

# SLED – Trainer and Assessor Skills Matrix

## CPP20218 – Certificate II in Security Operations

<b>Trainer / Assessor name:</b>			
<b>Approved Trainer no:</b>	/	/ T	<b>2D Licence no:</b>
<b>Date submitted:</b>			<b>Licence class(es):</b>

**Disclaimer:**

This skills matrix document is made available to current SLED Approved Trainers and/or 2D Security Licence holders wishing to apply to become a SLED Approved Trainer, for the purpose of purposes of conducting training, assessment and instruction activities as part of the NSW Security Licence Course (SLC).

This document is designed to help you record and demonstrate your current vocational and industry competency in relation to the **CPP20218 Certificate II in Security Operations**, as prescribed in Chapter 5 of the [NSW Security Licence Course Conditions of Approval](#) and required by the **Standards for Registered Training Organisations (RTOs) 2015 (the Standards)**.

You are required to provide a brief outline of all professional development activities completed to enhance current vocational education practices as well as your relevant industry experience in the capacity of a licensed security guard/officer, over the past two years (from the time of application).

- In completing this document, you **must** clearly demonstrate when you have performed **all** Performance Evidence requirements for each unit of competency you intend to deliver and/or assess, as part of the **CPP20218 Certificate II in Security Operations**.
- Where you hold a superseded unit/s of competency that has been deemed “Not Equivalent” to its predecessor, you **must** provide additional evidence to address the gaps identified on [www.training.gov.au](http://www.training.gov.au) or companion volume in relation to that particular unit of competency.

**Please note:** As **CPPSEC2112 Apply security procedures to remove persons from premises** is a new unit of competency and does not supersede any previous unit of competency, you are required to provide a description of your skills and knowledge in relation to each **Element** and **Performance Evidence** from the unit to demonstrate that you have the relevant industry skills and knowledge to support the delivery/assessment of this unit.

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## Meeting the Standards

As part of the **Standards** an RTO's training and assessment may only be delivered by trainers and assessors who:

- hold the required credentials (Standards 1.14 and 1.15, Schedule 1 of the Standards)
- hold vocational competencies at least to the level being delivered and assessed (Standard 1.13[a])
- have current industry skills directly relevant to the training and assessment being provided (Standard 1.13[b])
- have current knowledge and skills in vocational training and learning that informs their training and assessment (Standard 1.13[c])
- undertake relevant professional development (Standard 1.16).

SLED requires all Approved Organisations to ensure that their Approved Trainers meet the requirements set out in the Standards, however, it is noted that additional information may be requested and considered to determine whether an individual is suitable to become an Approved Trainer to deliver the SLC to the standard required by the Commissioner of Police.

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## Examples of Current Industry Activities:

The following is a brief list of suggested activities that may demonstrate compliance with SLED's requirements regarding industry engagement and Industry currency:

- Part time employment or work placement (short term contract work, or on a voluntary basis) within the industry in the role of Security Guard/Officer.
- Workplace journals outlining job duties, tasks, call outs specific to the unit of competency assigned for training and assessment, etc.
- Alternative employment arrangements such as liaison, consultation, advisory roles specific to the duties and posting of a Security Officer.
- Attendance at or participation with in-service and/or network meetings with an industry focus group i.e. Industry skills councils, work force planning groups, boards, etc.
- Membership of various industry associations, attendance at association meetings, subscription to professional publications, etc.
- Participation in industry networking i.e. LinkedIn industry groups, social media groups, news articles, written articles, televised discussions, etc.
- Short and long courses related to Vocational Education and Training (VET) delivery and assessment, seminars, online webinars, accredited training programs, expos, etc.

### IMPORTANT NOTE:

Please refrain from using *'copy and paste'* to complete and address the knowledge and currency requirements for each element in this document, this will not demonstrate that you have adequate vocational experience and may impact SLED's assessment of your suitability to become or remain an Approved Trainer.

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## Professional Development and VET Currency

In the following table, please provide a brief description of all professional development activities you have participated in or completed in the past two (2) years, to enhance or improve you VET practices and/or understanding.

When, where and for how long?	Who provided the activity?	What type of activity was it?
<p>Only enter 'current' evidence. Enter details about:</p> <ul style="list-style-type: none"> <li>• <b>when</b> you undertook the activity (month/s &amp; year/s)</li> <li>• <b>where</b> (at school, workshop, online)</li> <li>• <b>how much time</b> did you spend on the activity (one-off, ongoing, multiple occasions, total hours)</li> </ul>	<p>Enter evidence that identifies who provided the activity:</p> <ul style="list-style-type: none"> <li>• name of person</li> <li>• name of business/organisation</li> <li>• location where activity was completed</li> <li>• contact details (email/phone)</li> </ul>	<p>Provide a description of what the activity was, and its relevance to your professional development as a VET trainer and/or assessor. Please ensure activity detail is clear and accurate.</p>

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## Industry Currency and Vocational Competence

To ensure that trainers and assessors have the relevant vocational competencies at least to the level being delivered or assessed, they must be able to demonstrate they have current industry skill(s) that are directly relevant to the training and assessment being undertaken, and that they are continuing to develop their industry currency.

