

## Unit of Competency

### CPPACC4016 Manage risk to access consulting operations

#### Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC4016A Manage risk. Unit title updated to clarify outcome. Unit updated to meet the 2012 Standards for Training Packages. This version first released with CPP Property Services Training Package Release 14.0.

#### 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.

#### Prerequisite Unit

None.

#### Unit Sector

Access Consulting.

#### Elements and Performance Criteria

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

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

## Assessment Requirements for CPPACC4016 Manage risk to access consulting operations

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### Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by managing risk to access consulting operations involving the development, documentation and implementation of one comprehensive risk management plan.

### Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- Commonwealth, state and territory legislation, regulations, codes and standards relevant to access consulting operations:
  - anti-discrimination and disability discrimination
  - building control including local government regulations and by-laws
  - duty of care
  - National Construction Code (NCC) building classifications and access requirements
  - National Disability Insurance Scheme (NDIS) *Specialist Disability Accommodation Design Standard* (or its successor)
  - Livable Housing Australia *Livable Housing Design Guidelines* (or its successor)
  - principles of universal design
  - privacy and confidentiality
  - risk management
  - work health and safety (WHS)
- industry codes and standards relevant to access consulting operations:
  - codes of practice and ethics
  - professional procedures and business standards
- format and content of risk management plans including associated policies and procedures
- risk management processes and tools:
  - risk identification and assessment
  - criteria used to measure the level of potential or existing risk and assess consequences
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for managing risk to access consulting operations:
  - business and performance plans
  - client service
  - documentation, reports and records administration
  - quality
  - work role boundaries – responsibilities, limitations and professional abilities.

### Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

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