



Vigil Training College



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Course Information Brochure

CPP20218 Certificate II in Security Operations



This course addresses the academic requirements for **Class 1AC Security Licence Course (NSW)**.

This course is a mandatory requirement for all new entrants to the NSW Security Industry.

The course is suitable for people looking to obtain their NSW *Class 1AC Security Licence* and to work as a Security Officer. These security officer roles can include static guarding, patrolling, loss prevention, and crowd controllers.

NSW Security Class 1A Unarmed Guards: holders of this license class can perform various security officer duties, such as static, mobile patrol, watch and protect property, loss prevention including cash in transit without a guard dog or firearm.

NSW Security Licence Class 1C Crowd Controller: holders of this license can perform the duties of a crowd controller on licensed premises, keeping order at a public place by screening the entry of people, monitoring or controlling the behaviour of people or removing people from the place.

Pre-requisites required for NSW Security Licensing Course:

There are no formal educational requirements for this program.

However, Security Licensing & Enforcement Directorate (SLED) requires that the candidates must have completed the following prior to enrolment in this course.

- SLED Mandated Language, Literacy and Numeracy (LLN) Assessment
- HLTAID003 Provide first aid course prior to enrolment in this course

Language, Literacy and Numeracy Assessment Requirement

You are required to undertake SLED Mandated Language, Literacy and Numeracy (LLN) Assessment, prior to enrolment in the course.

This test can be completed prior to enrolment at our Head Office between 9 am – 2 pm, Monday – Friday, or by making an appointment.

If you fail to meet the minimum LLN skills required to undertake this course, you will be referred to an external provider to help with your LLN skills. You may re-sit the LLN test with us at any time without any cost to you. A full refund is available if you have enrolled and made payment, however, have failed to meet the LLN requirements.

First Aid Requirement

SLED requires that the candidates wishing to enrol in the NSW Security License in class 1AC have completed **HLTAID003 Provide first aid** (First Aid), prior to enrolment into the course.

The unit of competency HLTAID003 Provide First Aid is a core unit of the qualification in CPP20212 Certificate II in Security operations.

We offer First Aid Training in other training programs at Vigil. The students completing First Aid training with us will automatically receive a credit transfer.

Students who already completed this training from another RTO can apply to obtain credit transfer in this unit. To obtain credit transfer see: detailed Credit Transfer Policy in Student Handbook.

NSW Security Licence Requirements:

You must satisfy the following criteria to be granted the NSW Security Licence:

- 18 years of age or over
- Australian/New Zealand citizen or permanent Australian resident or hold a visa that entitles you to work in Australia (a student or working holiday visa are unacceptable).
- Have a valid Driver's Licence, Photo Card or Customer Number from NSW Roads & Maritime Services
- Able to provide a police certificate from each country you have lived in for 12 months or more, over the past 10 years since turning 16. This is only required if you are not an Australian citizen or Permanent resident
- Have successfully completed any required training and assessment (i.e. the security license course)
- You are a fit and proper person to hold the class of licence sought; and
- You are competent to carry out the activities of a security guard.

Student looking to enrol in the Security Course are required to read and sign the NSW police **P1016 declaration** about the Acknowledgement of Ground for Refusal of Security Licence (such as convictions, or finding of guilt, for certain declared offences and considerations such as whether person is fit and proper to hold security licence).

Course Structure:

Course Duration and Method of Delivery:

Course Timetable: Monday – Friday, fifteen (15) days daily 8 am to 5.30 pm, including 1-hour breaks.

The course is delivered as a blended program, which requires both classroom-based study and self-study. Classroom study consists of 127.5 hours and is conducted in a supervised, face to face environment over fifteen (15) days.

Self-study:

The aim of the self-study is to provide you with a better understanding of the course. On completion of your enrolment, you will receive course material and workbook. These workbooks must be completed prior to attending the classroom-based sessions.

Assessment Method:

You will be assessed through a range of assessment methods including knowledge-based quizzes, case studies, report-writing, role-plays assessments throughout the course.

Awards & Competencies:

Upon successfully completing the course, you will be awarded thirteen units of competency. Along with the completion of HLTAID003 Provide First Aid, you will be awarded a total of 14 competencies for your qualification in *CPP20218 Cert II in Security Operations*.