Using the following table, please address each listed unit of competency by detailing and recording your industry or workplace experience to demonstrate vocational competency and industry currency.

CPP20218 – Certificate II in Security Operations			
Unit of competency to be delivered/assessed	Superseded unit/s of competency aligned to a new unit/s of competency	Equivalent (E) or Not Equivalent (NE)	Industry/Workplace Experience
Enter the <b>national code and title</b> for the unit of competency delivered. Evidence <b>must</b> be shown unit by unit.	You <b>must</b> indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		Describe what industry and/or workplace experience that you have in relation to each unit being delivered and assessed. The information provided should address the required <b>Elements and/or Performance Evidence</b> . The information should be clear and provide specific detail that clearly demonstrates the Trainer’s competency and currency. Responses should address: Where? When? What did you do? Responsible for? For how long? What was the outcome?
CPPSEC2101 Apply effective communication skills to maintain security	<input type="checkbox"/> CPPSEC2001A Communicate effectively in the security industry	<b>E</b>	[Describe relevant industry/workplace experience]
CPPSEC2102 Apply legal and procedural requirements to work effectively within a security team	<input type="checkbox"/> CPPSEC2003B Work effectively in the security industry <input type="checkbox"/> CPPSEC2005A Work as part of a security team	<b>NE</b>	[Describe relevant industry/workplace experience]

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CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security	<input type="checkbox"/> CPPSEC1004A Apply health care security procedures  <input type="checkbox"/> CPPSEC2002A Follow workplace safety procedures in the security industry	E	[Describe relevant industry/workplace experience]
CPPSEC2104 Apply risk assessment to select and carry out response to security risk situations	<input type="checkbox"/> CPPSEC1001A Identify and report security risk situations  <input type="checkbox"/> CPPSEC2004B Respond to security risk situation	E	[Describe relevant industry/workplace experience]
CPPSEC2105 Provide quality services to a range of security clients	<input type="checkbox"/> CPPSEC1002A Apply retail security procedures Provide security services to clients.  <input type="checkbox"/> CPPSEC2006B Provide security services to clients.	E	[Describe relevant industry/workplace experience]

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CPPSEC2106 Protect self and others using basic defensive techniques	<input type="checkbox"/> CPPSEC2017A - Protect self and others using basic defensive techniques	<b>E</b>	[Describe relevant industry/workplace experience]
CPPSEC2107 Patrol premises to monitor property and maintain security	<input type="checkbox"/> CPPSEC2015A - Patrol premises	<b>E</b>	[Describe relevant industry/workplace experience]
CPPSEC2108 Screen people, personal effects and items to maintain security	<input type="checkbox"/> CPPSEC2007A Screen people  <input type="checkbox"/> CPPSEC2008A Screen items	<b>NE</b>	[Describe relevant industry/workplace experience]

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CPPSEC2109 Monitor and control access and exit of persons and vehicles from premises	<input type="checkbox"/> CPPSEC2011B - Control access to and exit from premises  <input type="checkbox"/> CPPSEC3017A - Plan and conduct evacuation of premises	NE	[Describe relevant industry/workplace experience]
CPPSEC2110 Monitor and control individual and crowd behaviour to maintain security	<input type="checkbox"/> CPPSEC2012A - Monitor and control individual and crowd behaviour  <input type="checkbox"/> CPPSEC2014A - Operate basic security equipment	NE	[Describe relevant industry/workplace experience]
CPPSEC2111 Apply security procedures to manage intoxicated persons	<input type="checkbox"/> CPPSEC1003A - Apply security procedures for the responsible service of alcohol	E	[Describe relevant industry/workplace experience]

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CPPSEC2113 Escort and protect persons and valuables	<input type="checkbox"/> CPPSEC2013A - Protect valuables in transit	<b>N</b>	[Describe relevant industry/workplace experience]
HLTAID003 Provide first aid	<input type="checkbox"/> HLTAID011 - Provide first aid (latest version) <input type="checkbox"/> HLTAID003 Provide first aid <input type="checkbox"/> HLTFA311A - Apply first aid	<b>NE</b>	[Describe relevant industry/workplace experience]

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## CPP20218 – Certificate II in Security Operations

### New unit: CPPSEC2112 Apply security procedures to remove persons from premises

Unit of competency to be delivered/assessed	Description of evidence supporting competence in new unit. Responses should address: Where? When? What did you do? Responsible for? For how long? What was the outcome?
<b>Element 1:</b> Confirm and comply with work procedures and legal requirements for removing persons from premises.	
<b>Element 2:</b> Monitor the work area and identify person requiring removal from premises.	
<b>Element 3:</b> Assess risk, select response options and seek support.	
<b>Element 4:</b> Apply interventions and remove person from premises.	
<b>Element 5:</b> Complete incident report.	

