Title	**Prepare, implement and monitor operational planning in a security context**		
Level	**4**	**Credits**	**15**

Purpose	This unit standard is intended for senior security officers and team leaders who undertake operational planning in a security workplace. People credited with this unit standard are able to: - demonstrate knowledge of operational security planning in a security context; - prepare and deliver operational security briefings for security scenarios; - implement and monitor operational security plans for security scenarios; and - conduct operational debriefs for security scenarios.

Classification	Security > Security Management

Available grade	Achieved

Guidance Information

1 Legislation and regulations
Children, Young Persons and Their Families (Oranga Tamariki) Legislation Act 2017;
Crimes Act 1961;
Evidence Act 2006;
Fire and Emergency Act 2017;
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018;
Good Practice Guidelines, New Zealand Security Association 2019, available from https://security.org.nz/;
Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996;
Health and Safety at Work Act 2015;
Human Rights Act 1993;
Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003;
Local Government Act 1974;
Mental Health (Compulsory Assessment & Treatment) Act 1992 (and amendment 1999);
New Zealand Bill of Rights Act 1990;
Oranga Tamariki Act 1989;
Privacy Act 2020;
Private Security Personnel and Private Investigators Act 2010;
Sale and Supply of Liquor Act 2012;

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Smoke Free Environments Act 1990;
Summary Offences Act 1981;
Trespass Act 1980;
and all subsequent amendments or replacements.

3 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.

Relevant instructions – oral, written or electronically transmitted instructions issued to govern the performance of security tasks, duties, and responsibilities. These may be in the form of policies, procedures, manuals, directives, or legal and compliance requirements. They may relate to a particular assignment, organisation, site or operation of equipment.

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.

Security scenario – a situation, task or activity which may include event, site, incident, emergency operations in a security context.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of operational security planning in a security context.

Performance criteria

1.1 Explain influencing factors in terms of how they contribute to the establishment of operational security plans in a security context.

Range factors must include – legislative requirements, specific orders, relevant instructions, procedures, risk assessment.

1.2 Identify and explain components of pre-deployment planning and how they relate to an operational security plan for a specific security setting.

Range components must include – cost, people, tasks, timeframes, resources, health and safety, outcomes, relevant instructions.

Outcome 2

Prepare and deliver operational security briefings for security scenarios.

Range scenarios may include but are not limited to – event, site, incident, emergency; minimum of two scenarios is required.

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Performance criteria

2.1 Prepare security operations briefing content, timing and format in accordance with assessed need and relevant instructions.

Range content must include – responsibilities, expected standards of performance, communications and reporting requirements, occupational health and safety requirements, timings (including - contractual obligations, rostering and shift work), locations, resources available to complete assigned tasks;
format includes – written, oral.

2.2 Deliver security operations briefing content with consideration of communication needs to a security team in accordance with relevant instructions.

Range communication needs may include – verbal and/or non-verbal factors, culture, gender, number of people, recipient's level of experience.

2.3 Gather feedback to confirm understanding from security operations team in accordance with relevant instructions.

Range may include but is not limited to – accurate description of task, feedback during briefing, questioning.

Outcome 3

Implement and monitor operational security plans for security scenarios.

Range scenarios may include but are not limited to – event, site, incident, emergency; minimum of two scenarios is required

Performance criteria

3.1 Implement operational security plans in accordance with relevant instructions.

3.2 Monitor operational performance and identify deviations from security plans and situational changes in accordance with relevant instructions.

Range monitoring of operations and situational changes must include – ongoing risk assessment, resource management, client instructions.

3.3 Identify opportunities to improve operational performance and initiate with individuals who have authority for action in accordance with relevant instructions.

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Outcome 4

Conduct operational debriefs for security scenarios.

Range scenarios may include but are not limited to – event, site, incident, emergency; minimum of two scenarios is required.

Performance criteria

4.1 Determine debriefing content, format and timing in accordance with relevant instructions.

Range content must include – responsibilities, expected standards of performance, communications and reporting requirements, occupational health and safety requirements; timings (including - contractual obligations, rostering and shift work), locations, resources available to complete assigned tasks; debriefing format includes – written, oral.

4.2 Conduct debrief with consideration of communication needs and in accordance with relevant instructions.

Range communication needs may include – verbal and/or non-verbal factors, culture, gender, number of people, level of experience.

4.3 Document debrief in accordance with relevant instructions.

Range documentation may include but is not limited to – feedback, suggestions, issues, accidents, near-misses, incidents, resources.

Replacement information	This unit standard replaced unit standard 25626.

Planned review date	31 December 2027

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 August 2020	N/A
Rollover and Revision	2	24 July 2025	N/A

Consent and Moderation Requirements (CMR) reference	0112

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

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Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.

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