



Australian Government

Department of Education, Employment and Workplace Relations

PSPSEC406A Provide government security briefings

Revision Number: 3

PSPSEC406A Provide government security briefings

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 requirements to provide a range of security briefings. It includes determining the need for security briefings, organising and conducting briefings.

In practice, provision of government security briefings may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, analysing data, using resources.

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. Organise security briefing	1.1 The <i>need</i> for a <i>security briefing</i> and related <i>methodology</i> are determined in accordance with individual, organisational and legislative requirements. 1.2 Briefing purpose, level, structure and content are determined in accordance with organisational policy and procedures. 1.3 Materials and any personnel to be involved in the briefing are determined and organised. 1.4 A <i>plan</i> is prepared to support delivery of the briefing in accordance with organisational requirements.
2. Conduct security briefing	2.1 The purpose and structure of the briefing are outlined to participants in accordance with the briefing plan. 2.2 Active participation from participants in the briefing is sought, encouraged and valued. 2.3 Organisational and legislated government security requirements are conveyed to participants using language and examples suited to their levels of understanding and diverse needs. 2.4 Understanding of security requirements and the consequences of non-compliance with security requirements is checked and further information is provided for clarification as necessary. 2.5 Briefing is conducted in accordance with organisational policy and procedures. 2.6 Where required, a record/report of the briefing is prepared and submitted in accordance with organisational policy and procedures.

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
- preparing briefing plans
- communicating one-on-one and in a group with a diverse range of participants
- tailoring communication to suit the purpose and formality of the briefing and the level of experience and diverse needs of the audiences
- managing group processes
- providing feedback and encouraging contributions/active participation from participants
- 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 guidelines and procedures for briefings and debriefings
- requirements of incident-related briefings/debriefings
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of government security briefings

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
 - PSPGOV402B Deliver and monitor service to clients
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPREG411A Gather information through interviews
 - PSPREG416A Conduct data analysis
 - PSPSEC401A Undertake government security risk analysis
 - PSPSEC402A Implement security risk treatments
 - PSPSEC403A Develop and advise on government security procedures
 - PSPSEC404A Conduct personnel security assessments
 - PSPSEC405A Handle security classified information

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)
- provision of government security briefings 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 provision of government security briefings
- case studies and workplace scenarios to capture the range of situations likely to be encountered when providing government security briefings

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 providing government security briefings, including coping with difficulties, irregularities and breakdowns in routine
- provision of government security briefings 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:

- demonstration
- observation
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses such as briefing plans

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.

Need for briefing may be determined by:

- organisational policy
- change in circumstances
- security incident/s

Security briefing may be:

- ad hoc
- incident related
- on induction
- on initial clearance
- on revalidation
- on clearance upgrade
- on clearance downgrade
- overseas
- high risk
- a debriefing

Methodology may include:

- facilitator-led
- collaborative
- problem-based
- descriptive
- illustrative
- formality of language and structure

Briefing plan may include:

- purpose
- subject matter
- timing
- location
- participant/s
- methodology

Unit Sector(s)

Not applicable.

Competency field

Government Security Management.