

**Learning Abroad Proposal**

**Risk Assessment and Program Approval**

*Name of Project*

Date:

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## **Section 1: Project Information**

|  |  |
| --- | --- |
| **PROGRAM LEADER / MAIN CONTACT** | |
| Name: |  |
| Position: |  |
| School / Institute: |  |
| Phone: |  |
| Email: |  |
| **PROGAM DETAILS** | |
| Destination country(s) |  |
| Destination city(s) |  |
| Project Partner(s) |  |
| Anticipated Start Date |  |
| Anticipated End Date |  |
| Number of students |  |
| Discipline(s) |  |
| Number of staff |  |
| Program partners  *Organisations external to Western Sydney University* |  |

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| --- |
| **Introduction**  Provide a brief description about the program. |
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| **Justification**  What is the purpose, objectives, and learning outcomes? |
|  |

## **Section 2: Proposed Schedule**

**Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
| Provide travel itinerary and detailed day-to-day activities | | | |
| **Day** | **Day** | **Date** | **Location & Activity** |
| Day 1 | *Saturday* |  | *Travel Sydney to Los Angeles* |
| Day 2 | *Sunday* |  | *Rest / basic onsite orientation* |
| Day 3 |  |  |  |
| Day 4 |  |  |  |
| Day 5 |  |  |  |
| Day 6 |  |  |  |
| Day 7 |  |  |  |
| Day 8 |  |  |  |
| Day 9 |  |  |  |
| Day 10 |  |  |  |
| Day 11 |  |  |  |
| Day 12 |  |  |  |
| Day 13 | *Saturday* |  | *Travel to Sydney from San Francisco* |
| Day 14 |  |  | *Insert rows if required* |

**Description of Activities**

|  |  |  |
| --- | --- | --- |
| **Outline where you will be visiting and associated activities.** | | |
|  | | |
| **Date** | **Time** | **Location & Activity** |
| *27 March* | *9:00* | *The Museum of Modern Art (MOMA)* |
|  | *13:00* | *Brooklyn Museum* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | *Insert rows if required* |

## **Section 3: Costing & Budget**

**Students**

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENTS** |  |  |  |
| **Item** | **Cost per student** | **Total\*** | **Comments** |
| Administration\*\* |  |  |  |
| Airfares |  |  |  |
| Accommodation |  |  |  |
| Meals |  |  |  |
| Visa and Passport fees |  |  |  |
| Textbooks and supplies |  |  |  |
| Tuition fees |  |  |  |
| Transfers, airport pickup |  |  |  |
| On-site orientation & Support |  |  |  |
| Local transportation |  |  |  |
| Excursions/Site visits |  |  |  |
| Overseas lectures |  |  |  |
| T shirts / uniforms |  |  |  |
| Pre-departure orientation |  |  |  |
| Insurances |  |  |  |
| Incidentals |  |  |  |
| Miscellaneous costs |  |  |  |
|  | *Insert rows if required* |  |  |
|  | SUB TOTAL (A) |  |  |
| \*Total = Cost per Student x the number of students participating in program   * \* Some activities can take up to 400 hours to manage | | | |
| **STAFF** |  |  |  |
| **Item** | **Cost per staff** | **Total\*** | **Comments** |
| Airfares |  |  |  |
| Accommodation |  |  |  |
| Meals |  |  |  |
| Visa and Passport fees |  |  |  |
| Transfers, airport pickup |  |  |  |
| Local transportation |  |  |  |
| Excursions/Site visits |  |  |  |
| Insurances |  |  |  |
| Incidentals |  |  |  |
| Miscellaneous costs |  |  |  |
|  | *Insert rows if required* |  |  |
|  | SUB TOTAL (B) |  |  |
|  | **TOTAL A + B** |  |  |
|  | **Scope Creep Budget**  **(TOTAL x 15%)** |  |  |
| \*Total = Cost per Staff x the number of staff participating in program | | | |

**Income**

|  |  |  |
| --- | --- | --- |
|  | **TOTAL** | **Comment** |
| New Colombo Plan |  |  |
| Other |  |  |

