

NSW POLICE FORCE

SECURITY INDUSTRY REGISTRY

CURRENT LIST APPROVED SECURITY TRAINING PROVIDERS

as at 3 November 2009

The following Registered Training Organisations are the ONLY entities that have the Commissioner's Approval to conduct approved training for the purposes of security licensing in NSW.

Name of Entity	Address	Phone & Fax No.	NTIS RTO No.	The Commissioner's Approval No. and Authority (refer to Explanatory Note below)
Access Training Institute Pty Ltd	Suite 3, Level 1 224 George Street Liverpool NSW 2170	P: 1300 854 011 F: 1300 854 055	91498	08/030 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Allegiance Investigations & Security Services Pty Limited <i>Trading as: Allegiance Investigations & Security Services</i>	PO Box 123 Dee Why NSW 2099	P: (02) 9905 9193 F: (02) 9905 9194	5579	08/007 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Allies Security Services Pty Ltd	Level 1, 34C Fitzroy Street Marrickville NSW 2204	P: (02) 9557 7466 F: (02) 9517 9999	91298	08/018 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Ambassador Training Academy Pty Ltd	Level 1, 398 Chapel Road Bankstown NSW 2200	P: (02) 8030 2529 F: (02) 9791 9183	91200	08/031 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.

Name of Entity	Address	Phone & Fax No.	NTIS RTO No.	The Commissioner's Approval No. and Authority (refer to Explanatory Note below)
ATMAAC International Pty Ltd	Level I Quad 3 102 Bennelong Rd Homebush Bay NSW 2127	P: (02) 8762 0900 F: (02) 8762 0999	91373	<p align="center">08/015</p> <p>* Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1E, 1F and 1G.</p> <p>* Certificate II in Security Operations PRS20103; and</p> <p>* Certificate III in Security Operations PRS30103.</p>
Australian Concert & Entertainment Security Pty Limited	79-81 Regent Street Redfern NSW 2016	P: (02) 9699 7711 F: (02) 9699 7755	90024	<p align="center">08/001</p> <p>* Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C and 1E.</p> <p>* Certificate II in Security Operations PRS20103; and</p> <p>* Certificate III in Security Operations PRS30103.</p>
Bezcorp Training Academy Pty Ltd <i>Trading as: Bezcorp Training Solutions</i>	33 Brookhollow Ave, Norwest Business Park, Baulkham Hills NSW 2153	P: (02) 9835 6627 F: (02) 9628 9692	91501	<p align="center">08/032</p> <p>* Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G.</p> <p>* Certificate II in Security Operations PRS20103; and</p> <p>* Certificate III in Security Operations PRS30103.</p>
Direct Action Protective Security Pty Limited <i>Trading as: Star Training Academy</i>	27A South Street Granville NSW 2142	P: (02) 9897 5622 F: (02) 9897 5644	91349	<p align="center">08/019</p> <p>* Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, and 1E.</p> <p>* Certificate II in Security Operations PRS20103; and</p> <p>* Certificate III in Security Operations PRS30103.</p>
Ian Bruce Cameron <i>Trading as: Central Coast Business & Training Strategies</i>	PO Box 2104 Gosford NSW 2250	P: (02) 4325 7775 F: (02) 4322 1463	91196	<p align="center">08/002</p> <p>* Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1C, 1F, and 1G.</p> <p>* Certificate II in Security Operations PRS20103; and</p> <p>* Certificate III in Security Operations PRS30103.</p>

Name of Entity	Address	Phone & Fax No.	NTIS RTO No.	The Commissioner's Approval No. and Authority (refer to Explanatory Note below)
Impact Training Pty Ltd <i>Trading as: Impact Training Services</i>	PO Box 655 Dapto NSW 2530	P: (02) 4262 2335 F: (02) 4262 2364	90368	08/006 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Intercept Group Pty Ltd <i>Trading as: Intercept Training</i>	PO Box 3531 Tuggerah NSW 2259 Suite 1-2 86 Pacific Highway Tuggerah NSW 2259	P: 1300 302 444 or P: (02) 4353 0922 F: (02) 4353 0920	90719	08/024 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
International Security Training Academy Pty Ltd	Lower Ground Level 51 Queen Street Melbourne VIC 3000	P: (03) 9620 3207 F: (03) 9620 3208	3877	08/017 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C and 1E. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
International Training and Resource Group Pty Ltd	Suite 905, Level 9, 45 Market St, Sydney NSW 2000	P: (02) 9299 0280 F: (02) 9299 0318	91372	08/020 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
JWW Trading Pty Ltd <i>Trading as: JPR Security Services</i>	Level 6, 11 York Street Sydney NSW 2000	P: (02) 8002 0239 F: (02) 8002 0240	90702	08/021 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.

