

Title	Assist with development and implementation of risk mitigation for an organisation		
Level	4	Credits	10

Purpose	<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"> – demonstrate knowledge of the development, approval and communication of risk management and compliance policies, procedures, and associated controls; – demonstrate knowledge of the development and implementation of risk mitigation actions, policies, procedures, and controls; – assist with developing risk mitigation actions, policies, procedures, and controls for an organisation; – assist with implementing risk mitigation actions, policies, procedures, and controls in an organisation; and – provide recommendations as a result of an incident investigation process.
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Classification	Business Environment > Organisational Risk and Compliance Management
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Available grade	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 available from Standards New Zealand www.standards.co.nz and the International Organisation for Standardisation 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.

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.

Scale refers to the breadth of an organisation. Breadth may include but is not limited to the number of locations for the organisation, the breadth of different products and services offered, the number of different departments or roles within the organisation.

Size refers to the number of individuals employed or contracted to an organisation.

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

4 Recommended unit for entry: Unit 31694, *Prioritise risks and compliance obligations for an organisation*.

5 Following identification, rating, and prioritisation, risk and compliance obligations are treated in this unit standard. Identification, rating, and prioritisation 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 31694, *Prioritise risks and compliance obligations for an organisation*

6 All performance criteria in this unit standard must be in accordance with industry practice.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the development, approval and communication of risk management and compliance policies, procedures, and associated controls.

Performance criteria

1.1 Explain different types of controls and risk mitigations in an organisation.

Range evidence of examples of three different types is required.

1.2 Explain how risk management and compliance policies, procedures, and their associated controls are developed in an organisation.

1.3 Explain how risk management and compliance policies, procedures, and their associated controls are approved in an organisation.

1.4 Explain how risk management and compliance policies, procedures, and their associated controls are communicated in an organisation.

Outcome 2

Demonstrate knowledge of the development and implementation of risk mitigation actions, policies, procedures, and controls.

Performance criteria

- 2.1 Explain options for the treatment of risks in terms of an organisation's size, scale, and culture.
- Range options may include but are not limited to – tolerate, treat, transfer, terminate;
evidence of three options is required.
- 2.2 Explain the development of treatment options for an organisation in terms of cost versus benefit.
- 2.3 Explain available technology to support management and recording of risks and compliance-related risks for an organisation.
- 2.4 Explain the importance of maintaining records of risk mitigation actions, policies, procedures, and controls for an organisation.
- 2.5 Explain potential effects of change on risk mitigation actions, policies, procedures, and controls.
- Range change may include but is not limited to – change to systems, change to processes, changes to team;
evidence of three is required.
- 2.6 Explain factors affecting the implementation of risk mitigation actions, policies, procedures, and controls.
- 2.7 Explain an incident investigation process as a component of risk mitigation.

Outcome 3

Assist with developing risk mitigation actions, policies, procedures, and controls for an organisation.

Performance criteria

- 3.1 Design controls for common risk scenarios.
- Range common risk scenarios may include but are not limited to – supplier payments, complaints handling, project delays;
evidence of two risk scenarios is required.
- 3.2 Communicate with relevant internal stakeholders in terms of the development of risk mitigation actions, policies, procedures, and controls.
- 3.3 Select and recommend control measures within own area of expertise.

3.4 Recommend risk mitigation actions for the benefit of the organisation.

Outcome 4

Assist with implementing risk mitigation actions, policies, procedures, and controls in an organisation.

Performance criteria

- 4.1 Implement risk mitigation actions, policies, procedures, and controls under broad guidance.
- 4.2 Monitor implemented risk mitigation actions and evaluate the effectiveness of these actions within own area of expertise.
- 4.3 Provide recommendations for improvement where evaluation shows that the risk mitigation actions, policies, procedures, and controls are not fully effective.

Outcome 5

Provide recommendations as a result of an incident investigation process.

Performance criteria

- 5.1 Recommend actions to address anomalies and non-compliance identified in an incident investigation process within own area of expertise.

Planned review date	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

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.