

Highfield Level 3 End-Point Assessment for Security First Line Manager

Mock assessment materials

Presentation

Area 3 - Security Risk Management		Presentation	
Ref	Assessment Criteria (Pass)	Passed	Attempted not passed
SR1	Identify the Organisational Structure for their own area of responsibility and incorporating their Client/Customer, describing limit of authority in each level and escalation processes for one example activity (e.g. Health and Safety incident, Additional Security Officer requirement etc)		
SR2	Describe the Security Risk Assessment that was conducted, and the threats identified to people, property and premises and to the business continuity for Client/Customer		
SR3	Identify two recommendations resulting from the Security Risk Assessment and the impact these could have to the Security Provision, the Client and one other service provider in the organisation		
SR4	Explain how these recommendations would be/have been communicated to the relevant levels in the Organisational Structure		
Ref	Assessment Criteria (Distinction)	Passed	Attempted not passed
SR5	<i>Describe the use of appropriate organisational process (e.g. Threat x vulnerability=risk, SWOT or PESTEL) when conducting their Security Risk Assessment</i>		
SR6	<i>Identify sources of information outside of own organisation or area of responsibility that support a Security Risk Assessment (e.g. Estate Security, Neighbouring Building Security Service, ACT Awareness, Local Police etc)</i>		

Area 6 – Improvement Planning and Implementation		Presentation	
Ref	Assessment Criteria (Pass)	Passed	Attempted not passed
IP1	Identify the customer concerns surrounding issues, threats and risk and how addressing these concerns will improve the Security Service delivery		
IP2	Present an action plan based on the two recommendations from the Security Risk Assessment (for Area 3 – Security Risk Management) and describe how these will be implemented (Who would be consulted, what training is required, what policies and processes would need to be updated as a minimum)		
Ref	Assessment Criteria (Distinction)	Passed	Attempted not passed
IP3	<i>Describe the action planning process used including identifying when evaluation would take place and why this is important</i>		
IP4	<i>Identify when a recommendation cannot be actioned (e.g. cost, risk vs return, outside limit of authority)</i>		

Area 7 - Compliance Management		Presentation	
Ref	Assessment Criteria (Pass)	Passed	Attempted not passed
CM1	Describe the Business Continuity Plan responsibilities for the Security Service Provision in your area of responsibility		
CM2	Give two examples of what would be classed as non-compliance of regulations governing Security on a Local or National scale. (e.g. Licensing, Data Protection Act, Health and Safety Legislation, Employment Law, Equality Act) and then describe how a SWOT analysis can prevent these occurring for each example in their own area of responsibility		

CM3	Explain their own management processes that ensure the security service is compliant with Organisational policies and procedures. Give an example of when there has been non-compliance to organisation processes or policy and describe the steps taken to resolve		
Ref	Assessment Criteria (Distinction)	Passed	Attempted not passed
CM4	<i>Provide detail of the organisations Business Continuity Plan and then describe Security Service and one other Services responsibilities under this plan</i>		
CM5	<i>Identify what Organisational best practices are in place that sets them apart from competitors, and describe how this is embedded in the security service they provide</i>		

Area 10 – Operational Management		Presentation	
Ref	Assessment Criteria (Pass)	Passed	Attempted not passed
OM1	Identify the Client/Customer Specific requirements for the Security Service, describe the reasons for these requirements in relation to the Client/Customers organisational vision, mission and objectives		
OM2	Describe the Client/Customer assets that the Security service is employed to protect and describe the measures implemented that meet this requirement		
OM3	Describe the processes implemented to protect staff in your own area of responsibility for Lone Working, Under Duress and Hostile Environments		
Ref	Assessment Criteria (Distinction)	Passed	Attempted not passed
OM4	<i>Provide examples of other organisational security requirements and how this differs from their own security service requirements</i>		
OM5	<i>Differentiate between managing customers' needs vs expectations (e.g implications of training, equipment, cost, time, environment etc)</i>		