Title	Conduct security interviews		
Level	5	Credits	10

Purpose	This unit standard is for people who conduct, or intend to conduct, interviews in a security context. People credited with this unit standard are able to: - prepare for security interviews; - conduct security interviews; and - document security interviews.

Classification	Security > Security Management

Available grade	Achieved

Guidance Information

1   References
Aviation Crimes Act 1972;
AS/NZS 31000:2009 *Risk Management- Principles and guidelines,* available from
https://www.standards.govt.nz/;
Building Act 2004;
Biosecurity Act 1993;
Civil Defence Emergency Management Act 2002;
Crimes Act 1961;
Employment Relations Act 2000;
Evidence Act 2006;
Fire and Emergency New Zealand Act 2017;
Good Practice Guidelines, New Zealand Security Association, available from
https//www.security.org.nz/;
HB 167: 2006 *Security risk management,* available from
https://www.standards.govt.nz/;
Health and Safety at Work Act 2015;
Human Rights Act 1993;
Intelligence and Security Act 2017;
ISO 31000:2018 *Risk management guidelines,* available from
https://www.standards.govt.nz/;
Maritime Security Act 2004;
Maritime Security Regulations 2004;
New Zealand Bill of Rights Act 1990;
Official Information Act 1982;
Oranga Tamariki Act 1989;
Policing Act 2008;
Privacy Act 2020;
Private Security Personnel and Private Investigators Act 2010;

Resource Management Act 1991;
Sale and Supply of Alcohol Act 2012;
Search and Surveillance Act 2012;
Secret Commissions Act 1910;
Summary Offences Act 1981;
Terrorism Suppression Act 2002;
Trespass Act 1980;
and all subsequent replacements and amendments.

2   Definitions
Best practice – an approved industry method or way of doing something that, in the circumstances, achieves the required outcome.
Secure – a state or condition in which risks are minimised.
Security – the protection of people, activities, and assets including information, from loss, damage, or harm.
Security interview – a controlled and purposeful conversation relating to security under the direction of the interviewer, may be formal or informal.

3   Assessment Range
Evidence of two fully documented security interviews is required.

Outcomes and performance criteria

Outcome 1

Prepare for security interviews.

Performance criteria

1.1   Identify objectives for the interview in accordance with best practice.

1.2   Prepare questions relevant to interview objectives in accordance with best practice.

1.3   Select and prepare the interview venue to suit the circumstances of the interview, and, where required, ensure equipment is available and in working order.

1.4   Identify and provide for potential communication barriers in accordance with best practice.

1.5   Establish the need for the presence of other parties and make appropriate arrangements for their attendance.

1.6   Establish the need and prepare for any recording in accordance with best practice.

Outcome 2

Conduct security interviews.

Performance criteria

2.1   Ensure the identity and roles of all participants are evident to the interviewer.

2.2   Conduct the security interview in accordance with best practice.

2.3   Conduct the security interview using interview techniques that optimise interviewee's cooperation in accordance with best practice.

      Range   typical interview techniques – open and closed questions, confirmation of answers, reading and responding to body language, use of silence, paraphrasing, reflecting feelings, summarising, eye contact, listening skills, questions and answers, use of appropriate language.

2.4   Conclude the interview and include a summary or the taking of a statement in accordance with best practice.

Outcome 3

Document security interviews.

Performance criteria

3.1   Document date, time, place, purpose, identification of interviewee details, and other persons present in accordance with the rules of evidence and best practice.

3.2   Document responses and findings in an objective manner and in accordance with the rules of evidence and best practice.

      Range   documents records and identifies impressions, comments, conclusions.

3.3   Secure documentation in accordance with the rules of evidence and best practice.

Planned review date	31 December 2025

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 March 2003	31 December 2023
Revision	2	28 January 2021	N/A

Consent and Moderation Requirements (CMR) reference	0003

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.