



Australian Government

CPPSEC4008 Assess and prepare security tender submissions

Release: 1

CPPSEC4008 Assess and prepare security tender submissions

Modification History

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

Supersedes and is equivalent to CPPSEC4008A Prepare a detailed tender.
Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to assess and prepare security tender submissions. It includes assessing security tender documentation to clarify specifications, timeframes and submission requirements, defining and costing tender content and finalising and submitting tenders within required timeframes.

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.

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| 1 Assess security tender requirements. | 1.1 Source and assess tender documentation to clarify specifications, timeframes and submission requirements. |
| | 1.2 Interpret key requirements of legislation, regulations and workplace policies and procedures and apply to tender specifications to ensure compliance when preparing submission. |

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| | 1.3 | Evaluate viability of providing security requirements against tender specifications and workplace priorities. |
| | 1.4 | Assess risk associated with tender specifications and plan risk management strategies according to workplace requirements. |
| | 1.5 | Discuss security tender specifications with relevant persons to identify and clarify issues associated with tender submission. |
| 2 | Define, document and cost tender deliverables. | |
| | 2.1 | Define and document project timelines, stages, activities and deliverables to meet tender specifications. |
| | 2.2 | Assess specific resources required to meet tender specifications against capacity to deliver. |
| | 2.3 | Apply workplace rate schedules to cost tender requirements. |
| | 2.4 | Identify assistance required to meet tender specifications and plan contingency arrangements in consultation with relevant persons. |
| 3 | Finalise security tender submission. | |
| | 3.1 | Use technology to prepare tender submission in the required style and format. |
| | 3.2 | Check to ensure tender submission content is accurate and meets all tender specifications. |
| | 3.3 | Forward tender submission to relevant persons for feedback and make required edits. |
| | 3.4 | Lodge tender submission within required timeframes. |
| | 3.5 | Complete and secure tender documentation in a manner that facilitates 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 accurately interpret key requirements of security tender criteria and conditions
- writing skills to prepare succinct tender submissions that accurately respond to tender specifications
- numeracy skills to calculate and cost provision of security products and services against workplace rate schedules.

Unit Mapping Information

Supersedes and equivalent to CPPSEC4008A Prepare a detailed tender.

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 CPPSEC4008 Assess and prepare security tender submissions

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by assessing and preparing three security tender submissions that respond to specifications for the provision of different products or services.

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 assessing and preparing security tender submissions:
 - client service standards
 - licensing requirements in the security industry
 - regulatory requirements associated with tendering for security products and services
- content, format and presentation requirements for security tender submissions
- financial and legal requirements for assessing and preparing security tender submissions
- tender management, assessment, preparation, submission and review processes
- tender specifications and confidentiality requirements applicable to security tendering
- workplace products and services provided through employee and subcontractor arrangements
- workplace rate schedules for providing security products and services
- workplace resources, capacities and capabilities.

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, policies and procedures that apply to assessing and preparing security tender submissions in the jurisdiction of operation
- tender information and specifications, information technologies and resources required to achieve the performance evidence.

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