



Australian Government

PSPSEC015 Communicate security awareness

Release: 1

PSPSEC015 Communicate security awareness

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 PSPSEC506A Communicate security awareness. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.3, 2.4 and 2.5 merged • PC 5.1 and 5.4 removed

Application

This unit describes the skills required to promote security issues to improve government security management. It includes planning and designing awareness-raising activities, promoting security management and developing and nurturing cooperative client relationships.

This unit applies to those whose roles include promoting and conducting security awareness activities and evaluating their success.

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 ethical and security management standards, guidelines and codes of conduct when communicating security awareness.

Those undertaking this unit would normally work independently, initiating support from a range of established resources, 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. Plan security awareness activities	1.1 Determine need for activities and consult clients and staff to establish priorities in the organisation's security plan. 1.2 Initiate, gather and assess ideas for new or improved activities, taking into account the human, financial and physical resources required. 1.3 Obtain approval for security awareness activities.
2. Design security awareness activities	2.1 Establish formal and informal networks of targeted individuals and groups and use these as communication channels. 2.2 Incorporate precedents in security management into awareness activities. 2.3 Design and produce information presentations and support materials as required. 2.4 Create awareness activities based on the organisation's corporate objectives, core business, culture and an understanding of its client base.
3. Promote government security management	3.1 Prepare and disseminate information relating to incidents and effects of non-compliance. 3.2 Develop and present information to promote government security management and meet the needs of a diverse audience.
4. Develop and nurture cooperative client relationships	4.1 Establish and document expectations of clients and contractors. 4.2 Anticipate opportunities, in consultation with work colleagues and managers, for establishing contacts and networks with external and internal clients. 4.3 Monitor and inform clients of changes in organisational focus which may affect organisation–client relationships. 4.4 Obtain feedback on organisational activities and report outcomes. 4.5 Facilitate stakeholder understanding of organisation's security management philosophy, policy and procedures. 4.6 Advise clients when and how to modify their practices to meet organisational standards as required.
5. Conduct security management activities	5.1 Implement security management activities using adult learning methodologies and within existing resource and time constraints. 5.2 Identify intended outcomes based on expectations of the target audience. 5.3 Adapt and refine activities as indicated by audience engagement

	and responses.
6. Evaluate success of awareness raising activities	6.1 Evaluate security awareness activities against predetermined objectives. 6.2 Document results of evaluation and use as basis for planning future activities. 6.3 Identify and act upon opportunities for new security awareness activities as required. 6.4 Obtain evidence of status or changes in the type and level of security breaches as a result of activities.

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 PSPSEC506A Communicate security awareness.

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 PSPSEC015 Communicate security awareness

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.

- designing security management activities
- developing and maintaining client relationships
- tailoring activity sessions to the needs of adult learners and a variety of audiences
- managing time effectively to plan and facilitate security management activities within existing resource and time constraints
- delivering oral presentations
- explaining complex concepts and formal documents, including legislation, standards and codes of conduct
- using communication styles to suit different audiences and purposes

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:

- agency structure and core business activities
- security and how it relates to the specific functions and activities of the organisation, together with an understanding of ethical standards required by the organisation of its staff and contractors and suppliers
- national strategic objectives relating to government security management
- jurisdictional security requirements and strategic objectives
- cross-jurisdictional protocols

- international treaties and protocols
- the organisation's security risk management methodology
- security risk factors in the organisation
- identified instances of security breaches
- adult learning principles
- audience requirements
- anti-discrimination and diversity legislation
- legislation, policies and procedures relating to conduct of security management activities including WHS and environment

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 communicating security awareness.

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

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