This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.
<table>
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<tr>
<th><strong>Unit Name</strong></th>
<th>Risk Management in Learning Organisations</th>
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<tbody>
<tr>
<td><strong>Unit Code</strong></td>
<td>ED612</td>
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<tr>
<td><strong>Awards</strong></td>
<td>Graduate Certificate in Christian Education</td>
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<td></td>
<td>Master of Education</td>
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<tr>
<td><strong>Core/Elective</strong></td>
<td>Elective</td>
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<td><strong>Strand</strong></td>
<td>Educational Leadership</td>
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| **Prerequisites**     | - ED600 Theological Reflections on Education  
                       |   OR                                         |
|                       | ED601 Applying Worldview Studies to Christian Education and  
                       | ED602 Philosophical Perspectives on Education |
| **Modes**             | External                                   |
| **Delivery/Contact hrs** | Nominal 10 hours per week x 14 weeks = 140 hours (10 credit points)  
                       |   [Engagement with study materials and readings: 90 hours; Assignment preparation: 50 hours] |
| **Unit Coordinator**  | Dr Robert Herschell                         |
| **Teaching Staff**    | Mr Chris Meadows                           |
| **Unit Rationale**    | Risk management is a discipline for dealing with uncertainty. Every organisation faces uncertainty and risk. No organisation operates in risk-free environments. From uncertainty about continued income, program outcomes and the organization's ability to ensure client safety, managing a range of risks is required for both survival and success. Every organisation can use risk management strategies and tools to protect vital assets.  
                       | The discipline of risk management helps identify, assess and control risks that may be present in operations, service delivery, staffing, and governance activities.  
                       | It is well worth the time for organisations to integrate risk management into its operations and there are many good reasons to do so, including:  
                       | - The threat of litigation is increasing. Many organisations never face a lawsuit, but those that do know that it can be costly and time consuming. Good risk management can reduce these costs or perhaps help an organisation to avoid a lawsuit altogether.  
                       | - The risk of client harm. An organisation’s mission is to help people, not hurt them. Causing harm to a client, employee, member of the public however unintentional, undermines an organisation’s purpose and jeopardizes its mission.  
                       | - For an organisation’s own safety and security. Sound risk management will help create a sense of confidence and safety about the organisation’s operation. In an atmosphere where the threat of unnecessary risk is reduced, an organisation can be more creative in providing services to families and achieving results.  
                       | What is risk management?  
                       | Risk is anything that threatens the ability of an organisation to accomplish its mission.  
                       | Risk management is a discipline that enables people and organizations to cope with uncertainty by taking steps to protect vital assets and resources.  
                       | The risk management process provides a framework for identifying risks and deciding what to do about them. Of course, just making a laundry list of all possible risks is not enough. It is easy to quickly become overwhelmed by the huge list of risks the organization faces.  
                       | But not all risks are created equal. Risk management is not just about identifying risks; it is about learning to weigh various risks and making decisions about which risks deserve immediate attention.  
                       | Risk management is not a task to be completed and shelved. It is a process that, once understood, should be integrated into all aspects of an organisation’s management. |
Learning Outcomes:

On completion of this unit of study, students will have provided evidence that they have:

1. Identified the way in which risk management will add value to an organisation.
2. Described the risk management process as it might be applied to a case study organisation.
3. Reviewed the factors that must be considered to establish the strategic, organisational and risk management context of an organisation.
4. Developed and justified the appropriate risk management processes for a selected organisation.
5. Used and reviewed appropriate risk identification approaches.
6. Developed a proposal for the implementation of a risk management program in a selected organisation.
7. Demonstrated an understanding of the various elements which constitute a risk management plan.
8. Critically evaluated any existing or proposed risk management program in an organisation, particularly from Christian perspectives.
9. Demonstrated competence in writing at an appropriate tertiary standard (with special attention to correct grammar, punctuation, spelling, vocabulary, usage, sentence structure, logical relations, style, referencing and presentation).

Content:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</table>
| 1-2  | Establishing the risk management context:  
- Establish the context for the management of risk to an organisation.  
- Demonstrate knowledge of the factors which contribute to risk in that organisation.  
- Discuss some of the risk criteria which might be applied in different situations. |
| 3-4  | Risk Management process:  
- Develop an understanding of the Australian Standard (AS/NZS 4360:2004) and the risk management process in the Standard and how this Standard applies to an organisation. |
| 5    | Managing legal compliance:  
- Examine the application of the Australian Standard AS 3906 Compliance Programmes to an organisation.  
- Develop an understanding of the accreditation requirements for an Organisation, if required. |
| 6    | Risk analysis:  
- Examine suitable qualitative, semi-quantitative and quantitative risk analysis Methods.  
- Develop procedures for managing the risks associated with regular and special activities. |
| 7    | Workplace health and safety:  
- Examine the application of the Australian Standard to an organisation.  
- Develop an understanding of the requirements of Queensland state workplace health and safety legislation. |
| 8    | Governance:  
- Describe the principal activities associated with the governance of an organisation.  
- Explain the relevance of governance to an organisation.  
- Establish the relationship between governance and risk management. |
| 9    | Managing risk in all aspects of the organisation's activities:  
- Develop risk management plans for these activities. |
| 10   | Managing risk in all aspects of the organisation's activities:  
- Develop risk management plans for these activities. |
| 11   | Employment Practices:  
- Introduce the risk management context for employment practices.  
- Describe some basic processes for managing employment processes in an organisation. |
Risk management training for employees:
- Develop risk management training programs for employees.

Building a risk management culture, particularly in Christian organisations.
- Describe the risk management culture suitable for an organisation.
- Develop a risk culture measurement instrument.

Unit Conclusion

Set Text Requirements:

Recommended Readings:
Jackson, P & Ewing, FV 2003, *Risk Management for Schools: A Workbook*, Xlibris corporation,

Relevant Journals
*International Journal of Risk Assessment and Management*
*Risk Management*

Assessment:

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Topic/s</th>
<th>Learning Outcomes Assessed</th>
<th>Week Due</th>
<th>Weighting</th>
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</thead>
<tbody>
<tr>
<td>Development of a conceptual framework (2000 words)</td>
<td>Development of a Risk Management framework that could be used within an organisation, or section of an organisation. Development and trial of a suitable Risk Management Tool that could be used to assess Risk Management: Establishing the risk management context Risk Management process Managing legal compliance Risk analysis</td>
<td>1-4, 9</td>
<td>7</td>
<td>30%</td>
</tr>
<tr>
<td>Investigation and reflective report (2000 words)</td>
<td>Review of the Risk Management practices in a specific organisation or department using the tool developed in Assessment Item 1: Workplace health and safety Governance Managing risk in all aspects of an organisation’s activities</td>
<td>1-9</td>
<td>10</td>
<td>30%</td>
</tr>
<tr>
<td>Applied research project (3000 words)</td>
<td>Development and implementation of a Risk Management plan for a strategic activity. Justification of choices in the light of the current standards as well as from a Christian worldview.</td>
<td>1-9</td>
<td>14</td>
<td>40%</td>
</tr>
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**Unit Overview:**

This unit aims to provide the student with both the skills necessary to establish the context within which the risk management process will be implemented and also to introduce the student to the risk management process itself. This will involve the student being aware of the risk management process as outlined in AS/NZS 4360 and the various tools and techniques that might be used to identify, analyse, assess and treat risks.