



Australian Government

PSPSEC008 Conduct personnel security assessments

Release: 1

PSPSEC008 Conduct personnel security assessments

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 PSPSEC404A Conduct personnel security assessments. • 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, PC 2.3 and 2.4 merged • PC 3.3 removed

Application

This unit describes the skills required to collect, analyse and evaluate personal information, make recommendations on security assessment outcomes and record and report on personnel security assessments.

This unit applies to those working in the security sector required to make assessments.

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 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. Collect, analyse and evaluate personal information	1.1 Collect information from the subject to be assessed in accordance with the purpose of the security assessment. 1.2 Obtain additional information where gaps, anomalies, deficiencies or discrepancies exist in the information provided. 1.3 Corroborate information and assess validity and reliability. 1.4 Conduct analysis in accordance with general suitability indicators and security standards. 1.5 Extract and interpret data and record outcomes. 1.6 Conduct assessment process with care and sensitivity to assist subjects to deal with its invasive nature.
2. Make recommendations on security assessment outcomes	2.1 Formulate recommendations that are consistent with the information obtained. 2.2 Convey recommendations. 2.3 Confirm with the requester of the security assessment and the subject, where appropriate, the right to seek a review if recommendations are negative. 2.4 Recommend improvements to procedures.
3. Record and report on personnel security assessments	3.1 Maintain complete and up to date records. 3.2 Prepare reports that are clear, fair and objective and use language suited to the purpose. 3.3 Address urgency and levels of risk in reports. 3.4 Adhere to procedures for storing and managing confidential and sensitive information.

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				

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 PSPSEC404A Conduct personnel security assessments.

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 PSPSEC008 Conduct personnel security assessments

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 personnel security assessments
- undertaking critical analysis, evaluation and deductive reasoning
- applying problem solving and decision making

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 service Acts
- Crimes Act 1914 and Criminal Code 1985
- Freedom of Information Act 1982
- Privacy Act 1988
- fraud control policy
- protective security policy
- Protective Security Policy Framework
- general suitability indicators
- international treaties and protocols
- formats for different types of reports
- risk assessment
- management of secure information

- WHS and environment in the context of personnel security assessments

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 personnel security assessments.

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

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