Contents

Acronyms

ASQA – Australian Skills Quality Authority

AQTF – The Australian Quality Training Framework

CSU – Compliance Support Unit

LRD – Licensing and Regulation Division

NORI – Notice Of Receiving Instruction

RTO – Registered Training Organisation

VRQA – Victorian Registration and Qualification Authority

General Information

All Private Security applications take approximately 28 days for a decision to be made. Please note the timing all depends on the information being provided, and number of applications waiting for determination.

Any general inquiries regarding the Registered Training Organisation industry, please email LRD-COMPLIANCE-SUPPORT-MGR@police.vic.gov.au

VRQA, ASQA and Licensing and Regulation Division

The Victorian Registration and Qualification Authority (VRQA) and the Australian Skills Quality Authority (ASQA) are responsible for the RTOs in Victoria. Prior to delivering security courses an RTO must have the CPP07 Property Services Training on their 'Scope of Registration'.

- [VRQA](#)
- [ASQA](#)

The CPP07 Property Services Training Package is the security-specific training package used by all RTOs.

LRD, VRQA and ASQA have a Memorandum of Understanding which sets out how the parties will engage in joint quality assurance arrangements. LRD is committed to engaging RTOs in a partnership approach to achieve best practice in the provision of quality training and assessment for the private security industry.

The Victorian community including the public, governments and industry hold high expectations that people who train others to work in the private security industry will produce well-trained, responsible, safe and dedicated private security professionals. RTOs are expected to maintain this trust by delivering excellent training results for their students.

Becoming a licensed training organisation or licensed trainer

Any RTO or new organisation seeking registration as a training organisation wishing to be licensed to deliver security training recognised for licensing purposes in Victoria must complete the following:

- Apply to VRQA or ASQA to become a registered training organisation or to add the relevant security qualifications to the scope of your training registration; and
- Apply to LRD for a private security business licence for the activity of trainer.

To apply for a private security licence you need to complete a private security business licence application via [eServices Portal](#)

If you already hold a private security business licence you may lodge an application to vary to add the activity of trainer.

The provision of supporting material will depend on your application. Please ensure that you read all instructions thoroughly when completing your application online.

In addition to completing the online licence, you will be required to provide the following information on a USB to LRD with your application:

If developing own material:
- Letter from ASQA or VRQA providing approval to your organisation to deliver the nominated qualification(s) or unit(s) of competency
  - If already a RTO, a copy of your last audit report either from VRQA or ASQA
- All training resources
- All assessment documents
- Assessment and training strategy
- All delivery plans or timetables, including specific times which comply with conditions
- Language, literacy and numeracy test papers
- All PowerPoint presentation and/or other training materials
- Trainer manual, including answers to test papers
- Student manual/workbook
- List of trainers and licence number
  - List of the competencies, course(s) or licence activities the trainer(s) will be facilitating and/or assessing
  - A comprehensive and current resume for each trainer which contains sufficient information/evidence to satisfy Victoria Police that the trainer(s) has relevant and recent industry experience specific to competencies the trainer will be delivering and/or assessing
  - Recent qualifications or documentation to demonstrate ongoing professional development
  - Current HLTAID006 – Provide Advanced First Aid for any first aid trainers
  - Current approval as a firearms instructor in accordance with the Firearms Act (where required)
- List of intended training locations
  - Address of location

- o The number of students the training locations can accommodate – with pictures
- o Information as to whether the training locations have been approved by local council as a training location (if appropriate)

If purchasing material developed by another organisation:
- Copy of agreement/authority permitting the use of resources developed by another organisation
- Letter from ASQA or VRQA providing approval to your organisation to deliver the nominated qualification(s) or unit(s) of competency
  - o If already a RTO, a copy of your last audit report either from VRQA or ASQA
- List of trainers and licence number
  - o List of the competencies, course(s) or licence activities the trainer(s) will be facilitating and/or assessing
  - o A comprehensive and current resume for each trainer which contains sufficient information/evidence to satisfy Victoria Police that the trainer(s) has relevant and recent industry experience specific to competencies the trainer will be delivering and/or assessing
  - o Recent qualifications or documentation to demonstrate ongoing professional development
  - o Current HLTAID006 – Provide Advanced First Aid for any first aid trainers
  - o Current approval as a firearms instructor in accordance with the Firearms Act (where required)
- List of intended training locations
  - o Address of location
  - o The number of students the training locations can accommodate – with pictures
  - o Information as to whether the training locations have been approved by local council as a training location (if appropriate)

Prospective applicants should be aware that resumes provided for each trainer must clearly demonstrate and provide evidence that the trainer/assessor is fully compliant with the AQTF Standard 1.4 and Standards for Registered Training Organisations Standards 1.13 – 1.16.