Name of Entity	Address	Phone & Fax No.	NTIS RTO No.	The Commissioner's Approval No. and Authority (refer to Explanatory Note below)
Law Enforcement and Security Training Australia Pty Ltd <i>Trading as: Security Training Academy</i>	2/28 Harley Crescent, Condell Park NSW 2200	P: (02) 9708 5364 F: (02) 9709 6106	31555	08/028 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
McEvoy & Doust Pty Ltd <i>Trading as: Eastpoint Security Academy</i>	PO Box 209 Byron Bay NSW 2481	P: (02) 6685 3507 F: (02) 6685 3424	6074	08/005 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Merle Shipway <i>Trading as: Nationwide Security Training Academy (NSW)</i>	PO Box 8026 Coffs Harbour NSW 2450	P: (02) 6653 2163 F: (02) 6653 1817	90988	08/003 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1C and 1F. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
National Operations Training and Development Pty Ltd	PO Box 461 Narromine NSW 2821	P: (02) 6889 2047 F: (02) 6889 4122	90180	08/008 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Safecity Services Pty Ltd <i>Trading as: Safecity Training Academy</i>	PO Box 1237 Fyshwick ACT 2609	P: (02) 6280 9447 F: (02) 6335 5229	1367	08/013 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.

Name of Entity	Address	Phone & Fax No.	NTIS RTO No.	The Commissioner's Approval No. and Authority (refer to Explanatory Note below)
SECTA Pty Ltd <i>Trading as: Secta Training Academy</i>	21/4 Chaplin Drive Lane Cove NSW 2066	P: (02) 9420 9288 F: (02) 9420 9388	90229	08/023 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Security Advisor Services Pty Ltd <i>Trading as: Portfolio Training Academy</i>	PO Box 292 Matraville NSW 2036	P: (02) 9661 9913 F: (02) 9661 9211	90196	08/004 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
SkillNet Australia (NSW) Pty Ltd	Suite 5, 183 Lakemba Street Lakemba NSW 2195	P: (02) 8061 7252 F: (02) 9475 1143	91306	08/029 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1C, and 1G. * Certificate II in Security Operations PRS20103.
Specialised K9 Pty Ltd <i>Trading as: Specialised Solutions Australia</i>	1/2D Auburn Road Auburn NSW 2144	P: (02) 9643 1243 F: (02) 9643 1480	91389	08/025 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Strategic Training Solutions Pty Ltd	PO Box 85 Adamstown NSW 2289	P: (02) 4957 4111 F: (02) 4957 4422	90086	08/009 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Sydney Night Patrol & Inquiry Co Pty Ltd <i>Trading as: SNP Security</i>	937-941 Victoria Road West Ryde NSW 2114	P: (02) 8762 6666 F: (02) 8762 9140	90289	08/014 Approval is limited to: * Certificate II in Security Operations PRS20103 * Unit of Competency: PRSS0305A Manage conflict through negotiation contained in Certificate III in Security Operations PRS30103 only.

Name of Entity	Address	Phone & Fax No.	NTIS RTO No.	The Commissioner's Approval No. and Authority (refer to Explanatory Note below)
Synergy Protection Agency Pty Ltd <i>Trading as: Always Synergy</i>	PO Box 83 St Leonards NSW 2065	P: (02) 9439 1933 F: (02) 9439 1966	90942	08/010 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1E, and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
TAFE NSW – North Coast Institute	Hindman Street Port Macquarie NSW 2444	P: (02) 6586 2212 F: (02) 6586 2344	90010	08/027 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, C, and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
TAFE NSW - Sydney Institute	Ultimo College Mary Ann St Ultimo NSW 2007	P: (02) 9217 3137 F: (02) 9217 4971	90003	08/022 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.
Vast Academy (Aust) Pty Ltd	Level 7,75 King St Sydney NSW 2000	P: (02) 9299 3199 F: (02) 9299 3155	7102	08/026 * Certificate I in Security Operations (Pre-Licence) 91190 NSW - Licence subclasses 1A, 1B, 1C, 1D, 1E, 1F and 1G. * Certificate II in Security Operations PRS20103; and * Certificate III in Security Operations PRS30103.

