

Title	Compile and communicate bespoke organisational reports on risk and compliance for stakeholders		
Level	6	Credits	12

Purpose	<p>This unit standard is intended for experienced practitioners who manage aspects of risk management and compliance management systems and processes within an organisation.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – compile and communicate bespoke organisational reports on risk and compliance for stakeholders; and – recommend reporting improvements for risk and compliance reports.
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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
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 stakeholders refer to peoples such as a board, management, staff, and regulators.
Stakeholder requirements may be influenced by considerations relating to – stakeholder's role and responsibilities in respect of risk and compliance, severity and likelihood of risk consequences presented by the stakeholder, stakeholder's level of

understanding of risk and compliance, nature and scope of information to be provided.

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

- 4 Reporting on risk and compliance must encompass information from all steps in a risk management or compliance management process, which will include – identification; rating; prioritisation; treatment; training and awareness; results of monitoring and trend analysis from other information sources.
- 5 All performance criteria in this unit standard are in accordance with industry practice.

Outcomes and performance criteria

Outcome 1

Compile and communicate bespoke organisational reports on risk and compliance for stakeholders.

Range evidence of two reports is required, where one is communicated orally and one in written form.

Performance criteria

1.1 Identify relevant stakeholders and determine their needs regarding reports on risk and compliance.

Range needs include but are not limited to – information required, type of reporting required;
types of reporting may include but are not limited to – registers, matrices, presentations, graphs.

1.2 Compile bespoke reports on risk and compliance in accordance with stakeholder requirements.

1.3 Analyse information on risk and compliance to identify trends, explain findings, and provide recommendations to stakeholders in accordance with stakeholder requirements.

1.4 Communicate information to stakeholders in accordance with stakeholder requirements.

Outcome 2

Recommend reporting improvements for risk and compliance reports.

Performance criteria

2.1 Recommend improvements to better meet the needs of stakeholders in future reports.

Range evidence of two improvements 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 <http://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.