



Australian Government

**CPPSEC4021 Develop standard operating
procedures for advanced technology
security systems**

Release: 1

CPPSEC4021 Develop standard operating procedures for advanced technology security systems

Modification History

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

Supersedes and is not equivalent to CPPSEC4021A Prepare standard operating procedures for the use of biometrics technology. Unit has been broadened to cover other advanced technologies in addition to biometrics. Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to develop standard operating procedures (SOPs) for security systems that employ advanced technologies including biometrics, artificial intelligence (AI), robotics, smart technologies and video integration. It includes conducting research to confirm system operating parameters and writing procedures that ensure safe and effective operation of systems to meet workplace requirements. It also includes reviewing and improving SOPs to maintain compliance with regulatory requirements and respond to changing technologies.

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 Confirm operating 1.1 Access and interpret key requirements of legislation,

-
- parameters of advanced technology security system.
- 1.2 regulations and workplace policies and procedures and apply to work instructions to ensure compliance.
 - 1.2 Source, collate and interpret information to clarify type, modes, functions and operating parameters of advanced technology security system.
 - 1.3 Research security industry issues and trends impacting use of advanced technology security system.
 - 1.4 Identify security and safety issues associated with advanced technology security system to confirm correct and incorrect operating procedures.
 - 1.5 Discuss with relevant persons the purpose and application of advanced technology security system to clarify operating parameters.
 - 1.6 Record findings in a format suitable for further analysis when developing SOPs.
- 2 Prepare and present SOPs for advanced technology security system.
- 2.1 Prepare SOPs to meet operational and workplace requirements for the specific type of security system and technologies involved.
 - 2.2 Clearly and concisely detail pre-operational instructions for system access, authorisation and licensing.
 - 2.3 Clearly and concisely detail information and instructions for safe operation of system and technologies to meet workplace requirements.
 - 2.4 Clearly and concisely detail location and conditions for correct system operation to meet workplace requirements.
 - 2.5 Clearly and concisely detail procedures to carry out and complete individual activities for correct system operation to meet workplace requirements.
 - 2.6 Clearly and concisely detail procedures for correctly operating tools, equipment and technologies employed by security system to meet workplace requirements.
 - 2.7 Use information technologies to finalise and present SOPs in the required format and style according to workplace requirements.

- | | | | |
|---|---|-----|---|
| 3 | Review and improve standard operating procedures for advanced technology security system. | 3.1 | Distribute SOPs to relevant persons for review within agreed timeframes. |
| | | 3.2 | Obtain feedback and action changes necessary to improve SOPs to meet workplace requirements. |
| | | 3.3 | Schedule regular reviews and updates to SOPs to maintain compliance with regulatory requirements and to incorporate changes in system technologies. |
| | | 3.4 | File SOPs and associated documentation according to workplace requirements. |

Foundation Skills

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

- oral communication skills to use active listening and questioning skills to clarify system operating parameters
- reading skills to interpret key requirements of manufacturers' instructions for operating advanced technology security systems
- writing skills to prepare succinct and logically structured procedures using language that is accessible to a wide audience.

Unit Mapping Information

Supersedes and non-equivalent to CPPSEC4021A Prepare standard operating procedures for the use of biometrics technology.

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>