



**Australian Government**

# **CSCSAS001 Maintain security**

**Release: 2**

# CSCSAS001 Maintain security

## Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to CSCSAS201A Maintain security.

- PC 1.2 and 2.4 removed
- PC1.3 revised

## Application

This unit describes the skills required to follow security procedures and maintain security of information.

This unit applies to those working in detention centres, correctional centres or prisons, community corrections officers, justice administration offices and on work sites where detainees or offenders are under statutory supervision. With contextualisation this unit may apply to those working in other work environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to security.

Those undertaking this unit work with moderate support at all times and undertake tasks with a limited number of familiar steps.

No licensing, legislative or certification requirements apply to unit at the time of publication.

## Pre-requisite Unit

Not applicable

## Competency Field

Safety and security

## Unit Sector

Not applicable

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

#### **1 Follow security procedures**

- 1.1** Identify all security and emergency procedures relevant to own work role.
- 1.2** Implement relevant security procedures according to the level of risk.
- 1.3** Alert work group members and relevant personnel using appropriate equipment and terminology for emergency warnings.
- 1.4** Report potential breaches of security and/or faults to appropriate authority.
- 1.5** Participate in the routine review of security procedures and responses according to own level of responsibility.

#### **2 Maintain security of information**

- 2.1** Maintain up-to-date and accurate records in a form accessible to authorised personnel.
- 2.2** Relay relevant information to authorised personnel on the movement and circumstances of offenders.
- 2.3** Respond to requests for information promptly and according to agreed procedures, ensuring information is accurate, relevant and complete.

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

Supersedes and is equivalent to CSCSAS201A Maintain security.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

# Assessment Requirements for CSCSAS001 Maintain security

## Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements revised
- Please refer to the advice in the CSC Assessment Guide.

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- using equipment for the purpose and in the manner intended and authorised
- operating and checking routine activities and equipment for security factors
- using information systems

## Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's values, objectives, policies and procedures related to security
- risks factors related to security
- duty of care responsibilities and requirements

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>