



VICTORIA POLICE

Private Security Newsletter

L I C E N S I N G & R E G U L A T I O N D I V I S I O N

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FRONT COUNTER SERVICES

From 4 April 2016 LRD will operate front counter services during the following times:

Monday and Friday
11:00am-1:00pm
Wednesday
11:00am-3:00pm

Front counter service is strictly by appointment only.

Appointments can be made by calling 1300 651 645.

General enquires can be emailed to the Licensing & Regulation Division.

CONTACT US

GPO BOX 2807,
Melbourne 3001,
Victoria, Australia

1300 651 645

licensingregulation@police.vic.gov.au

A message from the Inspector

In late January the Australian Skills Quality Authority (ASQA) published their findings into the national strategic review of training for the security industry. The report formalised a number of concerns that we have heard from stakeholders in Victoria for some time; training requirements across all states and territories are not consistent.

When it comes to training and licensing requirements, I strongly believe that Victoria is one of the better regulated states. Our current licensing requirements stipulate that Registered Training Organisations (RTOs) providing licensing courses in Victoria must deliver minimum face-to-face hours for licensing courses and deliver training in positional asphyxiation and first aid.

We support the implementation of all recommendations made by ASQA and look forward to working with the authority and other licensing bodies to implement those recommendations to ensure greater consistency across all states and territories.

We hope that by ensuring greater consistency in training, the concerns identified by ASQA's findings are substantially mitigated.

The Regulation Support Unit has been out across the state speaking to private security businesses, conducting proactive compliance checks and following investigative inquiries. So far, we have conducted operations in Horsham, Phillip Island, South Gippsland, Geelong and Bendigo and have more planned across the state throughout the coming months.

Businesses are encouraged to audit the sub-activities listed against the individual licences held by their employees by regularly checking the [Register of Licence, Registration and Permit Holders](#), which is publically available on our website.

Business owners should be aware of the requirement to advise LRD of changes in close associates of the business via the submission of a [Personal Information Form](#).

Close associates are considered people who are able to exercise significant influence over the business because they have a financial or voting interest in the business or because they participate in the management of the business.

By working together with Victoria Police, registered training organisations, private security business and individual licence holders can ensure a professional industry to create a safer place for all Victorians.

Gavan Dorian
Inspector

General news and businesses

Application processing times

The Licensing and Regulation Division processes new private security licence applications and registrations and private security renewals as they are received.

We endeavour to process all applications within 28 calendar days of their receipt.

There may be instances where the processing of an application is prolonged due to deficiencies in the application or the need to review the application more thoroughly.

We are unable to respond to enquiries relating to the processing status of licence applications received within the last 28 days.

If 28 calendar days have elapsed since the date of receipt of an application and an update is required, please contact us via [email](#) with your full name, date of birth, type of application, date of lodgment and licence number if available.

Approval to work with batons and handcuffs

Determining that it is appropriate to equip employees with batons or handcuffs is a decision for employers; however, employers need to be able to demonstrate that they and their employees are abiding by the conditions of their use.

Employers are responsible for checking employees have completed relevant training and hold the appropriately endorsed licence before giving written permission authorising the use batons and handcuffs.

LRD does not require notification of an individual licence holder's competency or permission to use batons or handcuffs when at work but employers must be able to produce a copy of competency certificates and permission documents on request.

Information on the conditions for the [use of batons](#) and the [use of handcuffs](#) are located on our website.

Working under a new business name

Under the *Private Security Act 2004* a private security licence or registration holder can only carry on a business under name that is the licence holder's name (i.e John Smith's Private Security Company), or, under a business name that is authorised by the licence or registration (i.e. JS Private Security Company).

Operating a business in name that is not authorised by a licence or registration is an offence under section 126 of the *Private Security Act 2004* that can attract a penalty of up to 40 penalty units.

If you wish to change the business name you operate under, you must notify LRD in writing via [email](#) or post before operating under the new name.

When contacting LRD to change a business name you will need to provide your full name, licence or registration number, certificate of registration of business name and where applicable, current and historical ASIC extracts.

