

Title	Demonstrate and apply knowledge of leading a security team		
Level	4	Credits	15

Purpose	<p>This unit standard is for security team leaders who are required to lead a team in a security context.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of the functions and attributes of a team leader in a security context; – demonstrate knowledge of security planning in a security context; – prepare and deliver operational briefs in a security context; – lead a security team; – conduct operational debriefs in a security context; and – review performance as a team leader in a security context.
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Classification	Security > Security Management
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Available grade	Achieved
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Guidance Information

- 1 Outcome 4 must be assessed on the basis of evidence of demonstrated performance in the workplace in a security context. Assessment must also be based on policies and procedures specific to the organisation in which candidates are engaged.
- 2 Persons working or intending to work as a security officer or in related security employment may require a Security Guards Licence or, if an employee of a Security Guard Licence holder, a Certificate of Approval to be the Responsible Employee of a Security Guard. Both are issued by the Registrar of Private Investigators and Security Guards.
- 3 References
 Children, Young Persons, and Their Families Act 1989;
 Crimes Act 1961;
 Health and Safety at Work 2015, and associated regulations;
 Local Government Act 1974, and associated bylaws and regulations;
 New Zealand Road Code;
 Private Investigators and Security Guards Act 1974;
 Sale of Liquor Act 1989, and associated bylaws and regulations;
 Summary Offences Act 1981;
 Trespass Act 1980.

4 Definitions

Assessed need – the need assessed by the security officer dealing with the situation to which the need relates, based on the facts of the situation evident to the officer and a reasonable and logical analysis of them, including risk assessment.

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

GSMEAC – Ground, Situation, Mission, Execution, Administration (and Logistics), Command (and Signals).

Relevant instructions – may include but are not limited to: applicable policies, procedures, plans, guidelines, manuals, and directives; oral, written, or electronically transmitted instructions, including site, assignment, and equipment operating instructions; and other legal and compliance requirements relevant to the situation, site, location, and task.

Security context – the circumstances in which the security officer works: the security industry and the legal and compliance framework in which the security officer operates including relevant instructions.

SMEAC – Situation, Mission, Execution, Administration (or Any Questions), Command (or Check Understanding).

STECAL – Staffing, Transport, Equipment, Communications, Administration, Logistics.

5 Safety is the prime consideration for any action taken by a security officer.

6 The health and safety of the candidate, assessor, and others must be maintained when assessment is being undertaken against this unit standard.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the functions and attributes of a team leader in a security context.

Performance criteria

1.1 Functions of a team leader are explained in terms of functions additional to the operational requirements as a member of that team.

Range includes but is not limited to – effectively and appropriately communicate with team members, higher management and clients; effectively and appropriately delegate tasks, organise people and other resources; motivate the team including encouraging self motivation within individual team members; monitor and review progress towards established goals; monitor and review individual and team performance; planning best use of resources relative to recognised goals; mentoring.

- 1.2 Personal attributes required of a team leader are described and examples are provided in terms of how this is displayed in a security context.

Range may include but is not limited to – sympathetic, organised, motivating, decisive, knowledgeable, discreet, fair, approachable, effective;
evidence of a minimum of five attributes is required.

Outcome 2

Demonstrate knowledge of security planning in a security context.

Performance criteria

- 2.1 Influencing factors are explained in terms of how they contribute to the establishment of security plans in a security context.

Range factors include – legislative requirements, authorisation, specific orders or instructions from the security operator (employer) or client, company policy and procedures, and operating procedures specific to the site, venue, event or operation in which the candidate is or will be operating;
and a minimum of one other factor which may include but is not limited to – limitations, industry standards, weather, time requirements, special events.

- 2.2 Components of pre-deployment planning are outlined and related to a security plan for a specific security setting.

Range may include but is not limited to – SMEAC, STECAL, GSMEAC.

Outcome 3

Prepare and deliver operational briefs in a security context.