LRD requests that resumes outline current and previous employment, including specific time periods. Please provide information written in plain English which does not contain abbreviations.

Application for Registered Training Organisation approved
Once LRD has reviewed the applicant's application to become a private security business licence holder, the applicant will receive the following from LRD:

- Email confirmation of approval (with attachments)
  - o RTO conditions – appendix A
  - o Approval of training scope – appendix B
  - o Approved trainers – appendix C
  - o Approved training venue – appendix D
  - o RTO flyers (must be displayed in training rooms)
  - o Condition 8 template

- o Condition 9 template
- Business Certificate (via post)
- Private security business plastic licence

Employment of private security trainers

The granting of a private security individual operator licence as a trainer does not authorise the holder to work as a trainer. It indicates that the holder of the licence has met the probity and training requirements for the licence activity.

It is therefore a condition of the licensed RTO to obtain approval from LRD before engaging a trainer to provide security training. This requirement is to ensure the trainer meets the AQTF standards.

RTOs seeking to employ additional trainers may make an application for the endorsement of a licensed trainer by submitting a completed application for approval.

Become a licensed trainer

Any person seeking to become a licensed individual private security trainer must undertake the following:

- If not the holder of a current private security individual operator licence, complete an application using the eServices Portal and select the activity of trainer. Attach certified copies of all the requested identification documentation, character references, a National Police Check (including fingerprints) and a Certificate IV in Training and Assessment. Submit the application to LRD for processing to enable the issue of a plastic licence with the activity of trainer; or
- If a current holder of a private security individual operator licence, you will need to complete an application to vary a licence to include the activity of trainer. Attach a copy of a Certificate IV in Training and Assessment and submit the application to LRD for processing to enable the issue of a new plastic licence.

Become a Registered Training Organisation based Security Industry Firearms Instructor

Any person seeking to become a RTO based security industry firearms instructor, to conduct security firearm courses (CPPSEC3008A or its successor) and requalification courses, must be a licensed private security trainer.

Once the private security trainer licence has been granted the trainer must:

- Be the holder of a current Victorian handgun and/or longarms licence
- Have completed a security industry firearms instructor course approved by the Chief Commissioner.
- Make a written application to LRD requestion approval to become a RTO security industry firearms instructor – this written application must include:
  - o The request of approval
  - o All relevant qualifications (including a certificate of competency of the security industry firearms instructor course)
  - o A detailed history of firearms experience; and

    o Evidence that the applicant has an opportunity for employment with an approved RTO as a security industry firearms instructor.
- Approval will only be granted by the Chief Commissioner of Police once the instructor has been endorsed by LRD to train with an RTO that is approved to deliver Certificate III in Security Operations – Armed Guard and Cash-in-Transit
- Once the instructor is aligned to an RTO as an approved trainer, the genuine reason for security industry training will be endorsed on the handgun and/or longarms licence.

Interstate residents may complete an approved security industry firearms course within Victoria. However, unless students are intending to provide training within Victoria, they will not be given approval as outlined above.

Firearms instructor qualifications received in other states are not recognised in Victoria.

Approval applications from Registered Training Organisation

Application for approval of trainers

Licensed private security businesses approved to provide training, are required to have all trainers they employ approved to conduct training by LRD before they provide any training.

When employing new trainers, approved security training businesses must submit a letter to LRD seeking approval of the trainer.

