| Unit Title: | **Assess, manage and monitor risk in a business environment** |
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| OCR unit number | 405 |
| Sector unit number | H/601/2557 |
| Level: | 4 |
| Credit value: | 4 |
| Guided learning hours: | 18 |

## Unit purpose and aim

This unit is about taking a leading role in supporting the monitoring and managing of risk within own area of responsibility in a business environment so that an organisation's aims and objectives for minimising risk and ensuring a safe work environment can be supported at al times.

| Learning Outcomes | Assessment Criteria | Exemplification |
| --- | --- | --- |
| **The Learner will:**<br><br>1. Understand how to assess, manage and monitor risk in a business environment | **The Learner can:**<br><br>1.1 Describe sources of risk in a business environment, including health and safety<br><br>1.2 Describe ways of assessing and monitoring risks in an organisation<br><br>1.3 Explain how to judge when risks are acceptable<br><br>1.4 Describe ways of minimising risks in an organisation<br><br>1.5 Explain the importance of learning from mistakes made when dealing with risk | Learning outcome 1 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units. |
| 2. Be able to assess, manage and monitor risk in an organisation | 2.1 Identify possible sources of risk in own area of responsibility<br><br>2.2 Recognise, identify and deal with new risks, as required<br><br>2.3 Assess the level of risks in own area of responsibility<br><br>2.4 Make judgements on acceptable risks | Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to assess, manage and monitor risk in a business environment |

| | 2.5 Confirm and maintain procedures  for minimising risk in own area of responsibility | |
| | 2.6 Confirm and maintain procedures for monitoring risk in own area of responsibility | |
| | 2.7 Use outcomes of assessing and dealing with risk to make recommendations for improvement | |

## Assessment

This unit is centre assessed and externally verified.  Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

## Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated organisational policies and procedures
- Risk assessments and identification of hazards
- Risk management records
- Action plans
- Operating procedures
- Evaluation reports
- Minutes of meetings or documentation  where recommendations for improvement were made

## Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

## National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAF 174 Work in a business environment

**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.**

## Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

**Link to functional skills standards http://www.qcda.gov.uk/15565.aspx**

| Functional Skills Standards | | | | | |
|---|---|---|---|---|---|
| **English** | | **Mathematics** | | **ICT** | |
| Speaking and Listening | ✓ | Representing | v | Use ICT systems | ✓ |
| Reading | ✓ | Analysing | v | Find and select information | ✓ |
| Writing | ✓ | Interpreting | v | Develop, present and communicate information | ✓ |

## Resources

Access to a working environment with associated equipment and resources

## Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .