



Australian Government

PSPSEC024 Handle sensitive information

Release: 1

PSPSEC024 Handle sensitive information

Modification History

Supersedes and is equivalent to PSPSEC009 Handle sensitive information.

Application

This unit describes the performance outcomes, skills and knowledge required to receive, deal with and maintain sensitive information.

This unit applies to those working in a security role. They work independently, as part of a team and with occasional supervisory responsibilities, 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

1. Receive sensitive information.

PERFORMANCE CRITERIA

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

- 1.1. Receive and check sensitive information to ensure transmission protocols have been exercised.
- 1.2. Take action if protocols have not been adhered to.
- 1.3. Record sensitive information in accordance with organisational procedures.

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|-------------------------------------|---|
| 2. Deal with sensitive information. | <ul style="list-style-type: none">2.1. Review sensitive information to ensure classification meets the security policy for protection of information.2.2. Review aggregated sensitive information to ensure that it is classified.2.3. Check classification requirement to ensure it is warranted, and the level of protection is assigned in accordance with the consequences that might result from any compromise of the information's confidentiality, integrity and availability.2.4. Contact originators of information responsible for classifying the documents to discuss reclassification or declassification.2.5. Transmit sensitive information in accordance with organisational procedures.2.6. Obtain expert advice when required by the nature of the sensitive information. |
| 3. Maintain sensitive information. | <ul style="list-style-type: none">3.1. Secure and account for sensitive information.3.2. Dispose of 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 PSPSEC009 Handle sensitive information.

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 PSPSEC024 Handle sensitive information

Modification History

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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 security classification systems
- communicate with a person who classifies, transmits or advises on sensitive information.

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 sensitive information
- classification system for national security and non-national security information
- procedures for confirming initial security classifications
- international protocols and treaties impacting on government security management
- available sources of expert advice
- procedures relating to work health and safety and environment in the context of handling sensitive information
- equity and inclusion 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 handling sensitive information
- resources and equipment required of the working environment.

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

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