NSW Security Licence Course
Training, Assessment and Instruction Requirements Manual

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DEFINITIONS


Approved Trainer: means the holder of a NSW Class 2D security licence who is approved by the Security Licensing & Enforcement Directorate (SLED) to carry on training, assessment or instruction with an Approved Organisation under Condition No. 8 of the Approved Organisation’s Conditions of Approval.

Converted licence: means a provisional licence converted to a Class 1 licence in accordance with Schedule 2 Part 8 of the Security Industry Act 1997.

SLED: means the Security Licensing & Enforcement Directorate.

SLED regulatory requirements: means

- an Approved Organisation’s Conditions of Approval
- the NSW Police Force document Commissioner’s training, assessment and instruction requirements - Security Industry Act 1997 (D/2013/77376) (or any document that replaces that document)
- Security Licence Course manuals, booklets and assessment tools approved by the Commissioner and listed below:
  - NSW Security Licence Course Training, Assessment and Instruction Requirements Manual
  - Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations (Class 1AC and 1E, 1B, 1D, 1F versions)
  - Security Licence Course (NSW) Summative Assessment Manual for Approved Organisations (Class 1AC and 1E, 1B, 1D, 1F versions)
  - Security Licence Course (NSW) Formative Assessment Booklet for Students (Class 1AC and 1E, 1B, 1D, 1F versions)
  - Security Licence Course (NSW) Summative Assessment Booklet for Students (Class 1AC and 1E, 1B, 1D, 1F versions)
  - NSW Security Licence Course Manual Security Scenario and Supporting Documents
  - NSW Security Licence Course Assessment tools including Subject Quizzes, Legislation Exams and Communication Exams
  - Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations (Class 1AC and 1E, 1B, 1D, 1F versions)
  - Security Licence Conversion Course (NSW) Assessment Booklet for Students (Class 1AC and 1E, 1B, 1D, 1F versions).
1. INTRODUCTION

Approved Organisations, and their Approved Trainers, must comply with all Conditions of Approval (“the Conditions”) imposed by the Commissioner of Police on the organisation under s.15(2A) of the Security Industry Act 1997 (“the Act”).

Failure to comply with the Conditions may result in the Commissioner’s Approval being revoked, and/or penalties being imposed.

It is a Condition of Approval that training, assessment and/or instruction in any unit of competency identified in the NSW Police Force document Competency Requirements for Class 1 Licences (D/2013/69215) (or any document that replaces that document), excepting Apply first aid, must be conducted as part of a Security Licence Course (NSW), and in accordance with the SLED regulatory requirements.

Excluded from the operation of this condition is training, assessment or instruction in those units of competency also contained within the qualification Certificate III in Investigative Services, but only if such activities occur in the context of the delivery of that qualification.

The following current Security Licence Courses were introduced by the NSW Police Force on 1 May 2013.

- Class 1AC Security Licence Course (NSW)
- Class 1B Security Licence Course (NSW)
- Class 1D Security Licence Course (NSW)
- Class 1F Security Licence Course (NSW)

- Class 1AC Security Licence Conversion Course (NSW)
- Class 1B Security Licence Conversion Course (NSW)
- Class 1D Security Licence Conversion Course (NSW)
- Class 1F Security Licence Conversion Course (NSW).

Class 1AC, 1B, 1D, and 1F Security Licence Course (NSW) training, assessment and instruction requirements are outlined in section 2 of this manual.

Class 1AC, 1B, 1D, and 1F Security Licence Conversion Course (NSW) training, assessment and instruction requirements are outlined in section 3 of this manual.

Security Licence Courses may only be conducted by Approved Organisations and their Approved Trainers. To comply with their conditions of approval, Approved Organisations, and their Approved Trainers, must conduct Security Licence Courses in accordance with this manual (“the NSW Security Licence Course Training, Assessment and Instruction Requirements Manual”), and all other SLED regulatory requirements.
2. SECURITY LICENCE COURSE (NSW) TRAINING, ASSESSMENT AND INSTRUCTION REQUIREMENTS

The following Security Licence Courses have been developed to enable persons to undertake and successfully complete the requisite training, assessment and instruction for each class of security licence.

The following courses may only be conducted by Approved Organisations, and must be conducted in accordance with this manual, and all other SLED regulatory requirements:

- Class 1AC Security Licence Course (NSW)
- Class 1B Security Licence Course (NSW)
- Class 1D Security Licence Course (NSW)
- Class 1F Security Licence Course (NSW).

