



Australian Government

PSPBDR006 Create and maintain profiles

Release: 1

PSPBDR006 Create and maintain profiles

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPBORD401A Create and maintain profiles. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to create, monitor and maintain profiles.

This unit applies to those working in a range of regulatory work environments that create profiles to be used for compliance and enforcement purposes.

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.

Those undertaking this unit would work independently, performing routine tasks in a range of familiar contexts.

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

Competency Field

Border protection

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. Create profiles	1.1 Input profiles into electronic or manual systems and/or provide the information to relevant personnel. 1.2 Establish validity dates and duration of profiles. 1.3 Identify profile variables where required. 1.4 Apply security classification to profiles as required and record.
2. Maintain profiles	2.1 Review profiles. 2.2 Review frequency of matches against objectives. 2.3 Consider currency of risk indicators and update as required. 2.4 Document performance indicators and outputs. 2.5 Decide to continue, discontinue or modify profiles.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPBORD401A Create and maintain profiles.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPBDR006 Create and maintain profiles

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

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 one occasion.

- providing information on profiles to managers, system administrators or analysts
- relating to persons from diverse backgrounds
- applying analysis and decision making using sound judgment
- identifying variables and establishing validity dates and durations
- reviewing and updating profiles
- reading complex legislation
- creating profiles
- documenting performance indicators and outputs
- managing time to meet performance indicators
- inputting profiles into electronic 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.

- public sector legislation including work health and safety and environment relating to the creation and maintenance of profiles
- organisational and jurisdictional values/ethics and codes of conduct
- awareness of the organisation's corporate planning cycle and risk management policy and practices
- policy, procedures, guidelines, protocols and standard operating procedures
- workplace and industry environment

- electronic systems for profiles

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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