlines the key outcomes and compliance obligations regarding the Risk Management System for all BCE staff.

The policy sets out:

- the requirements for staff and consultants to identify and manage the potential risks;
- outcomes and compliance monitoring requirements; and
- the organisation's commitment statement.

2. **Policy Principles**

BCE is committed to the following risk management principles:

Risk management:

- creates and protects value
- is an integral part of all organisational processes
- is part of decision making
- explicitly addresses uncertainty
- is systematic, structured and timely
- is based on the best available information
- is tailored
- takes human and cultural factors into account
- is transparent and inclusive
- is dynamic, iterative and responsive to change
- facilitates continual improvement of our organisation.

3. **Commitment Statement**

BCE will ensure:

- risk management is an integral part of the organisation's key business planning, resourcing and decision making processes;
- there is a consistent and systematic approach to the management of risks across the organisation;
- clear roles and responsibilities are defined in the Risk Management Policy;
- staff have the necessary training to allow them to participate in risk management activities;
- staff with key risk management roles and responsibilities have the necessary training and authority to undertake these responsibilities;

- that the necessary resources are allocated in support of risk management, within the business and budget planning process;
- we are honest with ourselves and with others in relation to the risks and challenges faced by the organisation.

4. **Outcomes**

The required outcomes of this policy are that:

- BCE has a documented Strategic Risk Register (Risk Log) with associated treatment plans;
- All Centres have a documented Risk Register with associated treatment plans;
- The CEO and Line Managers, undertake a formal review and analysis of strategic risks on an annual basis;
- CEO and Line Managers confirm the currency of their risk registers and treatment plans through a signed Declaration made at least annually by the Chief Executive Officer;
- The CEO formally reviews the progress of risk treatment plans at least twice per year;
- Risk management principles and practices are integrated into key organisational frameworks including:
 - Planning and Reporting Framework
 - Assessment and BCE Qualifications Framework
 - Operational Framework
- All risks that are assessed as “**high**” (after taking into consideration current measures to manage and control the risk) need to be reviewed regularly;
- Post-event analysis is undertaken to capture “lessons learned” from significant risk events and these are recorded in Contingency Management Log.

5. **Scope**

This policy applies to all BCE staff, contractors, or consultants. Compliance is mandatory.

6. **Roles and responsibilities**

Board of Advisors

The BCE Board of Advisors oversee the legislative principles and functions specified in the policy framework. The Board of Advisors are also concerned with the achievement of strategic and performance objectives as outlined in our Strategic Plan.

Chief Executive Officer

BCE’s Chief Executive Officer is responsible to the Board of Advisors for leading the organisation in an open, transparent, consistent and within legal principles.

Key responsibilities include:

- Compliance with relevant UK Government and Regulatory policies
- Ensuring governance mechanisms effectively monitor risks and the way risk is managed.
- Formulating and developing organisational risk management policy and plans that impact on whole of organisational operations and exist within the broad framework of corporate objectives.
- Providing expert advice and recommendations on Risk Management Policy and program matters as they relate to the organisation, by contributing to policy development, and to the realisation of organisation policy objectives.

- Monitoring and or reviewing appropriateness of organisation risk management operations and formulating plans for staff/organisational development to support effective risk management capability across the agency.
- Providing technical consultancy advice and undertaking complex projects in risk management and associated aspects which extend across the organisation.
- Setting standards of best practice for risk management.
- Commitment to the implementation of an integrated enterprise-wide risk management system.
- Undertaking annually (*as a minimum*) a formal strategic risk assessment process for BCE.
- Establishing and maintaining a culture of risk awareness.
- Ensuring staff receive appropriate support in fulfilling their responsibilities.

Appeals Committee and Programme Design & Review Panel

The role of the Appeals Committee is to hear learner or Centre grievances, advise and assure the CEO on appeals policy and procedures. The Programme Design & Review Panel responsibilities lie in BCE Qualification & Specification Development, relevancy and currency of qualifications.

All are responsible:

- To oversee BCE's strategies for the identification and addressing of risk from internal and external sources.

Programme Development & Services and Administration

Programme Development Manager and Office Manager are responsible for establishing and maintaining an effective system of internal control over assessment operations and financial reporting, including, systems designed to assure achievement of BCE objectives and compliance with applicable laws and regulations.

Key Responsibilities include:

- Demonstrated competencies, accountability and commitment to the implementation of an integrated enterprise-wide risk management system.
- Primary responsibility for managing risk on a day to day basis.
- Undertaking annually (as a minimum) a formal risk assessment process for their functional areas.
- Ensure the capturing of risk information in the organisation's risk registers and the ongoing currency of the information including:
 - Asking for authorisation for risks to be added or retired from their risk register,
 - Validating and reviewing existing risks on the risk register,
 - Identifying risk owners, control owners, and treatment owners,
 - Providing certification of the "validity and currency" of their risk register,
- Evaluating the effectiveness of existing controls and ensuring risk treatments are developed and implemented.
- Responsible for promoting risk awareness within their area and actively engaging staff in the risk management process.
- Responsible for ongoing monitoring of risks and treatment plans.
- Consideration of risk exposures and reprioritisation of work in light of risk analysis.
- Commitment to regular internal auditing practices.

- Ensure that risk management is incorporated at the conceptual stage of group planning as well as throughout implementation and evaluation.

Assessment Panel and Quality Assurance

Both are accountable to the Programme Development Manager for:

- Assessment risk management
- Centre operations risk management
- Maintaining an awareness of local and international assessment issues
- Providing advice on combating malpractice and maladministration

The Quality Assurance works in collaboration with other stakeholders to assist with the implementation of risk management across BCE Centres.

Marketing and Accounting

- Actively support, report and contribute to the risk management process.
- Maintain an awareness and participation in the identification, management and awareness of the risks, uncertainties and opportunities that relate to the organisation.

Business & Computing Examinations (BCE)