Explanatory Note

Unless specified an approved RTO is authorised by the Commissioner to provide training and/or assessment services for the purposes of the Security Industry Act 1997 in relation to the following accredited course/qualifications:

- Certificate I in Security Operations (Pre-Licence) 91190 NSW;
- Certificate II in Security Operations PRS20103; and
- Certificate III in Security Operations PRS30103.

In the event that an RTO does not have one or more of the above accredited course/qualifications on its scope of registration, then the Commissioner's approval is limited to those which are nominated in above list. When a particular course and/or qualification have been added to a RTO's scope this list will be updated to reflect the change.

In order to gain a Certificate I in Security Operations (Pre-Licence) 91190 NSW, all students are required to complete the core modules as listed in Table No. 1 before progressing to their licence subclass module(s) in accordance with their nominated vocational licensing pathway as listed in Table No. 2.

Table No. 1 – Core Modules

Core Modules		
Module	Unit of Competency	Unit Name
4492A	PRSSO101A	Follow workplace safety procedures
4492B	PRSSO102A	Apply basic communication skills
4492C	PRSSO103A	Prepare for work in security industry

Table No. 2 – Licence subclass module(s)

Licence subclass	Descriptor	Licence subclass module(s)
1A	Unarmed Guard	11122A
1B	Bodyguard	11122A, 11122B, and 11122S
1C	Crowd Controller	11122A and 11122C
1D	Guard Dog Handler	11122A, 11122C, 11122S, and 11122D
1E	Monitoring Centre Operator	11122E
1F	Armed Guard	11122A, 11122S, and 11122F
1G	Loss Prevention Officer	11122A

For all enquiries in relation to approved Registered Training Organisations please contact the Security Industry Registry:

- Telephone 1300 362 001
- Facsimile 1300 362 066
- Postal Address Locked Bag 5099
PARRAMATTA NSW 2124
- Email compsir@police.nsw.gov.au

ABBREVIATIONS

“**ABN**” means *Australian Business Number*

“**ACN**” means *Australian Company Number*

“**AQTF 2007**” means *Australian Quality Training Framework 2007*

“**ASIC**” means *Australian Securities and Investments Commission*

“ATO” means *Australian Taxation Office*
“EOI” means *Expression of Interest*
“NSW DET” means *NSW Department of Education and Training*
“NSW OFT” means *NSW Office of Fair Trading*
“NTIS” means *National Training Information Service*
“RPL” means *Recognition of Prior Learning*
“RTO” means *Registered Training Organisation*
“SIR” means *Security Industry Registry*
“VETAB” means *Vocational Education & Training Accreditation Board*

DEFINITIONS

“Application Package” or “Package” means *the Expression of Interest document.*

“Approval” means *the Commissioner’s Approval to deliver approved training.*

“Approved” means *approved by the Commissioner from time to time.*

“Approved RTOs” means *RTOs that have been granted the Commissioner’s Approval to deliver training for the purposes of security licensing in New South Wales.*

“Approved training” means *the delivery of training and/or assessment services by approved RTOs for the purposes of security licensing in New South Wales.*

“AQTF 2007” means *the current version of the Australian Quality Training Framework, effective from 1 July 2007 that is referred to as the ‘Essential Standards for Registration’ applying to all Registered Training Organisations.*

“Certified copy” means *a document that has been certified by a registered Justice of the Peace who is not associated with the applicant organisation.*

“Commissioner” means *NSW Commissioner of Police.*

“Entity” means *individuals, corporations, government agencies, and public authorities.*

“Master licence” means *a licence that is issued by the Commissioner in accordance with the Security Industry Act 1997 to allow entities to employ persons to carry out security activities in NSW.*

“Organisation” means *the entity operating a security business under a Master licence.*

“Registering Body” means *the authority responsible, under VET legislation and decision-making framework of a particular state or territory, and in accordance with AQTF 2007 ‘Standards for State and Territory Registering Bodies’, for registering training organisations, including all the processes relating to registration and imposition of sanction on RTOs (Source: Department of Education, Science and Training, Canberra City, ACT).*

PREFACE

Commencing 1 February 2006, the Commissioner approved new training requirements for the purposes of security licensing in New South Wales. A number of RTOs successfully applied to the Commissioner to conduct approved training activities for the above purposes and were granted Approvals that were subject to a set of Conditions that have since been superseded by new security industry legislation which was introduced on 1 September 2007.

