

<b>UNIT CODE</b>	<b>PSPGEN038</b>
<b>UNIT TITLE</b>	<b>Identify and treat risks</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to identify and treat risk using the organisation's risk management procedures and treatments. It applies to risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the mandate of the organisation.</p> <p>This unit applies to those working in generalist or specialist roles within the public sector. Those undertaking this unit work independently, performing complex tasks in a range of familiar and unfamiliar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	General
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish the risk context	1.1 Establish the nature and extent of the work activity. 1.2 Identify and document outcomes to be achieved. 1.3 Analyse the relationship between the work activity and its environment and identify critical factors in the environment that may impact on the achievement of outcomes. 1.4 Identify and consult stakeholders to understand their opinions, concerns and needs. 1.5 Determine risk evaluation criteria for the activity.

2. Identify risks	<p>2.1 Select method(s) for identifying risks in accordance with organisational policies and procedures.</p> <p>2.2 Identify and document sources of risk.</p> <p>2.3 Identify and record risk events related to each source.</p> <p>2.4 Consult to ensure all possible risks are identified.</p>
3. Analyse risks	<p>3.1 Analyse and rate the probability of identified risks occurring and consequences.</p> <p>3.2 Consider current control measures for any of the identified risks in the risk analysis and analyse and include residual risks if necessary.</p> <p>3.3 Determine levels of risk in accordance with organisational procedures.</p> <p>3.4 Consult to confirm risk levels, and document analysis.</p>
4. Evaluate risks	<p>4.1 Evaluate risks against established risk evaluation criteria.</p> <p>4.2 Determine potential and actual losses which may arise from the risk.</p> <p>4.3 Determine benefits and opportunities presented by the risk.</p> <p>4.4 Identify risks as acceptable or unacceptable in accordance with risk evaluation criteria and obtain approval.</p> <p>4.5 Prioritise unacceptable risks, and document the reasons for acceptance of risks.</p>
5. Treat risks	<p>5.1 Determine options for treating risks.</p> <p>5.2 Select the best treatment option and undertake a cost-benefit analysis.</p> <p>5.3 Prepare and communicate a risk treatment plan to relevant personnel.</p> <p>5.4 Negotiate changes to operational structure, procedures or staffing to implement risk treatments.</p> <p>5.5 Organise resources and implement risk treatment plan.</p>
6. Monitor and review risk treatment plan	<p>6.1 Monitor changes in the organisational environment and factors impacting risks and existing risk treatments.</p> <p>6.2 Monitor changes in the work environment and adjust risk treatments for unacceptable risks as required.</p> <p>6.3 Monitor acceptable risks to ensure these risk levels do not increase.</p> <p>6.4 Consult and collect, analyse and use data relating to risks and risk treatments to improve risk management in own area of operation.</p> <p>6.5 Review risk treatment plan in accordance with timetable for review of plan and update as required.</p> <p>6.6 Provide input into formal reviews of risk in the organisation to improve risk management outcomes.</p>

## FOUNDATION SKILLS

*Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.*

Oral communication skills to:	<ul style="list-style-type: none"> <li>■ consult effectively with stakeholders to elicit opinions, concerns and needs and clarify understanding</li> <li>■ communicate and clarify the development, implementation and review of the risk treatment plan.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>■ develop complex and formal documents including risk treatment plans and associated implementation and evaluation reports.</li> </ul>
Reading skills to:	<ul style="list-style-type: none"> <li>■ Interpret and apply information from range of sources to identify, monitor and review manage risk functions and processes.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>■ apply risk evaluation methodologies</li> <li>■ use mathematical data to estimate and allocate resources required in risk treatment strategies</li> <li>■ interpret and apply mathematical data to monitoring and review processes.</li> </ul>
Teamwork skills to:	<ul style="list-style-type: none"> <li>■ collaborate and negotiate with others to achieve required outcomes.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Release1. This unit supersedes and is equivalent to PSPGEN038 Identify and treat risks.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for PSPGEN038 Identify and treat risks</b>
<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion for each of the following:</p> <ul style="list-style-type: none"> <li>■ apply legislation, standards, regulations and policies relating to risk management</li> <li>■ research and analyse the wider context affecting the organisation</li> <li>■ communicate and consult with stakeholders</li> <li>■ estimate and arrange resources needed for implementation of risk treatments.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to risk management</li> <li>■ International and Australian and New Zealand standards and guidelines on risk management.</li> <li>■ the organisation's risk management framework</li> <li>■ the relationship of risk to context – how the context may define the risks</li> <li>■ the importance of consultation and communication at every stage of the risk management cycle</li> <li>■ risk management as a core activity of everyday work in the public sector</li> <li>■ the diversity of risks in the public sector.</li> </ul>
<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions</p> <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>■ legislation, policy, procedures and protocols relating to risk management</li> <li>■ International, Australian and New Zealand Standards and regulations in relation to risk management.</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide