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| Title: | **Understanding security measures in the workplace** |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **7** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand security measures in the workplace and associated legislation
 | 1.11.2 | Identify and explain security measures in the workplaceDescribe relevant legislation affecting security measures in the workplace |
| 1. Understand whether the prescribed security measures are effective in the organisation
 | 2.12.2 | Examine the effectiveness of prescribed security measures in the workplaceIdentify potential gaps between the intentions of prescribed security measures and what happens in practice  |
| 3 Know how to identify improvements to existing security measures | 3.1 | State appropriate improvements to security measures based on the most important potential weaknesses identified |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding effective security measures in the workplace. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Facilities Management 2008 NOS: FM307 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Asset Skills |
| Equivalencies agreed for the unit (if required) | M3.49 - Understanding security measures in the workplace |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Explanation of security measures in organisation and workplace affecting people, place and business (for example access control, restricted areas, identification systems, protective clothing, locks and safes, authorisation procedures, manned guarding, employee criminal record and identity checks, closed circuit television (CCTV), remote monitoring, lone worker alarms, ‘man down’ alarms and panic buttons, passwords, fire-walls, anti-virus software checks, document protection systems, confidential waste management, data protection and security)
* Relevant legislation (for example Data Protection Act, Human Rights, The Regulation of Investigatory Powers, Computer Misuse Act, Private Security Industries Act)
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| 2 | * Identify limitations and restrictions in a range of security measures and arrangements
* Identifying gaps between requirements and reality (for example security reviews and) audits
* Prioritisation of weaknesses
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| 3 | * Explanation of improving existing or providing alternative security measures and arrangements (for example new technology such as biometrics, security marking of assets, staff training on personal safety)
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