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New unit: CPPSEC2112 Apply security procedures to remove persons from premises	
Unit of competency to be delivered/assessed	Description of evidence supporting competence in new unit. Responses should address: Where? When? What did you do? Responsible for? For how long? What was the outcome?
Performance Evidence	
Removing one person who is intoxicated without force.	
Removing one person who is intoxicated with reasonable force.	
Removing one person who is behaving in an aggressive nature without force.	
Removing one person who is behaving in an aggressive nature with force.	

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## TRAINER AND ASSESSOR STATEMENT

### TRAINER AND ASSESSOR DECLARATION

- I declare that the information and detail provided in this document is true, correct and complete.
- I confirm that I have provided the Approved Organisation (RTO) with a copy of this document.
- I confirm that I have provided the Approved Organisation (RTO) a copy of my qualifications and/or equivalence evidence to support my claims.
- I acknowledge that the Nominated Person, a person who has delegated responsibility and authorisation to offer and confirm employment, has approved me to deliver the qualifications covered by this document.

**Trainer and/or Assessor Name:**

**Signature:**

**Date:**

## APPROVED ORGANISATION (RTO) STATEMENT

### APPROVED ORGANISATION (RTO) DECLARATION

- I declare that the Approved Organisation (RTO) has confirmed and verified the qualifications recorded within this document.
- I confirm that the Approved Organisation (RTO) has confirmed and verified the evidence to support all relevant industry experience and professional development activities.
- I authorise the nominated trainer and/or assessor to deliver qualifications and associated units of competency, including those covered by the SLED – NSW SLC Conditions of Approval, as required by the Standards.

**Nominated Person:**

**Position/Title:**

**Signature:**

**Date:**

**Trainer Name:**

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**Important:** Please ensure that this skills matrix document is checked and completed prior to submitting them to SLED via [sledrtos@police.nsw.gov.au](mailto:sledrtos@police.nsw.gov.au)

## IMPORTANT NOTE

As per the current NSW SLC Conditions of Approval, it is the responsibility of the Approved Organisation to ensure that current SLED Approved Trainers, or trainers wishing to become a SLED Approved Trainer, *are able to* provide evidence that they meet the requirements of both SLED's requirements at all times. Specifically, the Approved Organisation must ensure that they comply with the Conditions of Approval whilst employing any nominated (Approved) Trainer, and in particular:

- Condition 2 – Chapter 1
- Condition 4
- Condition 5 – Chapter 5
- Condition 7

## REFERENCE DOCUMENTS

1. **SLED Fact Sheet 10** – How to become an Approved Trainer  
[https://www.police.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0011/732746/14643\\_FACTSHEET\\_10\\_-\\_How\\_to\\_Become\\_an\\_Approved\\_Trainer.pdf](https://www.police.nsw.gov.au/__data/assets/pdf_file/0011/732746/14643_FACTSHEET_10_-_How_to_Become_an_Approved_Trainer.pdf)
2. **SLED NSW SLC Conditions of Approval document**  
[https://www.police.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0006/264165/NSW\\_Security\\_Licence\\_Course\\_-\\_Conditions\\_of\\_Approval.pdf](https://www.police.nsw.gov.au/__data/assets/pdf_file/0006/264165/NSW_Security_Licence_Course_-_Conditions_of_Approval.pdf)
3. **ASQA Fact Sheet** – Meeting Trainer and Assessor Requirements  
[https://www.asqa.gov.au/sites/default/files/2020-01/FACT\\_SHEET\\_Meeting\\_trainer\\_and\\_assessor\\_requirements.pdf](https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Meeting_trainer_and_assessor_requirements.pdf)
4. **The Standards for RTOs 2015** – User Guide  
<https://www.asqa.gov.au/standards>
5. **The Standards for RTOs 2015** – National Vocational Education and Training Regulator Act 2011 (NVR Act 2011)  
<https://www.legislation.gov.au/Details/F2019C00503>
6. **Training.gov.au**  
<http://www.training.gov.au>

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