



Australian Government

AVIO0033 Establish secure areas and manage access control points

Release: 1

AVIO0033 Establish secure areas and manage access control points

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to establish secure areas and manage access control points in compliance with relevant regulatory requirements and national operating standards.

It includes establishing and managing sterile secure areas, managing persons and inspecting articles entering secure areas. It also includes managing access control systems in a secure area, recognising and reporting breaches and completing required documentation.

This unit addresses technical skill requirements (physical, mental and task-management abilities) related to security duties of screening officers and contributes to safe and effective performance in complex transport security operational environments.

Operations are conducted across a variety of operational contexts within the Australian transport security environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

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| 1 Establish and manage secure areas | 1.1 Secure areas are established, as required in accordance with workplace procedures |
| | 1.2 Secure areas are re-established following a breach, evacuation or equipment failure, as required in accordance with workplace procedures |
| | 1.3 Record of actions taken to establish or re-establish a secure area are completed, in accordance with workplace procedures |
| 2 Manage persons to enter a secure area | 2.1 Appropriate personal protective equipment is selected and used in accordance with workplace procedures |
| | 2.2 Persons are received in a professional and courteous manner and processed in accordance with workplace procedures |
| | 2.3 Identification details of persons entering secure areas are verified, and appropriate actions are taken to manage any irregularities in accordance with legislative requirements and workplace procedures |
| | 2.4 Entry validations are issued and collected in accordance with workplace procedures |
| | 2.5 Behaviour of persons in and around secure areas is monitored in a transport security environment |
| 3 Inspect articles to enter secure areas | 3.1 Requests to inspect personal effects are communicated, and inspections are made in accordance with legislative requirements and workplace procedures |
| | 3.2 Prohibited items or weapons found during inspections are managed and reported, in accordance with legislative requirements and workplace procedures |
| | 3.3 Persons refusing inspection requests are reported and processed in accordance with legislative requirements and workplace procedures |
| 4 Manage access control systems in secure areas | 4.1 Keys and access control devices for secure areas are controlled, recorded, monitored and reconciled in accordance with legislative requirements and workplace procedures |

	4.2	Control systems and barriers to secure areas are operated in accordance with legislative requirements and workplace procedures
	4.3	Keypad and alarm entry systems for secure areas are managed in accordance with workplace procedures
5 Manage breaches of secure areas	5.1	Breaches and nature of breaches or potential breaches of secure areas are recognised and managed
	5.2	Breaches or potential breaches are reported to designated personnel in accordance with legislative requirements and workplace procedures
	5.3	Appropriate communication equipment and codes are used to report breaches or potential breaches in a secure area
	5.4	Workplace activities are modified to manage workplace contingencies, risk situations and environments in accordance with legislative requirements and workplace procedures
6 Complete required documentation	6.1	Written reports on a breach, potential breach, evacuation or equipment failure and related action to re-establish a secure area, are completed and referred to designated personnel in accordance with legislative requirements and workplace procedures
	6.2	Relevant documentation is maintained in accordance with legislative requirements and workplace procedures
	6.3	Incidents that infringe or breach workplace procedures are acted on, reported and recorded in accordance with legislative requirements and workplace procedures

Foundation Skills

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide

Unit Mapping Information

This unit replaces and is not equivalent to AVIO0007 Control access to and exit from a security sensitive area.

This unit replaces and is not equivalent to AVIO0008 Establish and maintain a sterile sensitive area.

Links

Companion Volume Implementation Guides are found in VETNet' -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVIO0033 Establish secure areas and manage access control points

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- clarifying and applying relevant legislation and workplace procedures as they relate to the establishment of secure areas and reestablishing following either an intentional or unintentional breach, evacuation or equipment failure
- communicating effectively with others by a range of means including verbal, non-verbal, written and digital means
- conducting an inspection of articles and baggage
- correctly reporting on a breach, evacuation or equipment failure when establishing and maintaining secure areas in accordance with legislative requirements
- following legislative requirements and workplace procedures
- identifying and establishing a secure area at an airport in accordance with workplace procedures
- identifying and verifying ID cards of persons entering a secure area
- identifying irregularities in security-related documentation and identification checks, and taking appropriate action
- identifying, selecting, using and routinely checking relevant equipment and systems, and recording required information
- implementing contingency procedures in a security issue or a breach of legislation
- managing incoming and outgoing persons in accordance with workplace procedures
- monitoring and anticipating security issues and risks that may arise from controlling access to and exit from secure areas at an airport and modifying activities to take appropriate action
- observing and monitoring the behaviour of persons in and around security-controlled areas in a transport security environment
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with workplace procedures
- responding to security issues and breaches, within limits of own role and responsibility
- selecting and using appropriate communication methods
- using documentation correctly, in accordance with workplace procedures
- using security systems and barriers correctly, to maintain security of secure areas

- working collaboratively and liaising with others on matters relevant to the control of access to and exit from secure areas.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- alarm systems and locations for secure areas
- communication codes for secure areas
- features, operating principles and processes for security systems used in secure areas
- information about breaches or potential breaches including:
 - breach particulars including where it occurred
 - details and description of the person/s breaching security
 - details of the affected area
 - estimated number of persons in the affected area
 - time of breach
- information contained on personal ID cards
- procedures and protocols for operating communications equipment in secure areas
- process for verifying, validating and reporting on ID checks
- processes and procedures for controlling access to secure areas as detailed in the organisation's transport security program
- relevant legislation, regulations and workplace procedures in relation to controlling access to and exit from secure areas
- reporting requirements for security issues and breaches of transport security
- risk factors and risk management strategies that may exist when controlling access to and exit from secure areas
- roles, functions and responsibilities of transport security protection screening personnel for establishing secure areas in a transport security environment
- secure and sterile area requirements
- typical issues that may occur when establishing secure areas in a transport security environment and reestablishing it following either an intentional or unintentional breach, evacuation or equipment failure, and appropriate action that can be taken to manage these issues
- validation of entry authorisations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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