



BUSINESS CONTINUITY PLAN

Risk Analysis Policy

- Identifies those risks which could impact on individual projects
- Provides the basis for a risk containment plan
- Ensures each risk is analysed for probability and impact
- Identifies an appropriate contingency plan
- Reports on the status of current risks

Through the life of all projects, meetings will be held with the client at regular pre-determined intervals, reporting on progress, performance and any variances, taking necessary corrective action to ensure client satisfaction.

Sportscape Education has a dedicated and highly experienced administration and projects team who design and implement the required systems and documentation to support and ensure compliance with client requirements.

We are approved to deliver qualifications by various awarding bodies and in order to satisfy their requirements we have comprehensive IT systems to maintain, monitor and keep data securely.

Our systems are networked using an independent server. The system is firewall and virus protected and all data is saved on a daily basis using the cloud.

Delivery

Delivery within Sportscape Education is to deliver training to learners on site in partnership with employers. Any issue regarding access to this will prompt contact with a further partner to change the site.

Staffing

A staff matrix is available which details responsibilities, qualifications and experiences of all delivery staff to ensure sickness and holiday cover is always available.

Finance

Our financial controls ensure compliance at all times.

Risk Analysis Plan

Risk	Probability 1-5	Severity 1-5	Score P x S	Action to Prevent/ Manage Risk
Staffing				
Failure to provide appropriate resources within proposed time line	1	5	5	Maintenance of appropriate skilled resource
Difficulty in obtaining appropriately skilled staff	1	5	5	Database of qualified resource
Organisational				
Lack of organisational coherence	1	5	5	Experienced management team
Poor take-up or engagement	1	5	5	Experienced in recruiting all learners
Failure to address user needs	1	5	5	Significant experience using Organisational Needs Analyses and Individual Skill Scans
Loss of focus from original aims	1	5	5	Ongoing quality assurance against original aims and objectives
Delivery fails to take-off and prospective associates lose interest and belief	1	5	5	Achieve buy-in on induction of associate network
Technical				
Failure to deliver adequate technical resource	1	5	5	Sophisticated administration and IT resources in place
Suppliers				
Risks identified:				
Accredited bodies do not deliver when required	1	5	5	Effective communication and administration systems in place
Training facilities not available	1	5	5	Alternative venues can be sourced immediately
Financial				
Failure to maintain adequate financial systems and resources	1	5	5	Sophisticated accounting procedures and adequate financial resources available, support from an independent consultant