



Australian Government

PSPSEC007 Develop and advise on government security procedures

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 PSPSEC403A Develop and advise on government security procedures. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2 merged, PC 4.2 removed

Application

This unit describes the skills required to interpret security policy and legislation, analyse security related data, develop procedures and provide advice on government security matters.

This unit applies to those working in the policy development division of the organisation.

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 policy development and implementation.

Those undertaking this unit would generally work independently and as part of a team using support resources as required. 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. Interpret security policy and legislation	1.1 Identify and analyse legislation impacting on security policy and procedures. 1.2 Analyse the organisation's security policy in relation to risk identification, security management and security incidents. 1.3 Confirm policy intent and identify and review existing procedures for consistency.
2. Analyse security related data	2.1 Collect and analyse data and confirm its integrity. 2.2 Identify outcomes and trends that need to be addressed through security procedures. 2.3 Determine any changes in organisational circumstances and identify related security procedures.
3. Develop procedures	3.1 Identify intended audience/s for procedures and determine language style, structure and format accordingly. 3.2 Develop security procedures to reflect changes in circumstances. 3.3 Develop procedures in consultation with security plan developer/s, end users and approval personnel. 3.4 Submit and gain approval for procedures.
4. Provide advice on government security matters	4.1 Provide information and advice on security procedures and related legislation, regulations, standards and guidelines. 4.2 Consider intended use and consequences of advice and communicate in a manner that addresses the requirements of stakeholders. 4.3 Check documentation provided to ensure it supports the information and advice given.

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 NA					Reading					Writing					Oral communication					Numeracy				

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 PSPSEC403A Develop and advise on government security procedures.

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 PSPSEC007 Develop and advise on government security procedures

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.

- applying legislation, regulations and policies relating to government security management
- communicating with a diverse range of stakeholders

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, regulations, policies, procedures and guidelines relating to government security management
- organisational policy, procedures and guidelines
- legislation relating to government operations, privacy, work health and safety
- Crimes Act 1914 and Criminal Code 1985
- the organisation's security plan

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 developing security procedures.

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

Links

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