



Australian Government

CPPSEC3109 Use and maintain security databases and compile reports

Release: 1

CPPSEC3109 Use and maintain security databases and compile reports

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.

Application

This unit specifies the skills and knowledge required to use and maintain security databases and compile reports.

It includes:

- setting up hardware, software, databases and information systems
- using and maintaining security databases and a broad range of database functions
- monitoring and reviewing database performance and effectiveness and using feedback to implement improvements
- compiling data in the required reporting format and checking accuracy, compatibility and reliability.

It applies to people working independently or under limited supervision as members of a security team.

This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.

Pre-requisite Unit

Nil

Unit Sector

Security operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Establish security database and systems.	1.1 Review workplace procedures and policies to ensure compliance with legal rights and responsibilities when maintaining and using security databases.

	1.2 Set up workstation to comply with ergonomic considerations and use work processes that conserve resources. 1.3 Use software and hardware to meet data requirements following manufacturers' specifications. 1.4 Monitor and regularly update virus protection software to ensure continuous data integrity and protection. 1.5 Confirm data access, security and storage requirements and set up systems to ensure data security and confidentiality. 1.6 Set up and follow regular housekeeping, maintenance and back-up procedures. 1.7 Implement stand-by database and alternative strategies to address operational faults and deficiencies in database systems.
2. Use and maintain security database.	2.1 Confirm and comply with data entry, output and presentation requirements to meet work instructions. 2.2 Obtain data from verifiable sources and check for variations in data quality. 2.3 Use database functions to input verified data, check data accuracy and quality, and rectify errors. 2.4 Diagnose and report errors and lags in data processing or information discrepancies. 2.5 Identify faults requiring specialist assistance and organise repairs in consultation with relevant persons. 2.6 Monitor database performance and identify and implement measures to improve content, interfaces and effectiveness in consultation with relevant persons.
3. Compile report and improve database and systems.	3.1 Produce report in the required format, and check content to confirm accuracy and data compatibility and reliability. 3.2 Request and use feedback to improve the effectiveness and performance of database and systems. 3.3 Store and protect security data, and complete and maintain documentation with due regard to confidentiality in accordance with workplace requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- writing skills to:

- produce reports using information technology such as a computer and software
- collate and present data in a logical and sequential manner
- reading skills to interpret:
 - procedures and policies that clarify legal rights and responsibilities
 - manufacturers' instructions to correctly set up hardware and database systems
 - security data that may be technical and numerical in nature, such as database formulae and queries
- speaking and listening skills to:
 - use questions and active listening to clarify and discuss system faults
 - use paraphrasing to check understanding when receiving spoken feedback to improve systems
- numeracy skills to:
 - interpret and calculate statistical information
 - use simple mathematical formulae within databases
- problem solving skills to:
 - verify the accuracy of security data
 - recognise variations in data quality
 - troubleshoot system problems and identify faults
- technology skills to:
 - use a range of common information technologies to access, store, study, retrieve, transmit and manipulate data and information, for example computer and software packages involving spreadsheets
 - type and use a keyboard to enter data.

Unit Mapping Information

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

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>

Assessment Requirements for CPPSEC3109 Use and maintain security databases and compile reports

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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.

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