



Australian Government

CPPSEC3108 Store, protect and dispose of security information

Release: 1

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.

Application

This unit specifies the skills and knowledge required to store, protect and dispose of security information, including evidence that may be used in future judicial proceedings.

It includes:

- storing information for future retrieval using methods that preserve and maintain data integrity
- monitoring information movement and security
- disposing of security information using appropriate disposal methods and maintaining records to track information disposal.

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. Collect, assess and record security information.	<p>1.1 Review and apply workplace procedures and policies when storing, protecting and disposing of security information.</p> <p>1.2 Collect security information and assess for accuracy and potential future use to meet client requirements.</p> <p>1.3 Clarify legal rights and responsibilities and apply to work</p>

	<p>tasks when protecting, storing and disposing of security information to meet client requirements with relevant persons.</p> <p>1.4 Use information technologies to label, register and record security information in accordance with workplace requirements.</p>
2. Store security information for future retrieval.	<p>2.1 Assess storage requirements and address factors that may impact on the safety of stored information in consultation with relevant persons.</p> <p>2.2 Store security information using methods that are appropriate to the required storage timeframe, that preserve information integrity and condition, and that prevent loss.</p> <p>2.3 Safely store security information for future analysis, dissemination and use in accordance with workplace requirements.</p> <p>2.4 Establish and maintain continuity logs to monitor information movement and security.</p>
3. Dispose of security information.	<p>3.1 Verify authorisation, with relevant persons, to dispose of security information.</p> <p>3.2 Assess type of security information and select appropriate disposal method.</p> <p>3.3 Dispose of security information using legal disposal methods.</p> <p>3.4 Complete and securely maintain records to track information disposal in accordance with workplace requirements.</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 label, register and record security information and continuity logs, using information technology and using concise and factual data
- reading skills to interpret:
 - procedures and policies that clarify legal rights and responsibilities
 - security information and evidence in a range of written, digital and diagrammatic or pictorial formats, such as film, photos, legal documents and text messages
- speaking and listening skills to:
 - use questions and active listening to clarify and discuss factors that may impact on the safety of stored information
 - use paraphrasing to check understanding when verifying authorisation to dispose of security information

- interpret information contained in audio files
- numeracy skills to interpret and calculate security data in numerical format
- problem solving skills to:
 - validate the accuracy of security information
 - assess potential future use of security information
 - select storage methods that are suitable for the preservation requirements of different types of security information
 - select information disposal methods
- technology skills to use a range of common information technologies to access, store, study, retrieve, transmit and manipulate data and information.

Unit Mapping Information

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

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>