



Australian Government

PSPSEC014 Coordinate protective security

Release: 1

PSPSEC014 Coordinate protective security

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 PSPSEC504A Coordinate protective security. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to perform an organisation's ongoing protective security function through implementing security procedures and systems. It includes providing advice and support to others, monitoring and coordinating security, and liaising with specialist security services.

This unit applies to those with day-to-day responsibility for an organisation's protective security function.

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 security and privacy legislation and security standards when coordinating protective security.

Those undertaking this unit would work autonomously, occasionally accessing support from a range of sources, while performing complex tasks in a range of 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. Provide security advice and support	1.1 Assist management to analyse the security environment and plan to counter potential threats. 1.2 Advise management on physical and procedural security measures. 1.3 Assist in development of the organisation's security policy and procedures in consultation with management and staff. 1.4 Promote self as the first point of contact for security concerns and queries within the organisation. 1.5 Advise on security matters.
2. Coordinate and monitor security	2.1 Develop and implement protective security arrangements in conjunction with senior management to create and maintain a secure environment for official information and resources. 2.2 Coordinate devolved security measures to ensure organisational standards are maintained consistently and cost-effectively. 2.3 Monitor organisational security procedures and systems and audit as required by the organisation's security policy and plan. 2.4 Monitor the awareness of employees and contractors in terms of their security responsibilities and obligations, take action or make recommendation to address any gaps. 2.5 Review incident reports and assess implications for security risk, procedures and awareness training.
3. Access security specialists	3.1 Coordinate contact between the organisation and external security authorities/organisations. 3.2 Seek advice, technical assistance, learning and development from specialist security organisations to ensure compliance with jurisdictional and organisational security policies, procedures and standards. 3.3 Report or refer incidents and other security issues to government security authorities.

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 PSPSEC504A Coordinate protective security.

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 PSPSEC014 Coordinate protective security

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 the coordination of protective security
- reading and analysing complex documents
- researching and critically analysing the operational environment and drawing conclusions
- using communication with diverse stakeholders involving listening, questioning, paraphrasing, clarifying and summarising, to provide advice and support
- writing reports and recommendations requiring formal language and structure

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.

Operational knowledge of:

- public service Acts
- Crimes Act 1914 and Criminal Code 1985
- Freedom of Information Act 1982
- Privacy Act 1988
- fraud control policy
- protective security policy
- the organisation's functions, assets and security environment
- Australian standards, quality assurance and certification requirements

- AS/NZS ISO 31000:2009 risk management – principles and guidelines
- equal employment opportunity, equity and diversity principles
- public sector legislation, including WHS and environment, in the context of coordinating protective security

Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when coordinating protective security.

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>