



INTRODUCTION TO RISK MANAGEMENT

Objectives

- To identify and prioritise potential risk events
- Help develop risk management strategies and risk management plans
- Use established risk management methods, tools and techniques to assist
- in the analysis and reporting of identified risk events
- Find ways to identify and evaluate risks
- Develop strategies and plans for lasting risk management strategies

Pathways to a formal qualification

This workshop has been developed to align with aspects of the following nationally recognised units of competence (subjects):

BSX15408 Apply Skills in Risk Management
PSPGOV417A Identify and Treat Risks
PUAPOLO16A Manage Risk

As evidence of your participation in the **Risk Management**, workshop, you will receive a Certificate of Attendance with a statement outlining what has been covered.

Disclaimer

Volunteering SA Inc and the Government of South Australia accepts no responsibility or liability for any inaccuracies contained in any material in this presentation.

This presentation is intended to provide general useful information and should not be relied upon as constituting any advice.

Attendees should, before acting on any matters arising out of or otherwise in relation to this presentation, seek their own specific independent legal or other advice about their situation.

Checklist – Risk Management

To assess your understanding of Risk Management, having attended the training workshop, work through the checklist below.

This checklist is designed to assist you to assess your level of understanding of the issues surrounding risk management and whether you need to follow up on any point/s or not.

I feel confident that I can:

- Contribute to the team process, to identify and prioritise potential risk events
- Provide input to help develop risk management strategies and risk management plans within established guidelines
- Use established risk management methods, tools and

techniques to assist in the analysis and reporting of identified risk events

- Undertake project activities in accordance with agreed project and risk management plans
- Determine levels of risk in accordance with risk matrix used by the organisation
- Consider the importance of the activity, its outcomes and the degree of control over the risks
- Consider potential and actual losses which may arise from the risk
- Take into account benefits and opportunities presented by the risk
- Prioritise and document the reason/s for acceptance of unacceptable risks
- Develop and document risk management strategies
- Document strategies according to organisational requirements
- Submit strategies for approval in line with organizational procedures

Introduction to Risk Management

See below how this topic relates to the National Standards for Volunteer Management

1. Policies and Procedures	2. Management Responsibilities	3. Recruitment	4. Work and the Workplace	5. Training and Development	6. Service Delivery	7. Documentation and Records	8. Continuous Improvement
General Policy (1.1) General Policy (1.2) General Policy (1.3) M Management Polices (1.4, 1.5, 1.7) Operating Procedures (1.8, 1.9, 1.19, 1.11) Policy and Procedure Reviews (1.12, 1.13, 1.14, 1.15)	Management System (2.1, 2.3, 2.5, 2.6, 2.7) Authority and Responsibility (2.9, 2.10, 2.12) Social Responsibilities (2.13, 2.14, 2.15,) Management Review (2.17) Resources (2.19, 2.20, 2.21, 2.24, 2.25)	Policy and Planning (3.1, 3.2, 3.3, 3.4) Selection Procedures (3.9, 3.10, 3.11, 3.12, 3.13) Volunteer Orientation (3.14, 3.15, 3.16, 3.17)	Volunteer Roles (4.1, 4.2, 4.3, 4.4, 4.6) Work Satisfaction (4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13) Health and Safety (4.14, 4.15, 4.16, 4.17, 4.18, 4.19)	Policy and Resources (5.1, 5.2, 5.3, 5.4, 5.5) Training and Development (5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14) Work Appraisal (5.15, 5.16, 5.17)	Management Responsibilities (6.1, 6.2, 6.3, 6.4, 6.5, 6.6) Services Review (6.7, 6.8, 6.9, 6.10, 6.11, 6.12,	Personnel Records (7.1, 7.2, 7.3, 7.4, 7.5, 7.6) System Documentation and Control (7.7, 7.8, 7.9, 7.10, 7.11,)	Policy and Resources (8.1, 8.2, 8.3, 8.7) Data Collection and Analysis (8.4, 8.5, 8.6, 8.7) Quality Improvement (8.8, 8.9, 8.10, 8.11, 8.12, 8.13, 8.14, 8.15, 8.16)