

SLED – Trainer and Assessor Skills Matrix

CPP31318 – Certificate III in Security Operations CPP31418 – Certificate III in Close Protection Operations

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

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 delivering training and assessment 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 **CPP31318 Certificate III in Security Operations** and/or **CPP31418 Certificate III in Close Protection 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 **CPP31318 Certificate III in Security Operations** and/or **CPP31418 Certificate III in Close Protection 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- Where you hold a superseded unit/s of competency that has been deemed “Not Equivalent” to its predecessor, you **must** provide additional evidence to address the gaps identified on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 or companion volume in relation to that particular unit of competency.

Please note: As **CPPSEC3123 Implement close protection services** 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 of competency.

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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 for RTOs, 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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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 (from the time of application), 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"> • when you undertook the activity (month/s & year/s) • where (at school, workshop, online) • how much time did you spend on the activity (one-off, ongoing, multiple occasions, total hours) 	<p>Enter evidence that identifies who provided the activity:</p> <ul style="list-style-type: none"> • name of person • name of business/organisation • location where activity was completed • contact details (email/phone) 	<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.

Common Core or Elective Units		CPP31418 – Certificate III in Close Protection Operations CPP31318 – Certificate III 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 national code and title for the unit of competency delivered. Evidence must be shown unit by unit.	You must indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		
CPPSEC3101 Manage conflict and security risks through negotiation	<input type="checkbox"/> CPPSEC3002A Manage conflict through negotiation	E	[Describe relevant industry/workplace experience]
CPPSEC3103 Determine and implement response to security risk situation	<input type="checkbox"/> CPPSEC3003A Determine response to security risk situation	E	[Describe relevant industry/workplace experience]

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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 national code and title for the unit of competency delivered. Evidence must be shown unit by unit.	You must indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		<p>Industry/workplace Experience</p> <p>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 Elements and/or Performance Evidence.</p> <p>The information should be clear and provide specific detail that clearly demonstrates the Trainer's competency and currency.</p> <p>Responses should address: Where? When? What did you do? Responsible for? For how long? What was the outcome?</p>
CPPSEC3105 Coordinate provision of quality security services to clients	<input type="checkbox"/> CPPSEC3006A Coordinate a quality security service to clients	E	[Describe relevant industry/workplace experience]
HLTWHS003 Maintain work health and safety	<input type="checkbox"/> HLTWHS456A Identify, assess and control WHS risk in own work	NE	[Describe relevant industry/workplace experience]
CHCCCS020 Respond effectively to behaviours of concern	<input type="checkbox"/> HLTCS0306D - Respond effectively to behaviours of concern	NE	[Describe relevant industry/workplace experience]

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Enter the national code and title for the unit of competency delivered. Evidence must be shown unit by unit.	You must indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		
BSBFLM312 Contribute to team effectiveness	<input type="checkbox"/> BSBFLM312C Contribute to team effectiveness	E	[Describe relevant industry/workplace experience]
CPPSEC3102 Maintain operational safety and security of work environment	<input type="checkbox"/> CPPSEC3007A Maintain security of environment.	E	[Describe relevant industry/workplace experience]
CPPSEC3104 Coordinate monitoring and control of individual and crowd behaviour	<input type="checkbox"/> CPPSEC2010A Protect safety of persons	E	[Describe relevant industry/workplace experience]
CPPSEC3106 Gather, organise and present security information and documentation	<input type="checkbox"/> CPPSEC3005A Prepare and present security documentation and reports	E	[Describe relevant industry/workplace experience]

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Core Units (only)		CPP31418 – Certificate III in Close Protection 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 national code and title for the unit of competency delivered. Evidence must be shown unit by unit.	You must indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		
CPPSEC3121 Control persons using empty hand techniques	<input type="checkbox"/> CPPSEC3013A Control persons using empty hand techniques	E	[Describe relevant industry/workplace experience]
CPPSEC3122 Plan provision of close protection services	<input type="checkbox"/> CPPSEC3018A Provide for the safety of persons at risk	NE	[Describe relevant industry/workplace experience]
HLTAID006 Provide advanced first aid	<input type="checkbox"/> HLTF4412A Apply advanced first aid	NE	[Describe relevant industry/workplace experience]

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Elective Units (only)		CPP31318 – Certificate III in Security Operations	
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Enter the national code and title for the unit of competency delivered. Evidence must be shown unit by unit.	You must indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		
CPPSEC3112 Manage training and wellbeing of dogs for security functions	<input type="checkbox"/> CPPSEC3010A Manage dogs for security functions	E	[Describe relevant industry/workplace experience]
CPPSEC3113 Handle dogs for security patrols	<input type="checkbox"/> CPPSEC3011A Handle dogs for security patrol	E	[Describe relevant industry/workplace experience]
CPPSEC3118 Inspect and test cash-in-transit security equipment and rectify faults	<input type="checkbox"/> CPPSEC3052A Inspect and test cash-in-transit security equipment	E	[Describe relevant industry/workplace experience]

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Enter the national code and title for the unit of competency delivered. Evidence must be shown unit by unit.	You must indicate which units you currently hold by ticking the relevant box. <input checked="" type="checkbox"/>		
CPPSEC3119 Implement cash-in-transit security procedures	<input type="checkbox"/> CPPSEC3051A Implement cash-in-transit security procedures	E	[Describe relevant industry/workplace experience]
CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments	<input type="checkbox"/> CPPSEC2027A Load and unload cash in transit in a secured environment <input type="checkbox"/> CPPSEC3050A Load and unload cash in transit in an unsecured environment	NE	[Describe relevant industry/workplace experience]

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CPP31418 – Certificate III in Close Protection Operations

New unit: CPPSEC3123 Implement close protection services

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?
Element 1: Prepare for close protection operations	
Element 2: Search and secure premises	
Element 3: Provide close protection escort	
Element 4: Respond to threat and protect principal	
Element 5: Finalise and review close protection operation	
Performance Evidence	Please describe a time when you have implemented close protection services in separate operations to meet the protection needs of each of two different principals. <i>Explain the how you applied two different types of foot formations in each operation from the list below:</i>
- Wedge	
- Box	
- Diamond	
- One-on-one	

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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:

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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

IMPORTANT NOTE

As per the current NSW Security Licence Course (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 evidence* that they meet the requirements of both the *Standards for RTOs 2015* and the prescribed 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
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
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
4. **The Standards for RTOs 2015** – User Guide
<https://www.asqa.gov.au/standards>
5. **The Standards for RTOs 2015** – NVR Act 2011
<https://www.legislation.gov.au/Details/F2019C00503>
6. **Training.gov.au**
<http://www.training.gov.au>

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