



Australian Government

Assessment Requirements for CPPSEC3109

Use and maintain security databases and compile reports

Release: 1

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Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC3021A Maintain and use security database.

Significant changes made to the unit to reflect current industry needs

This version first released with CPP Property Services Training Package Version 7.0.

Performance Evidence

To demonstrate competency in this unit, a person must use and maintain security databases to compile reports to meet the requirements of two different security assignments.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- standard operating procedures and workplace policies that ensure compliance with legislative and regulatory requirements when using and maintaining security databases and compiling reports:
 - anti-discrimination and diversity
 - duty of care
 - limits of own authority
 - privacy and surveillance
 - workplace health and safety (WHS)
- backup and recovery methodologies used for security databases and systems
- basic research techniques that can be used to verify sources of security data
- data analysis techniques
- data entry procedures and processes
- database administration, security and storage requirements
- database functions and diagnostic tools
- methods for complying with privacy and confidentiality regulations when collecting, storing and disposing of security information
- methods for conserving energy and resources when using information technologies and their outputs
- methods for ensuring workstation meets ergonomic requirements
- presentation and reporting formats used for security data
- techniques for creating queries and formulae to analyse and process security data
- types of database software and hardware and their uses.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations (RTOs). All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainer's licence (where such a licence exists within the relevant jurisdiction) and a security operative licence that authorises the security activities about which the individual is training/assessing. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment of performance must be undertaken in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.

The assessment of performance evidence must be done by direct observation of the learner by an assessor, either by an assessor observing the learner physically or by an assessor observing the learner via audio and visual media.

Assessment of performance evidence is only valid where the learner has been assessed performing the role of a security officer.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- specifications of assessment tasks to use and maintain security databases and compile reports
- appropriate documents, materials, equipment and personal protective equipment (PPE) currently used in industry
- information technologies required to gather, organise and present security information and documentation
- standard operating procedures and workplace policies related to the security work role and which specify requirements for complying with industry legislation and regulations.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>