



Validation / Employability Skills Mapping Document

Unit: CPPSEC2002A Follow workplace safety procedures in the security industry

Performance Criteria			Resources				Assessment Tools							
			Student Manual	PPT	Handouts	DVDs	Class Activities	Closed Book Assessment	Workplace Safety Role Play		Work effectively in the security industry role play		In Class Workbook Assessment Questions (10 questions)	
1.	Element: Follow OHS policies and procedures.	1.1	Organisational OHS policies and procedures relevant to own role and responsibilities are complied with in accordance with legislative requirements .	✓						2,4,5,8		3,4,7		1, 2,
		1.2	Organisational procedures for identifying and controlling risks and hazards are reviewed and followed within limits of own authority.	✓						8		7		1, 8, 10
		1.3	Organisational procedures and documentation for reporting OHS information are identified and followed.	✓						8,10		7,8		
		1.4	All work is conducted using safe operating practices in accordance with OHS, legislative and organisational requirements .	✓						4,8		3,7		5, 6, 8
2.	Element: Deal with emergency situations.	2.1	Emergency situations are identified and relevant persons promptly notified.	✓						5,9		4,10		3, 4
		2.2	Emergency procedures are followed correctly within limits of own authority.	✓						9		10		

		2.3	Personal limitations are identified and requests for back-up support or further instruction promptly sought.	✓							10		3
		2.4	Incidents and responses are accurately reported and documented in accordance with organisational procedures and legislative requirements.	✓									3, 7
3.	Element: Maintain participation in workplace safety.	3.1	OHS information, issues and practices are discussed with colleagues to ensure safety awareness and information exchange.	✓					1,5		1,4		8, 9
		3.2	Colleague contributions to OHS participative arrangements in the workplace are continually sought and encouraged.	✓					1,2,5		1,4		
		3.3	Feedback is continually sought from colleagues to identify areas for improvement in OHS practices.	✓					3,5,7		2,4,6		
		3.4	OHS information is accessed and reviewed on a regular basis to ensure currency of own OHS practices.	✓					7		6		

Critical aspects for assessment and evidence required to demonstrate competency		Assessment Tools						
		Class Activities	Closed Book Assessment	Workplace Safety Role Play		Work effectively in the security industry role play		In Class Workbook Assessment Questions (10 questions)
1.1	Accurately identify and follow organisational OHS procedures relating to identifying, assessing and reporting risks and hazards within limits of own authority			✓		✓		3, 5, 7, 8 10
1.2	Correctly follow organisational emergency procedures including notification of relevant persons, request for back-up assistance and accurate reporting of response			✓		✓		8
1.3	Contribute to, and encourage the participation of colleagues, in workplace OHS arrangements to ensure a current knowledge and understanding of OHS issues, practices and compliance requirements			✓				1, 2, 4
1.4	Accurately record and report OHS risks and hazards using standard proformas or documentation.			✓		✓		

Required Skills		Assessment Tools						
		Class Activities	Closed Book Assessment	Workplace Safety Role Play		Work effectively in the security industry role play		In Class Workbook Assessment Questions (10 questions)
1.1	Ability to communicate and discuss OHS concerns and information			✓		✓		4
1.2	Ability to identify common risks and hazards in a security work environment			✓		✓		3, 7, 8, 9, 10
1.3	Ability to question to check information, seek feedback and identify areas for improvement in OHS practices					✓		1, 3
1.4	Ability to read and understand common OHS signs and symbols			✓				
1.5	Ability to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities					✓		
1.6	Ability to solve routine problems			✓		✓		

1.7	Accurately receive and follow instructions and procedures					✓		8
1.8	Accurately record and report details of hazards, risks and incidents			✓		✓		2, 8
1.9	Basic risk assessment			✓		✓		
1.10	Numeracy skills to estimate time to complete work tasks			✓		✓		
1.11	Observation to maintain safety awareness in work environment.			✓		✓		4, 5, 6

Required Knowledge		Assessment Tools						
		Class Activities	Closed Book Assessment	Workplace Safety Role Play		Work effectively in the security industry role play		In Class Workbook Assessment Questions (10 questions)
1.1	Basic principles of risk management			✓		✓		
1.2	Common types and purpose of Personal Protective Equipment (PPE)							5, 6
1.3	Designated workplace OHS personnel and first aid officers					✓		
1.4	Duty of care requirements of self and others			✓		✓		
1.5	General rights and responsibilities of employers and employees with regard to OHS			✓		✓		
1.6	Guidelines relating to use of force					✓		
1.7	Methods for ensuring own safety in the workplace			✓		✓		1, 2, 8

