



**Australian Government**

**Assessment Requirements for CPPSEC3106  
Gather, organise and present security  
information and documentation**

**Release: 1**

# Assessment Requirements for CPPSEC3106 Gather, organise and present security information and documentation

## Modification History

Release 1.

Supersedes and is equivalent to CPPSEC3005A Prepare and present security documentation and reports.

Updated to meet the Standards for Training Packages.

This version first released with CPP Property Services Training Package Version 7.0.

## Performance Evidence

To demonstrate competency in this unit, a person must, within required timeframes, develop two written reports to present gathered security information to meet the requirements of different work instructions.

In doing this, the person must meet the performance criteria for this unit.

## Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- standard operating procedures and workplace policies that ensure compliance with legislative and regulatory requirements when gathering, organising and presenting security information and documentation:
  - anti-discrimination and diversity
  - duty of care
  - limits of own authority
  - privacy and surveillance
  - workplace health and safety (WHS)
- approved communication terminology, call signs and radio channels used in the security industry
- basic research techniques that can be used to gather security information
- interpersonal techniques that promote positive interactions and communication with others
- interview techniques used to gather security information
- methods for complying with privacy and confidentiality regulations when gathering, presenting and storing security information
- methods for recording and reporting incidents
- observation and monitoring techniques used to gather security information
- operational functions of a range of information technologies used to gather, organise and present security information
- protocols and requirements for presenting evidence in court
- questioning techniques that can be used to elicit specific information

- requirements for recording information that is factual and can be used as evidence in court
- surveillance procedures that comply with legal requirements
- techniques for validating the accuracy and reliability of security information
- ways to engage people with individual social and cultural differences and strategies for overcoming language barriers
- workplace standards for the presentation of security information and documentation.

## Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations (RTOs). All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainer's licence (where such a licence exists within the relevant jurisdiction) and a security operative licence that authorises the security activities about which the individual is training/assessing. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment of performance must be undertaken in an operational workplace environment or environment that reflects workplace conditions. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.

The assessment of performance evidence must be done by direct observation of the learner by an assessor, either by an assessor observing the learner physically or by an assessor observing the learner via audio and visual media.

Assessment of performance evidence is only valid where the learner has been assessed performing the role of a security officer.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- specifications of assessment tasks to gather, organise and present security information and documentation
- appropriate documents, materials, equipment and personal protective equipment (PPE) currently used in industry
- information technologies required to gather, organise and present security information and documentation
- standard operating procedures and workplace policies related to the security work role and which specify requirements for complying with industry legislation and regulations.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>