

**Specification of Competency Standards**  
**for the Security Services Industry**  
**Unit of Competency**

Functional Area - Security Management

Title	Manage security awareness of other personnel
Code	107636L4
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing security services of an organisation. It covers the abilities to establish security awareness programs for personnel other than those involved in security services in order to ensure the effective and efficient operation of security services of the organization.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about security awareness:</p> <ul style="list-style-type: none"> <li>• Understand the mission, objectives and operations of the organisation</li> <li>• Understand the security strategy</li> <li>• Understand the security management plan</li> <li>• Understand the organisation's common law duty of care and obligations to provide safe and secure environments under the following legislations: <ul style="list-style-type: none"> <li>○ The Occupational Safety and Health Ordinance, Cap 509</li> <li>○ The Occupiers Liability Ordinance, Cap 314</li> </ul> </li> <li>• Be proficient in the security measures</li> <li>• Be proficient in the security policies, procedures and guidelines</li> <li>• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts</li> <li>• Possess the people skills and communication skills to deal with others</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Develop security awareness programs for personnel other than those involved in security services</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify the key success factors of security awareness programs: <ul style="list-style-type: none"> <li>○ People with a security mindset will behave in a way to help reducing security risks</li> <li>○ Security of the organisation is directly related to the behaviour and attitude of its people towards security</li> </ul> </li> <li>• Deliver security awareness programs that: <ul style="list-style-type: none"> <li>○ Explain the benefits of security to the organisation and the people operating within</li> <li>○ Explain the behaviour and practices required of the people and why</li> <li>○ Explain the security responsibilities of different levels of employees</li> <li>○ Explain how they can discharge their responsibilities</li> <li>○ Explain indicators of security threats and risks and how to report them</li> <li>○ Explain how to report security breaches</li> </ul> </li> <li>• Cultivate the security mindset of employees at different levels, from top management to frontline employees: <ul style="list-style-type: none"> <li>○ Help them understand that security is integral to the sustainability of the organisation</li> <li>○ Help them understand their personal liabilities for safety and security of the workplace</li> <li>○ Help them understand what personal benefits they will get from the security programs</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Help them understand that security failures will directly hit the bottom line of the organisation and hence their job security and income</li><li>○ Solicit their support to the security programs</li><li>● Utilize various techniques, materials and channels to promote the security awareness programs</li><li>● Monitor the effectiveness of the security awareness programs and make adjustments as appropriate</li><li>● Control and ensure the effective and efficient use of budget for the security awareness programs</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"><li>● Establish appropriate security awareness programs for all levels of employees and other personnel operating within the organisation; and</li><li>● Contribute to the effective and efficient operation of security services.</li></ul>
Remark	