



Australian Government

CSCSAS028 Maintain security

Release: 1

CSCSAS028 Maintain security

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

This unit describes the skills and knowledge 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.

An individual undertaking this role works with moderate support at all times and undertakes tasks with a limited number of familiar steps.

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.

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

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|---|
| 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 team members and relevant personnel using appropriate equipment and terminology for emergency response |
| | 1.4 Report potential breaches of security and/or equipment 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 current and accurate records in a format 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 Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCSAS001 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 CSCSAS028 Maintain security

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- using equipment for the purpose and in the manner intended and authorised
- completing routine equipment serviceability checks and compliance reporting
- performing routine security tasks in accordance with organisational procedures
- using information systems to report or record security matters.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational values, objectives, policies and procedures related to security
- accessing current departmental policies and procedures
- risks factors related to security
- reporting procedures for security breaches
- 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

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