



Unit D8CD 04 (272)

Contribute to Keeping the Workplace Secure

Unit Summary

This Unit is about keeping your workplace secure. You will be expected to know what risks to security can arise.

You will need to demonstrate that you are alert for security risks and can recognise them. You need to show that you can report security risks correctly and follow procedures for dealing with security risks.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to		Evidence Requirements	Evidence/ Activity Ref No.
1	Identify and report security risks This means you: (a) Check how people are behaving and noticing when their behaviour is a security risk. (b) Notice when unlocked or unattended areas or items pose a security risk. (c) Tell the appropriate person about the security risk promptly.	Evidence of identifying and reporting security risks in accordance with workplace procedures. 	
2	Follow procedures for security risks This means you: (a) Follow procedures for securing premises, stock and cash. (b) Follow procedures for dealing with violent behaviour. (c) Note where theft may have occurred and report it to the appropriate authority. (d) Notice security risks and take action to minimise risk and maximise protection. (e) Make sure your reports of incidents are accurate and clear. (f) Act within the boundaries of the law when dealing with suspected thieves.	Evidence of following procedures for security risks in accordance with workplace procedures. <i>The need for simulation may result from the consideration of safety, legislation, regulation, contingency, cost.</i>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
Risks to security		
K1	When and by whom people might be physically attacked.	
K2	How and when stock could be stolen or deliberately damaged.	
K3	How and when cash could be stolen.	
Protecting stock, premises and cash from damage or theft		
K4	Procedures for keeping stock, premises and cash secure.	
K5	Who to report security risks to.	
Handling threatened or actual physical violence		
K6	Who to ask for help.	
K7	How to prevent or stop violent behaviour safely and legally.	
Dealing with theft or suspected theft of cash or stock		
K8	Who to tell your suspicions.	
K9	What to do if you see someone stealing.	

Notes/Comments

Assessor signature: _____ **Date:** _____