



Australian Government

CPPSEC4022 Establish and implement ethics and governance arrangements for security businesses

Release: 1

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Modification History

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

New unit.

Application

This unit specifies the skills and knowledge required to establish and implement ethical and governance arrangements to comply with legislative and regulatory responsibilities associated with managing a security business. It includes establishing, monitoring and communicating policies and procedures that ensure compliance with governance arrangements. It also includes understanding the ethical principles and security industry practices that guide professional conduct when performing security work, developing and implementing a code of conduct and taking necessary disciplinary actions for breaches of the code.

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 Comply with governance requirements for security business.

1.1 Clarify governance requirements to comply with legislative and regulatory responsibilities associated with managing a security business in the jurisdiction of operation.

- 1.2 Establish or review required governance arrangements and associated policies and procedures in line with business plan.
 - 1.3 Confirm roles and responsibilities of all staff including accountabilities associated with business governance.
 - 1.4 Check to confirm required risk management processes, indemnities and insurances are in place and take corrective action where necessary to comply with legislative and regulatory responsibilities.
 - 1.5 Implement reporting systems to monitor business accountabilities and maintain records to comply with legislative and regulatory responsibilities.
 - 1.6 Communicate policies and procedures to relevant persons to ensure compliance with governance requirements.
- 2 Develop and implement code of conduct for ethical practice.
 - 2.1 Source and review industry standards, codes and guidelines to understand the ethical principles that guide professional conduct in the security industry.
 - 2.2 Develop and document or review code of conduct linked to business mission, values and ethical principles.
 - 2.3 Describe and communicate to relevant persons ethical practice standards for privacy, confidentiality and information security associated with security work and equipment.
 - 2.4 Establish or review processes to handle complaints, monitor ethical practice and implement disciplinary actions for breaches of the code of conduct.
- 3 Monitor and review governance and ethical practices.
 - 3.1 Schedule regular activities to monitor business and staff compliance against governance arrangements and code of conduct.
 - 3.2 Monitor ethical practice in the security industry and identify strategies to resolve discrepancies between business practice and security industry ethical standards.
 - 3.3 Audit internal governance arrangements and update

policies and procedures as required to maintain currency and comply with legislative and regulatory requirements.

- 3.4 Monitor security work practices and complaints to resolve conflict, improve ethical practice and implement disciplinary actions for identified breaches of the code of conduct.

Foundation Skills

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

- oral communication skills to use negotiation to resolve conflict
- writing skills to prepare succinct and logically structured governance documentation.

Unit Mapping Information

No equivalent unit.

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>