



**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.

- 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.
- 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>