



Australian Government

Department of Education, Employment and Workplace Relations

TLIO2013A Administer the security of assets and facilities

Release: 1

TLIO2013A Administer the security of assets and facilities

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to administer the security of assets and facilities in the transport and distribution industry, including assessing asset security requirements, developing and implementing asset security programs, and monitoring and evaluating asset security programs. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations of the relevant state/territory authorities related to the administration of assets and facilities in the transport and distribution industry.

Work is performed under some supervision, generally within a team environment.

Work involves the application of routine procedures and regulatory requirements to the administration of the security of assets and facilities in the transport and distribution industry.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assess security requirements	1.1 Adequacy of insurance cover is determined 1.2 Adequacy of physical protection over assets and facilities is determined 1.3 Methods to improve security requirements are assessed and recommended 1.4 Breakdowns/breaches of security are recorded and reported
2 Develop and implement security programs	2.1 Staff are consulted regularly regarding security programs 2.2 Improvements to security procedures are documented, trialed, refined and implemented 2.3 Input is given to assist in the preparation of coronial reports and enquires 2.4 Statements are gathered and reports prepared which assist in the issuance of summonses
3 Monitor and evaluate security programs	3.1 Reports and statements produced where security has broken down or has been breached, are analysed and conclusions documented 3.2 Security procedures are regularly monitored to ensure their implementation 3.3 Security systems are regularly tested and evaluated to ensure operational effectiveness

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant state and territory regulations and requirements pertaining to the administration of the security of assets and facilities in the transport and distribution industry
- Relevant OH&S and environmental protection procedures and guidelines
- Risks and hazards when administering the security of assets and facilities, and related precautions to control the risk
- Relevant operational procedures for accessing, storing, using and securing resources
- Stock handling procedures
- Basic financial procedures
- Relevant operational procedures relating to the administration of the security of assets and

REQUIRED KNOWLEDGE AND SKILLS

facilities

- Types and levels of insurance cover
- Risk management policies
- Reporting procedures
- Corporate organisation chart
- Basic legal rights and responsibilities
- Typical problems that can occur when administering the security of assets and facilities and appropriate action that can be taken to prevent or solve them

Required skills:

- Communicate and negotiate effectively with others when administering the security of assets and facilities
- Read and interpret instructions, procedures, information and signs relevant to the administration of the security of assets and facilities
- Interpret and follow operational instructions and prioritise work
- Complete documentation and records related to the administration of the security of assets and facilities
- Operate electronic communication equipment to required protocol
- Gather, collate and present data when administering the security of assets and facilities
- Work collaboratively with others when administering the security of assets and facilities
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when administering the security of assets and facilities in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when administering the security of assets and facilities
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Audit the security of assets and facilities
- Select and use appropriate computer and office equipment when administering the security of assets and facilities
- Adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

EVIDENCE GUIDE

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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

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.

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|---|---|
| Operations may be conducted: | <ul style="list-style-type: none"> • in a range of work environments and weather conditions • by day or night |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Equipment may include: | <ul style="list-style-type: none"> • insurance notes and information • organisation security procedures • documentation of physical protection facilities • security programs |
| Coding identification of assets may include: | <ul style="list-style-type: none"> • stocktakes • assets register (coded and labelled) • monitoring insurance requirements |
| Regular insurance assessments may include: | <ul style="list-style-type: none"> • conditions of insurance • insurance assessment of premises • monitoring insurance requirements |
| Work organisation procedures and practices may include: | <ul style="list-style-type: none"> • financial/administrative procedures • security procedures |
| Consultative processes may involve: | <ul style="list-style-type: none"> • private and public sector security personnel • police • security consultants • other employees and supervisors • management |
| Communication in the work area may include: | <ul style="list-style-type: none"> • mobile and fixed phones • radio • oral, aural or signed communications |
| Consultative processes may involve: | <ul style="list-style-type: none"> • private and public sector security personnel • police • security consultants • other employees and supervisors • management |
| Communication in the work area may include: | <ul style="list-style-type: none"> • mobile and fixed phones • radio • oral, aural or signed communications |
| Depending on the type of organisation concerned and the local terminology used, workplace | <ul style="list-style-type: none"> • company procedures • enterprise procedures • workplace procedures |

RANGE STATEMENT

procedures may include:

- established procedures

Information/documents may include:

- workplace procedures, regulations, guidelines practices and policies
- organisation security reports
- coronial reports and enquiries
- event statements
- summonses
- assets register
- organisation insurance requirements
- relevant manufacturers specifications and guidelines
- codes of practice and regulations concerning transport and distribution assets
- job specifications
- competency standards and training materials
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency response procedures
- state/territory OH&S regulations and legislation concerning transport and distribution assets
- relevant Australian Standards and certification requirements
- relevant state/territory insurance legislation
- relevant state/territory legislation relevant to asset security

Applicable regulations and legislation may include:

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

O - Security