The letter must include all of the following:

- Trainer's full name and private security licence number
- List of the competencies, courses training and/or assessing
- Comprehensive and current resume containing sufficient detail to satisfy LRD that the trainer has relevant and current industry evidence of what employment or formal training the prospective trainer has undertaken, including specific time periods of employment/training and must also demonstrate that the trainer complies with AQTF Standard 1.4 (NV-SNR 15.4)
- Relevant qualifications issued in recent years or documentation to support ongoing professional development that has not already provided in the past for security licensing purposes
- First aid trainer applications must be accompanied by a current HLTAID006 Provide Advanced First Aid qualification
- Firearm trainer applications must be accompanied by a current approval under Section 179 of *The Firearms Act 1996*

Application for adding to scope

It is a condition of a private security business licence holder in the activity of trainer that all security courses must be approved by LRD prior to the delivery of training for that licensable activity. this includes any specific competencies, qualifications and licence activities.

A licenced RTO seeking approval of additional courses must request approval of the additional course(s) from CSU at LRD and include a USB stick containing, but not limited to the following:

If developing own material:

- All training resources
- All assessment documents
- Training and assessment strategy
- All delivery plans or timetables (including specific times which comply with the LRD condition relevant to training hours)
- All PowerPoints and/or training materials
- Trainer manual (including answers to test papers if used)
- Student manual and/or workbook
- List of proposed trainers and/or assessors for the course(s) – if any proposed trainers are not currently approved, then all information outlined at 'Applications for approval of trainer's' must be provided.

Using purchased material:

- Copy of agreement/authority permitting the use of resources if not using resources developed by the applicant.
- List of proposed trainers and/or assessors for the course(s) – if any proposed trainers are not currently approved, then all information outlined at 'Applications for approval of trainer's' must be provided.

Reporting requirements

Course Returns

Two conditions for a private security business licence holder for the activity of trainer requires that specific information regarding any proposed and completed training is to be provided to LRD in an excel spreadsheet format.

The licence conditions requiring the use of the spreadsheets are as follows:

Condition 8

- The licence holder must supply details, emailed in the required format to LRDRTORETURNSOIC@police.vic.gov.au of any security training proposed to be conducted by the licence holder, no less than 48 hours prior to commencement of training.

Condition 9

- The licence holder must supply a list of students, emailed in the required format to LRDRTORETURNSOIC@police.vic.gov.au within seven days of successful completion of security training.

Cease employment

Condition 7 for all RTOs state:

- The licence holder must notify Licensing and Regulation Division (LRD) by email to LRD-COMPLAINCE-SUPPORT@police.vic.gov.au within seven days of a trainer ceasing employment with the licence holder.

Changes to nominated persons, members of the body corporate, and/or close associates

In *The Private Security Act 2004* Section 124(1) the Nominated person of body corporate "a body corporate that is an applicant for a private security business licence, a qualified person, to be the persons responsible for ensuring that the body corporate complies with its duties under this Act".

Close associate "who is able to exercise a significant influence over or with respect to the conduct of the business conducted under the licence or registration".

LRD must be notified immediately in writing of any change to the nominated person or other position holders in the organisation.

Correspondence

LRD will only correspond with the nominated person for the organisation.

The nominated person cannot delegate or transfer their responsibilities or position as the principal point of contact for their body corporate to another staff or organisation member.

The following documents and enquires must be sent to LRD by post – GPO Box 2807, Melbourne 3001 or via email;

- lrdrtoreturnsoic@police.vic.gov.au
    - Condition 8 reports
    - Condition 9 reports
- Lrd-compliance-support-mgr@police.vic.gov.au
    - General enquiries
    - RTO applications – Trainer, add to scope, venue
    - Employment termination, including changes to nominated persons
    - Firearm course/course returns
    - Complaints

Firearms

Corporate Handgun Licence

Where an RTO requires the use of firearms for training purposes and those firearms are to be supplied by a private security corporate entity, the corporate handgun licence activities will need to include Security Training.

To have the corporate handgun licence amended the nominee for the corporate entity must:

- Make a written request to LRD to have Security Trainer added to the authorised activities of the corporate handgun licence
  - The request must have standard operating procedures for the storage and transport of firearms between the business and the training venue(s).

Firearm Exams

According to the *Private Security Act 2004* RTOs are required to securely retain all completed firearm examination papers for each student for a period of at least 5 years from the date of competency. Please do not submit hard copy exams to LRD.

RTOs must maintain compliance with the requirements of their registration the VRQA or ASQA. This includes any specific requirements imposed relating to the retention of student assessment items.

