

BSBPMG407A

APPLY RISK MANAGEMENT TECHNIQUES

ASSESSMENT SUMMARY

The assessment activities for *BSBPMG407A Apply risk management techniques* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Michael Lewis
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

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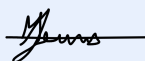
APPLY RISK MANAGEMENT TECHNIQUES

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Michael Lewis

Participant signature



Date 15/12/2020

Assessor name

Assessor signature

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
16		☐	☐

ASSESSOR COMMENTS

Q1. Describe a project below. Conduct a SWOT analysis for the project. Identify at least two (2) points per area.

Project description

Building & fixing a modular home extension. Built in a controlled warehouse then brought out to site on a truck, craned into position then bolted and braced where necessary.

Answer

Area	Detail
S	Strengths – Being built in a warehouse there are no delays in construction from weather. You are able to schedule the build correctly with little to no disruptions that would usually occur on site.
W	Weaknesses – Some sites aren't accessible for the crane making it impossible to complete the project.
O	Opportunities – Looking for new age work techniques that can speed the construction process. Also preparing all documentation correctly for a sped-up process
T	Threats – Weather conditions on the install day, obviously cannot crane into position if overly windy or raining. Power lines and council services that are in ground are always a risk.



Q2. Consider the project you identified in Q1. For each of the areas identified in the table below, identify one (1) risk that may arise.

Answer

Area	Project risk
Environmental	Whilst drilling the pier holes if you do not identify the location of council services you may come in contact with a sewer line and that may contaminate the soil.
Finance	Delays in obtaining permits from council & town planning may delay the completion date and potentially incur liquidated damages
Human resources	Not having the correct personal for the job, not installing the modular home correctly.
Legal	Not having a correct contract with the client & also with subcontractors
Technology	CAD being incorrect – Incorrect measurements entered.

☐

Q3. Using ticks, identify whether each of the risk analysis methods listed below is either 'qualitative' or 'quantitative'.

Answer

Qualitative	Quantitative	Method
☐	☒	Analyses expected monetary value
☒	☐	Considers likelihood of occurrence and impact on projective objectives
☒	☐	Ranks risks

☐

Refer to the Risk Matrix below when responding to Q4.

Matrix	A: Catastrophic	B: Major	C: Moderate	D: Minor	E: Insignificant
1: Almost certain	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Occasionally	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Rare	M	M	L	L	L

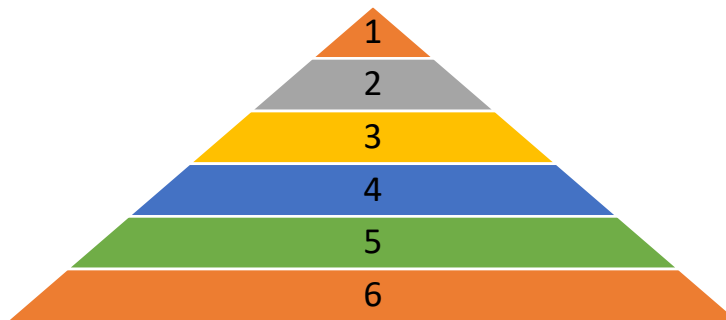
E: Extreme	H: High	M: Medium	L: Low
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Q4. Referring to your responses in Q2. rate each of the risks you identified using the Risk Matrix shown above. Identify the Likelihood and Impact you have determined, plus the overall risk rating.

Prioritise each risk from 1 to 5 (1 = highest priority, 5 = lowest priority).

Answer	Area	Risk rating	Priority	☐
	Environmental	Likelihood: 3 Impact: B Risk rating: H	4	
	Finance	Likelihood: 3 Impact: B Risk rating: H	3	
	Human resources	Likelihood: 3 Impact: B Risk rating: H	5	
	Legal	Likelihood: 4 Impact: A Risk rating: H	2	
	Technology	Likelihood: 3 Impact: A Risk rating: H	1	

Q5. Order the elements of the hierarchy of control, from 1 to 6 (i.e. most effective to least effective).



Answer

Label (1 – 6)	Element
3	Isolate the hazard
6	Provide and use Personal Protective Equipment (PPE)
1	Eliminate the hazard
4	Control the hazard by engineering means
5	Control the hazard by administrative means
2	Substitute the hazard



Q6. Referring to your responses in Q2. propose one (1) risk control for the risk identified in each of the areas listed below.

Answer

Area	Risk control
Environmental	Engineering means – High pressure water excavation with vac truck so you wont damage the pipe whilst digging.
Finance	Administrative means – Ensure that all permits are submitted with more than enough time before project starts. Also ensure that all the information is correct before submitting.
Human resources	Administrative means – Provide proper training for the team members that are struggling and monitor their progress.
Legal	Administrative means – Review contracts with a capable person before sending out for signature.
Technology	Administrative means – Have the builder, engineer & designer sign off on documentation before being submitted.



