



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3046A Configure a security system

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to determine the appropriate configuration for a range of security systems. It requires the ability to accurately determine and design detailed and accurate security system schematics to meet site and client requirements. This work applies in extra low voltage as defined through the Australian standards AS 2201 (1986) environments.

This unit may form part of the licensing requirements for persons responsible for configuring security 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 configuration of security 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 <i>bold italicised</i> 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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assess client requirements.	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 objectives confirmed. 1.3 Site access and specific site requirements are identified and complied with in accordance with organisational procedures. 1.4 A site assessment is conducted and documented in accordance with organisational procedures. 1.5 Site security risk factors are identified and assessed in accordance with organisational procedures. 1.6 Appropriate interpersonal techniques are used that reflect sensitivity to individual social and cultural differences.
2 Determine specifications.	2.1 Tools, equipment and materials needed to carry out the work are selected and checked for correct operation and safety. 2.2 Design options are selected and evaluated as most suitable to meet system specifications and assignment instructions. 2.3 Schematics and specifications clearly and accurately detail installation requirements to enable the calculation of accurate costings. 2.4 Security equipment and materials that best meet system specifications are determined and documented. 2.5 Security system specifications, configuration, placement and positioning comply with applicable legal, regulatory and industry requirements. 2.6 Personal limitations in determining specifications and configuration requirements are identified and assistance sought from relevant persons in accordance with organisational procedures.
3 Present specifications and configurations.	3.1 Business equipment and technology is used to prepare and present information in required format and style. 3.2 Security system specifications and configuration recommendations are clearly and accurately documented. 3.3 Feedback is sought and all queries are responded to promptly, courteously and accurately. 3.4 Client confirmation to proceed with proposed security system specifications and configuration is obtained and processed in accordance with organisational procedures. 3.5 Information and materials are securely maintained with

ELEMENT**PERFORMANCE CRITERIA**

due regard to client confidentiality 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

- accurately assess client security requirements
- accurately conduct a site assessment
- calculate time, measurements and quantities
- communicate in a clear and concise manner
- complete documentation
- determine and design specifications for a security system
- determine appropriate placement and positioning of security systems
- draw and draft plans, layouts, structures and systems
- 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
- interpret plans, designs and specifications
- organise and prioritise work tasks
- prepare and present security system specification and configuration documentation in suitable formats
- solve routine problems
- use suitable tools and equipment, including hand and power tools.

Required knowledge

- applicable legislative requirements including licensing and client confidentiality
- building construction methods and types
- drawing and drafting symbols and techniques
- duty of care
- emergency procedures
- organisational pricing policy and procedures
- principles of security system design, specifications and configuration
- principles of security system programming and configuring
- reporting and documentation requirements
- requirements for compliance with Australian building codes and regulations and

REQUIRED SKILLS AND KNOWLEDGE

Australian Communications Authority cabling standards

- requirements for installation of security systems
- safe workplace procedures
- technical terminology
- types of security system configurations
- types, functions and specifications of security 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:

- accurately determining configuration parameters of security systems
- preparing detailed and accurate security system schematics and specifications which allow the determination of appropriate security equipment and materials requirements
- determining appropriate placement and positioning of security system components
- interpreting and complying with all applicable legislative and licensing requirements
- preparing and presenting security system specifications and configuration in formats suitable for review by client
- sourcing information and conducting a site assessment to determine suitable options to meet client security requirements.

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.

Legislative requirements may relate to:

- applicable commonwealth, state and territory legislation which affects work such as:
 - workplace safety
 - environmental issues
 - equal employment opportunity

***Organisational
requirements may
relate to:***

- industrial relations
- anti-discrimination and diversity
- Australian Communications Authority cabling standards
- Australian building codes and regulations
- Australian standards and quality assurance requirements
- award and enterprise agreements
- evidence collection
- freedom of information
- licensing arrangements and certification requirements
- privacy requirements
- relevant industry codes of practice
- telecommunications
- trade practices.
- 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
- Occupational Health and Safety (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:***

- access to site and specific site requirements
- equipment, tools and material requirements
- personal protection clothing and equipment requirements
- reporting requirements
- specific client requirements:
 - budget constraints
 - equipment and system types
 - equipment locations and positions
 - installation procedures and schedule
 - monitoring requirements

	• service and maintenance • system capabilities and functions • warranties or guarantees.
Client objectives may relate to:	• timeframes • work schedules • work tasks and procedures. • conformance with insurance requirements • legal, regulatory or industry requirements • protection of persons, property or assets.
Site access and specific site requirements may relate to:	• access and egress points • access codes, keys or passes • building codes and regulations • heritage requirements • noise control • obtaining security clearance • OHS requirements • time of access to site • union requirements.
Site assessment may involve identifying:	• access and egress patterns • determination of site availability and access • existing security equipment and systems • floor plan • floor plan • identification of security risk areas and weak points • site assessment to ensure correct positioning of equipment • site restrictions and regulations • type and condition of building structures.
Assessment documentation may include:	• checklists • client briefs • existing security equipment and systems • floor plans • recommendations • specifications • written and electronic reports.
Security risks factors may relate to:	• adequacy of street lighting • break-in • burglary • client habits eg doors left unlocked • deliberate or accidental damage • entry points screened from public view • external doors without deadlocks or with hinges opening

Interpersonal techniques may involve:

- outward
- neighbourhood crime rating
- pilferage
- proximity of other buildings
- sabotage
- theft
- threats of loss, harm or damage to persons or property
- traffic flow
- trespass
- unauthorised access
- unsecured windows and doors
- vandalism.
- active listening
- being non-judgemental
- being respectful and non-discriminatory
- constructive feedback
- control of tone of voice and body language
- culturally aware and sensitive use of language and concepts
- demonstrating flexibility and willingness to negotiate
- effective verbal and non-verbal communication
- maintaining professionalism
- providing sufficient time for questions and responses
- reflection and summarising
- two-way interaction
- use of plain English
- use of positive, confident and cooperative language.

Social and cultural differences may relate to:

- dress and personal presentation
- food
- language
- religion
- social conventions
- traditional practices
- values and beliefs.

Suitability of options include considerations of:

- aesthetics of environment
- area usage
- environmental hazards:
 - air conditioners
 - animals and rodents
 - lighting
- equipment specifications and limitations
- dimensions of areas to be secured.

Schematics may relate to:

- cable routes
- control panel locations
- fixtures
- frame location
- locations of detectors
- power points
- security system component positioning
- switchboards
- telephone mainframes.

Placement and positioning of security systems may be:

- external under eaves
- on external beams
- on walls
- on windows
- under floors
- within ceilings or vents
- within concrete pores
- within doors
- within walls.

Relevant persons may include:

- clients
- colleagues
- engineers and technicians
- equipment and systems manufacturers
- security consultants
- security personnel
- site managers or project managers
- supervisor.

Business equipment and technology may include:

- calculators
- facsimile machines
- internet
- personal schedulers
- photocopiers
- printers
- standard commercial computer software and hardware
- telephones.

Clear and accurate documentation may relate to:

- drawing title and details
- inclusion of dimensions and other measurements
- key providing explanation for symbols or abbreviations used
- plans drawn to scale
- use of standard drawing and drafting symbols.

Information and

- assignment instructions

***materials* may include:**

- floor plans
- reports
- schedules
- schematic drawings.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Technical security