

UNIT CODE	PSPSEC003
UNIT TITLE	Conduct security awareness sessions
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to present information and/or awareness sessions on government security management.</p> <p>This unit applies to those working in a security environment or other generalist or specialist public sector workplaces in which they are required to conduct presentations on security awareness.</p> <p>Those undertaking this unit would work independently and as part of a team, using support resources, with occasional supervisory responsibilities and perform 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. Prepare for security awareness presentation	<p>1.1 Determine the required outcomes of the presentation reflecting the identified needs of participants.</p> <p>1.2 Select and document presentation methods to address identified outcomes, participants' needs, equipment and resources.</p> <p>1.3 Make provision for participant contribution to the session.</p> <p>1.4 Validate the content of materials prior to use.</p> <p>1.5 Include examples of instances and results of non-compliance in presentation materials.</p> <p>1.6 Prepare information and resources to suit specified objectives, needs of the participants, group size and venue.</p> <p>1.7 Link the presentation to other elements of the organisation's security awareness campaign.</p>
2. Deliver session on security awareness	<p>2.1 Facilitate opportunities for discussion of broad conceptual, ethical and legal issues surrounding government security management.</p> <p>2.2 Explain information, activities and other aspects to participants according to their level of understanding and experience.</p> <p>2.3 Use materials and presentation techniques adapted to the participants.</p> <p>2.4 Generate a positive perspective of the organisation's security management and elicit feedback.</p> <p>2.5 Use case studies to address urgency and levels of risk in security management.</p> <p>2.6 Highlight models of excellence in government security management.</p>
3. Review security awareness session outcomes	<p>3.1 Encourage participant feedback on all aspects of the security awareness sessions.</p> <p>3.2 Review suitability of approach, content and outcomes, and consider changes required for future presentations.</p> <p>3.3 Review own performance against objectives and in response to participants' feedback and comments.</p> <p>3.4 Give advice on possible future activities or amendments to security awareness strategy and programs, including high risk areas for security management.</p>

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
ORAL COMMUNICATION SKILLS TO:	<ul style="list-style-type: none"> ■ explain complex concepts and formal documents, including legislation, standards and codes of conduct.
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPSEC003 Conduct security awareness sessions.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPSEC003 Conduct security awareness sessions
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"> ■ use communication styles to suit different audiences and purposes ■ mentor culturally and linguistically diverse staff to maximise security awareness ■ design and have input into awareness sessions delivered by specialists.

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, policies, guideline, standards and processes relating to government security management ■ cross jurisdictional protocols ■ organisational structure and core business ■ organisational strategic objectives related to security management ■ national strategic objectives relating to government security management ■ adult learning principles and audience requirements ■ security constraints ■ public sector values and codes of conduct ■ anti-discrimination and diversity legislation.
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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"> ■ government security management guidelines and standards ■ public sector values and codes of conduct ■ legislation, procedures and protocols relating to security management ■ case studies and workplace scenarios to capture the range of security situations likely to be encountered when preparing for and conducting security awareness sessions. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
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LINKS	Companion Volume Implementation Guide
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