# Draft 0.1

This is our work-in-progress update to CPPSEC3035A Identify technical security requirements: https://training.gov.au/Training/Details/CPPSEC3035A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

## Summary of changes from current endorsed unit

Code and title changed to clarify unit outcome
Elements and performance criteria redeveloped to simplify and better articulate unit structure
Required knowledge updated and rationalised to add specificity and relevance

Updates Feb 2019:
Privacy requirements included in knowledge evidence

Updates May 2019:
Minor updates to apply edits and incorporate feedback, eg to the licensing statement, assessment conditions info, knowledge, implementation guide links etc

Post EE:
Minor edits
Foundation skills modified to clarify requirements

# Unit of Competency CPPSEC3035 Recommend technical security requirements to meet client needs

## Application

This unit specifies the skills and knowledge required to recommend technical security requirements to meet specific client needs. It includes conducting site assessments to identify security risk factors associated with the site such as access and egress points, occupant behaviours and building condition, and prioritising and documenting security recommendations.

A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.

Licensing, legislative or certification requirements apply to advising on, supplying, installing, maintaining, monitoring, repairing and servicing security equipment in some states and territories. For further information, check with the relevant regulatory authority.

## Prerequisite Unit

None.

## Elements and Performance Criteria

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| 1. Confirm compliance requirements and client security needs. | 1.1 | Review work instructions to confirm client specifications and service timeframes. |
| | 1.2 | Review and follow workplace policies and procedures including work health and safety when carrying out work tasks. |
| | 1.3 | Consult with client to clarify security objectives, needs and expectations. |
| | 1.4 | Use questioning and active listening to define technical security options to meet their needs within the scope of own competence and authority. |
| | 1.5 | Recognise own limitations in addressing client needs and seek required assistance from relevant persons. |
| 2. Assess client site and security risk factors. | 2.1 | Arrange access to site in consultation with relevant persons. |
| | 2.2 | Identify hazards in the work area and apply risk control measures. |
| | 2.3 | Inspect client site and surrounds to assess access and egress points, assets and existing security arrangements |
| | 2.4 | Consult with client to identify occupant behaviours and activities that may impact security requirements. |
| | 2.5 | Record details of discussions and observations and identified security risk factors. |
| 3. Present technical security recommendations. | 3.1 | Select available security equipment, systems and services to meet client requirements. |
| | 3.2 | Summarise assessed client needs, prioritised security recommendations and alternative options, and check recommendations are supported by verifiable |

| | | |
|---|---|---|
| | | evidence. |
| | 3.3 | Use computer and software to document security recommendations in the required format, style and structure according to workplace requirements. |
| | 3.4 | Forward recommendations to relevant persons for review within agreed timeframes. |
| | 3.5 | Store client documentation in a manner that facilitates future retrieval and maintains confidentiality according to workplace and regulatory requirements. |

## Foundation skills

Candidates require:

- oral communication skills to relate to people demonstrating sensitivity to individual social and cultural differences
- reading skills to interpret key requirements of:
    - plans and drawings when assessing client sites
    - technical product specifications that may be in written or diagrammatic formats
- numeracy skills to measure and calculate area when assessing client sites

## Unit Mapping Information

Supersedes and equivalent to CPPSEC3035A Identify technical security requirements.

## Links

Companion Volume Implementation Guide:
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

# Assessment Requirements for CPPSEC3035 Recommend technical security requirements to meet client needs

## Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by recommending security equipment systems or services to meet the requirements of three different clients involving:

- all client sites having multiple access and egress points
- at least one commercial and one domestic property
- at least one client requiring multiple security solutions.

## Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when recommending technical security requirements to meet client needs:
    - client service standards
    - licensing requirements and limits of own authority
    - own professional and legal limitations and authority
    - privacy requirements
    - reporting and documentation
    - work health and safety
- how to safeguard confidential client information
- methods for assessing client sites and surrounds to identify security risk factors and protection requirements
- methods for gaining permission to access client sites and persons authorised to grant permission
- reporting procedures and documentation requirements for recommending technical security requirements to clients
- types and functions of available technical security equipment, systems and services
- types of occupant behaviours that impact the security of client sites
- types of security risk factors that require technical security solutions
- ways that building condition can affect security requirements
- ways that social and cultural differences may be expressed.

## Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainers licence (where such a licence exists within the relevant jurisdiction) and the licence for

performing the security activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- workplace policies and procedures, client instructions and product information for technical security equipment, systems and services required to achieve the performance evidence.

## Links

Companion Volume Implementation Guide:
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b