



NSW Police Force

Approved Organisation Conditions of Approval

Definitions and Abbreviations:

Approved Trainer: means the holder of a NSW Class 2D security licence who is approved by the Security Licensing & Enforcement Directorate to carry on training, assessment or instruction with an Approved Organisation under Condition No. 5 of these Conditions.

ASQA: means the Australian Skills Quality Authority.

Conditions: means each of the conditions set out in this schedule.

Enforcement officers: means police officers, or any other members of the NSW Police Force who are authorised by the Commissioner in writing to exercise the functions of an enforcement officer under the *Security Industry Act 1997*.

NVETR Act: means the *National Vocational Education and Training Regulator Act 2011* (Cth).

NVR Registered Training Organisation: means a training organisation that is registered by the National VET Regulator as a registered training organisation under the NVETR Act.

Security Licence Course: means any of the following:

- 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 [Accelerated Learning Pathway] Security Licence Course (NSW)
- Class 1B [Accelerated Learning Pathway] Security Licence Course (NSW)
- Class 1D [Accelerated Learning Pathway] Security Licence Course (NSW)
- Class 1F [Accelerated Learning Pathway] Security Licence Course (NSW)
- A Security Licence Course consisting of one or more Course Modules.

Course Module: means a Module of a Security Licence Course, as outlined in Figures 1, 2, 3 and 4 of the NSW Police Force document *NSW Security Licence Course Structure* (D/2015/209528) or any document that replaces that document.

Scope of registration: has the same meaning as defined in the NVETR Act.

SLED: means the Security Licensing & Enforcement Directorate.

SLED regulatory requirements: means:

- an Approved Organisation's Conditions of Approval
- the NSW Police Force document *Competency Requirements for Class 1 Licences* (D2014/89496), or any document that replaces that document
- the NSW Police Force document *Commissioner's training, assessment and instruction requirements - Security Industry Act 1997* (D/2015/209540), or any document that replaces that document
- the NSW Police Force document *NSW Security Licence Course Structure* (D/2015/209528), or any document that replaces that document
- the NSW Police Force document *Approved Organisation Notification and Communication Requirements* (D/2015/209537), or any document that replaces that document
- the NSW Police Force document *Approved Organisation Student Evidence of Identity Requirements* (D/2014/299623), or any document that replaces that document
- the NSW Police Force document *Approved Organisation Student Attendance Sheet Requirements* (D/2015/209533), or any document that replaces that document
- the NSW Police Force document *Form P1016 Acknowledgement of Fact Sheet 6*, or any document that replaces that document
- the following NSW Police Force Security Licence Course (NSW) documents:
 - Module 1: Industry Introduction – Student Assessment Book
 - Module 1: Industry Introduction – Approved Trainer Guide
 - Module 2: Communication – Student Assessment Book
 - Module 2: Communication – Approved Trainer Guide
 - Module 3: Protect and Control – Student Assessment Book
 - Module 3: Protect and Control – Approved Trainer Guide
 - Module 4: Security Services – Student Assessment Book
 - Module 4: Security Services – Approved Trainer Guide
 - Module 5: Closed Book Exam – Student Assessment Book

- Module 5: Closed Book Exam – Approved Trainer Guide
- Module 6: Industry Introduction 1BDF – Student Assessment Book
- Module 6: Industry Introduction 1BDF – Approved Trainer Guide
- Module 7: Manage Self and Client Relationships – Student Assessment Book
- Module 7: Manage Self and Client Relationships – Approved Trainer Guide
- Module 8: Safety and Risk – Student Assessment Book
- Module 8: Safety and Risk – Approved Trainer Guide
- Module 9: Evacuation and Presenting Evidence – Student Assessment Book
- Module 9: Evacuation and Presenting Evidence – Approved Trainer Guide
- Module 10: Bodyguarding – Student Assessment Book
- Module 10: Bodyguarding – Approved Trainer Guide
- Module 11: Security Services 1D – Student Assessment Book
- Module 11: Security Services 1D – Approved Trainer Guide
- Module 12: Guard Dog Handling – Student Assessment Book
- Module 12: Guard Dog Handling – Approved Trainer Guide
- Module 13: Cash and Valuables in Transit – Student Assessment Book
- Module 13: Cash and Valuables in Transit – Approved Trainer Guide
- Module 14: Industry Introduction – Student Assessment Book
- Module 14: Industry Introduction – Approved Trainer Guide
- Module 15: 1AC Assessments – Student Assessment Book
- Module 15: 1AC Assessments – Approved Trainer Guide
- Module 16: 1B Assessments – Student Assessment Book
- Module 16: 1B Assessments – Approved Trainer Guide
- Module 17: 1D Assessments – Student Assessment Book
- Module 17: 1D Assessments – Approved Trainer Guide
- Module 18: 1F Assessments – Student Assessment Book
- Module 18: 1F Assessments – Approved Trainer Guide
- Security Scenario Supporting Documents

SNR: means the Standards for NVR Registered Training Organisations 2015.

The Act: means the *Security Industry Act 1997*.

VET: means Vocational Education and Training.

VET Quality Framework: has the same meaning as defined in the NVETR Act.

Condition No. 1

The Approved Organisation must continue to hold Master licence [] issued under the Act.

Condition No. 2

The Approved Organisation must:

- a. remain a NVR Registered Training Organisation and continue to hold ASQA Registration No.[], and
- b. retain the Certificate II in Security Operations and/or Certificate III in Security Operations qualification/s on its scope of registration as a NVR Registered Training Organisation.

Condition No. 3

Training, assessment or instruction in any unit of competency identified in the NSW Police Force document *Competency Requirements for Class 1 Licences* (D/2014/89496), or any document that replaces that document, excepting Apply first aid, must be conducted as part of a Security Licence Course, 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.

Condition No. 4

The Approved Organisation must comply with the VET Quality Framework, including SNR Standard 8.

Standard 8 (Clause 8.5) requires NVR Registered Training Organisations to comply with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations. In the event of conflict or inconsistency between the VET Quality Framework and the SLED regulatory requirements, the SLED regulatory requirements shall apply.

Condition No. 5

The Approved Organisation must not employ or engage any person to carry on training, assessment or instruction in relation to any unit of competency identified in the NSW Police Force document *Competency Requirements for Class 1 Licences* (D/2014/89496), or any document that replaces that document, without prior written approval from the SLED.

Condition No. 6

The Approved Organisation must not enter into any sub-contracting arrangements for the purposes of providing persons to carry on training, assessment or instruction in any unit of competency identified in the NSW Police Force document *Competency Requirements for Class 1 Licences* (D/2014/89496), excepting Apply first aid, without prior written approval from the SLED.

Condition No. 7

The Approved Organisation must ensure that all Approved Trainers are aware of, and comply with, these Conditions of Approval.

Condition No. 8

Security Licence Courses must be wholly conducted in NSW and the premises or location at which the course is conducted must be accessible to enforcement officers.

Condition No. 9

All notifications, requests and other communication between the Approved Organisation and the SLED to which these Conditions refer must be made in accordance with the requirements specified in the NSW Police Force document *Approved Organisation Notification and Communication Requirements (D/2015/209537)*, or any document that replaces that document.

Condition No. 10

The Approved Organisation must notify the SLED within seven calendar days the details of any Approved Trainer ceasing employment or engagement with the organisation.

Condition No. 11

The Approved Organisation must notify the SLED the details of any proposed Security Licence Course no less than five calendar days before the proposed commencement date of the course.

Condition No. 12

The Approved Organisation must not commence a Security Licence Course until the course has been approved by the SLED and a *SLED Approved Course No.* issued.

Condition No. 13

The Approved Organisation must notify the SLED of the cancellation of a Security Licence Course within 24 hours of the course being cancelled.

Condition No. 14

The Approved Organisation must notify the SLED the details of any proposed amendment to an approved Security Licence Course. The Approved Organisation must not implement any of the proposed amendments without prior written approval from the SLED.

Condition No. 15

The Approved Organisation must notify the SLED the details of each student that commences a Security Licence Course within 24 hours of their commencement in the course.

Condition No. 16

The Approved Organisation must notify the SLED within seven calendar days, the details of students deemed 'Not Yet Competent' through assessment while undertaking a Security Licence Course or through the pre-course language, literacy and numeracy assessment.

Condition No. 17

The Approved Organisation must notify the SLED within 48 hours the details of each student that is absent, or has been withdrawn or discontinued from, a Security Licence Course.

Condition No. 18

The Approved Organisation must notify the SLED the details of each VET Qualification and each VET statement of attainment issued to a student that undertakes a Security Licence Course within seven calendar days of being issued.

Condition No. 19

Security Licence Courses and individual Course Modules must not be of a shorter duration than the minimum hours specified in Figures 1, 2, 3 and 4 of the NSW Police Force document *NSW Security Licence Course Structure (D/2015/209528)*, or any document that replaces that document, unless the organisation has requested, and been granted, prior written approval from the SLED. An Approved Organisation may only make a request in relation to the Security Licence Courses and Course Modules in Figures 1 and 2.

Condition No. 20

Security Licence Courses, including all learning and assessment tasks, must be conducted in a supervised, face to face environment unless the Approved Organisation has requested, and been granted prior written approval from the SLED to deliver a proportion of the course's learning component (excluding any of the course's assessment tasks) via an alternate learning strategy.

Condition No. 21

The Approved Organisation must not submit a notification of a proposed Security Licence Course that includes Course Module 12 (Guard Dog Handling) or Course Module 17 (1D Assessments) unless the organisation has requested, and been granted, prior written approval from the SLED to deliver those modules.

Condition No. 22

Copies of the following documents, and the assessment answers and the Approved Trainer Instructions, Notes or Guidance contained within the documents, must not be provided to students, or any other person not employed by the Approved Organisation for purposes relating to the organisation's delivery of security industry training:

NSW Police Force Security Licence Course (NSW) documents:

- Module 1: Industry Introduction – Approved Trainer Guide
- Module 2: Communication – Approved Trainer Guide
- Module 3: Protect and Control – Approved Trainer Guide
- Module 4: Security Services – Approved Trainer Guide
- Module 5: Closed Book Exam – Approved Trainer Guide
- Module 6: Industry Introduction 1BDF – Approved Trainer Guide
- Module 7: Manage Self and Client Relationships – Approved Trainer Guide
- Module 8: Safety and Risk – Approved Trainer Guide
- Module 9: Evacuation and Presenting Evidence – Approved Trainer Guide
- Module 10: Bodyguarding – Approved Trainer Guide
- Module 11: Security Services 1D – Approved Trainer Guide
- Module 12: Guard Dog Handling – Approved Trainer Guide
- Module 13: Cash and Valuables in Transit – Approved Trainer Guide
- Module 14: Industry Introduction – Approved Trainer Guide
- Module 15: 1AC Assessments – Approved Trainer Guide
- Module 16: 1B Assessments – Approved Trainer Guide
- Module 17: 1D Assessments – Approved Trainer Guide
- Module 18: 1F Assessments – Approved Trainer Guide

This condition does not prevent Approved Trainers from providing necessary feedback to students at the conclusion of assessment tasks.

Condition No. 23

The identity of each student must be verified by the Approved Organisation immediately prior to the student commencing a Security Licence Course in accordance with the requirements specified in the NSW Police Force document *Approved Organisation Student Evidence of Identity Requirements (D/2014/299623)*, or any document that replaces that document.

Condition No. 24

Before each student commences a Security Licence Course, the Approved Organisation must:

- a. provide the student with a copy of SLED Fact Sheet 6 which outlines NSW security licence eligibility requirements,

- b. require the student to complete and sign Form P1016 acknowledging the provision of SLED Fact Sheet 6, and
- c. attach the completed form to the student's file maintained by the Approved Organisation.

Condition No. 25

A language, literacy and numeracy assessment must be conducted on each student before commencing their initial SLED approved Security Licence Course. The Approved Organisation must confirm through the assessment that the student has the capacity to satisfactorily complete the course and achieve the required competency standard.

Condition No. 26

A student attendance sheet must be completed for each day of a Security Licence Course in accordance with the requirements specified in the NSW Police Force document *Approved Organisation Student Attendance Sheet Requirements* (D/2015/209533), or any document that replaces that document.

Condition No. 27

The Approved Organisation must retain for a minimum of three years all documents supporting the issuance of a VET Qualification or VET statement of attainment to a student that undertook a Security Licence Course, and all other documents, records and information evidencing compliance with these Conditions, including:

- each student's:
 - Language, Literacy and Numeracy assessments
 - Module 1: Industry Introduction – Student Assessment Book
 - Module 2: Communication – Student Assessment Book
 - Module 3: Protect and Control – Student Assessment Book
 - Module 4: Security Services – Student Assessment Book
 - Module 5: Closed Book Exam – Student Assessment Book
 - Module 6: Industry Introduction 1BDF – Student Assessment Book
 - Module 7: Manage Self and Client Relationships – Student Assessment Book
 - Module 8: Safety and Risk – Student Assessment Book
 - Module 9: Evacuation and Presenting Evidence – Student Assessment Book
 - Module 10: Bodyguarding – Student Assessment Book
 - Module 11: Security Services 1D – Student Assessment Book
 - Module 12: Guard Dog Handling – Student Assessment Book
 - Module 13: Cash and Valuables in Transit – Student Assessment Book
 - Module 14: Industry Introduction – Student Assessment Book
 - Module 15: 1AC Assessments – Student Assessment Book
 - Module 16: 1B Assessments – Student Assessment Book
 - Module 17: 1D Assessments – Student Assessment Book
 - Module 18: 1F Assessments – Student Assessment Book

- all Security Licence Course Student Attendance Sheets.

Condition No. 28

Approved Trainers employed or engaged by the Approved Organisation, and persons responsible for the day to day management of the Approved Organisation, must attend all mandatory information sessions conducted by the SLED unless otherwise exempted in writing by the SLED.

Condition No. 29

The USB Flash Drive provided to the Approved Organisation in May 2015 containing SLED Security Licence Course documents, or the USB Flash Drive password, must not be provided to any student or any other person not employed or engaged by the Approved Organisation for purposes relating to the organisation's delivery of SLED approved Security Licence Courses.

Condition No. 30

The Approved Organisation must not permit a student to commence a Security Licence Course consisting of any of the Course Modules 14, 15, 16, 17 or 18, unless the organisation has requested, and been granted, prior written approval from the SLED.