

# CERTIFICATE II IN SECURITY OPERATIONS [CPP20218]



SLED APPROVED TRAINING



RTO No: 40877 | NSW Master Licence No: 410519198

Vigil Groups Pty Ltd (ABN 57 145 992 445) Trading as Vigil Training College

Version – 1.2 Modified April 12, 2021



## COURSE OVERVIEW

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

This course is approved by NSW Security Licensing Enforcement Director (SLED) and addresses the academic requirements for Class 1A Security Licence Course (NSW) previously known as **NSW Security Licence Class 1AC**.

The course is suitable for people looking to obtain their NSW Class 1A Security Licence and 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 and Crowd Controller:** holders of this license class can perform various security officer duties, such as static, mobile patrol, watch and protect property, loss prevention, including a crowd controller on licensed premises, keeping order at a public place by screening people and property, monitoring or controlling people's behaviour or removing people from the site.

## COURSE PRE-REQUISITES

There are no formal educational requirements for this program.

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

SLED Mandated Language, Literacy and Numeracy (LLN) Assessment

HLTAID011 Provide First Aid course before enrolment in this course

### Language, Literacy and Numeracy Assessment Requirement

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

You can complete the LLN test before the enrolment at our Head Office between 9 am – 2 pm, Monday – Friday, or by making an appointment.

The cost of appearing in the LLN test is FREE.

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.

### First Aid Requirement

SLED requires that the candidate wishing to enrol in the NSW Security License in class 1AC have completed **HLTAID011 Provide First Aid (First Aid) before enrolment** in the course.

The unit of competency HLTAID011 Provide First Aid is a core unit of the qualification in CPP20218 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 First Aid training from another RTO can apply to obtain credit transfer in this unit. To receive credit transfer, see the detailed Credit Transfer Policy in the Student Handbook.

## NSW SECURITY LICENCE REQUIREMENTS

The potential student must satisfy the following criteria to get the NSW Security Licence:

- 18 years of age or over
- Be an Australian/New Zealand citizen or permanent Australian resident or holds:
  - a visa sponsored by a Master security licence holder, or
  - a visa for a skilled occupation that corresponds to the activities authorised by the proposed licence.; and
- 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 ten (10) years since turning 16. It is only required if you are not an Australian citizen or Permanent resident.
- Have completed any required training and assessment (i.e. NSW 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.

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

## COURSE STRUCTURE

### Course Duration and Delivery Method:

This course is delivered as a blended program, which requires 10 days of classroom-based study and online self-study (completed prior to classroom based study).

### Classroom Based Study:

You have the option to complete Classroom Based Study either on the:

- Weekdays: Monday to Friday 8am to 5pm for 2 weeks (including 1-hour break daily)

OR

- Weekends: Saturday & Sunday 8am to 5pm for 5 weeks (including 1-hour break daily)

Classroom study consists of 80.0 hours and is conducted in a supervised, face to face environment over ten (10) days.

### Online Self-study:

The self-study consists of 45.0 hours of learning, and it aims to provide you with a better understanding of the course.

On completion of your enrolment, you will be provided access to your self-study through our Online Learning Management System.

You must complete your self-study prior to commencement of 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 completing the course, you will be awarded fourteen (14) units of competency for qualification CPP20218 Certificate II in Security Operations.

The competencies grouped in the following four (4) clusters:

Cluster	Competencies
1. Security Industry Fundamentals	<b>CPPSEC2102</b> - Apply legal and procedural requirements to work effectively within a security team
	<b>CPPSEC2103</b> - Apply WHS, emergency response and evacuation procedures to maintain security
	<b>CPPSEC2104</b> - Apply risk assessment to select and carry out response to security risk situations

Cluster	Competencies
<b>2. Patrol, Monitor and Screen</b>	<p><b>CPPSEC2107</b> - Patrol premises to monitor property and maintain security</p> <p><b>CPPSEC2109</b> - Monitor and control access and exit of persons and vehicles from premises</p> <p><b>CPPSEC2108</b> - Screen people, personal effects and items to maintain security</p>
<b>3. Protect Self and Others</b>	<p><b>CPPSEC2106</b> - Protect self and others using basic defensive techniques</p> <p><b>CPPSEC2111</b> - Apply security procedures to manage intoxicated persons</p> <p><b>CPPSEC2112</b> - Apply security procedures to remove persons from premises</p>
<b>4. Manage Behaviour of Others</b>	<p><b>CPPSEC2101</b> - Apply effective communication skills to maintain security</p> <p><b>CPPSEC2110</b> - Monitor and control individual and crowd behaviour to maintain security</p> <p><b>CPPSEC2113</b> - Escort and protect persons and valuables</p> <p><b>CPPSEC2105</b> - Provide quality services to a range of security clients</p>

## ATTENDANCE REQUIREMENTS

The student should complete all the learning and assessment hours of each cluster to attain competency.

Attendance requirements are 100% student absent from the course will be required the 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 ten (10) business days from the date of completion of the course via express post.

**Applying for your NSW Security License:** After completing the NSW Security Licensing Training, students will apply for their NSW Security License. Students must include the relevant documents with their licence application for NSW security licence corresponding to the licence subclass.

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

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

If the department requires further information or an ex-police officer, the process may take longer.

Once you receive your Security Licence, you can start working as a 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 evaluate 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 in a Course cluster with a current Approved Organisation according to SLED regulatory requirements, on or after 1 July 2020.

## **ASSESSMENT- ONLY PATHWAYS**

---

The student may get an exemption in learning if they have an ex-Military, ex-policing or ex-security (expired licence) background. If a student chooses this path, we will assess their existing skills and knowledge through a competency conversation and determine if they require any gap training or can proceed by just completing the SLED summative assessments. However, the student must complete the SLED pre-enrolment assessment.

## **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**

---

It is best practice to check our website for updated pricing, discounts, and special rates applicable to you.

## **FOR DATES AND LOCATION**

---

Check the course calendar on our website or contact our office.

## **FEE REFUND**

---

See detailed Fee Refund Policy in the Students Handbook.

## **EVIDENCE OF IDENTITY REQUIREMENTS**

---

Hundred (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.

**Note:** We do not offer this course to international student visa holders.

**For further information or Assistance**

**Phone:**

0423 521 279/02 8677 9062

**Address:**

Level 2, 12-14 Wentworth St, Parramatta NSW 2150

**Email:**

[info@vigiltrainingcollege.nsw.edu.au](mailto:info@vigiltrainingcollege.nsw.edu.au)

**Web:**

[www.vigiltrainingcollege.nsw.edu.au](http://www.vigiltrainingcollege.nsw.edu.au)