

NSW POLICE FORCE - FIREARMS REGISTRY

Approved Training Requirements for Provisional Pistol (Business/Employment) Licensees **Required Knowledge & Skills**

In 2012 the NSW Parliament made changes to the Firearms Act 1996 by introducing a provisional licensing scheme for new entrants to the armed sector of the security industry in this State. These changes introduced the provision for security firms wishing to offer armed security services an avenue for employing and training provisional firearm licence holders in conjunction with an approved training program developed by an approved employer in collaboration with an approved training provider.

The intention of the legislators is set out in section 16C of the Firearms Act 1996 and requires new entrants to the armed sector of the industry to:

- * Undertake firearms safe handling training (firearms accreditation) prior to being granted a provisional pistol (business/employment) licence (provisional pistol licence),
- * Receive approved training and assessment in the critical knowledge and skills required to engage in armed security activities within the first 3 months employment and ongoing training and assessment for the remainder of the Provisional licensing period.
- * Work under the direct supervision of a fully licensed armed security guard for a period of at least 6 months,
- * Receive ongoing assessment during the term of the provisional pistol licence (12 months) and
- * After 12 months and before the submission of an application for a full Category H firearms licence, an Approved Employer provide to the Commissioner a Statutory Declaration (NSW Oaths Act 1900) confirming that training and assessment as approved has been comprehensively delivered and successfully completed. Note: One Statutory Declaration required per individual licensee.

For the purpose of considering an application to grant your organisation an approval to employ Provisional Pistol Licensees', you will be required to prepare, in collaboration with a Registered Training Organisation (RTO) approved by the Security Licensing Enforcement Directorate (SLED), a training program that is relevant to the specific activities undertaken by your business and that meets the intended outcomes of the Firearms Act 1996.

It is important to understand that, when granted, responsibility rests with the approval holder for ensuring training is relevant to the employer's business activities and that the training and legitimacy of workplace assessments can be relied upon to satisfy the Commissioner as to the competence of provisional licensees. Under no circumstances should an approved employer delegate its responsibility to their chosen training advisor (RTO).

Approved employers must ensure provisional licence holders are trained and regularly assessed during the term of the provisional pistol licence to ensure they are fully aware of their responsibilities for the possession and use of firearms. Similarly, approved security firms must be suitably structured to ensure they have the capacity to directly supervise provisional pistol licensees for at least the first 6 months of their licence. An employer approval issued by the Commissioner is subject to an employer being completely satisfied as to the competence of a provisional pistol licensee before unsupervised armed security activities are undertaken.

In summary, the 'Approved Training' upon which your employer approval is granted must be conducted in a way that guarantees the competence of each employee and is relevant to the activities your business undertakes. That training must clearly show how each of the knowledge and skill elements have been delivered and assessed - Approved employers must ensure training and assessment is conducted exactly as outlined within the approval application and as approved.

To assist you in developing a relevant training program for your business the attached training/assessment matrix should be completed in collaboration with an approved RTO to show where the required knowledge is imparted and assessed and to demonstrate how competency in the required skill is to be assessed and confirmed. You will also be required to submit samples of the assessment tools you intend to use for this purpose. Assessments may include (but not limited to) Proficiency Assessment Workshops, Workplace Assessments and Scenario Training Assessments.

Your training package must cover the 'Knowledge and Skills' outlined and you must indicate within the 'Comment' column provided a reference against each of the 'Knowledge and Skill' items where training in relation to each item can be found within the training material provided to this office with your application.

The following areas must be addressed before consideration of the application as an approved employer is progressed:

- * Firearms safe handling training (firearms accreditation) prior to be granted a provisional pistol licence.
- * Initial face to face/theory in the critical knowledge and skills required to engage in armed security activities must be undertaken within the first 3 months of training.
- * Ongoing training and assessment during the term of the provisional pistol licence which may include, Proficiency Assessment Workshops, Workplace Assessments and Scenario Training Assessments.
- * For at least the first 6 months of employment, the provisional licensee must be under the direct supervision of a fully licensed armed security operative who has continuously held, for a period of more than 12 months a category H (business/employment) licence and an unconditional class 1F licence.
- * Ongoing assessment during the term of the provisional licence (12 months) before being eligible to be issued a category H (business/employment) licence)
- * At the completion of the 12 months and before the submission of an application for a full Category H firearms licence, an Approved Employer (not the RTO) must provide to the Commissioner a Statutory Declaration confirming that training and assessment as approved has been comprehensively delivered and successfully completed. Note: One Statutory Declaration required per individual licensee.

Note: Compliance with the above requirements will be subject to random audits

IMPORTANT NOTE:

Provisional Pistol License holders will also possess a Class 1F licence issued under the Security Industry Act 1997. (A condition in accordance with section 23E of the Security Industry Act 1997 will be placed on the licence. This condition will be removed once you have attained the Unit of Competency CPPSEC3008A.)

It is important to understand that while the training approved by the Commissioner for the purposes of a Provisional licensee includes the 'Skills and Knowledge' that may be recognised for the purpose of issuing a Statement of Attainment for the Unit of Competency CPPSEC3008A, that Unit does not in itself necessarily satisfy the training and assessment approved by the Commissioner for each individual 'Approved Master Licensee'.

At the completion of training and assessment (12 months) an approved employer must provide to the Firearms Registry:

- (1) A Statutory Declaration (NSW *Oaths Act 1900*) confirming successful completion of approved training and assessment
and
- (2) A Statement of Attainment for the Unit of Competency CPPSEC3008A.

Applications will not be considered if the Matrix is not included.

Updated October 2019

Required Skills	Face to Face Training	Workplace Assessment	Scenario Training	Comments
Apply First Aid	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Apply problem solving strategies	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Calculate & estimate support requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Communicate & negotiate using clear & concise language	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Communicate effectively with people from different social, cultural & ethnic backgrounds & of varying physical & mental abilities	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Determine response appropriate to incident situation	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Identify & comply with applicable legal & procedural requirements including 'use of force guidelines'	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Identify risk factors & assess degree of risk	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Interpret & follow instructions & procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Maintain a firearm in a serviceable condition	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Minimise threat to self and to others by use of appropriate force options	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Observe and accurately record & report information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Operate security & communications equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Participate in review & debrief procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Record, report & process information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Review response strategies & make adjustments according to changing circumstances	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Use communication techniques to reduce the level of risk or conflict	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Use negotiation techniques to defuse & resolve conflict	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

*** Sample of assessment tools may be required where 'YES' indicated**

Required Knowledge	Face to Face Training	Workplace Assessment	Scenario Training	Comments
First Aid procedures & their application	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Incident management & methods of restraint	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Legal provisions relating to powers of arrest and 'use of force' guidelines	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Negotiation techniques for managing conflict	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Observation & monitoring techniques	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Organisational policies & procedures related to the use of firearms & incident management	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Powers & procedures for effecting arrest	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Principles of effective communication including interpersonal techniques	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Applicable legislative & other legal provisions governing the use of force & duty of care under criminal and civil law	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Applicable licensing requirements for the use of firearms	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Communication techniques, codes & signals	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Correct use of equipment including personal protective equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Documentation, reporting, reviewing & debriefing processes	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Emergency & evacuation procedures and instructions	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Empty hand techniques for firearms retention	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Firearm safety procedures including maintenance & storage procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Problem solving methods & techniques	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Security incidents & appropriate responses	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

* Sample of assessment tools may be required where 'YES' indicated

COMMENTS

A large empty rectangular box with a black border, intended for providing comments.

PLEASE RETURN THIS COMPLETED MATRIX WITH YOUR APPLICATION TO BECOME AN APPROVED MASTER LICENSEE EMPLOYER OF PROVISIONAL PISTOL LICENCE HOLDERS.

**APPLICATIONS SHOULD BE MARKED:
GENERAL MANAGER, FIREARMS REGISTRY, LOCKED BAG 5102, PARRAMATTA NSW 2124**