



NSW Police Force

Commissioner's training, assessment and instruction requirements Security Industry Act 1997 (D/2013/77376)

Section 15(1)(d) of the *Security Industry Act 1997* ("the Act") provides that the Commissioner of Police ("the Commissioner") must refuse to grant an application for a licence if the Commissioner is not satisfied that the applicant has undertaken and completed the requisite training, assessment and instruction for the class of licence sought by the applicant.

Section 15(2) of the Act states that for the purposes of subsection 15(1)(d), the requisite training, assessment and instruction for a class of licence is training, assessment and instruction in relation to the carrying on of security activities under a licence of that class:

- (a) that is of a kind approved, and to a standard required, by the Commissioner, and
- (b) is provided by such persons or organisations as are approved by the Commissioner for the purposes of this section.

For the purposes of section 15 of the Act, the requisite training, assessment and instruction for a Class 1 licence is satisfactory completion of a Security Licence Course (NSW) relevant to the licence subclass being sought with an organisation approved by the Commissioner under section 15 of the Act ("an Approved Organisation"), and in accordance with the SLED regulatory requirements.

The applicant must have been assessed as 'competent' by the Approved Organisation in each unit of competency that may be achieved through satisfactory completion of the Security Licence Course (NSW), and been issued a VET Qualification or statement of attainment in accordance with the Approved Organisation's Conditions of Approval.

The applicant must have been issued a document by the Approved Organisation stating that they have satisfactorily completed the Security Licence Course (NSW) in accordance with the SLED regulatory requirements.

HOLDERS OF CONVERTED LICENCES

Holders of provisional licences that were automatically converted to Class 1 security licences on 1 November 2012 ("Converted licences") are subject to a condition imposed under section 23E of the *Security Industry Act 1997*. To satisfy the condition, holders of Converted licences must (except as noted below) satisfactorily complete the relevant Security Licence Conversion Course/s in accordance with the SLED regulatory requirements through which the licensee must achieve all of the remaining units of competency required for their Class 1 licence subclass/es by 1 December 2013. These licensees may not attain the remaining units of competency required for their Class 1 licence subclass/es through any other assessment pathway.

Licensees that were granted their original provisional licence on the basis of completing the Certificate I in Security Operations (Pre-Licence) qualification must, in addition to undertaking and satisfactorily completing the relevant Security Licence Conversion Course/s and achieving all of the units of competency included in the course/s:

- o achieve the remaining units of competency required for their security licence subclass/es 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*.

Note

The Commissioner has determined that a proportion of the holders of Converted licences may attain the remaining units of competency required for their Class 1 licence subclass/es by completing their remaining workplace assessments with the same Approved Organisation by 1 December 2013. The SLED has informed these licensees in writing of their eligibility to obtain the units of competency through this assessment pathway.

To satisfy the Commissioner's requirements and the conditions imposed under s.23E of the Act, workplace assessments upon **eligible** holders of Converted licences must have been conducted by an Approved Organisation in the following manner:

1. The eligible licensee produced to the Approved Organisation a copy of the SLED's letter outlining their eligibility to attain the remaining units of competency required for their class 1 licence subclass/es through the workplace assessment pathway with that Approved Organisation.
2. Eligible licensees holding licence subclasses 1A, 1C or 1E were satisfactorily assessed in the workplace on at least two separate occasions per subclass held, to determine competence. Eligible licensees holding licence subclasses 1B, 1D,

or 1F were satisfactorily assessed in the workplace on at least three separate occasions per subclass held, to determine competence.

A satisfactory workplace assessment is one in which the licensee demonstrates the required performance criteria, skills and knowledge, and satisfies the critical aspects of assessment, for each unit of competency required for the licence subclass being assessed. The eligible licensee must have been on duty and carrying on licensable security activities that were relevant to the units of competency being assessed while the workplace assessment was being conducted. The licensee must have been carrying on the licensable security activities for a current Master security licensee.

3. Workplace assessments must have been conducted a minimum of two months apart.
4. The relevant Workplace Assessment Checklists and Observation Record tools and templates contained in the NSW Police Force document *Workplace Assessment Requirements for Eligible Class 1 Licensees (D/2013/77945)* must have been completed by the assessor while conducting the workplace assessments.
5. Workplace assessment results (both satisfactory and not satisfactory) must have been notified to the SLED's Approved Training team via sledrtos@police.nsw.gov.au within 7 days of the assessment being conducted.

Cameron Smith
Director
Security Licensing & Enforcement Directorate
(Delegate of the Commissioner)
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