## **Section 4: Timeline**

|  |  |
| --- | --- |
| **Activity / Task** | **Proposed Dates** |
| Promotion commences |  |
| Closing date for Expressions of Interest |  |
| Select students |  |
| Approve students for OS-HELP, Credit or Other\* |  |
| Other administrative tasks |  |
| OS-HELP approval\* |  |
| Other administrative tasks |  |
| Pre-Departure sessions commence |  |
| Final date for travel cancellation |  |
| **Activity / Task** | **On Arrival Overseas** |
| Overseas on-site Orientation |  |
| **Activity / Task** | **Return from Overseas** |
| Student and Instructor Evaluation |  |

\*If students are utilising OS-HELP to support their participation in a program, an application for OS-HELP must be submitted

at least 6 weeks prior to any payment deadlines

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| Notes |
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## **Section 5: Risk Assessment**

Complete the Risk Assessment, giving consideration to potential hazards and how these can be mitigated. If any of the areas are not relevant to your program, please indicate ‘**Not Applicable’**.

To assist in this process, some of the areas have been prepopulated with examples in *grey italics*. **Feel free to use or delete information depending on suitability**.

**Some** of the areas below require the identification of hazards, evaluation, and how these hazards can be mitigated via control measures. The process uses the following scoring technique:

|  |  |  |
| --- | --- | --- |
| Likelihood (L) | Impact (I) | Rating (L) X (I) |
| 1. Rare 2. Unlikely 3. Possible 4. Likely 5. Almost certain | 1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic | ≤ 2 = Very Low  ≥ 3 & ≤ 4 = Low  ≥ 5 & ≤ 12 = Moderate  ≥ 13 & ≤ 19 = High  > 20 = Critical |

For an extensive explanation see Section 6 Classification of Risk.

**Risk Assessment**

|  |
| --- |
| **TRAVEL ADVICE**  What is the current Smartraveller Travel Advice for the intended destination(s)? Visit the Australian Government's Smartraveller [https://smartraveller.gov.au](https://smartraveller.gov.au/) and record the relevant information below. |
| *Country: Atlantis*  *Official advice: Exercise normal safety precautions*  *Current Smartraveller summary:*  [*Exercise normal safety precautions*](https://smartraveller.gov.au/resources/pages/travel-advice-explained.aspx#level1)*in Taiwan. Use common sense. Look out for suspicious behaviour. Monitor the media and other sources for changes to local conditions.*  *You'll be screened for high body temperature on arrival. Depending on results, you may need to do further medical tests. See*[*Entry and exit*](https://smartraveller.gov.au/Countries/asia/north/Pages/taiwan.aspx#entry_and_exit)*.*  *Typhoon season is May to November when flooding and mudslides are common. Atlantis also has earthquakes. Monitor weather forecasts and plan accordingly. Take official warnings seriously and follow the instructions of local officials. See*[*Natural disasters*](https://smartraveller.gov.au/Countries/asia/north/Pages/taiwan.aspx#natural_disasters). |

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| **VISAS**  **What type of visa is required for this experience?**  Check with the overseas provider and/or the appropriate consulates for the countries of entry. Different visas or conditions may apply for students that are not Australian citizens or have been born in a different country. Record the relevant information below. |
|  |