To comply with their conditions of approval, Approved Organisations must notify the SLED of all proposed Security Licence Courses and must not commence a course until it has been approved and a unique SLED Approved Course No. issued.

2.1 Course Duration

Suggested course, subject and assessment workshop durations are specified in each Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations. These are the minimum durations that must be delivered to meet the SLED regulatory requirements and are based on a course consisting of 10 - 15 students.

Security Licence Course durations may need to increase if the course consists of more than 15 students. Trainer to student ratios is an issue that the SLED will monitor to ensure quality of learning is achieved.

Security Licence Courses, individual course subjects and assessment workshops of a shorter duration than the suggested duration specified in the relevant Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations, must not be conducted unless the Approved Organisation has been granted prior written approval by the SLED.

Approved Organisations may request SLED approval to conduct a Security Licence Course of a shorter duration in the following circumstances:

1. the course will consist of less than 10 students
2. the prospective students have already attained units of competency included in the course (or achieved the superseded and equivalent unit from the PRS03 or CPP07 Training Package). In this case:
   a) If the student attained the unit of competency on or after 1 May 2013 with a current Approved Organisation, they do not need to complete the learning or formative or summative assessments for that unit.
   b) If the student attained the unit of competency prior to 1 May 2013 with a current Approved Organisation, they do not need to complete the learning
or formative assessments for that unit, but must undertake and satisfactorily complete all of the course’s summative assessment tasks (including those relating to the unit of competency previously attained) during the course’s assessment workshop.

c) If the student attained the unit of competency with an RTO that is not a current Approved Organisation, they do not need to complete the learning or formative assessments for that unit, but must undertake and satisfactorily complete all of the course’s summative assessment tasks (including those relating to the unit of competency previously attained) during the course’s assessment workshop.

3. the course delivery mode will incorporate distance or technology based learning (see section 2.2)

Further information on the process to request approval to conduct a Security Licence Course, individual course subject or assessment workshop of a shorter duration than specified in the relevant Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations may be obtained by contacting the SLED’s Approved Training team: sledrtos@police.nsw.gov.au. The Approved Organisation will need to demonstrate how a shorter course duration will advantage students in terms of the quality of training and learning, and vocational outcomes.

2.2 Course Delivery Mode

Security Licence Courses, including all learning and formative and summative assessment tasks, must be conducted in a supervised, face to face environment.

Approved Organisations that have developed a learning strategy that incorporates the delivery of a proportion of the course’s learning component via distance or technology based learning (e.g. online) may submit a proposal to the SLED seeking approval to implement the strategy. Any such proposal must fully outline what evidence will be available to the SLED to confirm effective student engagement and participation in the learning process throughout the course. Proposals will be subject to a comprehensive assessment by the SLED to determine if the learning outcomes meet the CPP07 training package and the SLED regulatory requirements.

The SLED will not approve proposals where the distance or technology based learning component is proposed to be greater than 30% of the Security Licence Course’s suggested course duration, and/or where the proposed distance or technology based delivery includes any of the course’s formative or summative assessment tasks.

Further information on the proposal submission process, and the SLED approval criteria, may be obtained by contacting the SLED’s Approved Training team: sledrtos@police.nsw.gov.au.
2.3 Course Assessment Requirements

All students participating in a Security Licence Course must undertake and complete all assessment requirements outlined in the relevant Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations, unless approved in writing by the SLED.

To be deemed competent in a unit of competency, the student must satisfy all of the assessment requirements for the unit as listed in the Assessment Requirements and Records section of the relevant subject within the Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations. This includes satisfactorily completing all of the formative and summative assessment tasks applicable to that unit of competency in the Security Licence Course being undertaken.

The Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations is for Approved Organisation use only and contains:

- course outlines including course, subject and summative assessment workshop durations and mapping to relevant units of competency
- instructions for conducting the formative assessments (including those shaded in grey)
- an Approved Organisation version of the formative assessments
- assessment requirements for each unit of competency
- assessment tools including Assessment Cover Sheets, Assessment Checklists and Peer Feedback Checklists.

The manual contains instructions and model and/or suggested outcomes, answers or checklists to assessment tasks (shaded in grey). To ensure the integrity of assessments, students must not be issued with these outcomes, answers or checklists, or be provided a copy of the manual.

The content of formative and summative assessments tasks must not be amended or deleted. This is to ensure consistency of assessment across Approved Organisations and adherence to the Principles of Assessment.

All formative and summative assessment scenarios that require the student to take the role of a security licensee are to be conducted on the basis that the licensee is performing security activities relevant to the Security Licence Course being undertaken.