As part of the transition process to the new security industry legislation the Commissioner invited all approved RTOs to lodge an EOI Application by 19 October 2007. All current Approvals were to be retained until such time as the SIR was able to process an RTO’s EOI Application. Any RTO that was found not to meet the new requirements or decided to withdraw from Approved training activities has had its Approval lapsed.

Those RTOs that have transitioned to the new requirements have been granted Approvals that are numbered from 08/001 onwards and are subject to the Conditions of Approval that are outlined in Attachment 'A'.

Concurrent to the above transitioning process, the Commissioner invited eligible entities that hold a Master licence, i.e.:

- Individuals
- Corporations
- Government agencies (including public authorities).

to lodge an EOI Application. Entities that are successful in obtaining the Commissioner's Approval are subject to the Conditions of Approval as outlined in Attachment 'A' and may be identified by Approval numbers that are prefixed by the numerals '08'.

Applications will not be accepted from entities such as associations; charities, partnerships; superannuation funds; and trusts as they are not eligible to apply.

ATTACHMENT 'A'

CONDITIONS OF APPROVAL THAT RELATE TO ENTITIES THAT HAVE BEEN ALLOCATED APPROVAL NUMBERS COMMENCING 08/001

SECTION 1: INTRODUCTION

Granting Authority

This Approval is granted by the Commissioner and is subject to the Conditions of Approval ("Conditions") listed in Section 3, which are explained by the Explanatory Notes ("Notes") in Section 4. The Notes form part of, and accompany, the Conditions and are listed in corresponding order (i.e. Note 1 relates to Condition 1, etc). This Approval is granted, subject to these conditions, in accordance with Clause 45 of the Security Industry Regulation 2007 ("the Regulation").

Compliance

Approved RTOs are required to adhere to the Conditions at all times. It is an offence under Clause 45 of the Regulation to breach any condition of this Approval. Any breach of these Conditions may result in suspension/revocation of the Approval and/or financial penalties as prescribed by the Regulation:

- for corporations, the maximum penalty is \$1,100 for each offence,
- for individuals, the maximum penalty is \$550 for each offence.

SECTION 2: SCOPE OF THIS APPROVAL

Approved training relates to the following (i) accredited course:

Certificate I in Security Operations (Pre-Licence) 91190 NSW;

(a) Pre-Licensing Course – Core Modules

- 4492A (PRSS0101A) Follow workplace safety procedures
- 4492B (PRSS0102A) Apply basic communication skills
- 4492C (PRSS0103A) Prepare for work in security industry

(b) Pre-Licensing Course – Electives Module/(s)

- Licence subclass 1A Unarmed Guard (11122A)
- Licence subclass 1B Bodyguard (11122A, 11122B, and 11122S)
- Licence subclass 1C Crowd Controller (11122A and 11122C)
- Licence subclass 1D Guard Dog Handler (11122A, 11122C, 11122S, and 11122D)
- Licence subclass 1E Monitoring Centre Operator (11122E)
- Licence subclass 1F Armed Guard (11122A, 11122S, and 11122F)
- Licence subclass 1G Loss Prevention Officer (11122A)

and (ii) qualifications

Certificate II in Security Operations PRS20103; and
Certificate III in Security Operations PRS30103.

SECTION 3: CONDITIONS OF APPROVAL

Introduction

The following Conditions may be altered or added to by the Commissioner at any time, by written notice. The continuance of «Entity_Name»'s Approval will be subject to the acknowledgement of the amended Condition(s).

Condition No. 1

This Approval is issued to «Entity_Name» and remains in force only if it:

- remains a Registered Training Organisation.
- retains its current ownership.
- retains its existing business structure.
- retains approved training on scope.
- is not placed in the hands of an administrator.
- is not placed in the hands of an official manager.
- is not placed into liquidation.
- is not placed into bankruptcy.

Condition No. 2

This Approval issued to «Entity_Name» must continue to hold a Master licence and only operate as an entity type as listed below:

- Individuals.
- Corporations.
- Government agencies (including public authorities).

Condition No. 3

No sub-contracting arrangements for the delivery of training or the advertising of training on behalf of «Entity_Name» are to be entered into unless first approved by the Commissioner in writing.

