



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3045A Determine security equipment and system modifications

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to determine modifications to security equipment and systems to meet changed operational requirements. It requires the ability to determine the modification capability and feasibility for the type of equipment and system and accurately document system schematics, configuration and specifications showing detailed modifications.

This unit may form part of the licensing requirements for persons responsible for modifying security systems in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit This unit of competency has application in those work roles involving the modification of security equipment and systems. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assess security equipment and system status.	<p>1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to <i>assignment instructions</i> are identified and complied with.</p> <p>1.2 Assignment instructions are obtained, reviewed and <i>client objectives</i> confirmed.</p> <p>1.3 Normal operational functions and performance parameters of <i>security equipment and system</i> are confirmed against specifications.</p> <p>1.4 Current operational functions and capabilities of security equipment and system are confirmed based on an assessment of accurate and reliable information.</p> <p>1.5 <i>Historical information</i> and <i>operational data</i> of security equipment and system is obtained and reviewed.</p> <p>1.6 Specifications of security equipment and system are reviewed to determine <i>modification</i> capability and feasibility in accordance with manufacturer's instructions and client requirements.</p>
2 Determine modifications.	<p>2.1 Terms of reference and budgetary constraints relevant to security equipment and system modifications are identified and complied with.</p> <p>2.2 Design concepts and options are researched and evaluated to identify most appropriate modification to meet security equipment and system capabilities.</p> <p>2.3 Security equipment and system <i>schematics</i>, specifications and configuration are adjusted to clearly and accurately show details of planned modifications.</p> <p>2.4 Proposed modifications to security equipment and system satisfy changed operational requirements and client requirements.</p> <p>2.5 Proposed modifications comply with relevant legislative, regulatory and industry requirements.</p>
3 Document recommended modifications.	<p>3.1 <i>Business equipment and technology</i> is used to prepare and present information in required format and style.</p> <p>3.2 Recommended security equipment and system modifications and modification requirements are <i>clearly and accurately</i> documented.</p> <p>3.3 Modification options and recommendations are supported by reliable and verifiable information.</p> <p>3.4 Feedback is sought from <i>relevant persons</i> and all queries are responded to promptly, courteously and accurately.</p> <p>3.5 Client confirmation to proceed with proposed security</p>

ELEMENT**PERFORMANCE CRITERIA**

equipment and system modifications is obtained and processed in accordance with organisational procedures.

3.6 Relevant *documentation* is securely maintained with due regard to client confidentiality in accordance with organisational procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- accurately determine client requirements
- accurately determine status of security equipment and system
- communicate in a clear and concise manner
- complete documentation
- determine specifications for a security system
- draw and draft plans, layouts, structures and systems
- estimate and organise materials, tools and equipment requirements
- identify and comply with applicable legislative requirements including licensing
- identify and control workplace hazards
- identify and follow routine workplace safety procedures
- make modifications to schematics, specifications, charts and diagrams
- organise and prioritise work tasks
- prepare and present security system specification and configuration documentation in suitable formats
- read and interpret schematics, specifications, charts and diagrams
- solve routine problems
- use suitable tools and equipment, including hand and power tools.

Required knowledge

- applicable legislative requirements including licensing and client confidentiality
- building construction methods and types
- drawing and drafting symbols and techniques
- duty of care
- emergency procedures
- operational principles of security equipment and systems
- organisational pricing policy and procedures
- principles of security system design, specifications and configuration

REQUIRED SKILLS AND KNOWLEDGE

- principles of security system programming and configuring
- range of security equipment and system modifications
- reporting and documentation requirements
- requirements for installation and modification of security equipment and systems
- safe workplace procedures
- technical terminology
- types of security system configurations
- types, functions and specifications of security equipment and systems
- waste disposal procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- accurately determining modification feasibility and capabilities of specific security equipment and system
- clearly and accurately adjusting system schematics, configuration and specifications to show detail of modifications
- determining and preparing security system schematics and specifications which detail the modification of security equipment and systems
- interpreting and complying with all applicable legislative and licensing requirements
- preparing and presenting security system specifications and configuration in formats suitable for review by client
- using appropriate methods to assess and determine modifications to accurately meet the changed operational requirements of security equipment and system.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment This unit of competency could be assessed using the following methods of assessment:

- observation of processes and procedures
- questioning of underpinning knowledge and skills.

Guidance information for assessment Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements may

- applicable commonwealth, state and territory legislation which affects work such as:

relate to:

- workplace safety
- environmental issues
- equal employment opportunity
- industrial relations
- anti-discrimination and diversity
- Australian building codes and regulations
- Australian Communications Authority cabling standards
- Australian standards and quality assurance requirements
- award and enterprise agreements
- evidence collection
- freedom of information
- licensing arrangements and certification requirements
- privacy requirements
- relevant industry codes of practice
- telecommunications
- trade practices.

Organisational requirements may relate to:

- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- Occupational Health and Safety (OHS) policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.

Assignment instructions may include:

- access to site and specific site requirements
- equipment, tools and material requirements
- personal protection clothing and equipment requirements
- reporting requirements
- specific client requirements:
 - budget constraints
 - equipment and system types

- equipment locations and positions
 - installation procedures and schedule
 - monitoring requirements
 - service and maintenance
 - system capabilities and functions
 - warranties or guarantees.
 - timeframes
 - work schedules
 - work tasks and procedures.
- Client objectives may relate to:***
- conformance with insurance requirements
 - legal, regulatory or industry requirements
 - protection of persons, property or assets.
- Security equipment and systems may include:***
- access control systems
 - audible and visual warning devices
 - cameras and monitors
 - commercial and residential alarm systems
 - detection devices
 - electric and mechanical fire safety and fire locking systems
 - electronic locks and locking systems
 - electronic readers
 - electronic screen equipment
 - intercoms and control panels
 - security doors and door controls
 - specialised access control systems eg biometrics.
- Historical information may be found in:***
- activity reports
 - alarm history
 - central station records
 - client records
 - installation records
 - maintenance and repair documentation
 - site logs.
- Operational data may be found in:***
- back-up information
 - central monitoring station records
 - maintenance documentation
 - manufacturer's instructions
 - software records
 - visual inspections.
- Modification may relate to:***
- change in system capabilities and functions
 - equipment, parts and components
 - installation procedures

- labour
 - locations, placement and positions
 - materials
 - monitoring requirements
 - programming functions.
- Schematics may relate to:***
- cable routes
 - control panel locations
 - fixtures
 - frame location
 - locations of detectors
 - power points
 - security system component positioning
 - switchboards
 - telephone mainframes.
- Business equipment and technology may include:***
- calculators
 - facsimile machines
 - internet
 - personal schedulers
 - photocopiers
 - printers
 - standard commercial computer software and hardware
 - telephones.
- Clear and accurate documentation may relate to:***
- drawing title and details
 - inclusion of dimensions and other measurements
 - key providing explanation for symbols or abbreviations used
 - plans drawn to scale
 - use of standard drawing and drafting symbols.
- Relevant persons may include:***
- clients
 - colleagues
 - engineers and technicians
 - equipment and systems manufacturers
 - security consultants
 - security personnel
 - site managers or project managers
 - supervisor.
- Documentation may include:***
- changed client requirements
 - changes to equipment and system schematics, specification and configuration
 - equipment and system modifications
 - estimates and quotes
 - floor plans

- materials requirements
- schematic drawings
- security equipment and system, parts and components
- warranty conditions.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Technical security