

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBRSK401A Identify risk and apply risk management processes										
Unit Descriptor	<p><i>This unit of competency This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.</i></p> <p><i>In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.</i></p>										
Client Candidate Name	Third Party Employer Representative Name	RTO Assessor Name									
Signature	Signature	Signature									
Date	Date	Date									
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>		Client <input type="checkbox"/>		Colleague <input type="checkbox"/>					
				Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>							
Skills and Attitudes Assessment											
How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment.</p> <p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to workplace documentation relating to risk management; access to risk management tools and frameworks. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; review of documentation outlining risk analysis processes and outcomes; analysis of responses to case studies and scenarios; oral or written questioning to assess knowledge of Australian and international standards for risk management; review of implementation of treatment plans. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>										
		Self Evaluation Assessment 1 Task/s Verified by Candidate	Third Party testimonial Assessment 2 Task/s Verified by Supervisor	RTO Verification Assessment 3 Task/s Verified by Assessor	Notes by Assessor						
		Yes No	Yes No	Yes No							
	<i>literacy skills sufficient to read and understand a variety of texts; and to write, edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>research and data collection skills to monitor and evaluate risks.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>problem-solving skills to appropriately address identified risks.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>identification, analysis and evaluation of risks.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>demonstrated understanding of personal role in relation to wider organisational or project context</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>demonstrated understanding of risk management processes and procedures.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>Responds to problems, breakdowns, changes to routine</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	<i>Demonstrates a positive attitude and responsibility to work</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined							Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Identify risks <i>Identify the context for risk management Identify risks using tools, ensuring all reasonable steps have been taken to identify all risks Document identified risks in accordance with relevant policies, procedures and legislation</i>	Treat risks <i>Determine appropriate control measures for risks and assess for strengths and weaknesses Identify control measures for all risks Refer risks relevant to whole of organisation or having an impact beyond own work responsibilities and area of operation to others as per established policies and procedures Choose and implement control measures for own area of operation and/or responsibilities Prepare and implement treatment plans</i>	Monitor and review effectiveness of risk treatment/s <i>Regularly review implemented treatment/s against measures of success Use review results to improve the treatment of risks Provide assistance to auditing risk in own area of operation Monitor and review management of risk in own area of operation</i>									
Feedback provided to candidate:						Candidate signature:					
RTO (Office) use only											
Assessment Outcome Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> Candidate appeals the outcome Yes <input type="checkbox"/> No <input type="checkbox"/> Initials..... Details of appeal:											

Knowledge Assessment

Competency Unit

BSBRK401A Identify risk and apply risk management processes

I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Identify risks (Use the following as a guide to your answer)

- **Identify the context for risk management**
- **Identify risks using tools, ensuring all reasonable steps have been taken to identify all risks**
- **Document identified risks in accordance with relevant policies, procedures and legislation**

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Analyse and evaluate risks (Use the following as a guide to your answer)

- **Analyse and document risks in consultation with relevant stakeholders**
- **Undertake risk categorisation and determine level of risk**
- **Document analysis processes and outcomes**

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Initials of Trainer/Assessor_____

Initials of Candidate_____

