



Australian Government

Department of Education, Employment and Workplace Relations

PSPSEC303A Conduct security awareness sessions

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the presentation of information/awareness sessions focused on government security management. It includes preparing for and delivering security awareness presentations, and reviewing the outcomes.

In practice, conducting security awareness sessions may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, working effectively, organising information.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Prepare for security awareness presentation | <ul style="list-style-type: none">1.1 Objectives are determined for the presentation that reflect the identified needs of the participants, are achievable and stated in terms of outcomes .1.2 Presentation methods are selected to suit identified outcomes, participants' needs and availability of equipment and resources.1.3 Provision is made for participants to contribute to the session, based on their experience.1.4 Content of materials to be used is validated by experience before use, where possible.1.5 Examples of incidents and results of non-compliance are included in presentation materials.1.6 Methods are identified and information is prepared to suit the specified objectives of the session, the needs of the participants and the size and location of the group. |
| 2. Deliver session on security awareness | <ul style="list-style-type: none">2.1 Session is structured to facilitate the creation of opportunities for discussion of broad conceptual, ethical and legal issues surrounding government security management.2.2 Objectives of the session, structure of the activities and other details are explained to participants to suit their level of understanding and experience, and feedback is elicited.2.3 Materials and presentation techniques are used and adapted to the particular audience and are effective and interesting.2.4 Materials are presented in such a way as to establish a positive response in the organisation and its clients regarding security management.2.5 Case studies are used for illustrative purposes where possible, and address urgency and levels of risk in security management.2.6 Models of excellence in government security management are highlighted. |
| 3. Review security awareness session outcomes | <ul style="list-style-type: none">3.1 Participants are encouraged to provide feedback on all aspects of the security awareness sessions.3.2 Suitability of the approach, the content and outcomes are reviewed as a guide for further activities.3.3 Own performance is reviewed against objectives and in response to participants' responses and comments.3.4 Advice is provided to appropriate people regarding possible future activities or amendments to organisational awareness strategy and programs, including identification of high risk areas for security management. |

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- making presentations to provide security awareness sessions aimed at improving security management skills and raising the level of security alertness of less experienced members of staff
- tailoring sessions to the needs of adult learners
- explaining complex concepts and formal documents such as legislation, standards and codes of conduct
- using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- mentoring culturally and linguistically diverse staff to maximise security awareness
- designing/having input into awareness sessions delivered by specialists
- incorporating feedback from attendees into future session design and delivery
- applying occupational health and safety and environmental procedures in the context of delivering security awareness sessions

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policies, guidelines and processes relating to government security management
- international treaties and protocols
- cross-jurisdictional protocols
- organisational structure and core business
- the organisation's strategic objectives related to security management
- national strategic objectives relating to government security management
- the link between ongoing information/awareness sessions and effective security management
- audience requirements
- adult learning principles
- security constraints
- public sector values and codes of conduct
- anti-discrimination and diversity legislation
- legislation, policies and procedures relating to presentations including occupational health and safety and environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC301B Uphold the values and principles of public service
 - PSPLEGN301B Comply with legislation in the public sector
 - PSPGOV302B Contribute to workgroup activities
 - PSPGOV307B Organise workplace information
 - PSPSEC301A Secure government assets
 - PSPSEC302A Respond to government security incidents
 - PSPSEC304A Undertake information technology security audits

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- presentation of security awareness sessions in a range of (3 or more) contexts

Resources required to carry out assessment

These resources include:

- government security management guidelines
- government security management standards
- Australian Government Information Security Manual (ISM)
- Protective Security Policy Framework
- public sector values and codes of conduct
- legislation, procedures and protocols relating to security management
- case studies and workplace scenarios to capture the range of security situations likely to be encountered when preparing

for and conducting security awareness sessions

**Where and how to
assess evidence**

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when conducting security awareness sessions, including coping with difficulties, irregularities and breakdowns in routine
- presentation of security awareness sessions in a range of (3 or more) contexts

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- questioning
- simulation or role plays
- authenticated evidence from the workplace and/or training courses, such as session plans and evaluations

**For consistency of
assessment**

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Security awareness

presentation may include:

- formal presentations
- briefings
- addressing special interest groups or community groups
- part of a broader induction program for agency staff
- explaining procedures and guidelines
- on-the-job coaching

Information may include:

- instructions
- guidelines
- case briefings
- research outcomes
- outcomes of analysis

Unit Sector(s)

Not applicable.

Competency field

Government Security Management.