



Australian Government

**Assessment Requirements for CPPSEC3108
Store, protect and dispose of security
information**

Release: 1

Assessment Requirements for CPPSEC3108 Store, protect and dispose of security information

Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC3012A Store and protect information.

Significant changes made to the unit to reflect current industry needs. This version first released with CPP Property Services Training Package Version 7.0.

Performance Evidence

To demonstrate competency in this unit, a person must store, protect and dispose of security information for two different security assignments. For each assignment, the person must use information technology to collect, assess, record, store and successfully retrieve in its original condition the following types of security information:

- two audio files
- two digital images
- two hard copy documents
- two text messages
- two emails.

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 storing, protecting and disposing of security information:
 - anti-discrimination and diversity
 - duty of care
 - limits of own authority
 - privacy and surveillance
 - workplace health and safety (WHS)
- approved communication terminology used in the security industry
- basic research techniques that can be used to collect and assess security information
- different types and formats of security information and evidence that require storage and preservation and may be used in future judicial proceedings
- factors that may impact on the safety of stored security information
- interpret security information provided in different formats and contexts
- legal methods for disposing of different types of security information and evidence

- methods for complying with privacy and confidentiality regulations when collecting, storing and disposing of security information
- operational functions of a range of information technologies used to collect, store, record, retrieve and dispose of security information in a range of formats
- procedures for verifying authorisation to dispose of security information
- storage and preservation methods for a range of security information and evidence formats that:
 - are appropriate to the required storage timeframe
 - are suitable for the effective retention and preservation of information in original condition
 - prevent cross contamination
 - prevent damage
 - prevent interference or tampering
 - prevent theft
- techniques for establishing and maintaining continuity logs to monitor information movement and security
- techniques for validating the accuracy and reliability of security information.

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 store, protect and dispose of security information
- 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>