



NSW Police Force

Provisional Licences

This Fact Sheet provides information on the new provisional licensing scheme for the manpower sector of the security industry (i.e. activities traditionally requiring Class 1 security licences).

What is a Provisional licence?

A Provisional licence is a new type of licence that, from 1 September 2007, will be issued to:

- new entrants to the manpower sector of the security industry
- current Class 1 licensees who apply to vary their licence to work in a new area of the manpower sector.

Applicants can apply for a Provisional licence in any of the Class 1 subclasses (e.g. crowd controller, loss prevention officer, etc). A Provisional licence holder is only authorised to perform security activities while under the direct supervision of a person with a Class 1 licence of the same subclass.

Provisional licence cards are distinguished by a central “P”, as shown in this sample:



Why has the provisional licensing scheme been introduced?

The provisional licensing scheme has been introduced to formalise a structured approach to workplace assessment. Employers will be responsible for ensuring that new entrants are given clear direction and assistance by experienced security operatives who will ensure that the knowledge gained in class-room training courses is properly understood and applied under the relevant level of supervision.

The provisional licensing scheme ensures that new entrants to particular industry sectors:

- complete comprehensive pre-licensing training that is relevant to the duties they will perform once licensed
- are properly supervised to ensure their safety and the safety of the community
- are assessed in the workplace over a period of time
- demonstrate their capacity to perform their duties safely, competently and independently.

What training is required before applying for a Provisional licence?

In applying for a Provisional licence, an applicant must provide evidence of having successfully completed the relevant pre-licensing course with an approved Registered Training Organisation (RTO).

There is a particular pre-licensing course for each Provisional licence subclass. RTOs are required to deliver these training courses over a set number of class-room hours:

Provisional Subclass	Course Hours
P1A - Unarmed Guard	62
P1B - Bodyguard	102
P1C - Crowd Controller	77
P1D - Guard Dog Handler	119
P1E - Monitoring Centre Operator	40
P1F - Armed Guard	104
P1G - Loss Prevention Officer	62

What are the supervision requirements for Provisional licence holders?

Provisional licensees must, at all times, work under the direct supervision of a person holding a Class 1 licence of the same subclass (e.g. a P1A licensee must be supervised by a Class 1A licence holder).

The level of supervision required depends on the activities to be undertaken by the Provisional licensee. Provisional licence holders engaged in higher risk activities require greater supervision.



Master licence holders are required to ensure that **all** employees with Provisional licences:

- receive detailed written instructions on the work to be performed
- perform tasks that are part of an overall documented work routine
- are subject to regular written personal progress checks by their supervisor.

The following additional supervision requirements apply to the specified Provisional subclasses:

- the supervisor must be on the same premises as the Provisional licensee (P1C and P1D*)
- the Provisional licensee must, as far as practicable, be in the supervisor's line of sight (P1C, P1D* and P1F)
- the supervisor must be able to immediately provide assistance to the Provisional licensee (P1C, P1D* and P1F)
- there must be no more than three Provisional licensees per supervisor (P1C)
- there must be no more than one Provisional licensee per supervisor (P1D* and P1F)
- the supervisor must hold a relevant firearms licence (P1F).

** only applies to P1D licensees during the first three months of employment.*

Employers are guilty of an offence if they fail to provide the required level of supervision to their employees. A maximum penalty of \$22,000 applies for corporations and \$11,000 for individuals.

How does a Provisional licensee qualify for a Class 1 licence?

During the 12 month Provisional licence term, the licensee must arrange to be assessed in the workplace on at least four separate occasions by their RTO. These workplace assessments provide an opportunity for the Provisional licensee to demonstrate the required competencies. On completion of these assessments, and if satisfied that the Provisional licensee is fully competent, the RTO will issue the qualification required for progression to a Class 1 licence.

If a Provisional licence holder is not able to obtain the required qualification before their licence expires, they will not be eligible to progress to a Class 1 licence and must apply for another Provisional licence. Once issued with the required qualification by their RTO, the licensee may apply, at any time during a subsequent Provisional licence term, to upgrade to a Class 1 licence.

Special P1F (Armed Guard) requirements

Individuals intending to apply for Provisional 1F licences should note that special application, employment and training requirements apply (contact the Security Industry Registry for details).

Security Industry Registry

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Where can I find more information?

The information provided in this Fact Sheet is for general guidance only; it does not constitute legal advice. Applicants and licensees should familiarise themselves with the amended Security Industry Act 1997 and the Security Industry Regulation 2007, which are available on the NSW Legislation website (www.legislation.nsw.gov.au).



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