



Australian Government

PSPBDR006 Create and maintain profiles

Release: 1

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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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