Range this outcome may be assessed in the workplace using naturally occurring evidence or in simulated work situations designed to draw upon similar performance to that required in work in a security context;
evidence of a minimum of two briefs is required, one of which must be to a minimum of five people.

Performance criteria

- 3.1 Briefing content, timing and format is determined and confirmed with appropriate person in accordance with assessed need and relevant instructions.

Range content includes – responsibilities, expected standards of performance, communications and reporting requirements, occupational health and safety requirements, resources available to complete assigned tasks including timings, locations and transport;
format may include but is not limited to – written, oral.

- 3.2 Briefing content is delivered concisely, using language which fits the communication needs of the audience.
- Range communication needs may be affected by – verbal and/or non-verbal factors, culture, gender, number of people; content includes – responsibilities, expected standards of performance, communication and reporting requirements, occupational health and safety requirements, resources available to complete assigned tasks including timings, locations and transport.
- 3.3 Questioning is used to gain feedback and minimise any misunderstanding and/or misinterpretation.
- 3.4 Briefing is summarised at the end in a manner that clearly identifies the overall plan of execution.
- 3.5 Evidence is present that the audience understands the briefing given.
- Range evidence may include but is not limited to – actual performance, accurate description of task, feedback during briefing.
- 3.6 Briefing records are documented accurately and reported in accordance with organisational policy and procedures.

Outcome 4

Lead a security team.

Range this outcome must be assessed on the basis of evidence of demonstrated performance in the workplace in a security context.

Performance criteria

- 4.1 Team members are checked to ensure they have reported for duty in accordance with relevant instructions.
- Range time, location, uniform, appearance, authorisation, personal standards.
- 4.2 Communication skills are used in accordance with best practice and relevant instructions to determine team members' understanding.
- Range team objectives, personal roles, expected standards of performance, communication and reporting requirements.
- 4.3 Team progress towards completion of assigned tasks is monitored and reviewed to ensure that decisions are made to meet objectives, in accordance with relevant instructions.
- 4.4 Where necessary, plans and objectives are modified according to assessed need and relevant instructions, and team members are re-briefed accordingly.

- 4.5 Individual and team efforts and contributions are identified and acknowledged in accordance with organisational policy and procedures and/or best practice.
- 4.6 Any team member skill gaps are identified and responded to in accordance with organisational policy and procedures. Individuals are encouraged to assess their own performance.
- Range may include but is not limited to – procedures, literacy, communication skills.
- 4.7 Advice, information and assistance are sought as a security team leader, in accordance with assessed need and relevant instructions.

Outcome 5

Conduct operational debriefs in a security context.

Range this outcome may be assessed in the workplace using naturally occurring evidence or in simulated work situations designed to draw upon similar performance to that required in work in a security context. Evidence of a minimum of two debriefs is required, one of which must be with a minimum of five people.

Performance criteria

- 5.1 Debriefing format and timing is determined and confirmed with appropriate person in accordance with organisational policy and procedures.
- 5.2 Debriefing is conducted concisely, using language which fits the communication needs of the audience.
- Range communication needs may be affected by – verbal and/or non-verbal factors, culture, gender, number of people.
- 5.3 All staff and resources are accounted for, and team performance is evaluated against the briefing objectives.
- 5.4 Any occupational health and safety issues that have arisen are identified in accordance with organisational policy and procedures.
- 5.5 Feedback given recognises performance and achievement, and identifies any areas for improvement.
- 5.6 Debriefing records are documented accurately and reported in accordance with organisational policy and procedures.

Outcome 6

Review performance as a team leader in a security context.

Performance criteria

- 6.1 Own performance is evaluated against briefing content and relevant instructions.
- 6.2 Reflective self-evaluation of performance shows understanding of practices and/or ideas which could be transferred to other assignments.

Replacement information	This unit standard was replaced by unit standard 32084.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 February 2009	31 December 2022
Review	2	27 August 2020	31 December 2022

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>.