

UNIT CODE	PSPSEC009
UNIT TITLE	Handle sensitive information
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to handle sensitive information.</p> <p>This unit applies to those working in a security role where they would receive, deal with and maintain sensitive information.</p> <p>Those undertaking this unit would work independently, as part of a team and with occasional supervisory responsibilities performing complex tasks in a range of familiar and unfamiliar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Security
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive sensitive information	1.1 Receive and check sensitive information to ensure transmission protocols have been exercised. 1.2 Take action if protocols have not been adhered to. 1.3 Record sensitive information.

2. Deal with sensitive information	<p>2.1 Review sensitive information to ensure classification meets the security policy for protection of information.</p> <p>2.2 Review aggregated sensitive information to ensure that it is classified.</p> <p>2.3 Check classification requirement to ensure it is warranted, and the level of protection is assigned in accordance with the consequences that might result from any compromise of the information's confidentiality, integrity and availability.</p> <p>2.4 Contact originators of information responsible for classifying the documents to discuss reclassification or declassification.</p> <p>2.5 Transmit sensitive information.</p> <p>2.6 Obtain expert advice as required.</p>
3. Maintain sensitive information	<p>3.1 Secure and account for sensitive information.</p> <p>3.2 Dispose of sensitive information.</p>

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
	<ul style="list-style-type: none"> ■
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPSEC009 Handle sensitive information
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPSEC009 Handle sensitive information
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:</p> <ul style="list-style-type: none"> ■ apply legislation, regulations and policies relating to government security management ■ apply security classification systems ■ communicate with a person who classifies, transmits or advises on sensitive information.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ legislation, regulations, policies, procedures and guidelines relating to government security management ■ standards for management of sensitive information ■ classification system for national security and non-national security information ■ procedures for confirming initial security classifications ■ international protocols and treaties impacting on government security management ■ available sources of expert advice ■ procedures relating to WHS and environment in the context of government security management ■ equity and diversity principles.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> ■ workplace environment or ■ simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ legislation, policy, procedures and protocols relating to handling security classified information ■ case studies and workplace scenarios to capture the range of situations likely to be encountered when handling security classified information. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide