



Australian Government

PSPSEC018 Secure government assets

Release: 1

PSPSEC018 Secure government assets

Modification History

Supersedes and is equivalent to PSPSEC001 Secure government assets.

Application

This unit describes the performance outcomes, skills and knowledge required to protect assets and minimise security risks, by implementing asset restrictions and advising third parties of security requirements.

This unit applies to those working in a role where security of human and physical assets is a requirement. Those undertaking this unit work independently and as part of a team, using support resources and performing routine tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Security

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Protect assets from security threats.
2. Implement access restrictions.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Secure assets in accordance with organisational requirements, and control, monitor and check access to ensure security.
- 1.2. Investigate suspicious activity and seek expert advice in accordance with organisational requirements.
- 2.1. Restrict access to authorised personnel and identify potential threats.
- 2.2. Identify breaches, take action to deal with the breach and report to appropriate personnel.

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| 3. Advise third parties of security requirements. | 3.1. Confirm needs, expectations, attitudes, and current level of knowledge of third parties and advise them of organisation's security requirements. |
| | 3.2. Identify and manage risks related to possible confrontations. |
| | 3.3. Provide current and prompt advice that meets the needs of third parties. |
| | 3.4. Obtain feedback to determine the third party's level of understanding and clarify requirements if needed. |
| 4. Minimise security risk. | 4.1. Identify changes in circumstances, report to appropriate personnel and complete documentation. |
| | 4.2. Take action to reduce the likelihood of breaches reoccurring. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:

- legislation, regulations, policies, procedures and guidelines relating to government security management.

Unit Mapping Information

Supersedes and is equivalent to PSPSEC001 Secure government assets.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPSEC018 Secure government assets

Modification History

Supersedes and is equivalent to PSPSEC001 Secure government assets.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least two occasions:

- apply legislation, regulations and policies relating to government security management
- apply analysis and problem solving
- tailor communication to the needs of a diverse range of people inside and outside the organisation
- complete documentation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, regulations, policies, procedures and guidelines relating to government security management
- organisational standards for management of classified information and assets
- available sources of expert advice
- international protocols and treaties impacting on government security management.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, regulations, policies, procedures and guidelines relating to government security management.
- organisational standards for management of classified information and assets
- resources and equipment required of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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