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| --- | --- | --- | --- | --- |
| **ACCOMMODATION**  Where will the students and staff be staying during the overseas activity? | | | | |
|  | | | | |
| **List Potential risks** | L | I | R | **How are these hazards mitigated?** |
| *Accommodation low quality* | *1* | *2* | *2* | *All students will be housed in 3 star hotels* |
| *Poor location and security* |  |  |  |  |
| *Sanitation* |  |  |  |  |
| *Insert rows if required* |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRANSPORTATION**  How are the students and staff being transported in-country? | | | | |
|  | | | | |
| **List Potential risks** | L | I | R | **How will these hazards mitigated?** |
| *International carrier / airline dangerous* | *1* | *5* | *5* | *Will be flying with Qantas which is one of the best airlines in the world for safety and efficienc.* |
| *Local traffic conditions are dangerous* | *3* | *5* | *15* | *Will be employing a local experienced travel company. Staff will not be driving.* |
| *Motor bikes can be hired by students* |  |  |  | *Students will not be permitted to ride motor bikes. This will be stressed during pre-departure* |
| *Poor public transport* |  |  |  | *Will only be utilizing local experienced travel company* |
| *Overcrowding on public transport* |  |  |  |  |
| *No public transport at night* |  |  |  |  |
| *Insert rows if required* |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| **TRAVEL INSURANCE** | | | | |
| *Students travelling overseas on approved university activities are covered by the corporate travel insurance policy for the official component of the trip. This cover is limited and does not include personal travel or participating in extreme or high risk activities.* | | | | |
| **List Potential risks** | L | I | R | **How will these hazards mitigated?** |
| *Student travels privately before or after tour* | *2* | *3* | *6* | *Student must travel with group or have personal travel insurance* |
| *Student participates in high risk activity such as ride a motorbike etc.* |  |  |  | *Students will not be permitted to participate in high risk activities. This will be stressed during pre-departure and students will sign condition of participation agreement.* |
|  |  |  |  |  |
| *Insert rows if required* |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **HEALTH**  Visit the Australian Government's Smartraveller [https://smartraveller.gov.au](https://smartraveller.gov.au/) and record the relevant information below. | | | | |
| *Participants will need vaccines or boosters for the following: Hepatitis A, Hepatitis B, Influenza, Japanese encephalitis, Meningococcal disease, Rabies, Tuberculosis, Typhoid, Varicella (Chickenpox), Yellow fever, Cholera, and Measles* | | | | |
| **List Potential risks** | L | I | R | **How will these hazards mitigated?** |
| *Existing physical and mental health conditions* |  |  |  | *All participants will be advised to see a doctor or travel clinic for a basic health check-up at least eight weeks prior to departure.* |
| *Not all medications available over the counter or by prescription in Australia are available or some may be illegal.* |  |  |  | *Advice participants to check with countries consulates for allowances, limitations and documentation requirements.* |
| *Participants are not vaccinated* |  |  |  | *All participants will be advised to see a doctor or travel clinic for vaccinations related to country prior to departure.* |
| *Mosquito-borne diseases and infectious diseases* |  |  |  | *During pre-departure will discuss with participants, importance of good hygiene, drinking bottled water etc.* |
| *Medical facilities in major cities are poor and expensive* |  |  |  |  |
| *Insert rows if required* |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **SOCIETY AND CULTURE**  What do the participants in this program know about the destination society and culture? | | | | |
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| **List Potential risks**  Consider factors such as local laws, religion, customs, culture, local language, photos permitted, dress requirements etc. To find out more about the country(s) being visited see [Country Reports](http://www.countryreports.org/) and [Smart Hints for Australian Travellers.](http://smartraveller.gov.au/guide/all-travellers/everyone/advice-for-all-travellers.html) | L | I | R | **How will these hazards mitigated?** |
|  |  |  |  |  |
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|  |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **ENVIRONMENT**  Will the participants in this program be exposed to extreme environments? | | | | |
|  | | | | |
| **List Potential risks**  Consider factors such as exposure to climatic extremes (temperature and humidity), hostile environments (deserts, jungles, snowfields etc.); exposure to domestic, wild or feral animals; exposure to venomous reptiles, insects, poisonous plants etc. How far away medical attention is? Whether the destination has a readily available source of reliable/safe drinking water? Whether the destination has difficulty providing reliable/safe supply of food (cooked and uncooked). | L | I | R | **How will these hazards mitigated?** |
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|  |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **INFRASTRUCTURE**  What is the infrastructure in the proposed host country(s) like? | | | | |
|  | | | | |
| **List Potential risks**  Consider factors such as whether it is easy to obtain help from local emergency services, ease of access to adequate medical care. Is the local power supply reliable? What level of safety standards applies at the destination(s)? Is there mobile phone coverage, phone, fax, email etc.? | L | I | R | **How will these hazards mitigated?** |
|  |  |  |  |  |
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|  |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **WORK ENVIRONMENT**  Will the participants be engaged in work experience? | | | | |
|  | | | | |
| **List Potential risks**  Consider factors such as biological, chemical, and physical hazards. The availability of appropriate Personal protective equipment (PPE). | L | I | R | **How will these hazards mitigated?** |
|  |  |  |  |  |
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|  |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **SECURITY**  Is the overseas location safe? | | | | |
|  | | | | |
| **List Potential risks**  Consider whether the destination is regarded as risky from petty and/or violent crime. Is terrorism / civil unrest / piracy active in the area? Will the participants be carrying belongings that could be seen as easy targets? Has an emergency exit strategy been determined? | L | I | R | **How will these hazards mitigated?** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| --- | --- | --- | --- | --- |
| **FINANCE AND RESOURCING**  How will the program be financed and managed? | | | | |
|  | | | | |
| **List Potential risks**  How many support staff are required? What contingencies are in place if a staff member leaves or is incapacitated before or during the overseas activity? Will you be using an overseas provider? To support a mobility experience, eligible students may be able to access [OS-HEL](http://www.uws.edu.au/currentstudents/current_students/fees/commonwealth_supported_students/hecs_help/os-help)P. | L | I | R | **How will these hazards mitigated?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| L = likelihood of the risk occurring (1 to 5) I= Impact (1 to5) R = risk rating (I x R) | | | | |

