



## **GAMTA GPRO (Triple Threat Training Ltd) Risk Assessment Framework and Internal Control Framework**

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### **1. Risk Assessment Framework**

#### **1.1 Purpose**

This Risk Assessment Framework provides a structured approach for identifying, assessing, managing, and monitoring risks that could impact GAMTA GPRO's ability to deliver its objectives, particularly in relation to teaching, student support, financial sustainability, and regulatory compliance.

#### **1.2 Scope**

This framework applies to all areas of GAMTA GPRO operations, including academic delivery, student services, partnerships, IT systems, financial processes, compliance with UKVI and the Office for Students (OfS), and institutional reputation.

#### **1.3 Risk Categories**

- **Strategic Risks:** Long-term risks affecting GAMTA GPRO's mission or partnerships
- **Operational Risks:** Day-to-day risks in delivery, staffing, facilities, and systems
- **Financial Risks:** Budget, funding, fee collection, or cash flow related risks
- **Compliance Risks:** Legal, regulatory, UKVI, GDPR, or accreditation obligations
- **Reputational Risks:** Events damaging public trust or student confidence

#### **1.4 Risk Assessment Process**

##### **Step 1: Identify Risks**

- Risks are identified annually and when significant changes or incidents occur
- Stakeholders include senior staff, academic leads, finance, and partner liaison

##### **Step 2: Assess Risks**

Each risk is assessed based on:

- **Likelihood (L):** 1 (rare) to 5 (almost certain)

- **Impact (I):** 1 (minor) to 5 (severe)
- **Risk Score = L x I**

**Score Risk Level**

1–5 Low

6–12 Medium

13–25 High

**Step 3: Mitigate Risks**

- Each risk must have controls or actions in place
- High risks are reviewed at leadership level quarterly

**Step 4: Monitor and Report**

- Risk Register reviewed bi-annually
- Incorporated into Business Continuity Planning and annual audit

**1.5 Example Risk Register Format**

Risk Description	Category	Likelihood	Impact	Score	Mitigation	Owner	Review Date
Loss of premises	Operational	3	4	12	Backup venues and online delivery	Ops Manager	Dec 2025

**2. Internal Control Framework to Manage Processes**

**2.1 Purpose**

The Internal Control Framework defines how GAMTA GPRO ensures accountability, accuracy, and compliance in its operational and academic processes. It supports risk mitigation and protects institutional integrity.

**2.2 Control Objectives**

- Ensure academic and financial decisions are accurate, consistent, and approved
- Prevent errors, fraud, and non-compliance
- Safeguard student data and funds
- Support external reporting and audit readiness

**2.3 Control Principles**

- **Segregation of Duties:** No individual has sole control over key transactions
- **Authorisation and Approval:** All decisions must be signed off at the appropriate level

- **Documentation:** Procedures must be documented, reviewed, and updated annually
- **Audit Trail:** All decisions and transactions must be recorded and accessible
- **Regular Review:** All key processes are reviewed quarterly or after incidents

## 2.4 Key Processes and Controls

Area	Control Description	Frequency	Responsible Officer
Tuition Fee Setting	Reviewed and approved by Principal and Finance Lead	Annually	Principal
Programme Changes	Course Committee with student input and external examiner review	Termly	Course Lead
Refunds and Compensation	Logged in student account system, approved by Finance and SLT	As needed	Head of Admin
Student Attendance (Tier 4)	Weekly UKVI-compliant monitoring with escalation process	Weekly	Compliance Lead
Partner Quality Assurance	Formal review with UWL	Biannually	Partnership Liaison
Data Protection	GDPR training, breach logs, and audit trail for consents	Ongoing	Data Controller

## 2.5 Oversight and Governance

- Reviewed annually by the Principal and reported to the Board of Directors
- Control failures are escalated to the Senior Leadership Team (SLT) with action plans
- Independent accountant/auditor supports review of financial controls

## 2.6 Policy Integration

This framework supports:

- Student Protection Plan
- Business Continuity Plan
- Financial Regulations
- UKVI Compliance Policy
- Quality Assurance Framework

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### Document Review:

Reviewed by: Principal and Finance Lead

Next Review: 1<sup>st</sup> June 2026  
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