



**Australian Government**

# **BSBOPS302 Identify business risk**

**Release: 1**

## BSBOPS302 Identify business risk

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

### Application

This unit describes the skills and knowledge required to contribute to business operations through the identification of business risk. It involves identifying business risks, as well as supporting managers and supervisors in mitigating risk.

The unit applies to those required to contribute to the identification of business risks as part of broader responsibilities.

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

### Unit Sector

Business Competence – Business Operations

### Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                              |
| 1.Establish business risk                        | 1.1 Identify potential business risks according to task requirements<br>1.2 Assess organisational policies and procedures for addressing risks<br>1.3 Identify organisational personnel involved in addressing relevant risk types                                                  |
| 2. Mitigate business risk                        | 2.1 Analyse potential consequences for organisation of identified risks<br>2.2 Address risks according to organisational policies and procedures, escalating, where required<br>2.3 Document steps to mitigate identified risks according to organisational policies and procedures |

| ELEMENT                                 | PERFORMANCE CRITERIA                                                                                                                                                                                                                                        |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Finalise resolution of business risk | 3.1 Confirm steps taken with relevant organisational personnel<br>3.2 Seek feedback on response with relevant organisational personnel<br>3.3 Contribute to identifying ways to minimise future risk in consultation with relevant organisational personnel |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| Skill                     | Description                                                                                                                                                                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                   | <ul style="list-style-type: none"> <li>Interprets and identifies from risk legislation, workplace policy and procedure and records</li> </ul>                                                                                                            |
| Writing                   | <ul style="list-style-type: none"> <li>Uses formats and language appropriate to audience</li> </ul>                                                                                                                                                      |
| Initiative and enterprise | <ul style="list-style-type: none"> <li>Follows legal and regulatory responsibilities and organisational policies and procedures in relation to risk mitigation role</li> </ul>                                                                           |
| Teamwork                  | <ul style="list-style-type: none"> <li>Shares relevant information and resources with organisational personnel</li> </ul>                                                                                                                                |
| Planning and organising   | <ul style="list-style-type: none"> <li>Plans and implements tasks to achieve required outcomes</li> <li>Uses formal decision-making processes, gathering information and identifying and evaluating choices against risk management processes</li> </ul> |
| Technology                | <ul style="list-style-type: none"> <li>Uses technology to access and filter data and then extract, organise, integrate and share information</li> </ul>                                                                                                  |

## Unit Mapping Information

No equivalent unit. New unit.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>