

## STUDENT PROTECTION PLAN – RISK REGISTER

Nature of risk	Impact	Likelihood	Control measures in place
1. College closure	5	1	Financial guarantees are provided by member companies within the Berlitz Manchester group in the event of necessity. These are reviewed on an annual basis
2. Unavailability of building or classrooms <b>(including current situation with respect to the COVID-19 pandemic)</b>	4	1  3	Provision is made for IBCM classes to take place within Berlitz as required. Alternative temporary locations will be managed through our property agents in case of emergency.  The building has been closed to students for a large part of 2020 and early 2021 due to directives from the UK Government in the light of the pandemic. All students have been able to access their programmes via online delivery and the same programme of internal monitoring takes place to ensure consistency in terms of standards and quality.
3. Selected programme not running: insufficient interest	4	4	Monitoring of interest & enquiries enables early anticipation of programmes not running and early negotiation with applicants Procedures in place to offer alternatives to applicants should required course be unavailable
4. Selected programme not running: staffing availability	4	1	IBCM has a bank of versatile and qualified staff available to teach on accredited programmes. Liaison with recruitment agency ensures rapid access to qualified personnel when required.
5. Selected programme not running: removal of awarding body accreditation	4	1	Academic & Quality Manager and Programme Leaders retain regular contact with all awarding bodies to ensure compliance with all requirements and regulations. Audits

			such as Academic reviews and verification visits confirm such compliance and monitor action in relation to any recommendations.
6. Major changes to programme including (but not limited to) module changes, entry requirements and/or assessment arrangements	4	2	Early planning minimises risk of changes having to be made. Regular liaison with awarding bodies will ensure currency of programme organisation and management. Where changes are unavoidable early negotiation will take place enabling applicants and students to make informed decisions.
7. Suspension of student route licence	5	2	Student route processes are reviewed regularly to ensure compliance with all requirements and minimise any risk of suspension of the licence. Should this happen all reasonable steps will be taken to allow students to complete their studies.
8. COVID-19	1-5	1	IBCM has a comprehensive COVID-19 Strategy. Where the building is allowed to open to students procedures are in place to minimise risk, including temperature checks, social distancing and the wearing of masks. All students coming from abroad are have to observe the required quarantine period. All students are instructed not to come to the college if they feel unwell and are advised to be tested should they experience any symptoms. Classes move to online delivery as indicated above and students will receive the same provision as they would in face to face delivery.

*(Scale 1- 5 where 1 = low and 5 = maximum)*