



Australian Government

Department of Education, Employment and Workplace Relations

PSPSEC403A Develop and advise on government security procedures

Release 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 interpretation of organisational data in the light of the organisation's security policy to identify the need for changed procedures, the development of the procedures and provision of advice. It includes interpreting security policy and legislation, analysing security-related data, developing procedures, and providing advice on government security matters. In practice, developing and advising on government security procedures may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, applying government processes, gathering and analysing information, exercising regulatory powers.

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. Interpret security policy and legislation | 1.1 <i>Legislation</i> impacting on security policy and procedures is identified and analysed.
1.2 The organisation's security policy is analysed in relation to risk identification, security management and security incidents.
1.3 Policy intent is confirmed and existing procedures impacted by the policy are identified and reviewed for consistency with the policy. |
| 2. Analyse security-related data | 2.1 <i>Data</i> is collected in a timely fashion in accordance with organisational policy and procedures.
2.2 Data is analysed and its integrity confirmed.
2.3 Outcomes and trends are identified that need to be addressed through security procedures.
2.4 Any changes in organisational circumstances are determined and related security procedures are identified. |
| 3. Develop procedures | 3.1 Intended audience/s for <i>procedures</i> are identified and structure, language style and format are determined in accordance with organisational requirements.
3.2 Security procedures are developed to reflect <i>changes</i> in circumstances.
3.3 Procedures are developed in consultation with security plan developer/s, end users and organisational approval personnel.
3.4 Procedures are structured to take account of workplace diversity and meet organisational requirements.
3.5 Procedures are submitted and approved in accordance with organisational policy and procedures. |
| 4. Provide advice on government security matters | 4.1 Information and <i>advice</i> on security procedures and related legislation, regulations, standards and guidelines are provided in accordance with organisational procedures.
4.2 Current organisational policies and directions are reflected in advice provided.
4.3 Intended use and consequences of advice are considered, and advice is communicated in a manner that addresses the requirements of <i>stakeholders</i> .
4.4 Any documentation provided is checked to ensure it supports the information and advice given. |

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:

- applying legislation, regulations and policies relating to government security management
- undertaking research and analysis
- communicating with a diverse range of stakeholders
- working with others and in teams
- using computer technology
- writing security procedures to suit intended audiences
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of government security management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to government security management
- organisational policy, procedures and guidelines
- legislation relating to government operations, privacy, occupational health and safety
- Crimes Act 1914 and Criminal Code 1985
- the organisation's security plan
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of government security management

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:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV406B Gather and analyse information
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPREG401C Exercise regulatory powers

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)
- development of and advice on government security procedures in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the development of and advice on government security procedures
- case studies and workplace scenarios to capture the range of situations likely to be encountered when developing and advising on government security procedures

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 developing and advising on government security procedures, including coping with difficulties, irregularities and breakdowns in routine

- development of and advice on government security procedures in a range of (3 or more) contexts (or occasions, over time)

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
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses, such as procedures documentation

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.

Legislation may include:

- Commonwealth and State/Territory Acts and regulations

Data may include:

- security records
- incident reports
- security risk management plans
- files
- email
- Internet/intranet
- electronic records
- video images
- graphics
- notes
- diary entries
- telephone messages
- pager records
- fax records

Procedures may be:

- agency specific
- area specific
- relating to specific activities or practices

Changes may be caused by:

- restructure
- changes to legal risks
- changes in strategic direction
- changes to legislation and whole of government policies
- major shift in business or corporate goals or plans
- key projects

Advice may be:

- formal
- informal
- briefing
- awareness session
- preventative
- post incident
- written

- Stakeholders** may be:
- oral
 - supervisors
 - managers
 - other areas within the organisation
 - other organisations
 - government
 - third parties

Unit Sector(s)

Not applicable.

Competency field

Government Security Management.