Students are allowed to refer to their course materials and additional resources during formative and summative assessment tasks. However, in order to maintain the integrity of the assessment, students must not be provided with the assessment answers, nor should they be allowed to refer to any document that specifically guides them to the required answers.
If a student withdraws from or leaves a course before completion of the suggested learning hours and formative assessment tasks:

- They are not permitted to undertake the summative assessment tasks of that course
- They must rejoin a future course to complete the missed learning hours and formative assessment tasks before being permitted to undertake the summative assessments.

If a student does not attend the first day of the course, they are not permitted to complete the course and must enrol in a future course.

2.3.1 Formative Assessment Requirements

All formative assessment tasks must be conducted by Approved Trainers:

- during a Security Licence Course in a supervised, face to face environment.
- in accordance with the instructions contained in the relevant Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations, all requirements outlined in this manual, and all other SLED regulatory requirements.

At the commencement of the Security Licence Course students must be provided a copy of the following documents:

- the NSW Security Licence Course Manual Security Scenario and Supporting Documents, which contains details of the “International Centre” and “International Group Security” that are referenced in the formative and summative assessment tasks undertaken during the course, and
- the relevant Security Licence Course (NSW) Formative Assessment Booklet for Students, which must be completed by the student throughout the course and contains:
  - course outlines, including course and subject durations
  - all of the formative assessment tasks that must be satisfactorily completed during the Security Licence Course (except for the Subject Quizzes separately provided to Approved Organisations)
  - Assessment Cover Sheets.

The Subject Quizzes are not, and must not be, included in the Security Licence Course (NSW) Formative Assessment Booklet for Students. Subject Quizzes must only be handed to students at the commencement of the quiz. Students may not talk to, or seek assistance from, other students while undertaking Subject Quizzes.

The formative assessments include a number of Peer Assessment tasks. Approved Trainers must observe each student while the assessment task is occurring to ensure sufficient participation by all students.
2.3.2 Summative Assessment Requirements

The summative assessment workshop must not be conducted until each student has successfully completed all of the learning hours and formative assessment tasks for every subject (exceptions apply for eligible students as per 2.1.2).

All summative assessment tasks must be conducted by Approved Trainers:

- during the Security Licence Course’s summative assessment workshop in a supervised face to face environment
- in accordance with the instructions contained in the relevant Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations and the Security Licence Course (NSW) Summative Assessment Manual for Approved Organisations (including those shaded in grey), all requirements outlined in this manual, and all other SLED regulatory requirements.

The Security Licence Course (NSW) Summative Assessment Manual for Approved Organisations contains:

- course outlines, including course, subject and summative assessment workshop durations
- instructions for conducting the summative assessments (including those shaded in grey)
- an Approved Organisation version of all summative assessment tasks, including the final exams and practical holistic summative assessments
- assessment tools, including Assessment Cover Sheets and Assessment Checklists
- Record of Assessment Outcome forms, including Unit Assessment Record templates for each unit of competency
- Instructions, model and/or suggested outcomes, answers or checklists to assessment tasks (shaded in grey). To ensure the integrity of assessments, students must not be issued with these outcomes, answers or checklists, or be provided a copy of the manual.

Approved Trainers must provide each student a copy of the relevant Security Licence Course (NSW) Summative Assessment Booklet for Students. The booklets must not be provided to students until the commencement of the summative assessment workshop.

The Security Licence Course (NSW) Summative Assessment Booklet For Students contains:

- course outlines, including course, subject and summative assessment workshop durations
- all of the summative assessment tasks for each unit of competency that must be satisfactorily completed during the summative assessment workshop (other than the Legislation and Communication Exams separately provided to Approved Organisations)
• assessment tools, including Assessment Cover Sheets and Assessment Checklists.

The Legislation Exam and the Communication Exam are not, and must not be, included in the Security Licence Course (NSW) Summative Assessment Booklet for Students. The Legislation and Communication Exams must not be handed to students until the commencement of the relevant examination. Students may not talk to, or seek assistance from, other students while undertaking the Legislation and Communication Exams.

To ensure the integrity of the assessment process, Approved Trainers must collect each student’s summative assessment booklet at the completion of each day’s assessment activity. All students’ summative assessment booklets must be accounted for and stored securely when they are not in use for summative assessment workshops.

