



Australian Government

PSPSEC023 Conduct personnel security assessments

Release: 1

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Modification History

Supersedes and is equivalent to PSPSEC008 Conduct personnel security assessments.

Application

This unit describes the performance outcomes, skills and knowledge required to collect, analyse and evaluate personal information, make recommendations on security assessment outcomes and record and report on personnel security assessments.

This unit applies to those working in a security role. They work independently and as part of a team, using support resources and performing complex tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Security

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Collect, analyse and evaluate personal information.
 - 1.1. Collect information from the subject to be assessed in accordance with the purpose of the security assessment.
 - 1.2. Obtain additional information where gaps, anomalies, deficiencies or discrepancies exist in the information provided.
 - 1.3. Corroborate information and assess validity and reliability.
 - 1.4. Conduct analysis in accordance with general suitability indicators and security standards.
 - 1.5. Extract and interpret data and record outcomes.
 - 1.6. Conduct assessment process with care and sensitivity to assist subjects to deal with its invasive nature.
2. Make recommendations on security assessment outcomes.
 - 2.1. Formulate recommendations that are consistent with the information obtained.
 - 2.2. Convey recommendations to required personnel.
 - 2.3. Confirm with requester of the security assessment and the subject, the right to seek a review if recommendations are negative.
 - 2.4. Recommend improvements to procedures.
3. Record and report on personnel security assessments.
 - 3.1. Maintain complete and up to date records.
 - 3.2. Prepare reports that are clear, fair and objective and use language suited to the purpose.
 - 3.3. Address urgency and levels of risk in reports.
 - 3.4. Adhere to procedures for storing and managing confidential and sensitive information.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPSEC008 Conduct personnel security assessments.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>