1. **Reference List (2 standards)**

Standards Australia. (2018). Risk management: Principles and guidelines (AS/NZS ISO 31000:2009). **Retrieved from** http://canvas.sheridan.edu.au/courses/85/files/2570?module\_item\_id=902

Standards Australia. (2013). *Guidelines to ASNZS ISO 31000: 2009* (SASNZ HB 436 (2013). **Retrieved from** http://canvas.sheridan.edu.au/courses/85/files/2570?module\_item\_id=902

 **In Text reference**

(Standards Australia, 2018, pp. **page number**)

1. **Annual Report Sample Reference**

**Reference List**

Wesfarmers. (2017). Bunnings Annual report 2017. Retrieved from https://www.wesfarmers.com.au/docs/default-source/default-document-library/2017-annual-report.pdf?sfvrsn=0

**In Text reference**

*(****Author*** *(if you can find the company secretary as the author of the report, Bunning’s Annual Report, 2017, p. No)* else **just reference as below;**

*(Bunning’s Annual Report, 2017, p. No)*

1. **Avoiding Plagiarism**

Four Key concepts to remember to avoid plagiarism

**Paraphrasing**- rewrite in your own words

**Summarising**- key ideas in your own words

**Short Quotes-** rewrite using some of the author’s words (<= max 40 words)

**Long Quotes** - rewrite using some of the author’s words (> more than 40 words)

Use this website : <http://www.deakin.edu.au/students/studying/study-support/referencing/summarising-paraphrasing-quoting>

|  |  |
| --- | --- |
|  | **Risk Management Plan Rubric** |
| **Category/ Grade** | **Fail****(<50)** | **Pass****(50-64)** | **Credit****(65-74)** | **Distinction****(75-84)** | **High Distinction****(85+)** |
| **Identification of the Risk Management Concept**  | Has not grasped the Risk Management Concepts in this assignment | Demonstrates engagement with some Risk Management Concepts in this assignment | Grasps many of the Risk Management Concepts in this assignment | Sound grasp of most of the main Risk Management Concepts in this assignment | Fully grasps all of the main Risk Management Concepts s in this assignment |
| **Critical analysis of the Issues** | No analysis or engagement of the issues | Has begun to grasp the issues in this assignment | Demonstrates ability to analyse many of the issues in this assignment | Demonstrates a pronounced ability to analyse most of the issues in this assignment | Demonstrates a pronounced ability to analyse all of the issues in this assignment |
| **Engagement with Contemporary Scholarship** | No evidence of engagement with scholarly viewpoints | Demonstrates limited ability to propose appropriate solutions, or comment on solutions or proposed solutions, in this assignment | Exhibits engagement with a range of scholarly viewpoints | Evidences ability to critically evaluate a range of scholarly viewpoints | Demonstrates pronounced ability to critically evaluate and empathetically assess a range of scholarly viewpoints |
| **Comments on Solutions or Strategies** | Demonstrates no ability to propose solutions, or comment on solutions or proposed solutions, in this assignment | Evidences engagement with a range of scholarly viewpoints | Demonstrates ability to propose appropriate solutions, or comment on solutions or proposed solutions, in this assignment | Demonstrates pronounced ability to propose appropriate solutions, or comment on solutions or proposed solutions, in this assignment | Demonstrates pronounced ability to propose appropriate solutions, or evaluate solutions or proposed solutions, in this assignment |
| **Contribution to the Learning Community** | Zero or engagement with the topic; no evidence of contribution to the learning community | Perfunctory engagement with the topic | Exhibits engagement with the topic and a range of scholarly viewpoints | Demonstrates ability to engage with a topic in a cognitive and informed way | Demonstrates pronounced ability to engage with topic |
| **Composition** | Poor spelling and grammar characterize the work | Many errors in spelling and grammar evidenced in paper | Some grammatical or spelling errors evidenced in the paper | Few grammatical or spelling errors are noted in paper | Consistently uses correct grammar with rare misspellings |

**NOTE: Areas in RED – are guidance and examples to complete assignment.**

**Assignment 2 – Development of Risk Management Plan (40%)**

(Use Section 5: AS/NZS ISO 31000:2009- Risk Process principles to develop your business’s Risk Management processes)