Condition No. 4

The Australian Standard™ AS3806 - 2006 must be implemented and integrated into «Entity_Name»'s training/assessment activities before commencing approved training.

The above Standard and its upgrades, when installed, must be maintained throughout the term of this Approval and be evidenced by the submission of a signed Annual Declaration to the SIR no later than 31 May each year that covers the preceding 12 month period ending 30 April or part thereof for inaugural Approvals.

Condition No. 5

The duration of training for the Certificate I in Security Operations (Pre-Licence) 91190 NSW must not be less than the hours stipulated in the course/module information (available from www.skillsonline.net.au). This qualification cannot be issued on the basis of RPL nor can it be used as a basis for RPL with regards to obtaining other qualifications for the purposes of security licensing in the state of New South Wales.

Condition No. 6

All trainers/assessors employed by «Entity_Name» to deliver security training and/or assessment must hold valid class 2D security licences and current qualifications.

Condition No. 7

«Entity_Name» must not employ any trainer/assessor to deliver security training and assessment under the authority of this Approval, without first seeking and being granted the SIR's approval.

Condition No. 8

Rescinded 24 December 2008.

Condition No. 9

The location, dates and times of training and the name/s of approved trainers must be provided to the SIR no less than 14 calendar days before the commencement of each Certificate I in Security Operations (Pre-Licence) 91190 NSW.

Condition No. 10

A list of students, having been determined 'Not Yet Competent' by «Entity_Name» while attending any training activity in relation to Certificate I in Security Operations (Pre-Licence) 91190 NSW, including literacy and numeracy assessments, as well as a list of those students seeking, but failing to present sufficient evidence to allow, RPL in relation to Certificate II in Security Operations PRS20103 and Certificate III in Security Operations PRS30103, must be sent to the SIR within 14 calendar days of the determination.

Condition No. 11

A list of students, having successfully completed any of the training listed in Section 2 for the purposes of security licensing, must be sent to the SIR within seven calendar days of issue of the relevant Certificate.

Condition No. 12

All documentary evidence used to support qualifications issued by «Entity_Name», including but not limited to sample student workbooks (showing version/release dates), logbooks, written assessments and other relevant documents must be retained for a minimum of five years from the date of issue of the qualification.

Condition No. 13

In accordance with Clause 39 of the Regulation, all records relating to approved training and assessment, including literacy & numeracy assessments, shall be available and presented to the Commissioner's representative for inspection as prescribed. The Commissioner's representative shall inspect and, if necessary, take or request copies of the records.

Condition No. 14

No distance learning program may be offered to students in relation to **any** approved training/assessment activity.

Condition No. 15

On and off-the-job training and assessment must be conducted in accordance with the instructions contained in the Trainer and Assessor kits for Certificate II in Security Operations PRS20103 and Certificate III in Security Operations PRS30103 available from Skills Online (www.skillsonline.net.au).

All provisional licence holders must, before being issued with a Certificate II in Security Operations PRS20103 or Certificate III in Security Operations PRS30103, participate in a minimum of four on-the-job training and assessments conducted by an authorised trainer/assessor who must be in the employ of an approved RTO. The units of competency being assessed must be contained in the above qualifications.

Condition No. 16

In the case of qualifications issued on the basis of RPL, statements of attainment and certificates must be accompanied by a separate document that indicates the units of competency achieved through RPL.

Condition No. 17

Qualifications issued must include, or be accompanied by a separate document that includes: (i) the full name, security licence number and signature of the trainer/assessor who has delivered the training and/or assessment; (ii) the master licence number of the RTO; and a (iii) unique certificate number for («Entity_Name»).

Condition No. 18

«Entity_Name» may deliver pre-licensing training and workplace training and assessment for persons who are directly employed by «Entity_Name» or related businesses, provided such assessments are separately validated by an independent RTO, that must be approved by the SIR to undertake such validations.

All validations completed by an independent RTO must be issued in the prescribed form.

Condition No. 19

A pre-training literacy and numeracy assessment must be conducted for each student (includes RPL candidates) before undertaking approved training as listed in Section 2.

Literacy and numeracy assessments must adhere to the guidelines issued by the SIR as and when they are available.

Condition No. 20

All advertisements offering approved security training (in print or electronic media) must include «Entity_Name»'s name and Master licence number. Advertisements are not to use the term "Police Approved", "Registry Approved" or other similar form of endorsement.

