



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3040A Plan and coordinate installation of security equipment and system

Release: 1

CPPSEC3040A Plan and coordinate installation of security equipment and system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to plan, schedule and supervise the installation of a range of security equipment and systems. It requires the ability to organise and allocate equipment and resources and implement and monitor the installation process.

This unit may form part of the licensing requirements for persons responsible for facilitating the installation of security equipment and systems in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency has application in those work roles involving the facilitation of installing security equipment and systems. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan for installation.	1.1 Applicable provisions of legislative and organisational requirements relevant to assignment instructions are identified and complied with. 1.2 Assignment instructions are obtained, reviewed and client requirements confirmed. 1.3 Security equipment and system to be installed is identified and resources needed to carry out the work are organised in preparation for installation work. 1.4 Site access and specific site requirements are identified and confirmed with relevant persons in accordance with organisational procedures. 1.5 Installation plan is determined, scheduled and appropriate notification provided to relevant persons.
2 Coordinate installation.	2.1 Installation work is implemented and monitored to ensure compliance with relevant Occupational Health and Safety (OHS), legislative and industry requirements. 2.2 Installation work is monitored against work schedules to ensure completion occurs within designated timeframes. 2.3 Contingency factors are identified and variations to installation plan are agreed with relevant persons. 2.4 Installation plan is adjusted as required to include new or changed details and is communicated to relevant persons in accordance with organisational procedures. 2.5 Established communication channels and processes are used to ensure an accurate exchange of information throughout installation activities. 2.6 Potential and existing risks and hazards in the work area are identified and controlled in accordance with OHS requirements and own role, competence and authority.
3 Check and document installation.	3.1 Notification of completed installation work is received and checked against assignment instructions. 3.2 Visual inspection of completed work is conducted to ensure installed equipment and system complies with client requirements and assignment instructions. 3.3 Commissioning and test results are inspected to confirm that security equipment and system is fully operational and meets installation performance specifications. 3.4 Performance faults, errors or omissions are identified and reported in accordance with organisational procedures. 3.5 Relevant documentation is completed and securely maintained in accordance with organisational procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- allocate work and resources
- apply safe and environmentally aware work practices
- communicate in a clear and concise manner
- complete documentation
- estimate and organise materials, tools and equipment requirements
- identify and comply with applicable legislative requirements including licensing
- identify and control workplace hazards
- identify and follow routine workplace safety procedures
- implement and monitor the installation of a range of security equipment and systems
- methodically organise, prioritise and schedule work tasks
- plan and supervise installation projects
- read and interpret plans and specifications
- relate to people from different social and cultural backgrounds
- solve routine problems
- supervise and evaluate work progress against assignment instructions.

Required knowledge

- applicable legislative requirements including licensing and client confidentiality
- building construction methods and types
- communication channels and processes
- contingency factors
- duty of care
- emergency procedures
- installation methods and procedures relevant to security equipment and systems
- noise control requirements
- procedures for organising tools, equipment and materials
- project planning procedures
- reporting and documentation requirements
- requirements for compliance with Australian building codes and regulations and Australian Communications Authority cabling standards
- risks and hazards associated with installation procedures
- safe workplace procedures
- scheduling methods
- site restriction and access requirements
- skill requirements for the installation, testing and commissioning of security

REQUIRED SKILLS AND KNOWLEDGE

equipment and systems

- technical terminology
- types, functions and features of security equipment and systems
- waste disposal procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- conducting a visual inspection to ensure installed equipment and system conforms to standards and specifications and client requirements
- maintaining clear communication with personnel during installation activities
- monitoring installation progress and making adjustments where required in order to minimise deviation from work schedule or budget constraints
- organising and allocating personnel, tools, equipment requirements appropriate to install security equipment and systems
- organising appropriate site access arrangements
- planning and preparing efficient and realistic installation schedules which allow for contingencies.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book

- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment	This unit of competency could be assessed using the following methods of assessment: • observation of processes and procedures • questioning of underpinning knowledge and skills.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge. Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical. Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Legislative requirements may relate to:</i>	• applicable commonwealth, state and territory legislation which affects work such as: • workplace safety • environmental issues • equal employment opportunity • industrial relations • anti-discrimination and diversity • Australian building codes and regulations • Australian Communications Authority cabling standards • Australian standards and quality assurance requirements • award and enterprise agreements • evidence collection • freedom of information • licensing arrangements and certification requirements
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- privacy requirements
- relevant industry codes of practice
- telecommunications
- trade practices.

Organisational requirements may relate to:

- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- OHS policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.

Assignment instructions may include:

- personal protection clothing and equipment requirements
- resource, equipment, tools and material requirements
- reporting requirements
- security equipment and system information:
 - features, functions and capabilities
 - manufacturer's instructions
- specific client requirements
- work schedules
- work tasks and procedures.

Client requirements may relate to:

- budget constraints
- equipment and system type
- installation schedules
- security equipment system locations and positions
- security system capabilities and functions
- warranties and guarantees.

Security equipment and systems may include:

- access control systems
- audible and visual warning devices
- cameras and monitors
- commercial and residential alarm systems
- detection devices
- electric and mechanical fire safety and fire locking systems
- electronic locks and locking systems
- electronic readers
- electronic screen equipment

- intercoms and control panels
- security doors and door controls
- specialised access control systems eg biometrics.

Resources may relate to:

- communications equipment
- computer and computer software
- drop sheet
- ladder
- materials:
 - cable
 - fixings
 - grease
 - patch materials
 - screws
 - sealants
 - wiring
 - solder
- personal protective equipment
- personnel
- testing devices eg multimeter
- tools and equipment:
 - crimp tools
 - drill
 - file
 - fixing tools
 - hand tools
 - IDC tools
 - power tools
 - router
 - soldering iron
 - spirit level
 - strippers
 - welder
- training
- transport.

Site access and specific site requirements may relate to:

- access and egress points
- access codes, keys or passes
- building codes and regulations
- obtaining security clearance
- OHS requirements
- time of access to site
- union requirements.

Relevant persons may include:

- clients
- colleagues

- equipment and systems manufacturers
- maintenance technician
- security consultants
- security personnel
- subcontractors
- supervisor.

Occupational Health and Safety (OHS) requirements may relate to:

- emergency procedures
- following confined spaces procedures
- implementation of safety policies and procedures:
 - chemicals, gas and vapour
 - isolation procedures
 - monitoring and testing procedures
 - use of personal protection equipment and clothing
 - work clearance procedures
- risk and hazard recognition
- safety training
- working with electrical wiring and cables
- working with tools and equipment.

Contingency factors may relate to:

- budget constraints
- building delays
- competing work demands
- environmental factors eg time and weather
- industrial disputes
- non-availability of resource and materials
- public holidays and shut-down periods
- technology and equipment breakdowns
- unforeseen incidents
- workplace hazards, risks and controls.

Communication channels and processes may relate to:

- direct line supervision paths
- established communication protocols
- formal communication pathways
- lateral supervision paths
- organisational communication networks
- verbal and non-verbal communication procedures eg pro-words, phonetic alphabet, call signs, coded messages, use of abbreviations, hand signals.

Risks and hazards may relate to:

- chemical hazards eg battery corrosion
- exposed electrical wiring
- exposure to:
 - asbestos
 - building debris
 - dust
 - glass fibre
 - live power
 - natural and other gas build-up
 - noise
 - vermin

Documentation may include:

- water
- manual handling
- non-compliance with building codes and regulations.
- activity reports
- adjustments to installation plan
- completion work reports
- OHS risks and hazard reports
- personnel reports
- work schedules
- written and electronic reports.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Technical security