

Title	Serve legal documents, as a security operator		
Level	3	Credits	3

Purpose	<p>This unit standard is for security operators who serve legal documents in the course of their employment.</p> <p>People credited with this unit standard are, as security operators, able to:</p> <ul style="list-style-type: none"> – plan and prepare to serve legal documents; and – serve legal documents.
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Classification	Security > Security Staff Services
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is intended for assessment in a security industry employment context.
- 2 References
 Crimes Act 1961;
 Health and Safety in Employment Act 1992, and associated regulations;
 Private Investigators and Security Guards Act 1974;
 Resource Management Act 1991, and associated noise control and related regulations and bylaws;
 Summary Offences Act 1981;
 Trespass Act 1980; and their subsequent amendments and replacements.
- 3 Health and safety legislation applies to all security industry activities and assessments should reflect this requirement.
- 4 Definitions
Personal safety – refers to the safety of the operator but may include the safety of others.
Relevant instructions – are organisational compliance requirements relevant to the unit standard, element, and/or performance criterion, including but not limited to:
assignment instructions – orders and/or instructions issued to govern the performance of tasks, duties, and responsibilities on a specific assignment;
company instructions – policies, procedures, and instructions issued by the employing company, enterprise, or organisation;
Risk assessment – the process used: to assess risks in any sensitive, critical, potentially dangerous, or challenging situation; to assess the possible outcomes of various courses of action; and to select the best plan or course of action.

- 5 All activities assessed for the purposes of this unit standard are conducted within the law.

Outcomes and performance criteria

Outcome 1

Plan and prepare to serve legal documents, as a security operator.

Performance criteria

- 1.1 Instructions to serve documents are confirmed with originator and are validated to ensure compliance with law and other relevant instructions.
- 1.2 Plan is developed in accordance with critical planning factors.
- Range critical planning factors include but are not limited to – nature of the document, movement and behaviour pattern of recipient, time available, geographic and traffic conditions, resources available, safety issues.
- 1.3 Contingency plan takes into account anticipated variations to original plan.

Outcome 2

Complete service of legal documents, as a security operator.

Performance criteria

- 2.1 Documents are served to intended recipient in accordance with circumstances, risk assessment, plan, and relevant instructions.
- 2.2 Approach and communication with the recipient is consistent with circumstances, is non-threatening, and is in accordance with risk assessment, legal requirements, and relevant instructions.
- 2.3 Personal safety and security are not compromised, and advice and assistance are requested in accordance with circumstances, assessed need, risk assessment, and relevant instructions.
- 2.4 Documentation is completed in accordance with relevant instructions and legal requirements.

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	27 February 1996	31 December 2021
Revision	2	24 September 1998	31 December 2021
Review	3	25 November 2000	31 December 2021
Revision	4	3 April 2001	31 December 2021
Rollover and Revision	5	23 April 2008	31 December 2021
Review	6	24 January 2019	31 December 2021

Consent and Moderation Requirements (CMR) reference

0003

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