Records must be accurate, legible and kept in good order. RTOs must make all examination papers available for inspection, copying, or imaging (if required) to a delegate of the Chief Commissioner of Police. LRD must still notified of any 'not yet competent' results

RTOs and affected private security business licence holders are responsible for the retention of student examination papers. Student examination papers must be able to be produced for inspection upon request by Victoria Police

Notice of Receiving Instruction (NORIs)

RTOs or businesses submitting NORIs on behalf of students must submit them to LRD Att: Firearms

Complaints regarding Registered Training Organisation students

If the trainer(s) or staff members of the RTO have any fit and proper concerns regarding students, should report this to the CSU team in LRD. The report should have the following information:

- Student's name and date of birth
- Course details (follow condition 8 template)
- Reason for concern over fit and proper (the more detailed, the better)

Security Course information

Recommended number of face-to-face training hours

- CPP20212 Certificate II in Security Operations
  - Unarmed Guard – 80
  - Crowd Control – 104
  - Combined Unarmed Guard & Crowd Control – 128
  - Control Room Operator – 100
  - Monitoring Centre Operator 72
- CPP30411 Certificate III in Security Operations

- o Armed Guard – 104
- o Cash-in-Transit – 88
- o Combined Armed Guard & Cash-in-Transit – 128
- o Guarding with a dog – 104
- o Investigator – 160
- o Bodyguard – 140
- o Batons & Handcuffs – 24
- o First Aid – 16
- CPP20218 – Certificate II in Security Operations
  - o Unarmed Guard & Crowd Control – 130
- CPP31318 – Certificate III in Security Operations
  - o Armed Guard – 112
  - o Cash-in-Transit – 112
  - o Combined Armed Guard & Cash-in-Transit – 136
  - o Control Room & Monitoring Centre Operator – 120
  - o Guarding with a Dog – 157
- CPP31418 – Certificate III in Close Protection Operations – 136
- CPP30619 – Certificate III in Investigative – 180

Units of Competencies

- CPP20212 Unarmed Guard
  - o CPPSEC2001A – Communicate effectively in the security industry
  - o CPPSEC2002A – Follow workplace safety procedures in the security industry
  - o CPPSEC2003B – Work effectively in the security industry
  - o CPPSEC2004B – Respond to security risk situation
  - o CPPSEC2005B – Work as part of a security team
  - o CPPSEC2006B – Provide security services to clients
  - o CPPSEC2011B – Control access to and exit from premises
  - o CPPSEC2014A – Operate basic security equipment
  - o CPPSEC2015A – Patrol premises
  - o CPPSEC2017A – Protect self and others using basic defensive techniques
  - o CPPSEC3002A – Manage conflict through negotiation
  - o HLTFA311A – Apply first aid
  - o TLIE2007 – Use communication systems
- CPP20212 Crowd Control
  - o CPPSEC1003A – Apply security procedures for the responsible service of alcohol
  - o CPPSEC2001A – Communicate effectively in the security industry
  - o CPPSEC2002A – Follow workplace safety procedures in the security industry
  - o CPPSEC2003B – Work effectively in the security industry
  - o CPPSEC2004B – Respond to security risk situation
  - o CPPSEC2005A – Work as part of a security team
  - o CPPSEC2006B – Provide security services to clients
  - o CPPSEC2010A – Protect safety of persons
  - o CPPSEC2011B – Control access to and exit from premises
  - o CPPSEC2012B – Monitor and control individual and crowd behaviour
  - o CPPSEC2014A – Operate basic security equipment

