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| **Sec-Ethical** | **Identify and apply professional and ethical standards as a security professional** |

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| **Kaupae |** Level | 3 |
| **Whiwhinga |** Credit | 6 |
| **Whāinga |** Purpose | People with this skill standard are able to conduct themselves professionally and ethically as a security officer in a workplace, demonstrating integrity and respect for all individuals. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes  | **Paearu aromatawai |** Assessment criteria |
| --- | --- |
| 1. Understand and apply professional requirements
 | 1. Professional standards.
 |
| 1. Safeguarding your uniform and equipment.
 |
| 1. Meeting time keeping requirements.
 |
| 1. Knowing the services, you provide and who you provide them to.
 |
| 1. Understand and apply personal requirements
 | 1. Presenting a professional image.
 |
| 1. Personal attributes.
 |
| 1. Understand and apply ethical behaviour demonstrating integrity and respect
 | 1. Duty of care.
 |
|  | 1. Customer service.
 |

**Pārongo aromatawai me te taumata paearu |** Assessment information and grade criteria

*Assessment specifications:*

This skill standard may be assessed in a security workplace or using scenarios that realistically reproduce the conditions of a security workplace.

Activities are carried out in accordance with workplace health and safety requirements.

***Ngā momo whiwhinga |*** *Grades available*

Achieved

**Ihirangi waitohu |** Indicative content

The learning outcomes of this skill standard are established within the kaupapa of seeking clarification and learning - actively receiving and responding to instruction.

The principles of kaitiakitanga, manaakitanga, whanaungatanga and kotahitanga are under the rangatiratanga of mana whenua and must underpin all learning in this skill standard. Refer to Skill standard design principles in the Guidelines for approval and listing of skill standards Interim draft on NZQA:

* Rangatiratanga: Empowerment – Leadership of self and others
* Manaakitanga: Collaboration – Support and service to others
* Whanaungatanga: Belonging – Relationships are valued
* Kaitiakitanga: Stewardship – Care and responsibility for all learning
* Pūkengatanga: Skills – Skills, knowledge, and abilities
* Te reo Māori and reo tangata: Expression – Diversity in language and culture within learning is valued.

Content:

* Personal Requirements
	+ Wellbeing - self-management – stress, alcohol/drugs
	+ Personal hygiene
	+ Uniform presentation
	+ Values – Integrity and Respect
	+ Interpersonal communication
	+ Tikanga and Kawa best practice, Mana and purpose
	+ Time keeping / time management
	+ Professional boundaries / self-disclosure
	+ Conflict of interest
* Professional Requirements
	+ Customer service
	+ Teamwork and supporting colleagues
	+ Privacy and confidentiality
	+ Accountability - Own your own image
	+ Duty of care
	+ Professional communication – verbal and written
* Security Services
	+ CoA endorsements – Crowd control, Property guard, Personal guard etc.
* Principles of protective security – Protect, prevent, deny, delay, deter, detect, enforce etc.

**Rauemi |** Resources

* NZSA Good Practice guidelines
* Organisational policies and procedures

**Pārongo Whakaū Kounga |** Quality assurance information

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| **Ngā rōpū whakatau-paerewa |** Standard Setting Body | Ringa Hora Services Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai |** DASS classification | Law and Security > Security > Security Staff Services |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga |** CMR | 0003 |

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| **Hātepe |** Process | **Putanga |** Version | **Rā whakaputa |** ReviewDate | **Rā whakamutunga mō te aromatawai |** Last date for assessment |
| **Rēhitatanga |** Registration  | 1 | [dd mm yyyy] | [dd mm yyyy] |
| **Arotakenga |** Review | <type here> | [dd mm yyyy] | [dd mm yyyy] |
| **Kōrero whakakapinga |** Replacement information | This skill standard will replace unit standards 6523, 27357,27358, 27363, 27365, 27366, 27368, 31604, and 32082 |
| **Rā arotake |** Planned review date | 31 December 2029 |

Please contact Ringa Hora Services Workforce Development Council at qualifications@ringahora.nz if you wish to suggest changes to the content of this skill standard.