2.4 Recording Assessment Outcomes

Approved Trainers must:
• ensure students complete, sign and date an Assessment Cover Sheet for each assessment task and activity undertaken during a Security Licence Course. Assessment Cover Sheets are included for each assessment task within the Security Licence Course (NSW) Formative Assessment Booklet For Students and the Security Licence Course (NSW) Summative Assessment Booklet For Students. Assessment Cover Sheets must be completed at the time of the assessment.

• complete an Assessment Checklist for each assessment where provided in the Security Licence Course (NSW) Formative Assessment Booklet for Students and the Security Licence Course (NSW) Summative Assessment Booklet for Students. The Assessment Checklist document must be completed by the Approved Trainer, and signed and dated by the Approved Trainer and student at the time of the assessment.

• complete, sign and date a Unit Assessment Record for each unit of competency after all formative and summative assessment tasks have been completed. Unit Assessment Records for each unit of competency are contained in the Appendix to the NSW Security Licence Course (NSW) Summative Assessment Manual for Approved Organisations.

• ensure that all Discussion Sign-offs and Peer Feedback Checklists included in the Security Licence Course (NSW) Formative Assessment Booklets for Students are fully completed at the time of assessment.

Approved Organisations must:
• retain all original Unit Assessment Records and all original student assessment task records listed below, in accordance with their conditions of approval:
  o Security Licence Course (NSW) Formative Assessment Booklet For Students
2.5 Recognition of Prior Learning
Approved Organisations must not assess a student’s competency through a recognition pathway (e.g. RPL). However, Approved Organisations may seek approval from the SLED to assess the competence of a student undertaking a Security Licence Course through an assessment only pathway in exceptional circumstances.

Further information may be obtained by contacting the SLED’s Approved Training team: sledrtos@police.nsw.gov.au.

3. SECURITY LICENCE CONVERSION COURSE (NSW)
TRAINING, ASSESSMENT AND INSTRUCTION REQUIREMENTS

3.1 Security Licence Conversion Courses
The following Security Licence Conversion Courses have been developed to enable holders of Class 1 security licences (subject to a condition imposed under section 23E of the Act) to undertake and complete to the satisfaction of the Commissioner the training, assessment and instruction required to attain all units of competency required for their security licence.

The following courses may only be conducted by Approved Organisations, and must be conducted in accordance with this manual, and all other SLED regulatory requirements:

- Class 1AC Security Licence Conversion Course (NSW)
- Class 1B Security Licence Conversion Course (NSW)
- Class 1D Security Licence Conversion Course (NSW)
- Class 1F Security Licence Conversion Course (NSW).

To comply with their conditions of approval, Approved Organisations must notify the SLED of all proposed Security Licence Conversion Courses and must not commence a course until it has been approved and a unique SLED Approved Course No. issued.

3.2 Course Duration
Suggested course durations are specified in each Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations. These are the minimum course durations that must be delivered to meet the SLED regulatory requirements and are based on a course consisting of 10 - 15 students.

Security Licence Course durations may need to increase to meet the SLED regulatory requirements if the course consists of more than 15 students. Trainer to
student ratios is an issue that the SLED will monitor to ensure quality of learning is achieved.

To comply with their conditions of approval, Approved Organisations must not conduct a Security Licence Conversion Course, individual course subject, or assessment workshop of a shorter duration than the suggested duration specified in the relevant Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations, unless they have been granted prior approval by the SLED.

3.3 Course Delivery Mode
Security Licence Conversion Courses must be conducted in a supervised, face to face environment.

3.4 Course Assessments Requirements
All students participating in a Security Licence Conversion Course must undertake and complete all assessment requirements outlined in the relevant Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations.

To be deemed competent in a unit of competency, the student must satisfy all of the assessment requirements for the unit as listed in the Assessment Requirements and Records section of the relevant subject within the Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations. This includes satisfactorily completing all of the summative assessment tasks applicable to that unit of competency in the Security Licence Conversion Course being undertaken.

The Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations is for Approved Organisation use only and contains:

- course outlines, including course duration
- instructions for conducting the summative assessments (including those shaded in grey)
- an Approved Organisation version of all summative assessment tasks, including the final exams and practical holistic summative assessments
- assessment requirements for each unit of competency
- assessment tools, including Assessment Cover Sheets and Assessment Checklists
- Record of Assessment Outcome forms, including Unit Assessment Record templates for each unit of competency.

The Security Licence Conversion Course (NSW) Course Outline and Assessment Manual for Approved Organisations contains instructions and model and/or suggested outcomes, answers or checklists to assessment tasks (shaded in grey). To ensure the integrity of assessments, students must not be issued with these outcomes, answers or checklists, or be provided a copy of the manual.
Approved Trainers must provide each student a copy of the relevant *Security Licence Conversion Course (NSW) Assessment Booklet for Students*. The booklets must not be provided to students until the commencement of the summative assessment workshop.

