

Australia Awards Fiji Short Course - Risk Matrix for responses – with examples – for respondents to fully populate

Category	Risk	Existing Controls	Consequence	Likelihood	Risk Rating	Proposed Treatments and how the risks will be monitored	Residual Risk
Technical	e.g Training not relevant/contextualised to participant needs leading to poor learning outcomes.	Pre-course needs survey, participant bios	Minor	Possible	Medium	Curriculum co-design with FLIPS, review of participant applications, TNA undertaken at pre-course,, continuous review, pre/post testing	Minor/Unlikely (Low)
Health & Safety	e.g Accident or illness of participants	Medical screening, insurance	Minor	Likely	Medium	pre-travel checks, emergency contacts, welfare officer 24/7, hospital/and medical services identified	Minor/Unlikely (Low)
Logistics	e.g Delays in flights for trainers	Flights booked early	Major	Likely	High	Trainers travel 24h early, monitor weather/incidents, contingency scheduling	Residual: Minor/Unlikely (Low)
Financial	e.g Unforeseen increases in costs	Accurate costing, insurance	Major	Unlikely	Medium	Budget buffer, insurance cover, pre-contract verification and fixed budget contract	Minor/Unlikely (Low)
Reputational	e.g Failure to deliver appropriate service	Experienced team	Major	Unlikely	Medium	Backup trainers, MEL systems, participant feedback, DFAT comms plan	Major/Rare (Medium)

Social/Environmental	e.g Weather events/cancellations	Welfare team monitoring	Minor	Likely	Medium	Backup venues, early site visits, contingency calendar	Minor/Unlikely (Low)
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