



Australian Government

Department of Education, Employment and Workplace Relations

TLIO5017A Manage security of storage facilities

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to manage security of storage facilities. It includes assessing security risks; specifying security requirements; and implementing, monitoring and reviewing storage security plan. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work may be undertaken in various contexts within the transport and distribution industry.

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF V or above.

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 of storage facilities 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 Discrepancies between identified risk and current security of storage facilities are noted
2 Specify security requirements	2.1 Decisions and adjustments to equipment and procedures regarding security for the facilities are made based on risk assessment 2.2 Questions and feedback from stakeholders are sought and responded to promptly 2.3 A finalised storage security plan offering optimal security of storage facility is devised taking into all feedback and assessments of security risks
3 Implement storage security plan	3.1 Storage security plan is implemented with appropriate workplace personnel informed 3.2 Competency needs for staff to implement security plan is addressed with allocation of training 3.3 Equipment and needs for improvements are allocated and/or obtained 3.4 Storage security plan, policies and procedures are trialled in conjunction with a system for feedback to identify and suggest further improvements
4 Monitor and review storage security plan 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 procedures and regulations

REQUIRED KNOWLEDGE AND SKILLS

- Licence and permit requirements relevant to security procedures
- Relevant Australian Standards and certification requirements
- Workplace procedures for the planning and management of security procedures
- Problems that may occur during the planning and management of security procedures 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
- Resource availability including the competencies of individuals in the team/group

Required skills:

- Communicate effectively with others when completing work activities to ensure security approaches are understood and implemented
- Complete documentation related to work activities including documentation of loss, damage or other security issue
- Work collaboratively with others in order to enhance security awareness
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Monitor work activities in terms of planned schedule
- Monitor performance of equipment or technology designed to enhance security

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

EVIDENCE GUIDE

Context of and specific resources for assessment

- other relevant aspects of the range statement
- 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
 - 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.

Regular insurance assessments may include:

- conditions of insurance
- insurance assessment of premises
- monitoring insurance requirements

Security coding for the identification of assets may include:

- stocktakes
- assets register (coded and labelled)

RANGE STATEMENT

Worksite 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

Depending on the organisation concerned, workplace procedures may be called:

- standard operating procedures (SOPs)
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF systems
- oral, aural or signed communications

Consultative processes may involve:

- police
- security consultants
- relevant authorities, government departments and institutions
- other employees and supervisors
- suppliers of security equipment
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists

Documentation and records may include:

- 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
- relevant OH&S and environmental protection regulations
- workplace policies and procedures related to ADG code
- dangerous goods declarations and material safety data sheets, where applicable
- relevant Australian Standards and certification requirements

Applicable legislation and regulations may include:

- relevant planning and management of security procedures within a workplace
- relevant state/territory OH&S and environmental protection legislation

RANGE STATEMENT

- workplace relations regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field O - Security