- o CPPSEC2017A – Protect self and others using basic defensive techniques
- o CPPSEC3002A – Manage conflict through negotiation
- o CPPSEC3005A – Prepare and present security documentation and reports
- o CPPSEC3013A – Control persons using empty hand techniques
- o CPPSEC3017A – Plan and conduct evacuation of premises
- o HLTFA311A – Apply first aid
- CPP20212 Combined unarmed guard & crowd control
  - o CPPSEC1003A – Apply security procedures for the responsible service of alcohol
  - o CPPSEC2001A – Communicate effectively in the security industry
  - o CPPSEC2002A – Follow workplace safety procedures in the security industry
  - o CPPSEC2003B – Work effectively in the security industry
  - o CPPSEC2004B – Respond to security risk situation
  - o CPPSEC2005A – Work as part of a security team
  - o CPPSEC2006B – Provide security services to clients
  - o CPPSEC2010A – Protect safety of persons
  - o CPPSEC2011B – Control access to and exit from premises
  - o CPPSEC2012A – Monitor and control individual and crowd behaviour
  - o CPPSEC2014A – Operate basic security equipment
  - o CPPSEC2015A – Patrol premises
  - o CPPSEC2017A – Protect self and others using basic defensive techniques
  - o CPPSEC3002A – Manage conflict through negotiation
  - o CPPSEC3005A – Prepare and present security documentation and reports
  - o CPPSEC3013A – Control persons using empty hand techniques
  - o CPPSEC3017A – Plan and conduct evacuation of premises
  - o HLTFA311A – Apply first aid
  - o TLIE2007 – Use Communication systems
- CPP20212 Control Room Operator
  - o CPPSEC2001A – Communicate effectively in the security industry
  - o CPPSEC2002A – Follow workplace safety procedures in the security industry
  - o CPPSEC2003B – Work effectively in the security industry
  - o CPPSEC2004B – Respond to a security risk situation
  - o CPPSEC2005A – Work as part of a security team
  - o CPPSEC2006B – Provide security services to clients
  - o CPPSEC2014A – Operate basic security equipment
  - o CPPSEC2018B – Monitor electronic reporting facility
  - o CPPSEC3012A – Store and protect information
  - o CPPSEC3012A – Monitor security from control room
  - o CPPSEC3021A – Maintain and use security database
  - o HLTFA311A – Apply first aid
  - o TLIE2007 – Use communication systems
- CPP20212 Monitoring Centre Operator
  - o No training required
- CPP31318 Armed Guard
  - o BSBFLM303C – Contribute to effective workplace relationships
  - o BSBWOR301A – Organise personal work priorities and development
  - o CPPSEC3001A – Maintain workplace safety in the security industry

- CPPSEC3002A – Manage workplace safety in the security industry
  - CPPSEC3003A – Determine response to security risk situation
  - CPPSEC3005A – Prepare and present security documentation and reports
  - CPPSEC3006A – Coordinate a quality security service to customers
  - CPPSEC3007A – Maintain security of environment
  - CPPSEC3008A – Control security risk situations using firearms
  - CPPSEC3009A – Prepare and present evidence in court
  - CPPSEC3013A – Control persons using empty hand techniques
  - CPPSEC3014A – Control persons using baton
  - CPPSEC3015A – Restrain persons using handcuffs
  - CPPSEC3017A – Plan and conduct evacuation of premises
  - HLTFA311A – Apply first aid
- CPP31318 Cash-in-Transit
  - BSBFLM303C – Contribute to effective workplace relationships
  - BSBWOR301A – Organise personal work priorities and development
  - CPPSEC3001A – Maintain workplace safety in the security industry
  - CPPSEC3002A – Manage workplace safety in the security industry
  - CPPSEC3003A – Determine response to security risk situation
  - CPPSEC3005A – Prepare and present security documentation and reports
  - CPPSEC3006A – Coordinate a quality security service to customers
  - CPPSEC3007A – Maintain security of environment
  - CPPSEC3008A – Control security risk situations using firearms
  - CPPSEC3013A – Control persons using empty hand techniques
  - HLTFA311A – Apply first aid
  - CPPSEC3050A – Load and unload cash-in-transit in an unsecured environment
  - CPPSEC3051A – Implement cash-in-transit security procedures
  - CPPSEC3052A – Inspect and test cash-in-transit security equipment
- CPP31318 Combined Armed Guard & Cash-in-Transit
  - BSBFLM303C – Contribute to effective workplace relationships
  - BSBWOR301A – Organise personal work priorities and development
  - CPPSEC3001A – Maintain workplace safety in the security industry
  - CPPSEC3002A – Manage workplace safety in the security industry
  - CPPSEC3003A – Determine response to security risk situation
  - CPPSEC3005A – Prepare and present security documentation and reports
  - CPPSEC3006A – Coordinate a quality security service to customers
  - CPPSEC3007A – Maintain security of environment
  - CPPSEC3008A – Control security risk situations using firearms
  - CPPSEC3009A – Prepare and present evidence in court
  - CPPSEC3013A – Control persons using empty hand techniques
  - CPPSEC3014A – Control persons using baton
  - CPPSEC3015A – Restrain persons using handcuffs
  - CPPSEC3017A – Plan and conduct evacuation of premises
  - HLTFA311A – Apply first aid
  - CPPSEC3050A – Load and unload cash-in-transit in an unsecured environment
  - CPPSEC3051A – Implement cash-in-transit security procedures
  - CPPSEC3052A – Inspect and test cash-in-transit security equipment

