



Australian Government

CPPSEC3106 Gather, organise and present security information and documentation

Release: 1

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.

Application

This unit specifies the skills and knowledge required to gather, organise and present security information and documentation. It includes:

- collecting and validating security information using factual and surveillance methods and information technologies
- presenting gathered security information into a documented report within required timeframes
- technology skills to access, store, study, retrieve, transmit and manipulate data or information.

It applies to people working independently or under limited supervision as members of a security team.

This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.

Pre-requisite Unit

Nil

Unit Sector

Security operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Gather security information.	1.1 Review and clarify work instructions and workplace procedures and policies to ensure compliance with legal rights and responsibilities when gathering, organising and presenting security information and documentation.

	<p>1.2 Collect required security information from spoken, observed and written sources.</p>
<p>2. Organise and check security information.</p>	<p>2.1 Assess gathered security information to confirm validity, reliability and relevance.</p> <p>2.2 Identify omissions and source additional information from established sources.</p> <p>2.3 Review collected security information to confirm completeness and accuracy to meet work instructions.</p> <p>2.4 Prioritise and organise information in a logical manner that facilitates analysis and dissemination.</p>
<p>3. Edit and present security information and documentation.</p>	<p>3.1 Prepare draft security documentation and edit content to ensure it contains clear and concise language and accurate information.</p> <p>3.2 Review draft, and seek and incorporate feedback from relevant persons.</p> <p>3.3 Finalise security documentation and check that it complies with workplace standards for style, format and accuracy.</p> <p>3.4 Present final security documentation within designated timeframes to meet work instructions.</p> <p>3.5 File and securely store retained information in a manner that facilitates future retrieval and maintains confidentiality.</p>

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- language skills to use security industry approved terminology
- writing skills to:
 - prepare security documentation using information technology such as a computer and software to send email communications
 - select and integrate security information to complete a range of formatted texts and forms
 - use concise and factual notes to record information gained from spoken sources such as voice recordings and interviews
 - sequence security information to present cohesive text
- reading skills to interpret:
 - procedures and policies that clarify legal rights and responsibilities
 - information and instructions written in English

- security information provided in different formats and contexts including medical reports
- speaking and listening skills to:
 - use questions to clarify the meaning and accuracy of security information
 - use paraphrasing to check understanding of information gathered from spoken sources
- numeracy skills to interpret and calculate security data in numerical format
- problem solving skills to:
 - edit own work to identify and correct omissions and errors
 - validate accuracy and sources when gathering information using the Internet
- technology skills to use a range of common information technologies to access, store, study, retrieve, transmit and manipulate data or information, for example mobile phones and devices, and computer and software packages including Internet browsers.

Unit Mapping Information

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

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>