Australian Government

Department of Education, Employment and Workplace Relations

PSPSEC506A Communicate security awareness

Release 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPSEC506A Communicate security awareness

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers security awareness raising to improve government security management. It includes planning and designing security awareness activities, promoting security management, developing and nurturing cooperative client relationships, conducting security activities and evaluating their success.

In practice, communicating security awareness may overlap with other generalist or specialist public sector workplace activities such as acting ethically, promoting compliance with legislation, developing client services.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Plan security awareness activities**	1.1 ***Need*** for activities is determined, taking into account identified client needs and feedback from clients and staff, and priorities are identified in the organisation's security plan.
	1.2 Ideas for new or improved activities are initiated, gathered and assessed, taking into account the human, financial and physical resources required.
	1.3 Approval for ***security awareness activities*** is obtained in accordance with organisational guidelines.
2. **Design security awareness activities**	2.1 Individuals and groups are targeted, and formal and informal networks are established and used regularly as communication channels.
	2.2 Precedents in security management are incorporated into security awareness activities.
	2.3 Effective awareness/information presentations are implemented where required.
	2.4 Security awareness activities are linked in an integrated and cohesive manner with organisational ethical and security management standards and guidelines, codes of conduct and include related aspects of corporate policy.
	2.5 Security awareness activities are based on a knowledge of the organisation's corporate objectives, core business, the culture of the organisation and a knowledge of the organisation's client base.
3. **Promote government security management**	3.1 Incidents and effects of non-compliance are publicised in accordance with organisational requirements.
	3.2 ***Information*** to promote government security management is provided in line with audience needs.
4. **Develop and nurture cooperative client relationships**	4.1 Expectations of clients and contractors are established and documented.
	4.2 Opportunities for establishing contacts and ***networks*** with external and internal clients are anticipated in consultation with work colleagues and managers.
	4.3 Changes in organisational focus are monitored for effects on organisation-client relationships and action is taken to inform clients of changes in accordance with organisational policy and procedures.
	4.4 Feedback on organisational activities is obtained and reported within the organisation in accordance with policy and procedures.
	4.5 Organisation's security management philosophy, policy and procedures are imparted in a way which facilitates ***stakeholder*** understanding.
	4.6 Where required, clients are advised when and how they should

ELEMENT	PERFORMANCE CRITERIA
	modify their practices to meet organisational standards.
5. **Conduct security management activities**	5.1 Security management activities are planned and are feasible within existing resource and time constraints.
	5.2 Intended outcomes are identified and are based on realistic expectations of the target audience.
	5.3 Activities are varied, refined and adapted as indicated by audience response or by changes in the organisation's security strategy and procedures.
	5.4 Adult learning techniques are utilised.
	5.5 Security awareness information is linked with codes of conduct and ethical and security management guidelines of the organisation, together with its broader corporate goals.
6. **Evaluate success of awareness raising activities**	6.1 Security awareness activities are assessed against predetermined objectives.
	6.2 Results of evaluation are documented and used as the basis for planning future activities.
	6.3 Opportunities for new security awareness activities are identified and acted on as required.
	6.4 Evidence, if any, is obtained of a *decrease* in the level of security breaches as a result of activities.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- making presentations
- designing security management activities
- developing and maintaining client relationships
- tailoring sessions to the needs of adult learners and a variety of audiences
- explaining complex concepts and formal documents such as legislation, standards and codes of conduct
- using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- applying occupational health and safety and environmental procedures in the context of conducting security management activities

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- agency structure and core business activities
- security and how it relates to the specific functions and activities of the organisation, together with an understanding of ethical standards required by the organisation of its staff and contractors and suppliers
- national strategic objectives relating to government security management
- jurisdictional security requirements and strategic objectives
- cross-jurisdictional protocols
- international treaties and protocols
- the organisation's security risk management methodology
- security risk factors in the organisation
- identified instances of security breaches
- adult learning principles
- audience requirements
- anti-discrimination and diversity legislation
- legislation, policies and procedures relating to conduct of security management activities including occupational health and safety and environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	• *Pre-requisite* units that must be achieved prior to this unit:*Nil*
	• *Co-requisite* units that must be assessed with this unit:*Nil*
	• *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	  • PSPETHC501B Promote the values and ethos of public service
	  • PSPGOV502B Develop client services
	  • PSPGOV505A Promote diversity
	  • PSPGOV511A Provide leadership
	  • PSPLEGN501B Promote compliance with legislation in the public sector
	  • PSPSEC504A Coordinate protective security
	  • PSPSEC505A Protect security classified information

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • communication of security awareness in a range of (3 or more) contexts
Resources required to carry out assessment	These resources include: • legislation, policy and procedures relating to government security management • activities for minimising security breaches • security guidelines • government security management standards • public sector values and codes of conduct • case studies and workplace scenarios to capture the range of situations likely to be encountered when communicating security awareness
Where and how to	Valid assessment of this unit requires:

assess evidence
- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when communicating security awareness, including coping with difficulties, irregularities and breakdowns in routine
- communication of security awareness in a range of (3 or more) contexts

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:
- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:
- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses, such as session plans, evaluation and feedback documentation

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in **bold italics** in the Performance Criteria is explained here.

Needs analysis may include:	• consultation with staff, clients, security management networks
Security awareness activities may include:	• formal training sessions • briefings • addressing industry groups • consulting groups
Information may include:	• security guidelines • instructions • based information • newsletters • written policy manuals and procedures • internal instructions and guidelines • videos, pamphlets, posters • case studies, hypothetical examples • staff orientation processes • training and awareness sessions • conferences and seminars • liaison meetings with clients and stakeholders
Networks may include:	• contact with peers or colleagues in or outside own organisation
Stakeholders may include:	• internal or external to the organisation • agency staff and senior management • contractors and consultants • other agencies • related program staff • client organisations • industry associations • law enforcement agencies
Decrease in security breaches may be as a result of:	• awareness raising and training activities • communicating the organisation's attitude to ethical behaviour and security requirements • using administrative remedies

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- establishing accessible and confidential reporting channels
- publicising agency security practices both within the agency and to clients of the agency

Unit Sector(s)

Not applicable.

Competency field

Government Security Management.