PIRFLM4.05C – Identify risk and apply risk management processes

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to an organisation's operations that are within the person's own work responsibilities and area of operation.

Elements	Performance criteria
1. Identify risks	1.1. Identify the context for risk management
	1.2. Identify risks using appropriate risk management tools, ensuring all reasonable steps have been taken to identify all potential risks
	1.3 Document identified risks in accordance with relevant policies, procedures and legislation
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 risk mitigation plans
4. Monitor and review effectiveness of risk treatment/s	4.1. Regularly review implemented risk mitigation plans against measures of success
	4.2. Use review results to improve the mitigation 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

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Recognised standards for risk management
- Key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
  - ❖ anti-discrimination legislation
  - ❖ ethical principles
  - ❖ codes of practice
  - ❖ privacy laws
  - ❖ environmental issues
  - ❖ occupational health and safety
  - ❖ Organisational policies and procedures relating to risk management processes and strategies
  - ❖ Auditing requirements relating to risk management.

Required skills

The essential skills a person needs to perform work to the required standard include:

- Research and data collection skills to monitor and evaluate risks
- Problem-solving skills to appropriately address identified risks.

Literacy skills used to:

- Read and understand a variety of texts
- Write, edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information

Critical aspects of competence

Assessment must confirm the ability to:

- Identify, analyse and evaluate risks
- Appropriately address identified risks

Assessment must confirm knowledge of:

- Risk management processes and procedures
- Personal role in relation to wider organisational or regional context

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible risks that a PIRFO Frontline Manager or Coordinator may encounter and need to manage in day-to-day operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when participating in risk management activities, as part of Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:

- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job risk management activities by the candidate
- Review of documentation outlining risk analysis processes and outcomes
- Role plays undertaking simulated risk management activities
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of accepted standards for risk management
- Review of implementation of risk mitigation plans

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:

- Access to workplace documentation relating to risk management
- Access to risk management tools and frameworks.