

Title	Formulate security policy and procedure		
Level	6	Credits	25

Purpose	<p>This unit standard is for people who develop, or intend to develop, security policy and procedure.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - identify and establish objectives and constraints for the formulation of security policy and procedure; - formulate security policy and procedure; and - document and present security policy and procedure.
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Classification	Security > Security Management
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Available grade	Achieved
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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/>;
New Zealand Bill of Rights Act 1990;
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;
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

Analysis – the systematic examination and organisation of information.

Best practice – an approved current method or way of doing something that, in the circumstances, achieves the required outcome.

Client – the person(s), or entity who contracts the task.

Evaluation – the examination and comparison of information against accepted or required standards and/or other criteria to determine its value and relevance.

Policy – a plan of action adopted or pursued by an organisation.

Procedure – a way of acting or progressing, especially an established method.

3 Assessment Range

evidence of one set of policy and procedure from each of:

commercial – e.g., bank, office building, supermarket, shopping mall,
 telecommunications facility;

industrial – e.g., factory, power station, storage facility;

transport – e.g., airport, rail terminal, port, marina;

public – e.g., parliament, museum, venues, educational facility.

4 Candidates must be supplied with a brief giving details of layout, facilities, nature of operation, major risks, plant and people to be protected, degree of required protection, and an indication of maximum costs.

Outcomes and performance criteria

Outcome 1

Identify and establish objectives and constraints for the formulation of security policy and procedure.

Performance criteria

1.1 Define the purpose, aims, and operational parameters of the policy and procedure in accordance with organisational requirements.

1.2 Establish the outcomes expected from the policy and procedure implementation.

1.3 Identify constraints influencing the formulation of policy and procedure.

Range constraints influencing the formulation of policy may include but are not limited to – resources, legal, environmental, organisational.

Outcome 2

Formulate security policy and procedure.

Performance criteria

- 2.1 Formulate the security policy and procedure to include the application and integration of relevant security concepts, techniques, and technology in accordance with best practice.
- 2.2 Formulate the security policy and procedure to identify and assess personnel implications, risks, implementation costs, and includes consultation with stakeholders where required in accordance with best practice.
- 2.3 Formulate the security policy and procedure to make provisions for implementation, contingency, and monitoring in accordance with best practice.
- 2.4 Formulate the security policy and procedure to comply with legislative and regulatory requirements.

Outcome 3

Document and present security policy and procedure.

Performance criteria

- 3.1 Document and present security policy and procedure, appropriate to the nature of the policy and procedure and meet client expectations.
- Range documentation and presentation must include – evidence of care in presentation; substance, credibility, and clarity are not compromised by deficient spelling, punctuation or grammar; the meaning of technical terms is clear to recipients or is explained; client expectations may include – timeliness, content, clarity, conciseness, complexity, level, medium.
- 3.2 Document and present security policy and procedure to meet professional standards.
- Range standards must include – content is structured in a logical and coherent sequence; there are no substantive omissions or errors of fact; assumptions, comment, inferences, conclusions and recommendations are distinguished from fact; conclusions and recommendations are unbiased; conclusions and recommendations are consistent with the brief or objectives, facts, analysis, and evaluation; relevant legal and regulatory requirements are satisfied.
- 3.3 Secure the documentation and presentation consistent with content and client needs.

Planned review date	31 December 2025
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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
Review	2	28 January 2021	N/A

Consent and Moderation Requirements (CMR) reference	0003
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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.