



Australian Government

Department of Education, Employment and Workplace Relations

MEM20014A Perform a site security survey

Release: 1

MEM20014A Perform a site security survey

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers examining and assessing security requirements across commercial, industrial and domestic applications. This unit has been modified from Unit PRSTS301 Identify technical security requirements in the (PRS03) Asset Security Training Package endorsed 19/03/2003.
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Application of the Unit

Application of the unit	<p>This unit requires the ability to source relevant information, establish security risk and use appropriate assessment methods to ensure an accurate determination of security equipment/system options to meet client needs.</p> <p>Where estimates and quotes are required, Unit PRSTS317 (Provide estimate and quote) should also be selected.</p> <p>Band: A</p> <p>Unit Weight: 2</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the 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 the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to assess security requirements	<p>1.1. Job requirements are reviewed and clarified with appropriate person(s) in accordance with organisational requirements.</p> <p>1.2. Discussions with customer are conducted to establish actual and potential security risks and clarify scope of work.</p> <p>1.3. Effective interpersonal techniques are applied when interacting.</p> <p>1.4. Site access and specific site requirements are identified and appropriate arrangements are made as required in accordance with client and organisational requirements.</p> <p>1.5. Personal limitations in assessing security requirements are identified and assistance is sought from appropriate person(s), in accordance with organisational procedures.</p>
2. Assess security requirements	<p>2.1. Site restrictions, regulations and requirements are identified and complied with in accordance with legislative, client and organisational requirements.</p> <p>2.2. Information is gathered from identified sources and is relevant to assignment requirements in accordance with legislative, client and organisational requirements.</p> <p>2.3. A site assessment is carried out where possible to facilitate an accurate determination of security requirements.</p> <p>2.4. Client assets, activities and existing security arrangements are reviewed to assess the level and range of security risk to client operations.</p> <p>2.5. Weak points, risk areas and environmental factors affecting the security risk of the site are identified and assessed in accordance with organisational procedures.</p>
3. Document security assessment	<p>3.1. Information is recorded and stored in accordance with manufacturer specifications and organisational procedures.</p> <p>3.2. A comprehensive assessment of client security requirements is completed within designated timeframes and presented for review to appropriate person(s).</p> <p>3.3. A security survey is prepared in accordance with</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>industry and organisational standards of style, format and accuracy.</p> <p>3.4. Recommendations for security equipment/systems and alternative options are made in accordance with organisational requirements.</p> <p>3.5. Documentation is processed in accordance with legislative, assignment and organisational requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- identifying security threats to people, property and premises
- observing and assessing technical security requirements
- reading and interpreting plans, designs and specifications
- applying basic numeracy techniques
- applying safe and efficient work practices
- communicating in a clear and concise manner
- relating to people from different social and cultural backgrounds
- presenting a professional image
- preparing documentation
- planning and sequencing work tasks
- entering data using basic keyboarding skills

Required knowledge

Look for evidence that confirms knowledge of:

- risk assessment methods and procedures
- available security equipment/system options and basic requirements for installation
- types and functions of security equipment and systems
- building construction methods and types
- organisational and client confidentiality requirements
- basic problem solving strategies
- operational principles of information technology

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• principles of effective communication• documentation requirements and processes |
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Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	<p>A person who demonstrates competency in this unit must be able to examine and assess technical security requirements.</p>
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p>
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with assessing technical security requirements, or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	<p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>
Guidance information for	

EVIDENCE GUIDE**assessment****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.

Job requirements

Instructions from supervisor/management, work schedules and completion dates, specific client requirements, site requirements, security clearance and access requirements, reporting and documentation requirements, budget allocations, associated legislation BCA, fire regulations

Appropriate person(s)

Clients, site managers, project managers, engineers and technicians, technical experts, line managers/supervisors, colleagues, regulatory personnel, security consultants

Organisational requirements

Legal and organisational operational policies and procedures, operations manuals, induction and training materials, insurance policy agreements, client and organisational confidentiality requirements, organisational goals/objectives/plans/systems/ processes, employer and employee rights and responsibilities, own role, responsibility and delegation, quality and continuous improvement processes and standards, client service standards, defined resource parameters, OHS policies/procedures/programs, emergency and evacuation procedures, duty of care, code of conduct, code of ethics, access and equity policy, principles and practice, records and information systems and processes, communication channels and reporting procedures

Customer

Owner, property/other agent, tenant, building

RANGE STATEMENT	
	supervisor, manager, project manager, government and legal instruments/agencies
Scope of work	Personal protection, access requirements, property or assets, conformance with insurance, legislative or other requirements
Interpersonal techniques	Verbal or non-verbal language, two-way interaction, constructive feedback, active listening, questioning to clarify and confirm understanding, interpreting non-verbal and verbal messages, observation techniques, use of positive, confident and co-operative language, control of tone of voice and body language, use of language and concepts appropriate to cultural differences, use of clear presentations of options and consequences, demonstrating flexibility and willingness to compromise
Site access and specific site requirements	May relate to access and egress points, time of access, access codes, keys, passes, security clearances, union requirements, OHS requirements, building codes and regulations, heritage listings, noise control
Assessment may involve	Discussions with client, visual inspections, review of client floor plans and supporting documentation, questioning police/insurance companies/other bodies
Applicable legislation, codes and national standards	Relevant Commonwealth/State/Territory legislation which affect organisational operation: occupational health and safety, environmental issues, equal employment opportunity, industrial relations, anti-discrimination and diversity, licensing arrangements, Australian standards, quality assurance and certification requirements, relevant industry codes of practice, trade practices, award and enterprise agreements, privacy related legislation
Information	Value or importance of assets, insurance policy agreements, special rooms or areas requiring higher level of protection, current/proposed operating environments, assets and systems, activities and functions, existing security systems/equipment, existing management strategies, business and

RANGE STATEMENT	
	operational plans, incident history
Site assessment	Type and condition of building structures, identification of risk areas/weak points, site restrictions, regulations and requirements, access and egress patterns, floor plan, existing security equipment/systems
Security risks	Vandalism, sabotage, trespass, break-in, burglary, assault or harm, unauthorised access, theft, pilferage, deliberate/accidental damage
Weak points and risk areas	Unsecured windows, entry points screened from public view, external doors without deadlocks or with hinges opening outward, flimsy building materials, client habits (e.g. doors left unlocked)
Environmental factors	Adequacy of street lighting, traffic flow, neighbourhood crime rating, proximity of other buildings
Security equipment and systems	Detection devices, audible/visual warning devices, cameras, monitors and control equipment, control panels, intercoms, wireless equipment, car alarms, electronic readers, electronic recognition controls, locks and locking systems, grills, lighting, boom gates, turnstiles, bank pop-up screens, smoke detection devices, electric/mechanical fire safety and fire locking systems, power supplies, batteries, security doors and door controls
Security systems	Electronic, mechanical, computerised, procedural
Documentation	Checklists, reports, floor plans, client briefs, specifications, schedules, site survey

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Locksmithing
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