



Australian Government

Department of Education, Employment and Workplace Relations

TLIO5005A Plan and manage security procedures for the enterprise

Release: 1

TLIO5005A Plan and manage security procedures for the enterprise

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to plan and manage security procedures for the workplace in accordance with relevant regulatory requirements and workplace procedures, including assessing security risks, specifying security requirements, implementing the security plan, and monitoring and reviewing the system performance. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be must be carried out in compliance with the relevant Australian and international regulations, standards and codes of practice.

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

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assess security risks	1.1 Records of security breaches, thefts and damage are reviewed to identify past security incidents 1.2 Assessment of potential risks to the security of stock, personnel, facilities, information and equipment are made, considering both 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 benefits to the organisation 2.2 Security organisational arrangements are documented and implementation strategies are established 2.3 A finalised security plan including performance indicators is prepared in accordance with workplace requirements and circulated for feedback prior to 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 Priorities for implementation are identified and management and workplace personnel are informed 3.2 Competency needs for the work are identified and staff allocated and/or trained and assessed to meet those needs 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 trialed to improve performance 3.6 Operating procedures and methods are explained to workplace personnel and follow-up communication methods are used to ensure that 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 any trends in breaches 4.3 Security procedures are modified to rectify any gaps identified

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Regulations, codes of practice and legislative requirements relevant to the planning and management of security procedures within a workplace
- Relevant OH&S and environmental protection procedures and regulations
- Workplace procedures for the planning and management of security procedures
- Problems that may occur during the planning and management of security procedures for transport and logistics enterprises and action that can be taken to resolve the problems
- Risks and hazards related to the planning and management of security procedures and ways of controlling the risks involved
- Business policies for security provision, including out-sourcing of components of operations and engaging additional resources
- Focus of operation of security systems, resources, management and workplace operating systems
- Transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- Regulatory, licence and permit requirements relevant to security procedures
- Relevant Australian Standards and certification requirements
- Workplace policies including issue resolution and grievance procedures
- Resource availability including the competencies of individuals in the team/group
- The application of current competencies within functional activity
- Relevant workplace documentation procedures

Required skills:

- Communicate effectively with others when planning and managing security procedures for transport and logistics enterprises
- Read and interpret instructions, procedures, operational data and regulatory requirements relevant to the planning and management of security procedures for transport and logistics enterprises and convey that information to team members
- Complete documentation and records related to the planning and management of security procedures for transport and distribution enterprises
- Provide leadership and work collaboratively with others when planning and managing security procedures for transport and distribution enterprises
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when planning and managing security procedures for transport and distribution enterprises in accordance with

Required skills:

regulatory requirements and workplace procedures

- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan and organise systems and activities, and prioritise work
- Implement contingency plans for unplanned events which may include a breach of the security procedures
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and apply appropriate technology, information systems and procedures
- Adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and

EVIDENCE GUIDE

	• applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
Method of assessment	• Assessment of this unit must be undertaken by a registered training organisation • As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests • Practical assessment must occur: • through activities in an appropriately simulated environment at the registered training organisation, and/or • in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be undertaken:	• in various work environments in the warehousing, storage, transport and distribution industries
Customers may be:	• internal or external
Operations may be conducted:	• by day or night
The workplace environment may involve:	• twenty-four hour operation • single and multi-site location • large, medium and small workplaces
Security may be provided:	• by internal or contract staff
Security coding for the identification of assets may include:	• stocktakes • assets register (coded and labelled)
Regular insurance assessments may include:	• conditions of insurance • insurance assessment of premises • monitoring insurance requirements
Work organisation procedures and practices may include:	• financial/administrative procedures • security procedures
Consultative processes may	• internal and contract security staff

RANGE STATEMENT

involve:

- police
- security consultants
- relevant authorities, government departments and institutions
- other employees and supervisors
- management
- industrial relations and OH&S specialists
- other professional or technical staff

Communication in the work area may include:

- mobile and fixed phones
- radio
- oral, aural or signed communications
- fax
- email
- electronic data transfer of information
- mail

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Documentation/records may include:

- codes of practice and regulations relevant to the planning and management of security procedures
- workplace security procedures and policies
- insurance notes and information
- documentation of physical protection facilities
- security programs operations manuals, job specifications and procedures and induction documentation
- supplier and/or client instructions
- Australian and International standards, criteria and certification requirements
- communications technology equipment and/or oral, aural or signed communications
- quality assurance standards and procedures
- emergency procedures
- relevant competency standards and training materials
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable legislation and regulations may include:

- regulations and codes of practice relevant to the planning and management of security procedures
- relevant Australian Standards and certification requirements

RANGE STATEMENT

- relevant state/territory OH&S and environmental protection legislation in terms of duties of employers, employees, suppliers and contractors
- licence, patent or copyright arrangements
- relevant workplace relations legislation
- relevant workers compensation legislation
- equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

O - Security