CPPSEC4008 Assess and prepare security tender submissions

Release: 1

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Modification History

Release 1   This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is equivalent to CPPSEC4008A Prepare a detailed tender.
Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to assess and prepare security tender submissions. It includes assessing security tender documentation to clarify specifications, timeframes and submission requirements, defining and costing tender content and finalising and submitting tenders within required timeframes.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Legislative, regulatory or certification requirements apply in some states and territories to the provision of advice on security solutions, strategies, protocols and procedures. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

None.

Unit Sector

Security/Risk management

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.	
1 Assess security tender requirements.	1.1	Source and assess tender documentation to clarify specifications, timeframes and submission requirements.
	1.2	Interpret key requirements of legislation, regulations and workplace policies and procedures and apply to tender specifications to ensure compliance when preparing submission.

		1.3	Evaluate viability of providing security requirements against tender specifications and workplace priorities.
		1.4	Assess risk associated with tender specifications and plan risk management strategies according to workplace requirements.
		1.5	Discuss security tender specifications with relevant persons to identify and clarify issues associated with tender submission.
2	Define, document and cost tender deliverables.	2.1	Define and document project timelines, stages, activities and deliverables to meet tender specifications.
		2.2	Assess specific resources required to meet tender specifications against capacity to deliver.
		2.3	Apply workplace rate schedules to cost tender requirements.
		2.4	Identify assistance required to meet tender specifications and plan contingency arrangements in consultation with relevant persons.
3	Finalise security tender submission.	3.1	Use technology to prepare tender submission in the required style and format.
		3.2	Check to ensure tender submission content is accurate and meets all tender specifications.
		3.3	Forward tender submission to relevant persons for feedback and make required edits.
		3.4	Lodge tender submission within required timeframes.
		3.5	Complete and secure tender documentation in a manner that facilitates future retrieval and maintains confidentiality.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to accurately interpret key requirements of security tender criteria and conditions
- writing skills to prepare succinct tender submissions that accurately respond to tender specifications
- numeracy skills to calculate and cost provision of security products and services against workplace rate schedules.

Unit Mapping Information

Supersedes and equivalent to CPPSEC4008A Prepare a detailed tender.

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

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