These competencies have been clustered into 4 categories, as per below:

Cluster	Competencies
1. Security Industry Fundamentals	<ul style="list-style-type: none"> • 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
2. Patrol, Monitor and Screen	<ul style="list-style-type: none"> • CPPSEC2107 - Patrol premises to monitor property and maintain security • CPPSEC2109 - Monitor and control access and exit of persons and vehicles from premises • CPPSEC2108 - Screen people, personal effects and items to maintain security
3. Protect Self and Others	<ul style="list-style-type: none"> • CPPSEC2106 - Protect self and others using basic defensive techniques
4. Manage Behaviour of Others	<ul style="list-style-type: none"> • CPPSEC2101 - Apply effective communication skills to maintain security • CPPSEC2110 - Monitor and control individual and crowd behaviour to maintain security • CPPSEC2111 - Apply security procedures to manage intoxicated persons • CPPSEC2112 - Apply security procedures to remove persons from premises • CPPSEC2113 - Escort and protect persons and valuables • CPPSEC2105 - Provide quality services to a range of security clients

Attendance Requirements:

The learning and assessment hours of each cluster must be completed, to attain competency in that cluster. Students must complete all the four clusters mentioned above.

100% attendance is required, any students absent from the course will require missing time to be made up at a future course, thereby delaying issuance of qualification or statement of attainment and procurement of a security licence.

Upon Completion of Course:

Receiving your certificate: Students will receive their certificate within five (5) business days from the date of completion of the course via express post.

Applying for your NSW Security License:

After successful completion of the NSW Security Licensing Training, students will be able to apply for their NSW Security License. Students must include the relevant documents with their licence application while applying for NSW security license corresponding to the licence subclass.

After successfully lodging your application you will receive a fingerprint & palm-print advice, which you will need to book an appointment with your local police station for completion.

If you have correctly completed your application and do not have a criminal history, generally, you can expect to receive your 'Photograph Advice' letter within approximately six weeks of having your fingerprints taken.

If further information is required by the department, or if you are an ex-police officer, process may take longer.

Once you receive your Security License you can start working as security guard under a security master license holder.

For more details please check SLED's [website](#).

Recognition of prior Learning (RPL):

We do not assess student's competencies through RPL in this course. However, upon request, we may seek approval from the SLED to assess the competency of a student undertaking the course through an assessment only pathway, in exceptional circumstances.

Credit Transfer Policy for NSW Security Course

Credit transfer is permitted only if a student attained all units of competency contained in a Course cluster with a current Approved Organisation in accordance with the SLED regulatory requirements, on or after 1 July 2020.

Assessment- only Pathways

A student may get exemption in learning from a clustered (but not the assessment) if they had achieved all the units of competency from that cluster with a current approved organisation after 1 May 2013, but before 1 July 2020 or after 1 July 2020 with any other organisation.

Job Pathways:

- Security officer – unarmed guard
- Security officer – crowd controller

Study Pathways:

- Armed guard
- Cash-in-transit
- Close Personal Protection
- Control room operations
- Guard Dog Handling

Dress code:

You must dress in smart casual attire and maintain good personal hygiene, throughout the course.

The course assesses your overall dress and presentation, while performing role-plays, as per the standards required by the security industry.

Fees and Charges:

The fee for Class 1AC Security Licensing Course (NSW) is \$1150 per participant.

It is best practice to check our website for updated pricing and for any discounts and special rates that may apply to you.

For Dates and Location:

Check course calendar at our website or contact our office.

Fee refund:

See detailed Fee Refund Policy in the Students Handbook

Evidence of Identity requirements:

100 points of original Photo ID is required to enrol, as mentioned in SLED's Student Evidence of Identity Requirements document attached with your student's enrolment pack. For more details about 100 points Photo ID check the SLED [website](#) or contact us.

How to Enrol:

You can enrol in any of the following ways:

Online Enrolment:

You can enrol and pay online. Visit our [website](#) and follow the enrolment procedure.

By Phone:

Call us on 0423 512 279 or 02 8677 9062 to discuss the enrolment steps.

For further information or Assistance:

Please contact Vigil Training College at:

PH: 0423 521 279/02 8677 9062

Address: Level – 1 Suite – 102, 22 Hunter Street, Parramatta, NSW. 2150

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