RPL Standard



BSBRSK401 Identify Risk and Apply Risk Management Processes

**How to complete this form**

Complete all areas in **blue** on the following pages by providing information on your previous skills and qualifications using the information below as a guide.

**Unit Description:**

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.

To gain RPL for this unit of competency the applicant must meet the following benchmarks along with providing evidence that their current level of knowledge and skills is

relevant to all performance criteria, knowledge and **performance evidence**.

**The applicant must provide evidence of the following to gain RPL for this unit:**

* Applicants will have completed a similar unit within where they have implemented risk and apply risk management processes
* Applications will have experience in developing and implementing workplace policies and procedures, running WHS meetings and evaluating the PP’s
* Evidence of the ability to apply organisational policies, procedures and processes to:
* 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
* Applications will have experience in implementing workplace policies and procedures, running WHS meetings.
* Experience in completing hazard identification and risk assessment of the work environment
* The applicant must demonstrate knowledge of all Performance Criteria, Essential Knowledge and Skills

**Example Evidence**

* Relevant transcript & certificate

### Evidence of working with the industry through letters from employers outlining job role and duties

### Completion of ACFB e-learning quiz/oral questioning related to work within a fitness practice; If required this will be completed at a later stage.

**Evidence documents will include, but are not limited to:**

* WHS staff meeting minutes
* Evacuation drills check list and emergency procedures
* Hazard identification, risk assessment and control
* Equipment and facility maintenance checks

### *Unit Evidence Description*



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| **Applicant Name** |  |  |  |



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| **SIS30315** | | Certificate III in Fitness | | | **BSBRSK401 Identify Risk and Apply Risk Management Processes** | | **Office Use only** | |
| **Type of Unit:** elective | | | **Prerequisite:** None | | **Sufficient** | **F.E.R.** |
| **Elements / Performance Criteria** | | | | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | | |  |  |
| **1.** **Identify risks** | | | | | | | | |
| 1.1 | Identify the context for risk management | | |  | | |  |  |
| 1.2 | Identify risks using tools, ensuring all reasonable steps have been taken to identify all risks | | |  |  |
| 1.3 | Document identified risks in accordance with relevant policies, procedures, legislation and standards | | |  |  |
| **2.** **Analyse and evaluate risks** | | | | | | | | |
| 2.1 | Analyse and document risks in consultation with relevant stakeholders | | |  | | |  |  |
| 2.2 | Undertake risk categorisation and determine level of risk | | |  |  |
| 2.3 | Document analysis processes and outcomes | | |  |  |
| **3. Treat risks** | | | | | | | | |
| 3.1 | Determine appropriate control measures for risks and assess for strengths and weaknesses | | |  | | |  |  |
| 3.2 | Identify control measures for all risks | | |  |  |
| 3.3 | 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 | | |  |  |
| **3.4** | Choose and implement control measures for own area of operation and/or responsibilities | | |  |  |
| **3.5** | Prepare and implement treatment plans | | |  |  |
| **4. Monitor and review effectiveness of risk treatment/s** | | | | | | | | |
| **4.1** | Regularly review implemented treatment/s against measures of success | | |  | |  | |  |
| **4.2** | Use review results to improve the treatment of risks | | |  | |  |
| **4.3** | Provide assistance to auditing risk in own area of operation | | |  | |  |
| **4.4** | Monitor and review management of risk in own area of operation | | |  | |  |

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| **Knowledge Evidence** | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| 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 |  |  |  |

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| **Performance Evidence** | **EVIDENCE**  *(This evidence will be collected via documents outlined on first page)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| Identify risks | *This evidence will be collected via submission of documentation requested on the first & second page.* |  |  |
| 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 |  |  |

**Office Use Only**

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| **RPL Outcome** | | | | |
| **RPL Achieved** | Yes □ | No □ | |
| **Further Evidence Required** | Yes □ | No □ | |
| **Further Evidence *(list of required evidence)*** | | | | |
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| *RPL Assessor Name:* | | | *Date:* | |