The *Security Licence Conversion Course (NSW) Assessment Booklet For Students* contains:

- course outlines, including course durations
- all of the summative assessment tasks for each unit of competency that must be satisfactorily completed during the course (except for the Legislation and Communication Exams separately provided to Approved Organisations)
- assessment tools, including Assessment Cover Sheets and Assessment Checklists.

The Legislation Exam and the Communication Exam are not, and must not be, included in the *Security Licence Conversion Course (NSW) Assessment Booklet for Students*. The Legislation and Communication Exams must not be handed to students until the commencement of the relevant examination. Students may not talk to, or seek assistance from, other students while undertaking the Legislation and Communications Exams.

All summative assessment tasks must be conducted by Approved Trainers during the Security Licence Conversion Course in a supervised face to face environment.

The content of summative assessments tasks must not be amended or deleted. This is to ensure consistency of assessment across Approved Organisations and adherence to the Principles of Assessment.

All summative assessment scenarios that require the student to take the role of a security licensee are to be conducted on the basis that the licensee is performing security activities relevant to the Security Licence Conversion Course being undertaken.

Students are allowed to refer to their course materials and additional resources during summative assessment tasks. However, in order to maintain the integrity of the assessment, students must not be provided with the assessment answers, nor should they be allowed to refer to any document that specifically guides them to the required answers.

To ensure the integrity of the assessment process, Approved Trainers must collect each student’s summative assessment booklet at the completion of each day’s assessment activity. All students’ assessment booklets must be accounted for and stored securely when they are not in use for summative assessment workshops.

### 3.5 Holders of Converted licences that hold a Certificate I in Security Operations (Pre-Licence) qualification

A number of holders of Converted licences were granted their original provisional licence after completing the Certificate I in Security Operations (Pre-Licence) qualification.
To satisfy the condition imposed on their Class 1 licence under section 23E of the Act, these licensees must, in accordance with the SLED regulatory requirements, achieve all units of competency required for their licence by:

- undertaking and successfully completing the relevant Security Licence Conversion Course, and
- achieving the remaining units of competency required for their security licence by, as a minimum, undertaking and successfully completing all of the summative assessment tasks for each unit outlined in the relevant Security Licence Course (NSW) Course Outline and Formative Assessment Manual for Approved Organisations.

Approved Organisations must notify the SLED, in accordance with their conditions of approval, details of all students undertaking a Security Licence Conversion Course who only hold a Certificate I in Security Operations (Pre-Licence) and will be subject to additional summative assessment during the course.

In these circumstances, if the holder of a converted licence satisfactorily completes all of the additional summative assessment tasks for a unit of competency not covered by the Security Licence Conversion Course, and is deemed competent in that unit, the Approved Organisation must:

- complete the relevant Unit Assessment Record and attach to it a copy of the student’s Certificate I in Security Operations (Pre-Licence) qualification
- record the units of competency on the student’s statement of attainment, or the accompanying document to the qualification as required under the Approved Organisation’s Conditions of Approval.

### 3.6 Recording Assessment Outcomes

Approved Trainers must ensure students complete, sign and date an Assessment Cover Sheet for each assessment task and activity undertaken during a Security Licence Conversion Course. Assessment Cover Sheets are included for each assessment task within the Security Licence Conversion Course (NSW) Assessment Booklet For Students and must be completed at the time of the assessment.

Approved Trainers must complete an Assessment Checklist for each assessment where provided in the Security Licence Conversion Course (NSW) Assessment Booklet for Students. The Assessment Checklist document must be completed by the Approved Trainer, and signed and dated by the Approved Trainer and student at the time of the assessment.

A Unit Assessment Record for each unit of competency must be completed, signed and dated by the student’s Approved Trainer after all summative assessment tasks have been completed. Unit Assessment Records for each unit of competency are contained in the Appendix to the NSW Security Licence Conversion Course (NSW) Assessment Manual for Approved Organisations.
Approved Organisations must retain and securely store all original *Unit Assessment Records* and all original student assessment task records listed below, in accordance with their conditions of approval:

- *Security Licence Conversion Course (NSW) Assessment Booklet For Students*
- Legislation Exams
- Communication Exams
- Language, Literacy and Numeracy Assessments.

### 3.7 Recognition of Prior Learning

Approved Organisations must not assess a student's competency through a recognition pathway (e.g. RPL).