

<b>UNIT CODE</b>	<b>PSPSEC008</b>
<b>UNIT TITLE</b>	<b>Conduct personnel security assessments</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to collect, analyse and evaluate personal information, make recommendations on security assessment outcomes and record and report on personnel security assessments.</p> <p>This unit applies to those working in the security sector required to make assessments. Those undertaking this unit would work independently and as part of a team using support resources and 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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Security
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Collect, analyse and evaluate personal information	<p>1.1 Collect information from the subject to be assessed in accordance with the purpose of the security assessment.</p> <p>1.2 Obtain additional information where gaps, anomalies, deficiencies or discrepancies exist in the information provided.</p> <p>1.3 Corroborate information and assess validity and reliability.</p> <p>1.4 Conduct analysis in accordance with general suitability indicators and security standards.</p> <p>1.5 Extract and interpret data and record outcomes.</p> <p>1.6 Conduct assessment process with care and sensitivity to assist subjects to deal with its invasive nature.</p>

2. Make recommendations on security assessment outcomes	<p>2.1 Formulate recommendations that are consistent with the information obtained.</p> <p>2.2 Convey recommendations.</p> <p>2.3 Confirm with the requester of the security assessment and the subject, the right to seek a review if recommendations are negative.</p> <p>2.4 Recommend improvements to procedures.</p>
3. Record and report on personnel security assessments	<p>3.1 Maintain complete and up to date records.</p> <p>3.2 Prepare reports that are clear, fair and objective and use language suited to the purpose.</p> <p>3.3 Address urgency and levels of risk in reports.</p> <p>3.4 Adhere to procedures for storing and managing confidential and 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
<b>UNIT MAPPING INFORMATION</b>	Release 1: Supersedes and is equivalent to PSPSEC008 Conduct personnel security assessments
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for PSPSEC008 Conduct personnel security assessments</b>
<b>PERFORMANCE EVIDENCE</b>	<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"> <li>■ report on a personnel security assessment.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ fraud control policy</li> <li>■ protective security policy</li> <li>■ Protective Security Policy Framework</li> <li>■ general suitability indicators</li> <li>■ formats for different types of reports</li> <li>■ risk assessment</li> <li>■ management of secure information</li> <li>■ WHS and environment in the context of personnel security assessments.</li> </ul>
<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> <li>■ workplace environment or</li> <li>■ simulated environment.</li> </ul> <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>A</p> <p>ssessment must ensure access to:</p> <ul style="list-style-type: none"> <li>■ legislation, policy, procedures and protocols relating to the conduct of personnel security assessments</li> <li>■ Commonwealth Protective Security Manual</li> <li>■ case studies and workplace scenarios to capture the range of situations likely to be encountered when conducting personnel security assessments.</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide