



Australian Government

Department of Education, Employment and Workplace Relations

CSCSAS203A Maintain the security of premises

Revision Number: 2

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Modification History

CSCSAS203A Release 2: Layout adjusted. Minor changes to required knowledge.
CSCSAS203A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required for both mobile and static guarding, and includes monitoring the environment and movement of personnel, monitoring the use of codes and alarms used in the location, and responding to alarm calls.

Application of the Unit

This unit applies to all people working in detention centres, correctional centres or prisons, community corrections offices, justice administration offices and on work sites where detainees, prisoners or offenders are under statutory supervision. Candidates will not hold statutory responsibility and will be supervised in their work duties.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Patrol premises.

- 1.1 Comply with procedures in the frequency and duration of visits to control points and in routine telephone or radio calls to control room.
- 1.2 Check ***security equipment*** for serviceability according to standard operating procedures.
- 1.3 Identify and report faults and damage to security equipment.
- 1.4 ***Monitor*** and identify risks to security during patrols and report observations according to procedures.

2 Monitor security system.

- 2.1 Set and verify electronic security and protection systems according to operating procedures.
- 2.2 Report and record system malfunctions clearly and accurately and in the required format.
- 2.3 Identify all signals received and take action according to response procedures.
- 2.4 Maintain logbooks and reports in a clear, accurate and legible manner and in the required format.

3 Respond to security alarm calls.

- 3.1 Interpret all alarm signals correctly, identify sources and causes of alarms and notify authorised staff.
- 3.2 Respond to alarms promptly and according to instructions and emergency procedures.
- 3.3 Use and interpret codes and call signs correctly in all radio and telephone communication.
- 3.4 Report incidents clearly, accurately and in the required format.

Required Skills and Knowledge

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

Required skills:

- complying with procedures for monitoring the environment and premises
- testing and maintaining security equipment
- using a range of different security systems and equipment for the purpose and in the manner intended and authorised
- responding to signals and alarms with the correct action, urgency and process required by instructions and procedures
- using communication codes and signals
- recording and documenting observations and security information.

Required knowledge:

- an awareness of all aspects of organisation's policies and procedures relevant to monitoring the environment and premises
- OHS related to security
- use of alarm systems and electronic monitoring equipment
- steps necessary to set and deactivate alarms
- alarm codes and signals used in the organisation
- faults and potential problems and the requirements for reporting them
- risks and emergencies and the requirements for identifying and responding to them
- requirements for incident records and reports
- duty of care responsibilities and requirements.

Evidence Guide

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

Overview of assessment

Assessment of this unit can be applied using a combination of training outcomes and performance in the workplace, with the principal evidence developed through performance in routine work functions in the workplace.

Evidence should be gathered over time and drawn from the range of routine and required work activities relevant to the performance criteria, the range statement and the organisational environment. Assessment of competence in this unit relies on demonstrated compliance with standard operating procedures and organisational policies.

Performance at this level will be under direct supervision and subject to clear compliance with procedures.

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

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to monitor and maintain security of premises in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

This unit contains knowledge that may be assessed off the job, for example, in a structured learning process, and performance outcomes which should be assessed ideally in the workplace in routine activities and in conjunction with other units with specific functional focus.

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when monitoring and maintaining security of premises, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to security requirements for monitoring premises
- access to appropriate learning and assessment support when required.

Method of assessment

Evidence must include observation and information generated

in the workplace as well as observation of performance in routine work functions or, where this is not possible, in a simulated exercise to confirm the transferability of the competencies.

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- scenarios
- completion of performance feedback from supervisors and colleagues
- simulations or role plays.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

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 in the performance criteria is detailed below. Add any 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.

Security equipment may include:

- video monitors, cameras and other surveillance equipment
- communication and radio equipment
- electronically-controlled entrance and exit
- electronic search equipment
- electronic screening and monitoring, including telephone system.

Monitoring may include using:

- surveillance techniques
- static security methods
- dynamic security techniques
- observation
- transport
- searches appropriate to the situation and location.

Unit Sector(s)

Safety and security.

Competency field

Not applicable.