



Australian Government

PSPSEC003 Conduct security awareness sessions

Release: 1

PSPSEC003 Conduct security awareness sessions

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 PSPSEC303A Conduct security awareness sessions. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 revised • 1 new PC added to Element1

Application

This unit describes the skills required to present information and/or awareness sessions on government security management. It includes preparation and delivery of presentations and reviewing outcomes.

This unit applies to those working in a security environment or other generalist or specialist public sector workplaces in which they are required to conduct presentations on security awareness.

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 the conducting of presentations, including WHS.

Those undertaking this unit would generally work independently and as part of a team, using support resources as required and with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Security

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. Prepare for security awareness presentation	1.1 Determine outcomes of the presentation reflecting the identified needs of participants. 1.2 Select and document presentation methods to suit identified outcomes, participants' needs, equipment and resources. 1.3 Make provision for participant contribution to the session, based on their experience. 1.4 Validate the content of materials prior to use. 1.5 Include examples of instances and results of non-compliance in presentation materials. 1.6 Prepare information and resources to suit specified objectives, needs of the participants, group size and venue. 1.7 Link the presentation to other elements of the organisations security awareness campaign.
2. Deliver session on security awareness	2.1 Facilitate opportunities for discussion of broad conceptual, ethical and legal issues surrounding government security management. 2.2 Explain information, activities and other aspects to participants according to their level of understanding and experience. 2.3 Use materials and techniques adapted to the participants. 2.4 Generate a positive perspective of the organisation's security management and elicit feedback. 2.5 Use case studies to address urgency and levels of risk in security management. 2.6 Highlight models of excellence in government security management.
3. Review security awareness session outcomes	3.1 Encourage participant feedback on all aspects of the security awareness sessions. 3.2 Review suitability of approach, content and outcomes for further activities. 3.3 Review own performance against objectives and in response to participants' feedback and comments. 3.4 Give advice on possible future activities or amendments to security awareness strategy and programs, including high risk areas for security management.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPSEC303A Conduct security awareness sessions.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPSEC003 Conduct security awareness sessions

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 two occasions.

- explaining complex concepts and formal documents, including legislation, standards and codes of conduct
- using communication styles to suit different audiences and purposes
- mentoring culturally and linguistically diverse staff to maximise security awareness
- designing and having input into awareness sessions delivered by specialists

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.

- legislation, policies, guidelines and processes relating to government security management
- international treaties and protocols
- cross-jurisdictional protocols
- organisational structure and core business
- organisational strategic objectives related to security management
- national strategic objectives relating to government security management
- adult learning principles and audience requirements
- security constraints
- public sector values and codes of conduct
- anti-discrimination and diversity legislation

- legislation, policies and procedures relating to presentations including WHS and environment

Assessment Conditions

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 conducting security awareness sessions.

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

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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