



Australian Government

Department of Education, Employment and Workplace Relations

ICAA5156B Review and plan to minimise risk to business solutions

Release: 1

ICAA5156B Review and plan to minimise risk to business solutions

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to identify and plan to minimise the financial and technological risks facing business solutions utilising new technologies. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish the risk context	1.1. Review organisational and technical environment and proposed business solution 1.2. Identify scale, importance and complexity of project risks 1.3. Establish acceptable and unacceptable levels of risk and consequences for the solution 1.4. Identify the impact of risks against the business environment 1.5. Determine and document proposed actions to insure against identified generic risks
2. Conduct risk analysis	2.1. Conduct a risk analysis to determine the likelihood of risks identified 2.2. Rank risk factors according to the impact and likelihood of occurrence 2.3. Develop contingency plans to mitigate identified risks 2.4. Document risk analysis and contingencies in a risk management plan 2.5. Implement risk management plans and undertake awareness training to inform relevant stakeholders
3. Monitor risks	3.1. Establish feedback channels to warn of unforeseen and identified risks 3.2. Conduct regular reviews to identify new risks and update established risks 3.3. Document changes to risk management plans as appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- File transfer
- Technology transfer
- Information architecture

REQUIRED SKILLS AND KNOWLEDGE

- Use of site design software and hardware
- Project management

Required knowledge

- Technology updating guidelines
- Business process design; maintaining and administering a site; understanding how business sites fit into corporate strategy
- Policy writing and dissemination
- Documenting technical specifications
- Business supply chain
- User analysis and the CRM
- Copyright and intellectual property

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm the ability to develop procedures that identify where risk occurs and what measures need to be taken to treat the risk, and may include managing those factors that may have an adverse effect on an external party such as a business website user or supplier.

To demonstrate competency in this unit the learner will need access to:

- Web servers
- Business website
- Site server
- Site servers software
- Analysis software
- Requirements documentation
- Customer relationship model (CRM)
- User analysis
- Updated or new technology

Context of and specific resources for assessment

The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.

Assessment must ensure:

- self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.
- Applications involve participation in development of

EVIDENCE GUIDE	
	strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. - Competency in this unit should to be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. - Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended An individual demonstrating this competency would be able to: - Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas - Analyse and plan approaches to technical problems

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	or management requirements • Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations • Evaluate information, using it to forecast for planning or research purposes • Take responsibility for own outputs in relation to broad quantity and quality parameters • Take some responsibility for the achievement of group outcomes • Maintain knowledge of industry products and services
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Solution</i> may include but is not limited to:	• new hardware • hardware upgrades • new software • software upgrades • user training • implementing a new system
<i>Stakeholders</i> may include:	• sponsor • user • development team • project team
<i>Contingency plans</i> may vary in format and content detail, but will typically:	• Identify weaknesses and provide for the implementation of a disaster prevention program • Minimise disruption to business operations • Provide a coordinated approach to the disaster recovery process
<i>Risk management plans</i>	• May include potential risk events, preferred

RANGE STATEMENT	
	and alternative risk management strategies and actions, formal arrangements, responsibility assignment, contingency plans and assigned risk responsibilities • Insuring against risk may include transferring risk to external technicians or ensuring that indemnity insurance is valid and appropriate to the situation

Unit Sector(s)

Unit sector	Analyse and Design
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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