1.8	OHS hierarchy of controls and procedures for its application			✓				
1.9	Organisational communication channels and procedures			✓		✓		8
1.10	Organisational procedures for emergency and first aid response					✓		
1.11	Own responsibilities to comply with safe working practices			✓		✓		1, 2
1.12	Procedures for reporting risks and hazards and documentation which needs to be completed			✓		✓		3, 4, 10
1.13	Range and meanings of common OHS signs and symbols			✓				
1.14	Range of potential workplace hazards, risks and emergency situations.			✓		✓		7, 8, 9

Employability Skills		Assessment Tools				
		Workplace Safety Role Play		Work effectively in the security industry role play		In Class Workbook Assessment Questions (10 questions)
<p>Communication</p> <p><i>skills that contribute to productive and harmonious relations between employees and customers</i></p>	<ul style="list-style-type: none"> - listening and understanding - speaking clearly and directly - writing to the needs of the audience - negotiating responsively - reading independently - empathising - using numeracy effectively - understanding the needs of internal and external customers - persuading effectively - establishing and using networks - being assertive - sharing information - speaking and writing in languages other than English 	✓		✓		
<p>Teamwork</p> <p><i>skills that contribute to productive working relationships and outcomes</i></p>	<ul style="list-style-type: none"> - working across different ages irrespective of gender, race, religion or political persuasion - working as an individual and as a member of a team - knowing how to define a role as part of the team - applying teamwork to a range of situations e.g. future planning and crisis problem solving - identifying the strengths of team members - coaching and mentoring skills, including giving feedback 			✓		

Employability Skills (Continued..)		Assessment Tools				
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<p>Problem Solving</p> <p><i>skills that contribute to productive outcomes</i></p>	<ul style="list-style-type: none"> - developing creative, innovative and practical solutions - showing independence and initiative in identifying and solving problems - solving problems in teams - applying a range of strategies to problem solving - using mathematics, including budgeting and financial management to solve problems - applying problem-solving strategies across a range of areas - testing assumptions, taking into account the context of data and circumstances - resolving customer concerns in relation to complex project issues 			✓		
<p>Initiative and Enterprise</p> <p><i>skills that contribute to innovative outcomes</i></p>	<ul style="list-style-type: none"> - adapting to new situations - developing a strategic, creative and long-term vision - being creative - identifying opportunities not obvious to others - translating ideas into action - generating a range of options - initiating innovative solutions 					

Employability Skills		Assessment Tools				
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<p>Planning and Organising</p> <p><i>skills that contribute to long term and short-term strategic planning</i></p>	<ul style="list-style-type: none"> - managing time and priorities – setting time lines, coordinating tasks for self and with others - being resourceful - taking initiative and making decisions - adapting resource allocations to cope with contingencies - establishing clear project goals and deliverables - allocating people and other resources to tasks - planning the use of resources, including time management - participating in continuous improvement and planning processes - developing a vision and a proactive plan to accompany it - predicting – weighing up risk, evaluating alternatives and applying evaluation criteria - collecting, analysing and organising information - understanding basic business systems and their relationships 					
<p>Self - management</p> <p><i>skills that contribute to employee satisfaction and growth</i></p>	<ul style="list-style-type: none"> - having a personal vision and goals - evaluating and monitoring own performance - having knowledge and confidence in own ideas and visions - articulating own ideas and visions - taking responsibility 					

Employability Skills (Continued..)		Assessment Tools				
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<p>Learning</p> <p><i>skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes</i></p>	<ul style="list-style-type: none"> - managing own learning - contributing to the learning community at the workplace - using a range of mediums to learn – mentoring, peer support and networking, IT and courses - applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work) - having enthusiasm for ongoing learning - being willing to learn in any setting – on and off the job - being open to new ideas and techniques - being prepared to invest time and effort in learning new skills - acknowledging the need to learn in order to accommodate change 	✓		✓		
<p>Technology</p> <p><i>skills that contribute to effective carrying out of tasks</i></p>	<ul style="list-style-type: none"> - having a range of basic IT skills - applying IT as a management tool - using IT to organise data - being willing to learn new IT skills - having the OHS knowledge to apply technology - having the appropriate physical capacity 					