



Australian Government

CPP50611 Diploma of Security and Risk Management

Release 3

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Modification History

Version Comment

- 3 Deletion of the Security and Risk Management unit as approved by the Industry Reference Committee Release 9.0 of the CPP Property Services Training Package:
- CPPSEC5007A - Assess biometric system.
- 2 Update superseded imported elective units to current equivalent elective units:
- BSBINN502A to BSBINN502
 - BSBMGT617A to BSBMGT617
 - BSBMKG609A to BSBMKG609
- This version released with CPP07 Version 14.4.

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• analyse a variety of industry and workplace data• apply numeracy skills to interpret and apply statistical information

Employability Skills Qualification Summary	
	<ul style="list-style-type: none"> • demonstrate report writing skills to create a project brief, terms of reference or project charter and prepare written reports on project's progress • establish communication and reporting arrangements • negotiate with and interview clients • prepare various complex documents including internal and external reports, checklists, security risk management plans, marketing strategies • provide and explain information clearly, including policies and procedures • review and report on operations and performance • select appropriate methods and adapt communication styles when communicating with clients • understand relevant legislative requirements, organisational policy requirements, codes and standards • use effective communication strategies to encourage regular and accurate communication flow and feedback • use highly developed written communications skills to summarise and explain information • use language skills to allow for adequate communication with relevant personnel
Teamwork	<ul style="list-style-type: none"> • collaboratively develop business planning objectives • define team members' OHS roles and responsibilities • establish and maintain OHS participative arrangements • inform team of changes in policies and procedures that affect their operations or relations with clients • motivate team to achieve high standard of performance and client service • provide and arrange coaching and mentoring support • use interpersonal skills to relate to people from a range of social, cultural and ethnic

Employability Skills Qualification Summary	
	<p>backgrounds and varying physical and mental abilities</p> <ul style="list-style-type: none"> • use leadership skills to gain trust and confidence of clients and colleagues • work effectively with others
Problem solving	<ul style="list-style-type: none"> • apply complex problem solving skills to implement contingency plans, select alternative options for responding to incidents and operational requirements • apply problem solving skills to analyse entire work environment in area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary • calculate revenues and expenditures • implement remedial action to rectify deviations from operational plans • modify specific aspects of products, services and their delivery to meet changing client service requirements • solve complex and non-routine problems • use analytical skills to identify hazards and assess and control risks
Initiative and enterprise	<ul style="list-style-type: none"> • analyse and interpret information to identify and assess client needs, expectations and satisfaction levels • develop OHS frameworks, and monitor and implement OHS system improvements • evaluate existing controls and develop options to manage security risks • identify and analyse project brief according to organisational requirements to determine project requirements • identify and use systematic review processes and established evaluation methods to assess project processes and outcomes • identify potential markets and opportunities to promote services • recommend improvements to security operation procedures and resourcing
Planning and organising	<ul style="list-style-type: none"> • coordinate security operations including acquisition and allocation of resources and monitoring of various management systems

Employability Skills Qualification Summary

	<ul style="list-style-type: none"> • develop review criteria, and review and manage effectiveness of plan implementation • identify and provide necessary resources to implement OHS systems and record keeping • identify client service problems and make adjustments to ensure continued service quality • prepare budgets and activity schedules • prepare security risk management plans, action plans, marketing plans, business plans, departmental plans, and monitor and adjust operational plans • research, analyse, investigate and collate information to assess security risks
Self management	<ul style="list-style-type: none"> • develop strategies to obtain ongoing feedback to maintain and improve client and workplace relationships • identify personal limitations in assessing tender requirements and seek assistance as required from relevant people • identify when expert advice is needed, obtain advice and act on it promptly • manage time effectively • participate and influence business networks • use time management skills to logically sequence project activities
Learning	<ul style="list-style-type: none"> • coach and mentor to be a positive influence on others and provide support to colleagues • develop OHS training and induction programs • use knowledge of workforce characteristics and how they impact on the design and maintenance of OHS practices
Technology	<ul style="list-style-type: none"> • understand capability of project management software • use computers and technology to access, analyse and organise information according to organisational requirements • use information technology to prepare documents, research and present information • use technology skills to maintain databases and source information

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	
<p>To achieve this qualification, the candidate must demonstrate competency in:</p> <ul style="list-style-type: none"> 12 units of competency: <ul style="list-style-type: none"> 7 core units 5 elective units. <p>The elective units are chosen as follows:</p> <ul style="list-style-type: none"> 5 elective units listed below 2 of the units may be chosen from other Certificate IV, Diploma or Advanced Diploma qualifications in CPP07 or another current Training Package or state accredited course, provided the integrity of the AQF alignment is ensured; they contribute to a valid, industry-supported vocational outcome; and that no more than 1 unit is from a Certificate IV qualification. 	
Core units	
CPPSEC5001A	Establish and maintain an Occupational Health and Safety system
CPPSEC5002A	Coordinate security operations
CPPSEC5003A	Assess security risk management options
BSBCUS501A	Manage quality customer service
BSBMGT502B	Manage people performance
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness
Elective units	
CPPSEC5004A	Prepare security risk management plan

Packaging rules	
CPPSEC5005A	Implement security risk management plan
CPPSEC5006A	Determine strategy for the implementation of biometrics technology
BSBFIM501A	Manage budgets and financial plans
BSBHRM402A	Recruit, select and induct staff
BSBINN502	Build and sustain an innovative work environment
BSBMGT617	Develop and implement a business plan
BSBMKG609	Develop a marketing plan