- CPP31318 Guarding with a dog
    - BSBFLM303C – Contribute to effective workplace relationships
    - BSBWOR301A – Organise personal work priorities and development
    - CPPSEC3001A – Maintain workplace safety in the security industry
    - CPPSEC3002A – Manage workplace safety in the security industry
    - CPPSEC3003A – Determine response to security risk situation
    - CPPSEC3005A – Prepare and present security documentation and reports
    - CPPSEC3006A – Coordinate a quality security service to customers
    - CPPSEC3007A – Maintain security of environment
    - CPPSEC2003B – Work effectively in the security industry
    - CPPSEC2011B – Control access to and exit from premises
    - CPPSEC2014A – Operate basic security equipment
    - CPPSEC2015A – Patrol premises
    - CPPSEC3010A – Manage dogs for security functions
    - CPPSEC3011A – Handle dogs for security patrol
    - HLTFA311A – Apply first aid
- CPP31318 Investigators
    - BSBFLM303C – Contribute to effective workplace relationships
    - BSBWOR301B – Organise personal work priorities and development
    - CPPSEC3001A – Maintain workplace safety in the security industry
    - CPPSEC3009A – Prepare and present evidence in court
    - CPPSEC3012A – Store and protect information
    - CPPSEC3026A – Work effectively in investigative services
    - CPPSEC3027A – Develop investigative plan
    - CPPSEC3028A – Compile investigative report
    - CPPSEC3029A – Provide quality investigative services to clients
    - CPPSEC3030A – Conduct surveillance
    - CPPSEC3031A – Organise and operate a surveillance vehicle
    - CPPSEC3032A – Gather information by factual investigation
    - CPPSEC3033A – Conduct interviews and take statements
    - CPPSEC3034A – Operate information gathering equipment
    - FNSMCA304 – Locate subjects
- CPP3138 Bodyguard
    - BSBFLM303C – Contribute to effective workplace relationships
    - BSBWOR301A – Organise personal work priorities and development
    - CPPSEC2011B – Control access to and exit from premises
    - CPPSEC2012A – Monitor and control individual and crowd behaviour
    - CPPSEC3001A – Maintain workplace safety in the security industry
    - CPPSEC3002A – Manage conflict through negotiation
    - CPPSEC3003A – Determine response to security risk situation
    - CPPSEC3005A – Prepare and present security documentation and reports
    - COOSEC3006A – Coordinate a quality security service to customers
    - CPPSEC3007A – Maintain security of environment
    - CPPSEC3013A – Control persons using empty hand techniques
    - CPPSEC3017A – Plan and conduct evacuation of premises
    - CPPSEC3018A – Provide for the safety of persons at risk
    - HLTFA311A – Apply first aid

- Baton and/or Handcuffs – additional units as part of condition of licence to carry (either or both)
  - CPPSEC3014A – Control persons using batons
  - CPPSEC3015A – Restrain persons using handcuffs
- CPP40407 – Certificate IV Security and Risk Management
  - Business that will operate as a monitoring centre or control room
    - BSBWOR401A – Establish effective workplace relationships
    - BSBWOR402A – Promote team effectiveness
    - BSBWOR404A – Develop work priorities
    - CPPSEC4001A – Manage a safe workplace in the security industry
    - CPPSEC4002A – Implement effective communication techniques
    - CPPSEC4003A – Advise on security needs
    - CPPSEC4004A – Monitor and review security operations
    - CPPSEC4005A – Facilitate workplace briefing and debriefing processes
    - CPPSEC4006A – Assess risks
    - CPPSCE4007A – Assess threat
    - CPPSEC4012A – Identify and assess security of assets
    - BSBCUS401 – Coordinate implementation of customer service strategies
    - BSBITS401 – Maintain business technology
    - CPPSEC4009A – Interpret information from advanced security equipment
    - CPPSEC4010A – Manage monitoring centres
    - CPPSEC4011A – Coordinate field staff activity from control room
  - Business that will employ Crowd Controllers or Security Guards
    - BSBWOR401A – Establish effective workplace relationships
    - BSBWOR402A – Promote team effectiveness
    - BSBWOR404A – Develop work priorities
    - CPPSEC4001A – Manage a safe workplace in the security industry
    - CPPSEC4002A – Implement effective communication techniques
    - CPPSEC4003A – Advise on security needs
    - CPPSEC4004A – Monitor and review security operations
    - CPPSEC4005A – Facilitate workplace briefing and debriefing processes
    - CPPSEC4006A – Assess risks
    - CPPSCE4007A – Assess threat
    - CPPSEC4012A – Identify and assess security of assets
    - BSBADM409 – Coordinate business resources
    - BSBCUS401 – Coordinate implementation of customer services strategies
    - BSBINN301 – Promote innovation in a team environment
    - BSBMGT403 – Implement continuous improvement
  - Business that will employ investigators
    - BSBWOR401A – Establish effective workplace relationships
    - BSBWOR402A – Promote team effectiveness
    - BSBWOR404A – Develop work priorities
    - CPPSEC4001A – Manage a safe workplace in the security industry

