

Title	Promote risk and compliance awareness and contribute to developing risk and compliance training in an organisation		
Level	4	Credits	5

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"> – promote risk and compliance awareness within an organisation; and – contribute to developing risk and compliance training for an organisation.
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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 are available from Standards New Zealand www.standards.co.nz and the International Organisation for Standardisation www.iso.org/home.html.
- 3 Definitions
Actions may include: avoid, reduce, share, transfer, and accept.
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.
Relevant audience refers to people such as staff, management, and contractors.

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

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

Outcomes and performance criteria

Outcome 1

Promote risk and compliance awareness within an organisation.

Performance criteria

- 1.1 Promote actions designed to improve risk and compliance awareness within an organisation to relevant audience.
- 1.2 Communicate information about risk and compliance programmes to relevant audience to promote risk and compliance awareness.
- 1.3 Communicate the process for escalation of issues within an organisation to relevant audience to promote risk and compliance awareness.

Outcome 2

Contribute to developing risk and compliance training for an organisation.

Performance criteria

- 2.1 Identify risk and compliance induction and training needs of personnel to achieve the required levels of competence in terms of an organisation's obligations and responsibilities.
- 2.2 Identify existing risk and compliance training in an organisation when supporting the development of risk and compliance training.
- 2.3 Develop risk and compliance training and communication for common risk scenarios appropriate to relevant audience.

Range common risk scenarios may include but are not limited to – supplier payments, complaints handling, project delays; evidence of two different scenarios is required; evidence of two different relevant audiences is required.

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.