

Unit FM307 Determine the effectiveness of security measures
(SQA Unit Code FG7G 04)

This unit is imported from Skills for Security approved Security Consultants suite of National Occupational Standards and is Unit SCN 5.

This unit determines the effectiveness of security measures. It is designed to demonstrate competence in determining the quality and relevance of security provision against given criteria whilst setting the standard to:

- Determine the quality and relevance of security provision against given criteria
- Report potential weakness in security provision
- Provide support to clients

You must be able to carry out sufficient and appropriate actions to verify the effectiveness of current security arrangements. This means you must know and understand how to identify and take account of the limitations or restrictions in the effectiveness of security measures and arrangements. You must know how to obtain other specialist help and advice if needed. You will be expected to inform your clients where there are imminent risks to assets.

When determining the quality and relevance of security provision against given criteria you must know how to compare security arrangements against given security objectives.

The knowledge that you have to be competent in this area includes understanding current relevant legislation, regulations, codes of practice and guidelines relating to security provision.

You must be able to take account of relevant information from different sources to identify potential weaknesses in security provision. You will be expected to know how to categorise weaknesses and determine potential countermeasures. You should be able to produce reports and present your findings to you clients.

When providing support to clients you must be able to communicate with them using appropriate methods. You must be able to provide clients with relevant, accurate and unbiased information relating to the effectiveness of security measures.

You must understand how and why it is important to ensure that your clients are aware of all relevant information. You will also be expected to understand why it is important to maintain the security and confidentiality of information relating to security provision.

Performance Criteria

You must be able to do the following:

Determine the quality and relevance of security provision against given criteria

1. Collate and take account of relevant information sufficient to determine the effectiveness of current security arrangements
2. Carry out sufficient and appropriate actions to verify the effectiveness of current security arrangements
3. Obtain other specialist help and advice when needed
4. Compare capabilities of current physical, procedural and electronic security measures against agreed security aims and objectives or criteria
5. Inform clients promptly of situations where there are imminent risks to assets
6. Identify and record accurate details of any limitations or restrictions in the effectiveness of

National Occupational Standards for Facilities Management
current security arrangements

7. Prepare and produce reports in a style and format that helps clients and other relevant persons understand the effectiveness and limitations of current security provision
8. Maintain the security and confidentiality of information relating to security provision

Report potential weakness in security provision

9. Collate and take account of relevant information from different sources to identify potential weaknesses in security provision
10. Identify limitations or restrictions that affect the security provision
11. Categorise weaknesses to determine potential measures
12. Present details of weaknesses in a presentation to the appropriate person in a style that draws attention to and helps a client and other relevant persons to understand the potential weaknesses in current security provision
13. Inform clients immediately of situations where there is a critical weakness in security provision
14. Maintain the security and confidentiality of information relating to security provision

Provide support to clients

15. Provide clients with relevant and accurate information relating to the effectiveness of security measures within agreed timescale
16. Communicate with your clients using appropriate communication methods
17. Present information in a style and format that helps your clients and other relevant people become aware of weaknesses and assist in decisions about security measures if necessary
18. Provide clients with information which has no bias in line with codes of practice
19. Maintain the security and confidentiality of information relating to security provision

Range Statements

You must be competent to deal with the following types of –

1. security arrangements: physical, procedural, electronic
2. clients: government, commercial, not for profit entities, private
3. report: written, verbal
4. sources: trade, official, commercial
5. weaknesses: commercial, financial, criminal, natural disaster or hazard, political
6. presentation: written, verbal, visual
7. appropriate person: manager, director, partner
8. communication methods: written, verbal
9. style and format: formal, informal, written, verbal, visual
10. bias: commercial, financial, conflict or interest

Knowledge and Understanding for this unit

You must know and understand the following:

- a. current relevant legislation, regulations, codes of practice and guidelines relating to security provision
- b. how to identify and take account of the limitations or restrictions in the effectiveness of security measures and arrangements
- c. how and why it is important to match security options against aims and objectives
- d. how to compare security arrangements against given security objectives
- e. how to prepare reports in a clear and concise manner and in different formats
- f. how and why you should maintain the security and confidentiality of information relating to security provision
- g. how and why it is important to use different sources to identify potential weaknesses in security provision
- h. how to categorise weaknesses and determine potential measures
- i. how and why it is important to consider the limitations or restrictions that may be a potential weakness to current security provision
- j. who to present your findings to
- k. how and why it is important to provide information which is unbiased
- l. how and why it is important to communicate effectively and in a style and format suitable to your clients
- m. how and why it is important to ensure that your clients are aware of all relevant information relating to the effectiveness of security measures