Registered Training Organisations

RTO Forum

LRD will be holding an RTO forum in June 2016.

To assist in convening a forum that is beneficial for all involved, we invite all RTOs to submit discussion topics and/or specific questions they would like addressed on the day. Please send suggestions to:

lrdrtoeturnsoic@police.vic.gov.au by 30 April 2016. Once finalised, full details of the forum and an agenda will be sent to all RTOs via email.

Review of private security business licence conditions

LRD previously invited RTOs to make written submissions regarding proposed changes to [Conditions 8 & 9 for private security business—trainer licenses](#) that relate to the notification of proposed training courses and issuing of qualifications.

To date, no changes have occurred. RTOs will be notified of any changes in due course.

We appreciate the time taken to provide feedback and will consider the submissions received as we continue reviewing these particular conditions.

Appendix C—Approved trainers

Recent checks of course returns submitted by RTOs have identified a number of trainers conducting courses who have not been approved by LRD.

Before a person commences training and/or assessing students in private security competencies, they must hold a current

private security individual licence endorsed with the activity of trainer **and** be approved by the LRD.

Prospective trainers and RTOs should be mindful that the granting of the activity of trainer on a new or existing licence does not automatically authorise the individual licence holder to commence training.

The production of a licence by a prospective trainer to an RTO only indicates that they have met the probity and training requirements for this activity but not that they have approval from LRD to train students.

RTOs employing individuals licenced with the activity of trainer must submit an application to LRD, Att: Compliance Support Unit to have that individual approved and added to the RTOs Appendix C trainer list document.

Applications are to be submitted in hard copy via post. Electronic submissions will not be accepted in any circumstance. LRD aims to assess all applications within 28 days of their receipt.

LRD asks all RTOs to review their Appendix C document to check that all trainers currently employed as trainers are listed on the document. Trainers no longer employed by an RTO should not appear on an Appendix C document. When a trainer ceases employment, RTOs must notify LRD in writing within seven days of this occurring.

RTOs that require a current copy of their Appendix C document, or who need to notify LRD of changes to their list can do so by contacting the Compliance Support Unit via

Registered Training Organisations

email lrdrtoreturnsoic@police.vic.gov.au

More information on the approval process for private security trainers is available on our [website](#).

Retention of firearm examination papers

RTOs and relevant private security business license holders were recently advised that as of the 11 April 2016 any firearm examination papers received by LRD will be returned to the sender.

As of the 11 April, RTOs and affected private security business licence holders will be responsible for the retention of student examination papers. Student examination papers must be able to be produced for inspection upon request by LRD.

This change does not affect existing requirements for NORIs to be returned to LRD.

RTOs or businesses submitting NORIs on behalf of students should continue to return completed forms to LRD via [email](#), post or fax, attention to the Longarm Teams. When returning NORIs to LRD, please do not attach any additional documentation.

Recognition of first aid competencies

RTOs should be aware that LRD can only accept certificates with the HLTA311A Apply First Aid unit of competency for licensing purposes.

LRD is aware that some RTOs have their students complete first aid training with another provider.

When issuing certificates, RTOs are responsible for ensuring that the competency awarded by the external provider is compared against the required competency in the relevant training package.

RTOs are required to identify and bridge knowledge gaps so a certificate that satisfies the training package rules can be issued.

Details of LRDs competencies for licensing activities are published on our [website](#).

Details on the CPP07 Property Services training package can be found on the [National Register on Vocational Education and Training \(VET\) in Australia](#) website.

CRICOS reminder

Only RTOs that are registered with Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) can deliver training to international applicants who hold a student visa.

RTOs are responsible for obtaining CRICOS registration. As CRICOS registration is the responsibility of an RTO, LRD will no longer be indicating the CRICOS registration status on our list of approved RTOs published on our website.

In place of making this information available on our website we will be directing any enquiries to the [online CRICOS register](#).

Training completed by an international students with an RTO that is not CRICOS approved cannot be recognised by LRD.