



Australian Government

TLIO5005 Plan and manage security procedures for the enterprise

Release: 1

TLIO5005 Plan and manage security procedures for the enterprise

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and manage the enterprise's security procedures, in accordance with relevant standards, codes of practice, regulatory requirements and workplace procedures.

It includes assessing security risks, specifying security requirements, implementing a security plan as well as monitoring and reviewing the security system performance.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Assess security risks

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Records of security breaches, thefts and damage are reviewed to identify past security incidents

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| | 1.2 | Potential risks to the security of stock, personnel, facilities, information and equipment are identified, considering internal and external factors |
| | 1.3 | Relative risks from a range of sources are assessed and compared with existing security measures |
| | 1.4 | Discrepancies between identified risk and current security processes are noted |
| 2 Specify security requirements | 2.1 | Decisions and adjustments to security equipment, facilities and services are made based on risk assessment in relation to organisational benefits |
| | 2.2 | Security organisational arrangements are documented and implementation strategies are established |
| | 2.3 | Security plan including performance indicators is prepared in accordance with workplace requirements and is circulated for feedback prior to finalisation and implementation |
| | 2.4 | Questions and feedback from stakeholders are responded to promptly and, where appropriate, incorporated in the plan |
| 3 Implement security plan | 3.1 | Implementation priorities are identified, and management and workplace personnel are informed |
| | 3.2 | Competency requirements for the work are identified and staff are allocated and/or trained and assessed to meet identified requirements |
| | 3.3 | Equipment and facilities are allocated and/or obtained |
| | 3.4 | Workplace personnel and equipment are organised to meet requirements ensuring that work loads are balanced and other workplace activities are met |
| | 3.5 | Workplace security policies and procedures are amended and trialled to improve performance |
| | 3.6 | Operating procedures and methods are explained to workplace personnel and follow-up communication methods are used to ensure work requirements are applied |
| 4 Monitor and review system performance | 4.1 | Security reports are collated and categorised |
| | 4.2 | Reports are compared to identify trends in breaches |
| | 4.3 | Security procedures are modified to rectify identified gaps |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO5005A Plan and manage security procedures for the enterprise.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIO5005 Plan and manage security procedures for the enterprise

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when planning and managing security procedures for transport and logistics enterprises
- completing documentation and records related to planning and managing security procedures for transport and logistics enterprises
- implementing contingency plans, which may include a breach of security procedures
- modifying activities depending on operational contingencies, risk situations and environments
- planning and organising systems and activities, and prioritising work
- providing leadership and working collaboratively with others when planning and managing security procedures for transport and logistics enterprises
- reading and interpreting instructions, procedures, operational data and regulatory requirements relevant to planning and managing security procedures for transport and logistics enterprises and conveying that information to team members
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- business policies for security provision, including outsourcing components of operations and engaging additional resources
- operational security systems, resources, management and workplace operating systems
- problems that may occur when planning and managing security procedures for transport and logistics enterprises and action that can be taken to resolve these problems
- regulations, codes of practice and legislative requirements relevant to planning and managing workplace security procedures
- regulatory, licence and permit requirements relevant to security procedures
- relevant Australian Standards and certification requirements
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- risks and hazards related to planning and managing security procedures and ways of controlling these risks
- workplace policies and procedures, including those covering issue resolution and grievance
- workplace procedures for planning and managing security procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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