



GROUP TRAINING POLICY & PROCEDURE

RISK MANAGEMENT

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PRIMARY ROLE : GM Automotive Business
Team Leader Automotive Business Specialists
Automotive Business Specialists employment

SPECIAL NOTE :

SPECIAL REQUIREMENTS : All risks are to be reported to, and incorporated into the
MTA Risk Plan.


ATTACHMENT :

REFERENCES : MTA Risk Management Plan
Quality Assurance & Continuous Improvement Policy
Australia & New Zealand Standard Risk Management
Standard (AS/NZS 4360:1999)
WHS Policy
Applicable Federal & State Legislations
Host Employer Monitoring Policy

DOCUMENTS : Risk Management Plan
Continuous Improvement Register

EQUIPMENT & RESOURCES :

QUALIFICATIONS, TRAINING OR
SPECIALIST KNOWLEDGE :

AUTHORISED :  _____ DATE : 12/06/2020
CHIEF EXECUTIVE OFFICER



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PURPOSE

The purpose of the policy is to ensure that:

- risk management is embedded in organisational practice and that risks are identified, monitored and controlled in a timely and effective manner;
- all responsible persons of Motor Trade Association Group Training Scheme (MTA GTS) and all staff are fully conversant with the principles of risk management as applied by MTA.

RESPONSIBILITY

CEO

It is the responsibility of the CEO to:

- ensure that risk assessment is practiced regularly;
- ensure that Risk is an agenda item at all management and Board Meetings;
- risk is monitored and mitigation strategies are implemented at the earliest possible time;

GM Autotomotive Business

It is the responsibility of General Manager Automotive Business to ensure that:

- the risk management plan is adhered to and monitored regularly;
- ensure that risk is an agenda item at all staff and Executive meetings;
- all staff and contractors are aware of MTA GTS's risk management strategies and reporting procedures;
- risk management concerns or evidence highlighted by staff or identified by them in regards to staff or their actions is addressed immediately to mitigate further risk.

Staff

It is the responsibility of staff to:

- fully participate in all risk management activities;



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- inform the GM Automotie Business of any situation or condition that has or may lead to negative impact to MTA GTS or any individual or group stakeholder;
- ensure that they behave in a manner that reduces risk at all times.

POLICY

It is the policy of MTA GTS to mitigate risk at all levels and in particular in regards to financial viability and Work health Safety as they relate to all MTA GTS stakeholders.

SCOPE

This Risk Management Policy is applicable to all aspects of all MTA GTS activities.

DEFINITION

- Apprentices : Individuals directly employed by MTA GTS under a Contract of Training whether undertaking work for MTA GTS or being hosted by an alternate employer.
- Contractor : Individual or entity engaged by MTA GTS under contract to deliver specified work on its behalf e.g. RTO, WHS Specialist.
- Employee : Individual employed by MTA GTS who is not employed under a Contract of Training and who works directly for MTA GTS.
- Host Employer : An individual or entity qualified and -where appropriate - licensed in the trade specific to the engagement of an MTA GTS Apprentice or Trainee under an agreement. The Host Employer agrees to provide appropriate on-job-training and release the Apprentice or Trainee for off-job-training as per the Apprentice/Trainee's Training Plan.
- “Risk” : For the purposes of the Risk Management Policy risk is defined as an event or occurrence that impacts or has the potential to impact on objectives, capabilities and sustainability.

There are three measurements of risk;

1. Assessment of Likelihood (A-Almost Certain, B-Likely, C-Possible, D-Unlikely, E-Rare)
2. Assessment of Seriousness (Catastrophic - 5, Major - 4, Moderate - 3, Minor - 2, Insignificant - 1)
3. Risk Grade (H - High, S - Significant, M - Moderate, L - Low)



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Trainees : Individuals directly employed by MTA GTS under a Contract of Training whether undertaking work for MTA GTS or being hosted by an alternate employer.

RISK MANAGEMENT METHODOLOGY

MTA GTS employs the following methodology:

- Continuous identification of risks;
- Identification of remedial or mitigating actions to reduce potential or eliminate risk inclusive of:
 - allocation of appropriate resources;
 - where appropriate implementation of a number of consecutive or concurrent controls;
- Continuous Monitoring of mitigated risks;
- Two types of Risk Management:
 - Explicit Management – specific issue identified and targeted;
 - Preventative Management – best practice implemented across all areas;
- Inclusion of Risk Management as standard work practice and meeting agenda item.

REPORTING A RISK

Where a staff member identifies a risk or the negative effects of an event or the potential for something to become a risk they should:

- In the first instance verbally advise the GM Automotive Business or another senior manager of the circumstances;
- Within 24 hours advise the GM Automotive Business or another senior manager by email clearly documenting details and any suggested remediation process .



