

<b>Title</b>	<b>Prioritise risks and compliance obligations for an organisation</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is intended for people working in roles where they assist or contribute to risk and compliance management but are unlikely to have decision making authority or overall responsibility for any aspects of their organisation's risk and compliance activities.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of tools and resources used to prioritise risks and compliance obligations for an organisation; and</li> <li>– prioritise risks and compliance obligations for an organisation.</li> </ul>
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<b>Classification</b>	Business Environment > Organisational Risk and Compliance Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Assessment against this unit standard must be based on evidence from a real or simulated workplace situation, provided the simulation reflects requirements of an organisation and requires performance that replicates a real working environment.
- 2 References  
*ISO 31000:2018 Risk management - Guidelines;*  
*ISO 19600:2014 Compliance management systems - Guidelines;*  
*NZS/AS 3806-2006 Compliance programmes;*  
 and subsequent amendments and replacements.  
 These references and associated companion documents are available from Standards New Zealand [www.standards.co.nz](http://www.standards.co.nz) and the International Organisation for Standardisation [www.iso.org/home.html](http://www.iso.org/home.html).
- 3 Definitions  
*Industry practice* includes policies, procedures, and standards that competent practitioners in the industry recognise as current industry good practice.  
*Non-standard tools and resources* refer to other tools and resources that may be used to categorise and prioritise unique risks and compliance obligations where standard tools and resources may not be appropriate.  
*Organisation* refers to a business entity which may be – in private, public, or community and volunteer sectors; a business unit, Māori, or other special-purpose body.

Definitions of risk and other specialist risk management, compliance management, compliance programmes terms are found in the references above.

- 4 Recommend unit for entry: Unit 31693, *Analyse and rate non-complex risks using risk assessment criteria for an organisation*.
- 5 Following identification and rating, risk and compliance obligations are prioritised in this unit standard for later treatment. Identification, rating, and treatment are covered in the following unit standards:  
Unit 31692, *Contribute to identifying the risks and compliance obligations of an organisation*  
Unit 31693, *Analyse and rate non-complex risks using risk assessment criteria for an organisation*  
Unit 31695, *Assist with development and implementation of risk mitigation for an organisation*.
- 6 All performance criteria in this unit standard must be in accordance with industry practice.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of tools and resources used to prioritise risks and compliance obligations for an organisation.

#### Performance criteria

- 1.1 Explain how tools and resources are used to prioritise risks in terms of an organisation's risk appetite and tolerance.
- 1.2 Explain situations where non-standard tools and resources are used to categorise and prioritise risks and compliance obligations for an organisation.

### Outcome 2

Prioritise risks and compliance obligations for an organisation.

#### Performance criteria

- 2.1 Select and apply standard tools and resources to categorise and prioritise risks and compliance obligations for an organisation.

Range standard tools and resources may include but are not limited to – risk appetite and tolerance criteria; heat maps; risk and compliance frameworks and guidelines.

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<b>Planned review date</b>	31 December 2025
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	25 June 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed at [www.nzqa.govt.nz/framework/search/index.do](http://www.nzqa.govt.nz/framework/search/index.do).

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**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.