



Australian Government

PSPSEC025 Manage security awareness

Release: 1

PSPSEC025 Manage security awareness

Modification History

Supersedes and is equivalent to PSPSEC017 Manage security awareness.

Application

This unit describes the performance outcomes, skills and knowledge required to promote and disseminate the organisation's approach to security management.

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

Those undertaking this unit work autonomously, frequently accessing and evaluating support from a broad range of sources and performing highly sophisticated tasks in a broad range of contexts with frequent specialisation in one or more 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. Disseminate security policy.
 - 1.1. Use strategies that raise the profile of security management to indicate its 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 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 organisational 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 and use information to ensure currency of the organisation's security measures.

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
Writing skills to:	• communicate complex ideas relating to security management, matching style of writing to purpose and audience • use a variety of presentation styles to suit different audiences and purposes.
Oral communication skills to:	• participate in a variety of spoken exchanges, varying language and style to suit the audience.
Numeracy skills to:	• interpret mathematical concepts and values embedded in complex information.
Initiative and enterprise skills to:	• develop strategies to align organisation objectives with the interests of different groups.

Unit Mapping Information

Supersedes and is equivalent to PSPSEC017 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>

Assessment Requirements for PSPSEC025 Manage security awareness

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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:

- synthesise and articulate information about broad security policy issues
- consult and share information with internal and external clients
- use negotiation and presentation styles to suit different audiences and purposes.

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 security management, including anti-discrimination and equity legislation, work health and safety and environment
- public sector values and codes of conduct
- organisational change practices
- corporate plan and strategic directions of the organisation
- structure and core business activities of the organisation
- organisational security policy and plans
- expectations placed on the organisation by external stakeholders
- incorporation of constraints imposed by the culture of the organisation and operational factors into security management issues and practices.

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
- resources and equipment required of the working environment.

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

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