- CPPSEC4002A – Implement effective communication techniques
- CPPSEC4003A – Advise on security needs
- CPPSEC4004A – Monitor and review security operations
- CPPSEC4005A – Facilitate workplace briefing and debriefing processes
- CPPSEC4006A – Assess risks
- CPPSCE4007A – Assess threat
- CPPSEC4012A – Identify and assess security of assets
- BSBADM409 – Coordinate business resources
- BSBFIA402 – Report on financial activity
- BSBITS401A – Maintain business technology
- BSBMB401 – Establish legal and risk requirements of small business

New Competencies

- CPP20218 Certificate II in Security Guard
    - CPPSEC2101 – Apply effective communication skills to maintain security
    - CPPSEC2102 – Apply legal and procedural requirements to work effectively within a security team
    - CPPSEC2103 – Apply WHS, emergency response and evacuation procedures to maintain security
    - CPPSEC2104 – Apply risk assessment to select and carry out response to security risk situations
    - CPPSEC2105 – Provide quality services to a range of security clients
    - CPPSEC2106 – Protect self and others using basic defensive techniques
    - CPPSEC2107 – Patrol premises to monitor property and maintain security
    - CPPSEC2108 – Screen people, personal effects and items to maintain security
    - CPPSEC2109 – Monitor and control access and exit of persons and vehicles from premises
    - CPPSEC2110 – Monitor and control individual and crowd to behaviour to maintain security
    - CPPSEC2111 – Apply security procedures to manage intoxicated persons
    - CPPSEC2112 – Apply security procedures to remove persons from premise
    - CPPSEC2113 – Escort and protect persons and valuables
    - HLTAID003 – Provide first aid
- CPP31318 Armed Guard
    - BSBFLM312 – Contribute to team effectiveness
    - CPPSEC3101 – Manage conflict and security risks through negotiation
    - CPPSEC3102 – Maintain operational safety and security of work environment
    - CPPSEC3103 – Determine and implement response to security risk situation
    - CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour
    - CPPSEC3105 – Coordinate Provision of quality security services to clients
    - CPPSEC3106 – Gather, organise and present security information and documentation
    - HLTWHS003 – Maintain work health and safety
    - CPPSEC3114 – Control security risk situations using firearms

