CPPSEC3043A Establish and set up electronic monitoring parameters

Release: 1

CPPSEC3043A Establish and set up electronic monitoring parameters

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to determine the monitoring parameters for a range of electronic security equipment and systems. It requires the ability to determine the monitoring functions, capabilities and parameters of security equipment and systems to receive information and data.
	This unit may form part of the licensing requirements for persons engaged in determining monitoring parameters to facilitate the receipt of security information in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit	This unit of competency has application in the security industry in those roles involving the establishment of monitoring parameters for the receipt of security information and data. This work would usually be conducted off-site at an electronic reporting facility or monitoring centre. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills   This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where *bold italicised* text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine monitoring parameters.	1.1 Applicable provisions of *legislative* and *organisational requirements* relevant to *assignment instructions* are identified and complied with.
	1.2 *Security equipment and systems* are identified and confirmed.
	1.3 Monitoring functions and capabilities of electronic security equipment and system are confirmed in accordance with manufacturer's instructions.
	1.4 *Monitoring parameters* are determined and meet monitoring capabilities of security equipment and system and monitoring station.
	1.5 Information and data required to establish monitoring parameters is obtained, reviewed and clarified as required with *relevant persons*.
2 Establish and test monitoring parameters.	2.1 Electronic security equipment and system template is designed and data is entered accurately in established format and style.
	2.2 Entered data and information is cross-checked and verified against established monitoring parameters in accordance with organisational procedures.
	2.3 *Tests* to evaluate monitoring performance and functions are determined and conducted in accordance with manufacturer's instructions.
	2.4 Monitoring signals and data is tested in accordance with organisational procedures.
	2.5 Communication is maintained with relevant persons during testing procedures in accordance with organisational procedures.
3 Evaluate and document test results.	3.1 Transmitted test data is accurately interpreted and compared against test requirements to determine monitoring performance and functioning of security equipment and system.
	3.2 Errors or deviations from specifications are identified, documented and reported in accordance with organisational procedures.
	3.3 Test results are accurately recorded and organised in suitable formats for review in accordance with organisational procedures.
	3.4 All *documentation* is completed and securely maintained with due regard to confidentiality in accordance with organisational procedures.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- accurately enter data
- apply safe and efficient work practices
- communicate in a clear and concise manner using appropriate terminology
- comply with relevant legislative requirements including licensing
- demonstrate understanding of basic numeracy
- evaluate test results
- identify basic faults or malfunctions in operation of security systems
- interpret security codes and alarm signals
- monitor, evaluate and interpret data and information
- operate a range of electronic security alarm monitoring management software relating to electronic security systems and tracking equipment
- prepare and present written and computer-based information
- read and interpret data, information and instructions
- solve routine problems and make decisions according to set procedures
- test monitoring parameters
- use keypads and control panels
- use relevant testing tools and equipment.

Required knowledge

- alarm monitoring and management software
- approved communication terminology and codes and signals
- back-up procedures
- client confidentiality requirements
- common faults and malfunctions in security equipment and systems
- computer software used for monitoring functions
- electronic equipment and system configurations and programs
- emergency procedures
- keypad and control panel types and functions
- monitoring and response requirements
- operational principles and functions of electronic security systems and equipment
- relevant legislative provisions including Occupational Health and Safety (OHS) and licensing requirements
- reporting, documentation requirements and processes

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REQUIRED SKILLS AND KNOWLEDGE

- security equipment and system configurations and programs
- software templates for electronic security equipment and systems
- technical terminology
- templates for electronic security equipment and systems
- testing methods and requirements
- verification procedures and requirements for confirming authenticity of received information.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of:
	- designing templates and accurately keying in data and cross-checking against monitoring parameters - determining and conducting appropriate tests to confirm operation and performance of monitoring - determining monitoring functions and capabilities of electronic security equipment and system - evaluating and documenting test results and completing relevant documentation - gathering and reviewing information and data to establish monitoring parameters - recognising faults or malfunctions in security equipment and systems - using appropriate communication channels and processes to accurately receive and convey information.
Context of and specific resources for assessment	Context of assessment includes: - a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement. Resource implications for assessment include: - access to plain English version of relevant statutes and procedures

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- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment	This unit of competency could be assessed using the following methods of assessment:
	- observation of processes and procedures
	- questioning of underpinning knowledge and skills.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.
	Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.
	Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements may relate to:	- applicable commonwealth, state and territory legislation which affects work such as:
	- workplace safety
	- environmental issues

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	- equal employment opportunity - industrial relations - anti-discrimination and diversity - Australian building codes and regulations - Australian Communications Authority cabling standards - Australian standards and quality assurance requirements - award and enterprise agreements - evidence collection - freedom of information - licensing arrangements and certification requirements - privacy requirements - relevant industry codes of practice - telecommunications - trade practices.
Organisational requirements may relate to:	- access and equity policies, principles and practices - business and performance plans - client service standards - code of conduct, code of ethics - communication and reporting procedures - complaint and dispute resolution procedures - emergency and evacuation procedures - employer and employee rights and responsibilities - OHS policies, procedures and programs - own role, responsibility and authority - personal and professional development - privacy and confidentiality of information - quality assurance and continuous improvement processes and standards - resource parameters and procedures - roles, functions and responsibilities of security personnel - storage and disposal of information.
Assignment instructions **may include**:	- equipment, tools and material requirements - reporting requirements - security equipment and system information: - features, functions and capabilities - manufacturer's instructions - specific client requirements - work schedules - work tasks and procedures.
Security equipment and systems may	- access control systems - audible and visual warning devices

include:	• cameras and monitors • commercial and residential alarm systems • detection devices • electric and mechanical fire safety and fire locking systems • electronic locks and locking systems • electronic readers • electronic screen equipment • intercoms and control panels • security doors and door controls • specialised access control systems eg biometrics.

Monitoring parameters may relate to:	• functions monitored:
	  • alarms
	  • access times
	  • levels of access
	  • identity of person gaining access
	• levels of integrity of systems
	• passwords and codes
	• recording functions
	• response requirements:
	  • people to contact
	  • emergency services to contact
	  • armed guard or patrol send out
	  • no action
	• testing and report functions.

Relevant persons **may include**:	• clients • colleagues • equipment and systems manufacturers • maintenance technician • security consultants • security personnel • supervisor.
Tests **may include**:	• alarm test • detection test • functional tests • reporting tests • testing alarm response to electronic security system • testing communication links • testing for correct relaying of information and data • testing to specifications.
Tests **may be**	• computer terminals and computer screens

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conducted using:	• field technicians
	• intercoms
	• listening equipment
	• radios
	• software
	• telephones
	• tracking and location equipment
	• video cameras.
Documentation **may include**:	• established monitoring parameters
	• faulty or malfunctioning systems and equipment
	• test results
	• written and electronic reports.

Unit Sector(s)

Unit sector   Security

Competency field

Competency field   Technical security