Condition No. 21

All notifications, declarations, approval requests and other communications between «Entity_Name» and the SIR as required by these Conditions, must be made in the form and manner prescribed by the SIR, as applicable.

End of Conditions

SECTION 4: EXPLANATORY NOTES

Note No. 1

If the entity, during the term of its Approval sells, transfers, assigns or disposes of its ownership in any other way, its Approval will immediately lapse. Should this occur and the new owner(s) propose(s) to conduct approved training under the existing or other Master licence, a new Expression of Interest Application shall be required to be lodged by them and will be subject to normal processing and eligibility requirements.

If the entity, during the term of its Approval, restructures its business by changing its business operations from a sole trader to an incorporated body or any other similar transformation, its Approval will immediately lapse (and it will require a new Master licence). To ensure continuity of approved training the existing entity, e.g. the sole trader, should give sufficient notice to the SIR of the pending restructure and lodge a request to continue approved training under the new structure.

Upon receipt of the written notice, the SIR will determine the type of EOI application package that the new entity is required to lodge. The new entity should not commence approved training until and unless its application has been considered and is successful.

Should «Entity_Name» decide to change its name (as recorded on its Master licence) or its registered business names (i.e. its trading names), it shall provide the SIR written notice immediately of the decision being made. Notices must be lodged in the prescribed manner by «Entity_Name» with the SIR's compliance team.

Upon receipt of the confirming advice that a 'change of name' has occurred, «Entity_Name» shall provide the SIR a copy of the advice within seven calendar days of its issue. The SIR will issue an amended Conditions of Approval Letter ("the Letter") that incorporates the name change. Approved training under the new name shall not commence until such time as the amended Letter is signed and returned by «Entity_Name».

Note No. 2

If the entity, during the term of its Approval, becomes unlicensed, i.e. it no longer holds a Master licence; its Approval will immediately lapse.

For details of incorporated entities visit www.ato.gov.au and www.asic.gov.au.

Note No. 3

In relation to your Conditions of Approval, the term sub-contracting includes contracting out to (i) other organisations which may or may not be an approved RTO, (ii) an individual and/or Firm holding a Master licence, or (iii) any type of franchising arrangement.

The SIR has no objections to commercial arrangements whereby manpower organisations that hold a Master licence recommend «Entity_Name» to their security operatives or enter into a "preferred supplier" arrangement with «Entity_Name». However, in relation to the above arrangements, «Entity_Name» must take total responsibility for the enrolment process, the administration, and all aspects of the delivery, assessment and monitoring of the approved training, otherwise the SIR would view it as a breach of their Conditions.

The SIR has no objection to «Entity_Name» engaging the services of another RTO for the purposes of validating assessments of their employees; this includes manpower and/or training divisions whenever it is subject to Condition No. 18. Please see Note No. 18 for further details.

The SIR further recognises that RTOs may seek to engage training staff on a contract basis as an alternative to direct employment. However, RTOs that engage trainers in this manner must ensure these trainers:

- (i) have a current Master licence;
- (ii) hold 2D licences and possess the appropriate vocational qualifications and industry experience; and
- (iii) are subject to the same level of monitoring as employed staff to ensure compliance with these Conditions and AQTF2007 requirements.

Please refer to Note No. 7 for information that is required for trainer approval requests. Furthermore, the manner in which «Entity_Name» manages these relationships should be incorporated into your compliance procedures. All documentation relating to 'partnering arrangements' is subject to audit.

Note No. 4

The Compliance Standard Declaration must be signed by the CEO, or in the case of a corporation or government agency, the nominated person for the Master licence. «Entity_Name» is required to retain a copy of the Declaration and supporting documents for future audit purposes.

Principle No. 5 of the Standard outlines how “compliance obligations are identified and assessed”; this can be achieved through “attending industry forums and services”. The SIR will require, as evidence of implementation of the Standard, that «Entity_Name»’s Declaration include evidence that its staff or Principals have undertaken a minimum 20 hours per annum (in total for the approved RTO) Professional Development through programs provided by the NSW DET and the NSW Property Services Industry Training Advisory Board.

The commencement date relating to the submission of the Annual Declaration is 30 April 2009.

The SIR will accept a Declaration for periods of less than 12 months, only in the first year of being granted an Approval where the granting date falls after 1 May. Pro rata Professional Development requirements will apply in the first year of being granted the Commissioner’s Approval.

