



Australian Government

PSPSEC023 Conduct personnel security assessments

Release: 1

PSPSEC023 Conduct personnel security assessments

Modification History

Supersedes and is equivalent to PSPSEC008 Conduct personnel security assessments.

Application

This unit describes the performance outcomes, skills and knowledge required to collect, analyse and evaluate personal information, make recommendations on security assessment outcomes and record and report on personnel security assessments.

This unit applies to those working in a security role. They work independently and as part of a team, using support resources and performing 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.

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|--|---|
| 1. Collect, analyse and evaluate personal information. | 1.1. Collect information from the subject to be assessed in accordance with the purpose of the security assessment.
1.2. Obtain additional information where gaps, anomalies, deficiencies or discrepancies exist in the information provided.
1.3. Corroborate information and assess validity and reliability.
1.4. Conduct analysis in accordance with general suitability indicators and security standards.
1.5. Extract and interpret data and record outcomes.
1.6. Conduct assessment process with care and sensitivity to assist subjects to deal with its invasive nature. |
| 2. Make recommendations on security assessment outcomes. | 2.1. Formulate recommendations that are consistent with the information obtained.
2.2. Convey recommendations to required personnel.
2.3. Confirm with requester of the security assessment and the subject, the right to seek a review if recommendations are negative.
2.4. Recommend improvements to procedures. |
| 3. Record and report on personnel security assessments. | 3.1. Maintain complete and up to date records.
3.2. Prepare reports that are clear, fair and objective and use language suited to the purpose.
3.3. Address urgency and levels of risk in reports.
3.4. Adhere to procedures for storing and managing confidential and sensitive information. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPSEC008 Conduct personnel security assessments.

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 PSPSEC023 Conduct personnel security assessments

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Supersedes and is equivalent to PSPSEC008 Conduct personnel security assessments.

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:

- report on a personnel security assessment, including:
 - the application of legislation, regulations and policies relating to the assessment; and
 - using examples of critical analysis, evaluation, deductive reasoning, problem solving and decision making.

Knowledge Evidence

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

- legislation and related regulations, including relevant:
 - public service legislation
 - crimes legislation and criminal code
 - freedom of information legislation and
 - privacy legislation
- fraud control and protective security policies
- Protective Security Policy Framework (PSPF)
- general suitability indicators
- formats for different types of reports
- risk assessment
- management of secure information
- work health and safety and environmental considerations in the context of personnel security assessments.

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 the conduct of personnel security assessments
- resources and equipment required of the working environment.

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

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