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Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

| VET sector requirement | Aspire's approach |
|--|--|
| <p>Australian Qualifications Framework</p> <p>The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.</p> <p>You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.</p> | <p>Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.</p> |
| <p>Volume of learning</p> <p>When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</p> | <p>The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.</p> |

Section 2: Unit of competency information

2.1 Unit of competency

BSBRK401 Identify risk and apply risk management processes

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

It 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.

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Risk Management

2.2 Unit of competency assessment requirements

Assessment Requirements for BSBRK401 Identify risk and apply risk management processes

Modification History

| Release | Comments |
|-----------------------------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |
| Performance Evidence | <p>Evidence of the ability to apply organisational policies, procedures and processes to:</p> <ul style="list-style-type: none"> • identify risks • consult with relevant stakeholders to analyse and evaluate risks • identify and evaluate control measures • develop and implement treatment plans for own area or responsibility • refer risks that are beyond own area of responsibility to others • maintain risk management documentation. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p> |
| Knowledge Evidence | <p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> • outline techniques for identifying and evaluating risks • outline organisational policies, procedures or processes for risk management • give examples of areas where risks are commonly identified in an organisation • outline the purpose and key elements of current risk management standards • outline the legislative and regulatory context of the organisation in relation to risk management • describe the organisation's auditing requirements relating to risk management. |

3.3 Learning mapping

BSBRK401 Identify risk and apply risk management processes, Release 1

| Unit of competency | Content | Practice tasks | Learning checkpoint |
|---|---|----------------|-----------------------------------|
| Element 1: Identify risks | | | |
| 1.1 Identify the context for risk management | 1A Identify the context for risk management | 1 | LC 1: Part A 1 |
| 1.2 Identify risks using tools, ensuring all reasonable steps have been taken to identify all risks | 1B Use tools to identify risks | 2 | LC 1: Part A 2 |
| 1.3 Document identified risks in accordance with relevant policies, procedures, legislation and standards | 1C Document identified risks | 3 | LC 1: Part A 3, 4 |
| Element 2: Analyse and evaluate risks | | | |
| 2.1 Analyse and document risks in consultation with relevant stakeholders | 2A Analyse and document risks | 4 | LC 2: Part A 1, 2, 3 Part B |
| 2.2 Undertake risk categorisation and determine level of risk | 2B Categorise and determine the level of risk | 5 | LC 2: Part A 1, 2, 3 Part B |
| 2.3 Document analysis processes and outcomes | 2C Document analysis processes and outcomes | 6 | LC 2: Part A 1, 2, 3 Part B |
| Element 3: Treat risks | | | |

Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

| | |
|---|--|
| Complete the following task | Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses. |
| Select and complete one of the following | Part B – Project: Identifying risk and applying risk management processes at BizOps Enterprises You will demonstrate your skills and knowledge by completing a project using a case study or simulated environment. OR Part C – Project: Identifying risk and applying risk management processes at work You will demonstrate your skills and knowledge by completing a project in your workplace. |
| Select and complete one of the following | Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor. |

Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

| Assessment plan | |
|------------------------------------|--|
| Training organisation name: | |
| Candidate name: | |
| Phone number: | |
| Date: | |
| Email: | |
| Assessor name: | |
| Unit of competency: | <i>BSBRK401 Identify risk and apply risk management processes, Release 1</i> |
| Assessment tasks selected: | <p>Part A – Questioning</p> <p>Select and complete one of the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Part B – Project: Identifying risk and applying risk management processes at BizOps Enterprises OR<input type="checkbox"/> Part C – Project: Identifying risk and applying risk management processes at work <p>Select and complete one of the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Part D – Observation OR<input type="checkbox"/> Part E – Third-party report |

4.3 Assessment mapping

BSBRK401 Identify risk and apply risk management processes, Release 1

| Unit of competency | Part A – Questioning | Part B – Project: Scenario | Part C – Project: At work | Part D – Observation | Part E – Third-party report |
|---|----------------------|----------------------------|---------------------------|----------------------|-----------------------------|
| Element 1: Identify risks | | | | | |
| 1.1 Identify the context for risk management | | P1 | P1 | | |
| 1.2 Identify risks using tools, ensuring all reasonable steps have been taken to identify all risks | | P2 | P2 | | |
| 1.3 Document identified risks in accordance with relevant policies, procedures, legislation and standards | | P6 | P6 | | |
| Element 2: Analyse and evaluate risks | | | | | |
| 2.1 Analyse and document risks in consultation with relevant stakeholders | | P7 | P7 | | |
| 2.2 Undertake risk categorisation and determine level of risk | | P9 | P9 | | |
| 2.3 Document analysis processes and outcomes | | P12 | P12 | | |
| Element 3: Treat risks | | | | | |
| 3.1 Determine appropriate control measures for risks and assess for strengths and weaknesses | | P13 | P13 | | |
| 3.2 Identify control measures for all risks | | P13 | P13 | | |

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

| | | |
|--|---|---------------------------------|
| Training organisation name: | | |
| Candidate name: | | |
| Unit code and title: | <i>BSBRSK401 Identify risk and apply risk management processes, Release 1</i> | |
| Assessor name: | | |
| Assessor email: | | |
| Assessor phone number: | | |
| Assessment tasks: | | Satisfactorily completed |
| Part A – Questioning | | <input type="checkbox"/> |
| <input type="checkbox"/> Part B – Project: Identifying risk and applying risk management processes at BizOps Enterprises OR <input type="checkbox"/> Part C – Project: Identifying risk and applying risk management processes at work | | <input type="checkbox"/> |
| <input type="checkbox"/> Part D – Observation OR <input type="checkbox"/> Part E – Third-party report | | <input type="checkbox"/> |