Australian Government

Department of Education, Employment and Workplace Relations

PSPBORD401A Create and maintain profiles

Release 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPBORD401A Create and maintain profiles

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to to create, monitor and maintain profiles. It applies to individuals in a range of regulatory work environments who create profiles to be used for compliance and enforcement purposes.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement

Application of the Unit

This unit applies to individuals in a range of regulatory work environments who create profiles to be used for compliance and enforcement purposes.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the 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 range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Create profiles**	1.1 **_Profiles_** are input into **_electronic_** or manual systems and/or the information is provided to **_relevant personnel_**.
	1.2 Validity dates and duration of profiles are established.
	1.3 **_Profile variables_** are identified where required.
	1.4 Legislation, policies and **_procedures_** are adhered to.
	1.5 Profiles are security classified when required and recorded in accordance with organisational policy and procedures.
2. **Maintain profiles**	2.1 Profiles are reviewed in accordance with organisational requirements.
	2.2 Frequency of matches is reviewed against objectives.
	2.3 Currency of risk indicators is considered and updates undertaken as required.
	2.4 **_Performance indicators_** and **_outputs_** are documented.
	2.5 A decision is made to continue, discontinue or modify profiles in accordance with organisational policy and procedures.

Required Skills and Knowledge

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

Skill requirements:
Look for evidence that confirms skills in:

- communication:
    - providing information on profiles to managers, system administrators or analysts
    - relating to persons from diverse backgrounds
- problem solving:
    - applying analysis and decision making using sound judgment
- planning and organising:
    - identify variables and establishing validity dates and durations
    - review and update profiles
- literacy:
    - reading complex legislation
    - creating profiles
    - documenting performance indicators and outputs
- self-management:
    - managing time to meet performance indicators
    - applying occupational health and safety and environmental procedures to the process of creating and maintaining profiles
- technical:
    - input profiles into electronic systems

Knowledge requirements:
Look for evidence that confirms skills in:

- legislation relating to the creation and maintenance of profiles
- organisational and jurisdictional values/ethics and codes of conduct
- awareness of the organisation's corporate planning cycle and risk management policy and practices
- policy, procedures, guidelines, protocols and standard operating procedures
- workplace and industry environment
- electronic systems for profiles
- public sector legislation including occupational health and safety and environment related to creating and maintaining profiles

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms consistency of performance in creating and maintaining profiles. This will include evidence of:
	• creating and maintaining at least three actual or simulated profiles on three separate occasions or for three different situations/contexts including one security classified profile
	• adhering to legal, ethical and organisational requirements relating profiling
Context of and specific resources for assessment	Assessment must ensure access to a real or simulated workplace environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered while creating and maintaining profiles, including coping with difficulties, irregularities and breakdowns in routine. Access is required to resources such as:
	• applicable legislation, policies and procedures
	• case studies and workplace scenarios to capture the range of requirements for situations likely to be encountered
	• technology for creating and maintaining profiles
Method of assessment	Assessment methods suitable for valid and reliable assessment of this unit of competency may include, but are not limited to, a combination of 2 or more of:
	• case studies
	• demonstration
	• observation
	• written or oral questions
	• scenarios
	• simulation or role plays
	• authenticated evidence from the workplace and/or training courses
Guidance information for assessment	Assessment methods should reflect workplace demands, such as literacy and numeracy, and take into account the diverse needs of individuals and/or

particular groups of people.

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance Criteria is explained here.	
***Profiles* may include:**	• electronic profiles • electronic alerts • manual profiles • manual alerts • (for any of the above) a set of criteria established to be matched against a transaction in an attempt to identify high-risk transactions • postal monitors
***Electronic systems* may include:**	• SCA • ACA • INTERCEPT • EXIT • PACE • CLEAR • other systems specific to the organisation or the jurisdiction
***Relevant personnel* may include:**	• authorised officers • managers or supervisors • systems administrators • analysts • RIUs and liaison officers • colleagues

***Profile variables* are:**	• used to accommodate data integrity issues in electronic systems and may include:
	  • consignee name and address
	  • consignor name and address
	  • name and address of all on and off-road parties
	  • description
	  • customs value
	  • data mismatching
	  • alphanumeric variations
	  • security classifications

***Procedures* may include:**	• organisational and jurisdictional codes of conduct and values/ethics

Recording may include:	•	electronically
	•	manually on organisational files
Performance indicators may include:	•	number of matches
	•	number of no matches
	•	number of targets selected
Outputs may include:	•	number of searches
	•	number of results
	•	increased efficiency of screening
	•	revised profiles

Unit Sector(s)

Border Protection

Competency field

Not applicable.