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| **CRISIS MANAGEMENT**  What will you do in a crisis?  Consider who to contact in an emergency and the processes. Ensure you understand and make use of [Western Sydney University’s Customer Care Corporate Protection](http://www.westernsydney.edu.au/finance_office/finance/overseas_travel_insurance) [Program](http://www.westernsydney.edu.au/finance_office/finance/overseas_travel_insurance) . Collate a list of emergency and after-hours government, insurance, host institution and embassy contacts, including phone, emails, websites etc. Run orientation and pre-departure briefings for staff and students. |
|  |

## **Section 6: Classification of Risk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Impact** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Catastrophic Major Moderate Minor**  **Insignificant** | moderate | moderate | high | critical | critical |
| low | moderate | moderate | high | critical |
| low | moderate | moderate | moderate | high |
| very low | low | moderate | moderate | moderate |
| very low | very low | low | low | moderate |

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood (L)** | **Impact (I)** | **Rating**  **(L) X (I)** | **Definition** |
| **(5) Almost certain** | **(5) Catastrophic**   * Potential financial impact of $500,000 ($50,000) or more * Detrimental impact on operations or major projects * Sustained loss in reputation. * Sustained impact on services or quality * Loss of public confidence in the University * Contractual, legislative or regulatory non-compliance with certain litigation, prosecution or penalties * Life threatening | **Critical**  **> 20** | Issue represents a control weakness which could cause a severe disruption to or have a severe adverse effect on operations and objectives |
| **(4) Likely** | **(4) Major**   * Potential financial impact of $200,000 ($20,000) or more * Major impact on operations or major projects * Serious loss in reputation * Serious impact on services or quality * Probable loss of public confidence in the University * Contractual, legislative or regulatory non-compliance with probable litigation, prosecution or penalties * Extensive injuries | **High**  **≥ 13 & ≤ 19** | Issue represents a control weakness which could cause a major disruption to or have a major adverse effect on operations and objectives |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(3)** | **Possible** | **(3) Moderate**   * Potential financial impact of $100,000 ($10,000) or more * Moderate impact on operations or major projects * Short-term loss in reputation * Moderate decline in services or quality * Possible loss of public confidence in the University * Contractual, legislative or regulatory non-compliance with potential for litigation, prosecution or penalties * Minor injuries | **Moderate**  **≥ 5 & ≤ 12** | Issue represents a control weakness which could cause a disruption to or have an adverse effect on operations and objectives |
| **(2)** | **Unlikely** | **(2) Minor**   * Potential financial impact of $50,000 ($5,000) or more * Minor impact on operations or major projects * No loss in reputation * Minor impact on services or quality * No loss of public confidence in the University * Contractual, legislative or regulatory non-compliance but unlikely to result in litigation, prosecution or penalties * Potential for injury | **Low**  **≥ 3 & ≤ 4** | Issue represents a minor control weakness which could cause a minimal but reportable effect on operations and objectives |
| **(1)** | **Rare** | **(1) Insignificant**   * Potential financial impact less than $50,000 (< $5,000) * Impact can be absorbed – insignificant effect on operations and objectives | **Very Low**  **≤ 2** | Issue represents an insignificant control weakness |

For further information, see [Western Sydney University Risk Management.](https://www.westernsydney.edu.au/ara/audit_and_risk_assessment/risk_management)

## **Section 7: Approval**

**Prior to any approval, please return the document to the Manager, Short Term Mobility for review.**

|  |  |
| --- | --- |
| Manager, Short Term Mobility | |
| *Name*  *Signature* | *Date signed* |
| Director International Strategy, Mobility & Operations | |
| *Name*  *Signature* | *Date signed* |
| Pro Vice-Chancellor (International) | |
| *Name*  *Signature* | *Date signed* |
| Dean or Appropriate Delegate | |
| *Name*  *Signature* | *Date signed* |