- Q7. Which of the following parties should be consulted and agree to proposed risk managed strategies, plans and reporting mechanisms? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Project manager	
	☒	Project specialist	
	☒	Team members	

- Q8. True or False (Tick your response): Organisations all use the same risk analysis methods, techniques and tools.

Answer	☐	True	☐
	☒	False	

- Q9. Identify the four (4) options that may be followed once you have established the revised risk level.

Answer	1 – Do nothing	☐
	2 – Implement risk controls	
	3 – Reassess the risk	
	3 – Accept the risk	

- Q10. What is the name of the risk level measured after risk controls have been implemented? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☐	Initial risk	
	☐	Revised risk	
	☒	Residual risk	
	☐	Updated risk	

Q11. On what document should incidents be recorded?

Answer Issues register – Generally in the Work health and safety plan

☐

Q12. What is to be completed when a variation is to be made to the project?

Answer A change request

☐

Q13. True or False (Tick your response): You should report opportunities for action in the same way as risks.

Answer

☐	True
☒	False

☐

Q14. Identify two (2) types of documents that may be referred to when conducting a review of a risk management plan.

Answer Project files and records, incident logs/risk diaries & occurrence reports.

☐

Q15. Explain the relevance of evaluating project outcomes (e.g. agreed major milestones) as part of reviewing risk management activities.

Answer It allows you to determine the effectiveness of your risk management activities.

☐

Q16. True or False (Tick your response): You may refer to past projects for lessons learned regarding risk management, even when the past projects are not identical to the current one.

Answer

☒	True
☐	False

☐

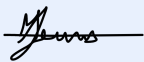
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APPLY RISK MANAGEMENT TECHNIQUES

PRACTICAL ASSESSMENT INSTRUCTIONS

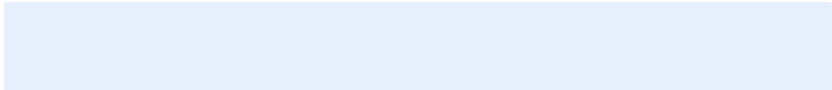
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Michael Lewis

Participant signature 

Date 15/12/20

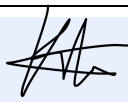
Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to apply risk management techniques to complex projects– including, assisting with risk analysis, risk management planning and undertaking a review of risk management outcomes. A complex project is defined as a project which involves: - The need for a comprehensive and multi-faceted project plan - The need for a formal internal or external communications strategy - A dedicated and diverse project budget - Multiple administrative components - Multiple operational components - A wide range of stakeholders - A project operations team The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: - SWMS review checklist completed by the Participant - Task JSA completed by the Participant - SWMS signed by the Participant - Design risk assessment completed by the Participant The observer is to outline the details of each project observed in the 'Observer comments' section. The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.		
Resources required: Project records.		
Assessment of task		
Name of participant:	Michael Lewis	
Name of observer:	Kieran Lewis	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	kieran@jdlconstruction.com.au	
Signature of observer:		
Date:	15/12/2020	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
	1.A. Contribute to identifying and prioritising potential risks throughout the project life cycle.	1.B. Within delegated authority, provide input to develop risk management strategies and risk management plans within established guidelines.
	☒	☒
	☒	☒

1.C. Establish risk analysis methods, techniques and tools to assist in the analysis of risks.	☒	☒
1.D. Ensure reporting mechanisms for risks were planned for and agreed to.	☒	☒
1.E. Undertake control activities in accordance with agreed project and risk management plans to achieve project objectives.	☒	☒
1.F. Measure progress and act on perceived, potential or actual risks within authority – or report to others for response.	☒	☒
1.G. Contribute to the implementation of agreed risk approaches and the amendment of plans to reflect the changing environment.	☒	☒
1.H. Identify and report opportunities for action in the same way as risks.	☒	☒
1.I. Contribute to the ongoing review of project outcomes to determine the effectiveness of risk management activities, accessing project records and other available information.	☒	☒
1.J. Report risk management issues and responses to others for lessons learned or application in future projects.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

58 Blackmore St, - Windsor : This project was a modular extension built in a factory and craned onto site.

Michael completed a pre site evaluation identifying any potential risks or hazard that may arise during the project. He helped arrange traffic control for the crane and videographer videoing the council sewer line.

Michael created a work methodology statement for the personal on site whilst the crane was operating.

Once the project was complete he had a de brief with the team to see how the project ran and if there is any improvements that could have been made.

19 Mylne St, Chermside : This project is an internal refurb and extension that includes asbestos removal, working at heights, working with machinery, electrical hazards & gas isolation

Michael had a pre site walkthrough with the team identifying any risks or hazards that may arise.

Michael organised for the main power cable to be transferred to a temporary pole to reduce the risk of electrocution whilst the project is being built.

Michael has arranged tool box meetings to discuss potential risks or hazards that may arise and discussed work that has been completed.