



Australian Government

PSPSEC020 Conduct security awareness sessions

Release: 1

PSPSEC020 Conduct security awareness sessions

Modification History

Supersedes and is equivalent to PSPSEC003 Conduct security awareness sessions.

Application

This unit describes the performance outcomes, skills and knowledge required to present information and awareness sessions on government security management.

This unit applies to those working in a security environment or other generalist or specialist public sector workplaces. They work independently and as part of a team, using support resources, and may have occasional supervisory responsibilities. They perform complex 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

PERFORMANCE CRITERIA

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

1. Prepare for security awareness presentation.
 - 1.1. Determine the required presentation outcomes reflecting identified needs of participants.
 - 1.2. Select and document presentation methods to address identified outcomes, participant needs, equipment and resources.
 - 1.3. Make provision for participant contribution to the session.
 - 1.4. Validate the content of materials prior to use.
 - 1.5. Include examples and results of non-compliance in presentation materials.
 - 1.6. Prepare information and resources to suit specified objectives, participant needs, group size and venue.
 - 1.7. Link the presentation to other elements of the organisation's security awareness campaign.
2. Deliver session on security awareness.
 - 2.1. Facilitate opportunities for discussion of broad conceptual, ethical and legal issues surrounding government security management.
 - 2.2. Explain information, activities and other aspects to participants according to their level of understanding and experience.
 - 2.3. Use materials and presentation techniques adapted to participants.
 - 2.4. Generate a positive perspective of the organisation's security management and elicit feedback.
 - 2.5. Use case studies to address urgency and levels of risk in security management.
 - 2.6. Highlight models of excellence in government security management.
3. Review security awareness session outcomes.
 - 3.1. Encourage participant feedback on all aspects of security awareness sessions.
 - 3.2. Review suitability of approach, content and outcomes, and consider changes required for future presentations.
 - 3.3. Review own performance against objectives and in response to participant feedback and comments.
 - 3.4. Give advice on possible future activities or amendments to security awareness strategy and programs, including high risk areas for security management.

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**

Oral communication skills to:

- use communication styles to suit different audiences and purposes.

Unit Mapping Information

Supersedes and is equivalent to PSPSEC003 Conduct security awareness sessions.

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 PSPSEC020 Conduct security awareness sessions

Modification History

Supersedes and is equivalent to PSPSEC003 Conduct security awareness sessions.

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:

- deliver a session on security awareness to explain complex concepts and formal documents, including legislation, standards and codes of conduct about government security management
- mentor staff with individual requirements to maximise security awareness
- design and contribute to awareness sessions delivered by specialists.

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
- cross jurisdictional protocols
- organisational structure and core business
- organisational strategic objectives and processes related to security management
- national strategic objectives relating to government security management
- adult learning principles and audience requirements
- security constraints
- public sector values and codes of conduct
- anti-discrimination and inclusive work practice principles.

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 strategic objectives and processes related to security management
- resources and equipment required of the working environment.

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

Links

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