



Australian Government

Department of Education, Employment and Workplace Relations

TLIO1307C Administer the security of assets and facilities

Release: 1

TLIO1307C Administer the security of assets and facilities

Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to administer the security of assets and facilities in the transport and distribution industry, including assessing asset security requirements, developing and implementing asset security programs, and monitoring and evaluating asset security programs.

Application of the Unit

Work must be carried out in compliance with the relevant regulations of the relevant state/territory authorities related to the administration of assets and facilities in the transport and distribution industry.

Work is performed under some supervision, generally within a team environment.

Work involves the application of routine procedures and regulatory requirements to the administration of the security of assets and facilities in the transport and distribution industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Assess security requirements	<p>1.1 Adequacy of insurance cover is determined</p> <p>1.2 Adequacy of physical protection over assets and facilities is determined</p> <p>1.3 Methods to improve security requirements are assessed and recommended</p> <p>1.4 Breakdowns/breaches of security are recorded and reported</p>
2 Develop and implement security programs	<p>2.1 Staff are consulted regularly regarding security programs</p> <p>2.2 Improvements to security procedures are documented, trialed, refined and implemented</p> <p>2.3 Input is given to assist in the preparation of coronial reports and enquires</p> <p>2.4 Statements are gathered and reports prepared which assist in the issuance of summonses</p>
3 Monitor and evaluate security programs	<p>3.1 Reports and statements produced where security has broken down or has been breached, are analysed and conclusions documented</p> <p>3.2 Security procedures are regularly monitored to ensure their implementation</p> <p>3.3 Security systems are regularly tested and evaluated to ensure operational effectiveness</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Relevant state and territory regulations and requirements pertaining to the administration of the security of assets and facilities in the transport and distribution industry

Relevant OH&S and environmental protection procedures and guidelines

Risks and hazards when administering the security of assets and facilities, and related precautions to control the risk

Relevant operational procedures for accessing, storing, using and securing resources

Stock handling procedures

Basic financial procedures

Relevant operational procedures relating to the administration of the security of assets and facilities

Types and levels of insurance cover

Risk management policies

Reporting procedures

Corporate organisation chart

Basic legal rights and responsibilities

Typical problems that can occur when administering the security of assets and facilities and appropriate action that can be taken to prevent or solve them

Required skills:

Communicate and negotiate effectively with others when administering the security of assets and facilities

Read and interpret instructions, procedures, information and signs relevant to the administration of the security of assets and facilities

Interpret and follow operational instructions and prioritise work

Complete documentation and records related to the administration of the security of assets

and facilities

Operate electronic communication equipment to required protocol

Gather, collate and present data when administering the security of assets and facilities

Work collaboratively with others when administering the security of assets and facilities

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when administering the security of assets and facilities in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unanticipated situations that may occur when administering the security of assets and facilities

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Audit the security of assets and facilities

Select and use appropriate computer and office equipment when administering the security of assets and facilities

Adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

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

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

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.

Operations may be conducted:	in a range of work environments and weather conditions by day or night
Customers may be:	internal or external
Equipment may include:	insurance notes and information organisation security procedures documentation of physical protection facilities security programs
Coding identification of assets may include:	stocktakes assets register (coded and labelled) monitoring insurance requirements
Regular insurance assessments may include:	conditions of insurance insurance assessment of premises monitoring insurance requirements
Work organisation procedures and practices may include:	financial/administrative procedures security procedures
Consultative processes may involve:	private and public sector security personnel police security consultants other employees and supervisors management
Communication in the work area may include:	mobile and fixed phones radio oral, aural or signed communications
Consultative processes may involve:	private and public sector security personnel police

	security consultants
	other employees and supervisors
	management
Communication in the work area may include:	mobile and fixed phones
	radio
	oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	workplace procedures
	established procedures
Information/documents may include:	workplace procedures, regulations, guidelines practices and policies
	organisation security reports
	coronial reports and enquiries
	event statements
	summonses
	assets register
	organisation insurance requirements
	relevant manufacturers specifications and guidelines
	codes of practice and regulations concerning transport and distribution assets
	job specifications
	competency standards and training materials
	award, enterprise bargaining agreement, other industrial arrangements
	standards and certification requirements
	quality assurance procedures
	emergency response procedures
Applicable regulations and legislation may include:	state/territory OH&S regulations and legislation concerning transport and distribution assets
	relevant Australian Standards and certification requirements

relevant state/territory insurance legislation

relevant state/territory legislation relevant to
asset security

Unit Sector(s)

Not applicable.

Competency Field

O - Security