



Australian Government

PSPSEC017 Manage security awareness

Release: 1

PSPSEC017 Manage 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 PSPSEC602A Manage security awareness. • 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 promote and disseminate the organisation's approach to security management to internal and external clients and the broader community.

This unit applies to those whose roles include disseminating strategy and championing security awareness both inside and outside 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 managing security awareness.

Those undertaking this unit would work autonomously, frequently accessing and evaluating support from a broad range of sources. They would perform highly sophisticated tasks in a broad range of contexts with frequent specialisation in one or more 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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Disseminate security policy	1.1 Raise the profile of security management to indicate its fundamental importance within the organisation. 1.2 Articulate security standards for the organisation in a manner suited to the level and experience of staff. 1.3 Explain ways in which the security policy and plan contribute to the achievement of organisational corporate goals. 1.4 Communicate roles and responsibilities of key people in the organisation regarding implementation of security measures. 1.5 Present and disseminate information to meet the needs of diverse audiences.
2. Champion security awareness	2.1 Lead and motivate others in promoting the role of security processes as integral to effective management practices. 2.2 Use methods to champion security awareness based on an in-depth understanding of the organisation's culture and structure and the nature of both internal and external clients. 2.3 Establish a positive tone within the organisation regarding security, by engendering trust and confidence in security measures. 2.4 Establish guidelines for the creation of formal and informal networks and to nurture cooperative and ethical client relationships.
3. Market security management inside and outside the organisation	3.1 Identify and assess potential activities to promote security and its importance to the overall objectives of the organisation in relation to the current security policy and plan. 3.2 Coordinate implementation of activities with management and key stakeholders. 3.3 Encourage shared ownership of security processes through ongoing consultation and information sharing. 3.4 Organise promotional activities to raise stakeholder awareness of both the ethical and financial aspects of security and to endorse the concept and practice of security management. 3.5 Monitor trends in order to ensure currency of the organisation's security measures.

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 PSPSEC602A Manage 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 PSPSEC017 Manage 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.

- applying leadership
- synthesising and articulating broader policy issues
- using communication, negotiation and presentation styles to suit different audiences and purposes
- reading and interpreting mathematical concepts and values embedded in complex information
- monitoring trends and providing solutions

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:
 - organisational change practices
 - public sector legislation, policies and procedures including anti-discrimination and diversity legislation, WHS and environment in the context of security management
- Complex knowledge of:
 - corporate plan and strategic directions of the organisation
 - structure and core business activities of the organisation
 - organisation's security policy and plans
 - external expectations placed on the organisation by external stakeholders

- the incorporation of constraints imposed by the culture of the organisation and operational factors into security management issues and practices

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 managing security awareness

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

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