



Australian Government

CPPSEC4005 Facilitate security operations briefing and debriefing processes

Release: 1

CPPSEC4005 Facilitate security operations briefing and debriefing processes

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is equivalent to CPPSEC4005A Facilitate workplace briefing and debriefing processes. Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to facilitate security operations briefing and debriefing processes. It includes scheduling and conducting briefings to provide operational information and instructions, and debriefings to review operational outcomes including incident observations and lessons learned. It requires identifying areas of concern associated with the wellbeing of individuals and implementing suitable support strategies and recommending procedural improvements to future operations.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Legislative, regulatory or certification requirements apply in some states and territories to the provision of advice on security solutions, strategies, protocols and procedures. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

None.

Unit Sector

Security/Risk management

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Plan and prepare for briefing and debriefing.

1.1 Access and interpret key requirements of legislation, regulations and workplace policies and procedures, including work health and safety (WHS), and apply to work instructions to ensure compliance.

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| | 1.2 | Obtain and assess operational information to clarify and inform briefing and debriefing objectives. |
| | 1.3 | Plan and schedule briefing and debriefing processes in consultation with relevant persons. |
| | 1.4 | Identify and confirm location for briefing and debriefing processes. |
| | 1.5 | Notify relevant persons of requirements to attend briefing and debriefing processes. |
| 2 | Conduct security briefing. | |
| | 2.1 | Select and use briefing method to suit briefing objectives, number of participants and complexity of information to be shared. |
| | 2.2 | Conduct briefing to provide concise and clear operational information and instructions in accordance with briefing objectives. |
| | 2.3 | Use questioning and active listening to elicit contributions and seek feedback from relevant persons to confirm operational information and instructions have been understood. |
| 3 | Conduct security debriefing. | |
| | 3.1 | Select and use debriefing method to suit debriefing objectives and individual and team requirements. |
| | 3.2 | Conduct debriefing to review operational outcomes and analyse incident observations and lessons learned. |
| | 3.3 | Use questioning and active listening to elicit contributions and seek feedback from relevant persons and recommend procedural improvements for future security operations. |
| | 3.4 | Identify areas of concern associated with the wellbeing of relevant persons and implement suitable support strategies to meet individual needs. |
| 4 | Finalise and report security briefing and | |
| | 4.1 | Record and document outcomes of briefing and debriefing according to workplace requirements. |

- debriefing outcomes.
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| 4.2 | Schedule follow-up actions arising from briefing and debriefing in consultation with relevant persons. |
| 4.3 | Complete and secure briefing and debriefing documentation in a manner that facilitate future retrieval and maintains confidentiality. |

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to interpret key requirements of incident reports and security intelligence when preparing for briefing and debriefing processes
- writing skills to prepare succinct and logically structured briefing and debriefing documentation.

Unit Mapping Information

Supersedes and equivalent to CPPSEC4005A Facilitate workplace briefing and debriefing processes.

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 CPPSEC4005 Facilitate security operations briefing and debriefing processes

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by conducting briefing and debriefing processes for three different security operations involving:

- at least two briefing processes and two debriefing processes including face-to-face group discussions with a minimum of three participants
- identifying support strategies to support the specific wellbeing needs of two individuals arising from debriefing of each security operation
- reviewing incident observations representing different types of incident scenarios for each security operation.

Knowledge Evidence

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

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when facilitating security operations briefing and debriefing:
 - anti-discrimination and diversity
 - key requirements of legislation, regulations and codes of conduct governing security operations in the jurisdiction of operation
 - legal rights and responsibilities of employers, supervisors and employees associated with work health and safety and duty of care
 - licensing requirements in the security industry
- implications for security operations arising from the *National Guidelines for the Protection of Places of Mass gathering from Terrorism*
- methods used to brief individuals and teams in preparation for security operations
- methods used to debrief security operations to identify issues and concerns and procedural improvements
- persons required to be involved in the briefing and debriefing of security operations
- signs and symptoms of work-related stress and associated support strategies
- techniques for facilitating group discussions and encouraging input from individuals

- purpose of *Australia's Strategy for Protecting Crowded Places from Terrorism* and understanding of:
 - definition of crowded places
 - key security issues for crowded places
 - objectives, characteristics and identification of active armed offenders
 - definition of hostile vehicles and methods of attack
 - signs of chemical weapons attack and recommend response
 - general features of improvised explosive devices and recommended incident response
- typical security workplace hazards, risks and emergency situations and the control measures for each
- ways that social and cultural differences may be expressed
- work scheduling procedures.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainers licence (where such a licence exists within the relevant jurisdiction) and the licence for performing the security activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- legislation, regulations and codes of practice that apply to briefing and debriefing of security operations in the jurisdiction of operation
- work instructions and operational information, security equipment, resources and information technologies required to achieve the performance evidence
- *Australia's Strategy for Protecting Crowded Places from Terrorism*
- *National Guidelines for the Protection of Places of Mass gathering from Terrorism.*

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