



NSW Police Force

Approved Registered Training Organisation

Conditions of Approval

(Clause 45(2) of the Security Industry Regulation 2007)

Commissioner's Approval No. «**Approval_Number**» (the Approval), granted to «**RTO_Name**» (the RTO) to conduct a security industry training course that is approved by the Commissioner, is subject to the following revised Conditions of Approval effective from 4 June 2011.

These conditions are imposed by the Commissioner pursuant to clause 45(2) of the Security Industry Regulation 2007 (the Regulation), and replace all previous Conditions of Approval.

Any breach of these conditions may result in the revocation or suspension of the Approval pursuant to clause 45(3) of the Regulation, and/or penalties as provided for by clause 45(4) of the Regulation.

For the purposes of these conditions of approval "a *security industry training course that is approved by the Commissioner*" (*Approved Training*) means:

1. Training, instruction or assessment in the units of competency identified in the SLED document *Competency Requirements for Provisional and Class 1 Licences* (D/2011/52420), excepting HLTF301B (Apply First Aid), that is conducted by a Registered Training Organisation approved under cl. 45 of the Regulation, and
2. Training, instruction or assessment in units of competency from the Certificate II in Security Operations (PRS20103) or Certificate III in Security Operations (PRS30103), that is conducted by a Registered Training Organisation approved under cl. 45 of the Regulation for NSW licensing purposes.

Condition 1

The RTO must comply with all components of the Australian Quality Training Framework (AQTF).

Condition 2

The RTO must not enter into any sub-contracting arrangements for the advertising, training, instruction or assessment of Approved Training, unless first approved in writing by the Security Licensing & Enforcement Directorate (SLED).

Condition 3

Training, instruction and assessment of Approved Training must, unless otherwise approved in writing by the SLED, be conducted in New South Wales and be accessible to any employee of the NSW Police Force.

Condition 4

Training, instruction and assessment of Approved Training must be conducted in accordance with the AQTF, NSW Security Licensing Implementation Guides (the Guides) and SLED Security Training Regulatory Requirements.

In the event of conflict or inconsistency between the provisions of the Guides or SLED Security Training Regulatory Requirements, the SLED Security Training Regulatory Requirements shall take precedence.

Condition 5

Approved Training, which commenced prior to 1 July 2010 and is proposed by the RTO to result in the issuance of qualifications or statements of attainment relating to the Certificate II in Security Operations (PRS20103) or Certificate III in Security Operations (PRS30103), must be conducted in accordance with the Trainer and Assessor kits that were developed to support the delivery requirements of those qualifications.

Condition 6

The RTO must not employ, or engage on a contract basis, any person to carry on training, instruction or assessment of Approved Training unless first granted approval in writing from the SLED.

Requests for approval must be made in the approved form and manner. Any approvals granted may be subject to conditions and may be revoked in writing at any time.

Condition 7

The RTO must notify the SLED in writing within seven (7) calendar days of an approved trainer, instructor or assessor ceasing employment or engagement with the RTO.

Condition 8

The RTO must ensure that all approved trainers, instructors and assessors, as well as all other relevant employees and contractors, are aware of, and comply, with these conditions.

Condition 9

The RTO must notify the SLED details of any proposed classroom based face to face training, instruction or assessment relating to Approved Training no less than seven (7) calendar days before the commencement of the activity.

Condition 10

The RTO must immediately notify the SLED of any cancellations or amendments to any classroom based face to face training, instruction or assessment relating to Approved Training.

Condition 11

Before the commencement of any classroom based face to face training, instruction or assessment relating to Approved Training, the RTO must:

- provide a copy of the SLED's Fact Sheet 6 (Grounds for Refusing or Revoking a Provisional, Class 1 or Class 2 Licence) to all candidates
- require all candidates to complete Form P1016 (Acknowledgement of Grounds for the Refusal of Security Licences)
- attach the completed Form P1016 to the candidate's file maintained by the RTO.

Condition 12

A language, literacy and numeracy assessment must be conducted for each candidate before commencing any classroom based face to face training, instruction or assessment relating to Approved Training. The RTO must ensure through the assessment that the candidate has the capacity to complete the course and attain the required competency standard.

Condition 13

The RTO must ensure that a student attendance sheet, in a form approved by the SLED, is completed for all classroom based face to face training, instruction or assessment relating to Approved Training.

Condition 14

The RTO must notify the SLED within seven (7) calendar days, details of persons deemed 'Not Yet Competent' while undertaking any classroom based face to face training, instruction or assessment relating to a security industry training course approved by the Commissioner (including the pre-course language, literacy and numeracy assessment).

Condition 15

The RTO must notify the SLED within seven (7) calendar days of issuing a qualification or statement of attainment relating to Approved Training.

The notification must indicate any qualifications or statements of attainment issued to the RTO's employees, or employees of businesses owned or controlled by persons associated with the RTO.

Condition 16

The RTO must include the following information on all statements of attainment, or provide to the candidate a separate document containing the following information if supporting a qualification (eg academic transcript), relating to Approved Training

- all units of competency attained
- an indication of any units of competency attained on the basis of a recognition pathway including recognition of prior learning, recognition of current competency, credit transfer or national recognition
- the full name, Class 2D security licence number, and signature of the primary trainer/assessor
- the RTO's Master security licence number
- a unique certificate number.

Condition 17

The RTO must retain for a minimum of seven (7) years all documentary evidence supporting the issuance of a qualification or statement of attainment relating to Approved Training, and all records evidencing compliance with these conditions of approval. Copies of documentary evidence retained must be forwarded to the SLED, if requested in writing by a member of the NSW Police Force.

Condition 18

The RTO must ensure that relevant staff and principals undertake a combined minimum of 20 hours Professional Development each financial year, gained through programs provided by:

- NSW Department of Education and Training (DET)
- Australian Skills Quality Authority (ASQA)
- NSW Arts, Communications, Finance Industries and Property Services (ACFIPS) ITAB
- Voc Ed Learning Group (VELG)
- Other bodies approved by the Commissioner.

A declaration evidencing compliance with this condition must be submitted to the SLED no later than 31 July each year. Requests to consider Professional Development programs available through other organisations or bodies may be submitted to the Commissioner.

Condition 19

The RTO must not pay any person a fee, or provide any other form of reward, for the sourcing of persons to undertake Approved Training.

Condition 20

All notifications, declarations, approval requests and other specified communication between the RTO and the SLED must be made in an approved manner and form.

END CONDITIONS