

SFJPS6.4.5

Draw up risk profile of businesses and/or individuals



Overview

This unit is for individuals working in public service. It is designed to make sure that the individuals are able to draw up risk profiles of businesses and/or individuals. It is also designed to ensure that the individuals know and understand how to validate case-related information, manage records and deal with any change in circumstances.

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Performance criteria

<i>You must be able to:</i>	P1	follow organisational procedures at all times
	P2	maintain your own personal safety
	P3	work in a way that ensures the safety of others
	P4	ensure that your risk profile is based on complete and accurate information
	P5	classify businesses correctly according to your organisation's definitions
	P6	draw up risk profiles that are consistent with the criteria
	P7	confirm the nature of new businesses and risk priorities by using local knowledge
	P8	ensure your risk profile specifies the priority of and reasons for the required investigation

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Knowledge and understanding

You need to know and understand:

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| K1 | the requirements of organisational procedures |
| K2 | the selection criteria for developing different kinds of risk profile |
| K3 | which sources of information are likely to yield the most useful information |
| K4 | how to operate information systems (paper and electronic) |
| K5 | how to validate information |
| K6 | the information needed in the risk profile |
| K7 | the basis on which to prioritise your request for an investigation |
| K8 | how the risk profile will be used by investigation personnel |
| K9 | the requirements of information storage and security |

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Additional Information

Scope/range related to performance criteria

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

- 1 Sources of information: historical business profile; business performance; risk- related intelligence; industry norms and trends; media; generated by the business
- 2 Information about the business: detailed information; partial information; no information

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