

How to become an Approved Organisation



This Fact Sheet provides information on the process to become (and remain) an Approved Organisation for the purposes of section 27A of the *Security Industry Act 1997*.

What is an Approved Organisation?

An Approved Organisation is a Registered Training Organisation (RTO) that is approved by the Commissioner of Police (“the Commissioner”) to provide training, assessment and instruction for licensing purposes.

How to become an Approved Organisation?

Organisations must complete and submit an Application to become an Approved Organisation (P1127) to the Security Licensing & Enforcement Directorate (SLED). This form can be downloaded from the SLED website. www.police.nsw.gov.au/sled

When applying, organisations must meet the following minimum criteria:

1. Registered and approved by the National VET Regulator (NVR), the Australian Skills Quality Authority (ASQA), to deliver one or more of the following qualification/s or their successors:
 - CPP20218 Certificate II in Security Operations
 - CPP31318 Certificate III in Security Operations
 - CPP31418 Certificate III in Close Protection Operations
2. Hold a current NSW Master security licence, or have submitted an application to be granted a NSW Master security licence
3. Agree to comply with all conditions imposed by the Commissioner if the application is approved.

Organisations seeking to become an Approved Organisation will be subject to a comprehensive assessment to determine whether they have the required resources and capability to meet SLED regulatory requirements and maintain compliance with security industry legislation.

The assessment process may include:

- interviews with, and an assessment of, the organisation’s management team and close associates
- an evaluation of each trainer nominated by the organisation
- an appraisal of the organisation’s training and assessment facilities and resources
- an evaluation of the organisation’s proposed training and assessment strategy, specific to each qualification, including a review of administration processes
- an audit of the organisation to ensure it is compliant with security industry legislation and remains suitable to hold a Master licence.

How long will it take to process an application?

It will generally take a minimum of six weeks. During this time, the organisation may be asked to provide additional information, or offered the opportunity to take certain corrective actions.

Requests for additional information or corrective actions may increase the processing time. Once the application is determined, organisations will be advised in writing of the outcome.

Does an organisation need to be registered with the NVR before submitting an application to become an Approved Organisation?

Only NVR-registered RTOs are eligible to apply to become an Approved Organisation. They must have the necessary qualifications on scope, including units and skillsets required to meet current NSW security licensing requirements as listed in this Fact Sheet.

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Can an organisation submit an application to become an Approved Organisation at the same time as applying for a Master licence?

Yes, however SLED cannot fully assess the application until the Master licence application has been finalised.

Can Approved Organisations employ any trainer/assessor?

Approved Organisations require written approval from the Commissioner to employ or engage any person to deliver NSW Security Licence Course (SLC) training, assessment or instruction. The SLC structure is available on the SLED website.

SLED may impose conditions on the Approved Organisation relevant to any training, assessment or instruction provided by all or certain trainers/assessors.

How do I nominate a trainer to be an Approved Trainer?

Approved Organisations must seek approval by completing the *Approved Organisation Trainer/Assessor Nomination Form* (P1128).

This applies to all new trainers, including those who have previously been approved to work at other Approved Organisations.

SLED Fact Sheet – *How to become an Approved Trainer*, outlines the criteria that a nominated trainer must meet, and continue to meet, to be approved.

Approved Organisations can access the Fact Sheet and the P1128 Form from the SLED website.

What are my compliance obligations as an AO?

All Approved Organisations and their Approved Trainers must comply with any conditions the Commissioner imposes on the organisation under section 27A of the Act as detailed by the *NSW Security Licence Course - Conditions of Approval*.

This may include specific conditions related to the delivery of specialist SLC competency outcomes.

It is the responsibility of the Approved Organisation to ensure that all SLC training, assessment and instruction complies with the VET Quality Framework. This includes the ongoing systematic validation of decisions made by a trainer/assessor about the competency of an answer or a performed skill, as specified in the *Standards for RTOs 2015*.

If I become an Approved Organisation will I be subject to SLED audits?

SLED Enforcement Officers conduct regular audits on all Approved Organisation to ensure they are complying with security industry legislation and all Commissioner-imposed conditions.

If an Approved Organisation fails to comply with, or is in breach of these conditions, the Commissioner's approval may be revoked or suspended. Penalties may also apply as provided for under the Act.

Where can I find a list of current Approved Organisations?

A list of all current Approved Organisations is available on the SLED website. The list is updated as approvals are granted or withdrawn.

WHERE CAN I FIND MORE INFORMATION?

The information provided in this Fact Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Security Industry Act 1997* and the *Security Industry Regulation 2016*, which are available on the NSW Legislation website (www.legislation.nsw.gov.au).