QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	Approved By: YYF	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
1	Conducting induction training for new staff	New staff may gain only a limited understanding of the organization and their role in it; they may also fail to grasp what is actually expected of them	• Having low confidence to fit into the organization's culture, new staff may jump ship and look for alternative job opportunities • Time to achieve competency may be extended	Systematic induction training (with proper documentation) will be conducted with all new staff	3	3	9	-	-	-	-	Director-in-charge, Admin Leader and Supervisor of new staff

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	Approved By: YYF	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
2	Identifying training needs	• Not all training needs can be picked up by the Director-in-charge at annual staff appraisal • Staff may fail to identify their own training needs	Staff may not be fully productive and efficient in meeting job expectations; they may even make mistakes that may be detrimental to the organization's reputation	• Training needs will be identified and discussed between the Director-in-charge and staff at annual staff appraisal • Training plan will be prepared on a yearly basis • Director-in-charge will nominate staff to attend relevant training as and when available	3	3	9	-	-	-	-	Director-in-charge, Supervisor and Staff

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	Approved By: YYF	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
3	Training evaluation	Completed hastily with little comments/ suggestions by trainee	Lack of accurate analysis of the effectiveness of training	• All trainees must complete the Training Evaluation Form at the end of the training • The immediate supervisor of the trainee must evaluate the effectiveness of training	2	2	4	-	-	-	-	Director-in-charge, Supervisor and Staff

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	Approved By: YYF	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
4	Maintaining training materials	Staff may forget to hand over the training materials to the Librarian	Training materials will not be uploaded to the intranet by the Librarian and other staff will not have access to the materials which may be useful to their job functions	Extending training materials to the Library is made a requirement in the Training Evaluation Form	2	3	6	-	-	-	-	Staff and Librarian