

APPLICATION REQUIREMENTS FOR MASTER LICENSEES SEEKING TO BECOME AN APPROVED EMPLOYER OF P1F LICENSEES

Section 14(5) of the Security Industry Act 1997 states:

In the case of an application for a class P1F licence, the applicant must also supply a letter of endorsement from [their] employer or proposed employer (being an approved master licensee providing uniformed cash in transit security services) that states that the applicant is or will be employed by the employer.

Section 23C of the Security Industry Act 1997 states:

- (1) It is a condition of every P1F licence that the licensee must, before carrying on any security activity authorised by the licence, successfully complete approved training provided by the licensee's employer (being an approved master licensee providing uniformed cash in transit security services).
 - (2) It is a condition of every class P1F licence that the licensee remains employed by the approved master licensee who provided the licensee with a letter of endorsement, as referred to in section 14 (5).
 - (3) It is a condition of every class P1F licence that the licensee must:
 - (a) within 3 months of being granted the licence, successfully complete such further training as is determined by the Commissioner, and
 - (b) successfully complete such other training as may be required by the Commissioner during the term of the licence.
 - (4) The Commissioner must revoke a class P1F licence if the Commissioner is satisfied that the licensee has failed to comply with a condition under this section.
-

Master licensees providing uniformed cash in transit security services may apply to become an approved employer of P1F licence holders. Applications must contain the following information:

1. Applicant details:
 - Master licensee name and licence number
 - Contact person details (in relation to the application)
 - Number of 1F licensees currently employed to provide uniformed cash in transit security services.
2. Overview of applicant's proposed (P1F) recruitment process (eg. how candidates will be sourced, screened, etc).
3. Details of the proposed measures to be implemented by the applicant to comply with each of the P1F direct supervision requirements (see Clause 19 of the Security Industry Regulation 2007).
4. Partner RTO details (the applicant will need to form a relationship with one or more approved Registered Training Organisations):
 - Master licensee name and licence number
 - Contact person details (in relation to the application)

5. Details of the proposed training to be provided by the applicant to its P1F licensed employees before they commence carrying on security activities, during the 1st three months of their employment, and for the remainder of their 12 month provisional period, including:
 - content (note: initial training must, as a minimum, address the requirements of the Cash in Transit Code of Practice 2002)
 - duration
 - delivery methods (eg. classroom tutorials, role plays, simulations, etc)
 - assessment methodology and the consequences of unsatisfactory assessments
 - names, security licence numbers and qualifications of proposed trainers/assessors
 - associated recordkeeping practices.
6. Details of how the applicant will facilitate its partner RTO's provision of the required Certificate III in Security Operations training to its P1F licensed employees to allow their progression to a 1F licence (eg. release of employees for face to face training, provision and management of workplace assessment opportunities, supply of required documentation, etc).
7. Details of the extent to which the partner RTO will recognise (if at all) the employer provided training detailed in Item 5 in assessing the applicant's P1F licensed employees against the required Certificate III in Security Operations competencies (provide mapping matrix, validation processes, etc).

Applicants must also provide the following supporting documents:

- a) Photographs of the uniforms to be worn by the applicant's P1F licensed employees (show full-body, front and rear, and close-ups of any emblems/insignia).
- b) Copy of the applicant's Fitness for Work policy (see Section 39B of the Security Industry Act 1997).
- c) Evidence that the applicant holds current \$10,000,000 public liability insurance cover (see Clause 35 of the Security Industry Regulation 2007).
- d) Extract from the applicant's Employees and Services Register, as relevant to the period 1 September 2007 to the date of application (see Clause 36 of the Security Industry Regulation 2007).
- e) Extract from the applicant's Incident Register, as relevant to the period 1 September 2007 to the date of application (see Clause 37 of the Security Industry Regulation 2007).
- f) Statement signed by the applicant's Chief Executive Officer, Managing Director, or equivalent, to the effect that all vehicles used in connection with the applicant's cash in transit activities fully comply with the requirements of Clause 38 of the Security Industry Regulation 2007.
- g) Statement signed by the applicant's Chief Executive Officer, Managing Director, or equivalent, to the effect that the applicant fully complies with the Cash in Transit Code of Practice 2002.
- h) Sample documents to be used by the applicant in compliance with Clause 19(a), (b) and (c) of the Security Industry Regulation 2007.

- i) Statutory declaration signed by the applicant's Chief Executive, Managing Director, or equivalent, attesting to the truth of all application content.

Note: content of a confidential nature may be removed from (with notation) or obscured in all documents provided in support of the application.

Applications should be submitted in duplicate to the Acting Registrar, Security Industry Registry, Locked Bag 5099, Parramatta NSW 2124.



Cameron Smith
Acting Registrar, Security Industry Registry
NSW Police Force
5 February 2008