

Title	Describe, operate, and maintain security systems and equipment in a retail or distribution environment		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: describe, operate, and monitor security systems and equipment; maintain surveillance and monitor surveillance systems and equipment; and prepare and process reports and records for maintaining security in a retail or distribution environment.
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Classification	Retail, Distribution, and Sales > Retail and Distribution Core Skills
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Available grade	Achieved
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Explanatory notes

- 1 Legislation relevant to this unit standard includes but is not limited to: Children, Young Persons, and Their Families Act 1989, Crimes Act 1961, Employment Act 2000, Evidence Act 2006, Health and Safety at Work Act 2015, Privacy Act 1993, Summary Offences Act 1981, The New Zealand Bill of Rights Act 1990, Trespass Act 1980.
- 2 Definitions
Distribution environment refers to a workplace where the primary focus is on storage and distribution of stock.
Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards manufacturer’s procedures and specifications; Government and local body legislation.
Retail environment refers to workplaces where the primary focus is on customers purchasing goods or services.

Outcomes and evidence requirements

Outcome 1

Describe, operate, and monitor security systems and equipment in a retail or distribution environment.

Evidence requirements

1.1 Security systems are described in terms of their purpose and operating procedures.

Range security systems include but are not limited to – intruder alarm systems, access control systems, locks and keys including key security systems and procedures, scanners, tags and labels, detachers and deactivators, closed circuit TV (CCTV), mirrors.

1.2 Security systems are operated in accordance with organisational procedures.

Range may include but is not limited to – intruder alarm systems, access control systems, locks and keys including key security systems and procedures, scanners, tags and labels, detachers and deactivators, CCTV, mirrors.

1.3 Changes to operational effectiveness and attempts to alter or make security systems ineffective are identified and managed to minimise risk in accordance with organisational procedures.

Range evidence relating to one change to operational effectiveness is required.

Outcome 2

Maintain continuous surveillance and monitor surveillance systems and equipment in a retail or distribution environment.

Evidence requirements

2.1 Maintenance of continuous surveillance is demonstrated in accordance with organisational procedures.

Range may include but is not limited to – roster, change CCTV recording devices, check alarm systems, supply of security tags, update records.

2.2 Monitoring of surveillance systems and equipment is demonstrated in accordance with organisational procedures.

Range may include, but is not limited to – log books, CCTV recording devices.

Outcome 3

Prepare and process reports and records for maintaining security in a retail or distribution environment.

Range may include but is not limited to – notebook, log, incident report, internal memorandum, health and safety report, evidential statement; evidence is required for one oral report or record and three different electronic or paper-based reports or records.

Evidence requirements

- 3.1 Reports and records are completed and processed in accordance with organisational procedures.
- 3.2 Information in reports and records is complete, concise, logically organised, factual, and clear in accordance with organisational procedures.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 November 2008	31 December 2018
Review	2	8 December 2016	N/A

Consent and Moderation Requirements (CMR) reference	0225
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact ServiceIQ qualifications@ServiceIQ.org.nz if you wish to suggest changes to the content of this unit standard.