



**Australian Government**

# **CPPACC4016 Manage risk to access consulting operations**

**Release: 1**

# CPPACC4016 Manage risk to access consulting operations

## Modification History

Release 1 This unit first released with CPP Property Services Training Package Release 14.0.

Supersedes and is equivalent to CPPACC4016A Manage risk. Unit title updated to clarify outcome.

Unit updated to meet the Standards for Training Packages 2012.

## Application

This unit of competency specifies the skills and knowledge required to manage risks related to access consulting operations, including identifying and analysing risks to determine the level of risk exposure, and developing and implementing a risk management plan.

This unit is for individuals who work independently using specialised knowledge to conduct a range of access consulting services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil.

## Unit Sector

Access Consulting.

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |                   |   |
|-------------------|---|
| 1 Identify risks. | 1.1 Use relevant risk assessment tools to collect current, accurate and relevant information on actual and potential risks to access consulting operations. |
|                   | 1.2 Establish terms of reference and agreed timeframes for risk management in consultation with relevant persons.   |
|                   | 1.3 Develop a structured plan for identifying and assessing risk likelihood in accordance with terms of reference and                                       |

- agreed timeframes.
- 1.4 Recognise limitations in identifying and assessing risks and seek assistance as required according to workplace requirements.
- 2 Analyse risks.
    - 2.1 Develop assessment criteria for measuring the level of potential or existing risk and assess consequences according to terms of reference.
    - 2.2 Analyse valid and relevant data against assessment criteria to determine level of potential risk according to workplace requirements.
    - 2.3 Identify gaps in assessment methodology and implement corrective actions according to workplace requirements.
    - 2.4 Document risk analysis outcomes and disseminate to relevant persons according to workplace requirements.
  - 3 Develop risk management plan.
    - 3.1 Identify and assess industry and regulatory standards and procedures for incorporation into risk management plan.
    - 3.2 Analyse and interpret workplace risk management policy.
    - 3.3 Analyse workplace capability to either control or reduce the likelihood of actual and potential risks.
    - 3.4 Develop and document risk management plan and associated policies and procedures according to regulatory and workplace requirements.
    - 3.5 Establish, and document within risk management plan, provisions for ongoing risk identification and staff training and education.
    - 3.6 Recognise limitations in developing risk management plan and seek assistance as required.
  - 4 Implement risk management plan.
    - 4.1 Apply procedures to eliminate unacceptable risks and minimise other risks according to risk management plan.
    - 4.2 Conduct access consulting operations in compliance with

regulatory requirements and industry standards and procedures.

- 4.3 Identify and access opportunities for professional development.
- 4.4 Continuously monitor access consulting operations to identify potential risks and modify operations as required to comply with risk management plan.
- 4.5 Maintain copies of risk management plan and documentation for service provision for future reference according to regulatory and workplace requirements.

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPPACC4016A Manage risk.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>