Examples

(i) ABC Company Pty Ltd (“ABC”) is granted the Commissioner’s Approval on 3 March 2008 and accordingly, there is no requirement for ABC to lodge its Declaration for the 12 month period ended 30 April 2008. Its first Declaration must be lodged no later than 31 May 2009.

(ii) XYZ Company Pty Ltd (“XYZ”) is granted the Commissioner’s Approval on 1 November 2008.

When XYZ lodges its Declaration for the period 1 November 2008 to 30 April 2009 it must provide evidence of 10 hours Professional Development in total.

When XYZ lodges its Declaration for the period 1 May 2009 to 30 April 2010 and subsequent years, it must provide evidence of the full 20 hours of Professional Development.

Note No. 5

The nominal student hours for each Module of the Certificate I in Security Operations (Pre-Licence) 91190 NSW as listed in Section 2 must be delivered in accordance with NSW DET requirements.

Anything less than 100% attendance for each training activity would be considered as non completion of same. For example, the introductory module 4492B (PRSS0102A) *Apply basic communication skills* requires eight nominal student hours. However, if a student only completes six hours of the above Module, the SIR would consider that the student had not completed the requirements of their qualification and would require the shortfall to be made up before the qualification could be accepted for licensing purposes.

Any non-compliance could lead to the refusal of a trainee’s security licence application or the revocation of an issued licence. Random and targetted audits of security licence applications are continuously conducted by the SIR.

Note No. 6

In order for a trainer/assessor to deliver training in relation to any unit of competency, that is required for licensing contained in the Certificate I in Security Operations (Pre-Licence) 91190 NSW and the Certificate II in Security Operations and Security III in Security Operations, it is mandatory that 2D trainers:

- (i) hold a Certificate IV in Security and Risk Management or Certificate IV in Security (Risk Management) qualification as a minimum;
- (ii) possess relevant industry experience of not less than two years of current vocational and/or industrial experience in monitoring and managing security operations; and
- (iii) meet AQTF 2007 and the training package assessment guidelines as promulgated.

There are no exceptions to these requirements.

Note No. 7

All 2D trainer approval requests should be submitted to the SIR by way of a Declaration signed and dated by a Director or owner/manager and must include the following information:

- (i) the trainer's full name;
- (ii) details of all security licences currently held by them;
- (iii) their current residential address;
- (iv) their date of birth;
- (v) full details of qualifications held by them;
- (vi) a statement that he/she possesses the necessary security industry training experience to deliver training and/or conduct assessment as listed in Section 2;
- (vii) the basis of employment, i.e. (a) full time; (b) part-time, or (c) casual;
- (viii) the type of employment arrangement, i.e. (a) permanent, (b) fixed term, (c) temporary or (d) contract [if (d) please supply Master licence number]; and
- (ix) any training restriction that **you** wish to place on the trainer/assessor in relation to their authority, e.g. limit them to delivering Certificate I in Security Operations (Pre-Licence) 91190 NSW courses. (This situation could relate to newly qualified trainers with the minimum required industry experience).

Trainer approvals may be subject to additional reporting requirements by the approved RTO.

To avoid potential processing delays, all details of your proposed trainer/assessor should be cross-checked against the individual's security licence(s) and/or other identification as well as their personal résumé before submitting your request. Before the trainer/assessor can commence duties their conditions of approval must be acknowledged and agreed to by «Entity_Name» in accordance with the terms and conditions thereof.

Upon receipt of your acknowledgement and agreement, the SIR will advise you of the trainer's approval number, which is unique to the trainer's employment with your RTO. This number must then be included on all training notifications and other dealings which relate to the trainer.

Once a trainer/assessor has been approved, **any** changes to their appointment must be notified to the SIR. This includes, but is not limited to, (i) non-starts, (ii) change in job status, and (iii) separations (provide reason/(s) and date of separation).

«Entity_Name» is not required to submit a trainer's personal résumé when requesting their approval but it should be retained by you for audit purposes.

Note No. 8

Rescinded 24 December 2008

Note No. 9

Training notifications should be sent by facsimile to the SIR on 1300 362 066 and include on the fax header sheet:

FOR ATTENTION - COMPLIANCE AND OPERATIONS LIAISON TEAM
RTO CONDITIONS OF APPROVAL NOTIFICATION FOLLOWS

Please include the approved RTO name, Approval number and Master licence number on both the header sheet and all notifications. The fax header sheet should also indicate the notifications that are to follow (eg. "Issued qualifications for course commencing...[start and finish dates included]").

