Australian Government

Department of Education, Employment and Workplace Relations

CPP40707 Certificate IV in Security and Risk Management

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CPP40707 Certificate IV in Security and Risk Management

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

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Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	**Industry/enterprise requirements for this qualification include the following facets**:
Communication	• apply literacy skills to:
	• assess and use workplace information
	• understand and conform with relevant legislative, regulatory, licensing and organisational policy requirements, codes and standards
	• interpret plans, designs and specifications, assignment instructions, system and network specifications, charts, and diagrams
	• process workplace documentation
	• read and record data and write reports
	• research and access security information
	• apply numeracy skills to:
	• record and interpret statistics
	• record with accuracy and precision
	• undertake computations
	• communicate clearly and assertively while also demonstrating social and cultural sensitivity and respect
	• discuss vocational issues effectively with colleagues and impart knowledge and ideas through oral, written and visual means
	• give and receive feedback where appropriate
	• interpret non-verbal communication effectively
	• prepare and present reports, tenders, security system schematics and specifications
	• provide and explain information, including policies and procedures
	• relay information to others effectively
	• report and record a range of company information including incidents that cause injury, are dangerous or potentially dangerous, or are emergencies
	• report and record information accurately and write reports
	• understand meanings of relevant call signs, phonetic alphabet, signals, symbols and codes,

Employability Skills Qualification Summary	
	• and technical terminology • use appropriate interpersonal skills to elicit and clarify information • use negotiation and interactive communication techniques to manage, negotiate and defuse conflict situations
Teamwork	• apply interpersonal skills including cooperation and flexibility • deploy team members according to operational objectives and back-up support requirements • discuss and evaluate ideas with team to determine viability and compliance with relevant legislation • encourage input from team members and monitor arrangements for team participation • implement procedures to encourage others' contributions to OHS management • maintain effective client and colleague relations • relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • seek expert advice or assistance where appropriate • show team leadership • support, and often lead, team debate on the application of various improvement processes • understand own and team members' roles and responsibilities • work effectively as part of a team • work with others to resolve workplace conflict
Problem solving	• apply complex problem solving techniques • calculate asset values, quantities, measurements and understand basic statistics • determine appropriate responses to safety and security risk situations • diagnose and rectify security system faults • identify and address any discrepancies between specifications and actual activities • implement and monitor procedures for identifying hazards and assessing and controlling risks, and implement contingencies

Employability Skills Qualification Summary	
	• negotiate and resolve conflict situations
Initiative and enterprise	• adapt responses to changing circumstances • adapt service to meet client requirements • apply analytical skills • design and develop data collection and analysis tools and key performance indicators • design security system architecture and configuration solutions • develop criteria to gauge threat levels and risks • develop system maintenance strategies • identify opportunities to improve security operations, systems and work processes • participate in assessing the viability of new ideas and implementing new or improved processes • present a range of appropriate security options to clients • understand strategic planning
Planning and organising	• coordinate responses to incidents • develop risk assessment and system maintenance plans • estimate and organise equipment and resource requirements for security operations • gather information to determine and record asset values and gauge threat levels • manage monitor centres, allocate resources and implement operational plans • plan and implement briefings and debriefings • plan and implement OHS requirements • plan and manage installation of a range of network software and hardware components • plan, document and coordinate resources to manage and review investigations
Self management	• adhere to correct OHS practices • apply time management skills • demonstrate ethical and professional behaviour • organise and prioritise own work • prioritise activities
Learning	• develop professional development plans, and identify and arrange own and others'

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Employability Skills Qualification Summary	
	professional development • implement and monitor the work group's OHS training needs, organisational OHS procedures and OHS training provision • coach and mentor to be a positive influence on others and provide support to colleagues • promote available learning methods and opportunities for improvement to assist colleagues • train others in the use of equipment • update skills and knowledge to accommodate changes in equipment and operations • update skills and knowledge to accommodate changes in security procedures and operational requirements
Technology	• install, program, configure, test, commission and decommission, monitor and maintain a range of networked security equipment and systems • operate, control, monitor, test and maintain a range of advanced security systems and equipment • understand electrical concepts • use and check a range of tools and equipment • use computers for data entry and understand relevant computer software types and functions

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules
To achieve recognition at the Certificate IV level, the candidate must demonstrate competency in the eleven core units, plus four electives (total fifteen units).   Up to two

Packaging rules	
of the required electives may be selected from other qualifications aligned at the Certificate III, IV or Diploma level in this Training Package or from other relevant endorsed Training Package qualifications aligned at the Certificate III, IV or Diploma level (with a maximum of one unit from Certificate III).	
Core units	
BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
BSBWOR404A	Develop work priorities
CPPSEC4001A	Manage a safe workplace in the security industry
CPPSEC4002A	Implement effective communication techniques
CPPSEC4003A	Advise on security needs
CPPSEC4004A	Monitor and review security operations
CPPSEC4005A	Facilitate workplace briefing and debriefing processes
CPPSEC4006A	Assess risks
CPPSEC4007A	Assess threat
CPPSEC4012A	Identify and assess security of assets
Elective units	
BSBADM409A	Coordinate business resources
BSBCUS401A	Coordinate implementation of customer service strategies
BSBFIA402A	Report on financial activity
BSBINN301A	Promote innovation in a team environment
BSBITS401A	Maintain business technology
BSBMGT403A	Implement continuous improvement
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances

Packaging rules	
CPPSEC4008A	Prepare a detailed tender
CPPSEC4009A	Interpret information from advanced security equipment
CPPSEC4010A	Manage monitoring centres
CPPSEC4011A	Coordinate field staff activity from control room
CPPSEC4013A	Undertake case management of investigations
CPPSEC4014A	Commission and decommission networked security system
CPPSEC4015A	Maintain networked security system
CPPSEC4016A	Install networked security system
CPPSEC4017A	Determine security system configurations
CPPSEC4018A	Configure security devices on IT networks
CPPSEC4019A	Identify and diagnose security systems or network fault
CPPSEC4020A	Advise on the application of biometrics
CPPSEC4021A	Prepare standard operating procedures for the use of biometrics technology