**Note: Internal students**: **2500 (min) to 3000 word (Max)** Risk management report. Submit on LMS. Both submissions (excluding appendix) using the below elements as headings

**BEST TO ADDRESS EACH BULLET POINT**

|  |  |
| --- | --- |
| 1 | **Plan Structure (30%)** |
|  | **Elements*** Table of contents
* Executive Summary/Introduction – brief nature of business, context, key risk areas (4 top risks), 4 key improvement initiatives
* **1.0** Definitions/ glossary of terms- Key terms specific to business context and industry.
* **2.0** Objectives of risk management plan- Are there any new specific objectives relating to risk management improvement/ should you suggest?
* **3.0** Risk management policy i.e. Interdependency with strategic planning

& corporate governance- use of COSO standard, Australian Corporate governance standards to assist risk management ( Lecture 5). * **4.0** Organisation and responsibilities, accountability - are there any roles for risk management, are they using the ISO standards, should there be new risk roles.

**4.1** Communication/consultation- is there any CSR ( Corporate social responsibility) planning, are they consulting with surrounding communities* **5.0** Risk management programme & processes - describe the risk management (6.2 6.3 & 6.6) assessment process (methodology- Section 6.4 & 6.5) – do they have these processes, use the sections above (6.2- 6.6). Use Lecture 4 to identify tools to identify, analyse and evaluate. Here you can use both quantitative risk rating tools (Consequence and likelihood rating table and heat map) and qualitative risk tool (fishbone). See attached picture in email.
* **6.0** Performance measurement of the plan- are there any measures for performance (Risk or improvement performance), e.g. Consequence, Likelihood, risk capital etc. Use excel sheet to explain and pick 4 highest risks to treat (6.2 6.3 & 6.6) and use risk treatment template. e.g. Monitoring and measurement, Incident investigation, corrective and preventative action, Records management, OHMS audit etc. Conduct a before and after risk ranking for the highest 4 risks.
* **7.0** Risk management implementation plan – does the company have a plan to implement risk – use section 6.2 to 6.6 and *PDCA* (Plan , Do ,Check & Act) model
* **8.0** Enterprise Risk Management (Evaluate potential to use COSO standards) . Describe the COSO cube in relation to your business context.
1. See You tube (9 Videos) : https://www.youtube.com/watch?v=b7JldvsY7Ac&list=PL68AA245BF50F4A8C
2. or check website <https://www.coso.org/documents/COSO%20McNallyTransition%20Article-Final%20COSO%20Version%20Proof_5-31-13.pdf> and <https://www.coso.org/Pages/ic.aspx>.
* Appendix reports (risk by area, risks by owner, risks with controls)
	+ Risk management framework (including context, matrix, criteria)
	+ Risk register
	+ Risk profile
	+ Risk appetite and risk tolerance
	+ Risk treatment plans
	+ Monitor and review
 |
| Does the plan address the task sufficiently? Comments: |
| 2 | **Strategic and analytical thinking (50%)** |
| * Logical development of the plan –use section 5 of standard to explain your login. Is there any new context from PESTLE/SWOT Analysis. Explain your thinking process on why you have picked risks to work on in relation to the business context, the tools and measurements you have suggested.
* Development of risk management context in line with the business case- are there any new context you have identified after Assignment 1
* Integration of the principles, framework and processes – use APA referencing of Standards and all lecture content you have learnt up to Seminar 10.
* Use of appropriate risk identification and assessment tools- Use of fishbone analysis, use of risk matrix “heat mapping” or other simple tools that we have learnt from session 3 and 4 of the course.
* Clear and logical execution of the elements of the plan- clearly explain section 5.2-5.6, brief explanation of each section and its application to the business context.
 |
| Comments: |

|  |  |
| --- | --- |
| 3 | **Style and presentation (20%)** |
| * Fluent & succinct (i.e. A> B > C )
* Effective paragraph structure for summary and paraphrase
* Legible and professionally presentation
* Correct Grammar & spelling (use checks)
* Appropriate professional layout – (inc. spacing)
* APA referencing used
 |
| Comments: |