Please ensure that you retain your facsimile confirmation advice as evidence of the successful transmission of each notification as the SIR will not acknowledge their receipt except for 2D trainer approval requests. In relation to the latter, please allow five calendar days for acknowledgement and up to 14 calendar days for our Determination.

Cancellations, and or any other changes to your notifications, must be notified to the SIR in the prescribed manner as unannounced random field visits of training activities are periodically conducted. Moreover, notices of cancellations would assist with the validation of your training activities as issued qualifications are cross-matched against your scheduled training activities.

Note No. 10

All 'Not Yet Competent' notifications must be sent to the SIR in the prescribed manner as required by Condition No. 21.

All lists are cross-matched against our databases and individual security licence applicants are subject to periodic targeted and random audits.

Note No. 11

All issued certificates' notifications must be sent to the SIR in the prescribed manner as required by Condition No. 21.

All lists are cross-matched against our databases and individual security licence applicants are subject to periodic targeted and random audits.

Note No. 12

«Entity_Name» shall be guided by AQTF 2007 guidelines in relation to meeting document evidence requirements.

Note No. 13

Please refer to Clause 39 of the Regulation for the Commissioner's powers in this respect.

Note No. 14

The appropriate mode of delivery for each type of the following accredited course and/or qualification are outlined in the resource material kits issued by the NSW DET:

- Certificate I in Security Operations (Pre-Licence) NSW 91190
- Certificate II in Security Operations PRS20103
- Certificate III in Security Operations PRS30103

Any deviation from these delivery modes may void qualifications issued for security licensing purposes.

Note No. 15

Whilst assistance in the gathering of evidence may be sought from the employer and/or supervising staff of security operatives, «Entity_Name» retains the responsibility of administering and processing all assessments.

Any deviation from the above requirement may void qualifications issued for security licensing purposes.

Note No. 16

«Entity_Name» should ensure that qualifications that have been issued on an RPL basis meet current AQTF 2007 guidelines, and that they contain other details as outlined in Condition No. 17 and its accompanying Note.

Note No. 17

Qualifications must be issued in accordance with AQTF 2007 requirements (further information may be obtained from your Registering Body, e.g. NSW VETAB, and/or the NSW Property Services Industry Training Advisory Board). There is no requirement to include the relevant trainer/assessor approval number (see Note 7 for details) on the Qualification.

The SIR acknowledges that government agencies may have statutory or other guidelines to meet when issuing qualifications and other Statements. Accordingly, the SIR will accept requests to vary requirements relating to Condition No. 17, providing the agency lodges a request in writing before they commence approved training.

Note No. 18

Where «Entity_Name» is required to engage the services of another RTO to validate assessments of their own staff (whether training staff or those providing manpower services), the SIR must approve the validating RTO before such validations occur.

The validating RTO need not be an approved RTO in relation to Clause 45 of the Regulation.

Validation is not intended to duplicate the assessment of a student's competence but rather a validation the approved RTO has followed AQTF 2007 and related requirements in its assessment of their own employees. Accordingly, as the validating RTO and its staff will not be carrying on security activities, the SIR does not require security licences to be held.

Upon obtaining the SIR's approval, the validating RTO will be provided with the prescribed form required to be completed for each assessment validated by them. These should be attached to the qualification and be lodged by the student with their security licence application.

The requirement for validation extends to employees of subsidiaries, associated companies or other businesses owned by the RTO or its proprietors.

Note No. 19

«Entity_Name» may deliver its current literacy and numeracy assessments until such time as guidelines are developed by the SIR in consultation with the industry and other relevant government agencies. The NSW DET produced resource materials include information on developing literacy and numeracy assessments and identify referenced websites.

Note No. 20

When «Entity_Name» advertises for 2D trainers, its job placement advertisement must include its Master licence number as well as clearly stating the qualifications and experience expectations of applicants.

Note No. 21

The SIR has developed a number of forms and business rules in relation to the lodgement of notifications, declarations, trainer approval requests and other documents relating to these Conditions of Approval. Forms are available upon request from the SIR and business rules are published on our website www.police.nsw.gov.au/sir. Business rules shall be strictly adhered to all times, and are subject to change with appropriate written notice of at least seven calendar days of when the change is to occur.

End of Notes