



Australian Government

Department of Education, Employment and Workplace Relations

PSPSEC602A Manage security awareness

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 activities required in promoting and disseminating the organisation's approach to security management internally and to external clients and the broader community. It includes disseminating the security strategy, championing security awareness and marketing security management both inside and outside the organisation.

In practice, managing security awareness may overlap with other generalist or specialist public sector workplace activities such as managing compliance with legislation and ethics requirements, managing risk, networking, implementing policy, managing change.

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. Disseminate security policy	1.1 Profile of security management is raised to highest level to indicate its key focus in the organisation. 1.2 Security standards for the organisation are articulated in a manner suited to the level and experience of staff. 1.3 Ways in which the security policy and plan contribute to the achievement of organisational corporate goals are articulated. 1.4 Roles and responsibilities of key people in the organisation regarding implementation of security measures are articulated. 1.5 Dissemination methods take account of various audiences and information is presented in a way that meets particular audience needs.
2. Champion security awareness	2.1 Leadership and motivation are provided in highlighting the role of security processes as integral to effective management practices. 2.2 Methods underpinning the championing of security awareness are based on an in-depth understanding of the organisation's culture and structure, and the nature of both internal and external clients. 2.3 A positive tone is set in the organisation regarding security through engendering trust and confidence in security measures. 2.4 Guidelines for the establishment of formal and informal networks are established to nurture cooperative and ethical client relationships.
3. Market security management inside and outside the organisation	3.1 Potential activities to promote security and its importance to the overall objectives of the organisation are identified and assessed in relation to the security policy and plan in place. 3.2 Implementation is coordinated with management and key stakeholders who play a role in implementation. 3.3 Shared ownership of security processes is encouraged through ongoing consultation and information sharing. 3.4 Promotion activities are organised to raise stakeholder awareness of both the ethical and financial aspects of security and to facilitate endorsement of the concept and practice of security management. 3.5 Trends are monitored in order to ensure currency in the organisation's security measures.

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 leadership
- synthesising and articulating broader policy issues
- using a range of communication, negotiation and presentation styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- applying occupational health and safety and environmental procedures in the context of managing security awareness

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- corporate plan and strategic directions of the organisation
- structure and core business activities of the organisation
- organisation's security policy and plans
- external expectations placed on the organisation by external stakeholders such as government
- the incorporation of constraints imposed by the culture of the organisation and operational factors into security management issues and practices
- organisational change practices
- public sector legislation, policies and procedures including anti-discrimination and diversity legislation, occupational health and safety, and environment in the context of 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:
 - PSPETHC601B Maintain and enhance confidence in public service
 - PSPGOV601B Apply government systems
 - PSPGOV602B Establish and maintain strategic networks
 - PSPLEGN601B Manage compliance with legislation in the public sector
 - PSPMNGT604B Manage change
 - PSPMNGT608B Manage risk
 - PSPPOL603A Manage policy implementation
 - PSPSEC601A Define information systems framework

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)
- management of security awareness in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy and procedures relating to government security management
- security guidelines and standards
- public sector values and codes of conduct
- case studies and workplace scenarios to capture the range of security awareness situations likely to be encountered

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 managing security awareness, including coping with difficulties, irregularities and breakdowns in routine

- management of security awareness 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
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

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.

Information may include:

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

Stakeholders may include:

- relevant government Ministers
- agency staff and senior management
- agency clients
- contractors and consultants
- suppliers and customers
- industry associations
- other agencies with a mandate for security management
- law enforcement agencies
- prosecution agencies
- internal/external audit

Trends are monitored through:

- research of national and international material
- surveys
- data matching
- internal and external networks
- information on security breaches
- aggregated national data relating to government security

Unit Sector(s)

Not applicable.

Competency field

Government Security Management.