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GM Automotive Business will:

- investigate the situation and determine the risk parameters;
- where appropriate refer the risk to or collaborate with the CEO in responding to the risk issue;
- determine appropriate preventative activities to mitigate the risk or the effects of the risk if it has already occurred;
- disseminate the information to all MTA GTS staff as soon as possible and where applicable arrange for training to occur as a matter of priority;
- monitor the risk until it has expired.

RECORDING & DISSEMINATION

Risks and remedial actions are recorded as follows:

Risk Management Plan

Description of Risk	Impact on Project (Identification of consequences)	L(1)	S(2)	G(3)	Date of Review	Mitigation Actions (Controls or Treatments)	Manager / Group	Financial Impact	Timeline for mitigation action(s)
Loss Of Key Staff • Resignation • Retirement • Illness • Accident • Termination	• Increased staff workload in the interim • Transition period of new staff getting up to speed • Company instability • Decreased/ increased morale of loss of key staff member • Potential financial loss through diminished operations	C	3	M	11-Jan-18	To have a Succession/Back-up plan in place for all key positions. Provide opportunities for acting in other and higher level positions in P&D plans. Develop Critical procedures for all areas. Cross skill staff. Ensure paying staff correctly Review of notice period in contracts Effective Performance and Development (PD) system in place (includes questions around plans for career progression/retirement/leaving etc.). Provision of personal and professional growth opportunities , identified through P&D planning, with training/development fund budgeted and regular reviews. Ensure good working environment through leadership development, building MTA culture, reward and recognition. Provision of non-financial benefits for staff (i.e.. social club events Christmas lunch, wellness programs. Maximising recruitment strategies.	HR Mgr/ Managers		Qtrly

The Risk Management Plan is accessible via MTA GTS intranet.

PROCESS FOR ASSESSING RISK

Determine the objective/capability/program to be assessed.

E.g. the National Standard for Group Training Organisations, department, program, stakeholder cohort, legislation etc. that the risk applies to.

The QA & Continuous Improvement process provides for review of policies and procedures that fall due and inherent of that review process an assessment of any change to risk level or new risk will be conducted.



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Consider what the risk is or may be.

What can or has gone wrong and why? Determining the 'why' will assist in developing strategies to prevent the event occurring and/or recurring.

Staff and where appropriate other stakeholder input will be sought. Where a risk is outside the expertise of MTA GTS management or staff a specialist will be engaged to provide direction.

How real is the risk?

What is the likelihood of the event occurring and what timeframe might it fall within.

What are the possible consequences?

What will the impact and cost be? All possible effects, whether financial, tangible or intangible, should be documented and considered.

What is the priority level for this risk?

How quickly must action occur?

Is this an acceptable Risk?

An acceptable risk is where the benefits of the activity the risk applies to far outweighs the possible consequences of that risk.

E.g. in a medical situation where an intervention has risk associated with it but the intervention will be life saving for the patient.

or

In a training environment where the use of particular equipment required for the job being trained has an inherent risk, however, the benefit of learning to use the equipment with appropriate safety training will enable the student to successfully complete the training program and gain employment in the industry.

What intervention/management is required to mitigate or prevent the risk from eventuating?

What is needed to eliminate or reduce the risk? i.e. additional resources, staff training, better marketing, closer affiliation to legislation, etc. or the abandonment of the activity.

Monitoring

Monitoring will include:

- Evaluation method;



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- Monitoring timeframe;
- Responsible person(s);
- Authority & delegation for the responsible person(s) - includes support mechanisms;
- Escalation process;
- Reporting requirements.

MTA GTS Risk Management Plan includes monitoring requirements, timeframes and responsibilities to be allocated.

RISK ASSESSMENT SCHEDULE

Risk Assessments are conducted at organisational and program level on a regular basis.		
Timeframe	Level	Participants
Annually	Strategic Planning	Board of Management CEO MTA Executive Team
Ongoing	Continuous Improvement	MTA Executive Team Automotive Business Team Administration Staff
Each Event	Program	GM Automotive Business Program Automotive Business Specialists employment Program Administration Staff
Monthly/Fortnightly	Staff/Management Meetings	All Staff
Ongoing	Children's Protection/Child Safe Environment	Board of Management CEO MTA Executive Team Automotive Business Team Administration

To further mitigate risk wherever possible MTA GTS will consult with industry to best inform its Strategic Planning and Continuous Improvement activities.

ACCESS AND EQUITY

It is the policy of MTA GTS to ensure an environment that is, as a minimum, aligned with State and Federal legislation:



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MTA GTS commits to providing a safe and equitable environment through zero tolerance of any form of harassment, bullying, discrimination and/or racial vilification.

For further information refer to MTA GTS Access, Equity & Fairness Policy POLO13_13.