- o CPPSEC3115 – Carry, Operate and maintain revolvers for security purposes
  - o CPPSEC3116 – Carry, Operate and maintain semi-automatic pistols for security purposes
  - o CPPSEC3110 – Control persons using batons
  - o CPPSEC3111 – Restrain persons using handcuffs
  - o CPPSEC3125 – Implement security procedures to protect critical infrastructure and public assets
- CPP31318 Cash-in-Transit
  - o BSBFLM312 – Contribute to team effectiveness
  - o CPPSEC3101 – Manage conflict and security risks through negotiation
  - o CPPSEC3102 – Maintain operational safety and security of work environment
  - o CPPSEC3103 – Determine and implement response to security risk situation
  - o CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour
  - o CPPSEC3105 – Coordinate Provision of quality security services to clients
  - o CPPSEC3106 – Gather, organise and present security information and documentation
  - o HLTWHS003 – Maintain work health and safety
  - o CPPSEC3114 – Control security risk situations using firearms
  - o CPPSEC3115 – Carry, Operate and maintain revolvers for security purposes
  - o CPPSEC3116 – Carry, Operate and maintain semi-automatic pistols for security purposes
  - o CPPSEC3118 – Inspect and test cash-in-transit security equipment
  - o CPPSEC3119 – Implement cash-in-transit security procedures
  - o CPPSEC3120 – Load and unload cash-in-transit in secured and unsecured environments
- CPP31318 Combined armed guard & cash-in-transit
  - o BSBFLM312 – Contribute to team effectiveness
  - o CPPSEC3101 – Manage conflict and security risks through negotiation
  - o CPPSEC3102 – Maintain operational safety and security of work environment
  - o CPPSEC3103 – Determine and implement response to security risk situation
  - o CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour
  - o CPPSEC3105 – Coordinate Provision of quality security services to clients
  - o CPPSEC3106 – Gather, organise and present security information and documentation
  - o HLTWHS003 – Maintain work health and safety
  - o CPPSEC3114 – Control security risk situations using firearms
  - o CPPSEC3115 – Carry, Operate and maintain revolvers for security purposes
  - o CPPSEC3116 – Carry, Operate and maintain semi-automatic pistols for security purposes
  - o CPPSEC3118 – Inspect and test cash-in-transit security equipment
  - o CPPSEC3119 – Implement cash-in-transit security procedures
  - o CPPSEC3120 – Load and unload cash-in-transit in secured and unsecured environments
  - o CPPSEC3110 – Control persons using batons

- o CPPSEC3111 – Restrain persons using handcuffs
- o CPPSEC3125 – Implement security procedures to protect critical infrastructure and public assets
- CPP31318 Control room operator & Monitoring centre operator
  - o BSBFLM312 – Contribute to team effectiveness
  - o CPPSEC3101 – Manage conflict and security risks through negotiation
  - o CPPSEC3102 – Maintain operational safety and security of work environment
  - o CPPSEC3103 – Determine and implement response to security risk situation
  - o CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour
  - o CPPSEC3105 – Coordinate Provision of quality security services to clients
  - o CPPSEC3106 – Gather, organise and present security information and documentation
  - o HLTWHS003 – Maintain work health and safety
  - o CPPSEC3107 – Monitor security and coordinate response from control rooms
  - o CPPSEC3108 – Store, protect and dispose of security information
  - o CPPSEC3109 – Use and maintain security databases and compile reports
  - o CPPSEC2114 – Monitor electronic security equipment and respond to alarm events
  - o CPPSEC3125 – Implement security procedures to protect critical infrastructure and public assets
  - o PMAOMIR210 – Control evacuation to muster point
- CPPSEC31318 Guarding with a dog
  - o BSBFLM312 – Contribute to team effectiveness
  - o CPPSEC3101 – Manage conflict and security risks through negotiation
  - o CPPSEC3102 – Maintain operational safety and security of work environment
  - o CPPSEC3103 – Determine and implement response to security risk situation
  - o CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour
  - o CPPSEC3105 – Coordinate Provision of quality security services to clients
  - o CPPSEC3106 – Gather, organise and present security information and documentation
  - o HLTWHS003 – Maintain work health and safety
  - o CPPSEC3110 – Control persons using batons
  - o CPPSEC3111 – Restrain persons using handcuffs
  - o CPPSEC3112 – Manage training and wellbeing of dogs for security functions
  - o CPPSEC3113 – Handle dogs for security patrols
  - o CPPSEC3121 – Control persons using empty hand techniques
  - o CPPSEC3125 – Implement security procedures to protect critical infrastructure and public assets
- CPP31418 Certificate III in Close Protection Operations
  - o CPPSEC3101 – Manage conflict and security risks through negotiation
  - o CPPSEC3103 – Determine and implement response to security risk situation
  - o CPPSEC3105 – Coordinate provision of quality security services to clients

- o HLTWHS003 – Maintain work health and safety
- o HLTAID006 – Provide advanced first aid
- o CPPSEC3121 – Control persons using empty hand techniques
- o CPPSEC3122 – Plan provision of close protection services
- o CPPSEC3123 – Implement close protection services