

How to become an Approved Trainer

This Fact Sheet provides information on the process to become (or remain) an Approved Trainer and carry on training, assessment or instruction with an Approved Organisation after changes to required qualifications on April 1 2019.

WHAT IS AN APPROVED ORGANISATION?

An Approved Organisation is an organisation approved by the Commissioner of Police (“the Commissioner”) under section 27A of the *Security Industry Act 1997*. (See Security Licensing & Enforcement Directorate (SLED) Fact Sheet 9 - How to become an Approved Organisation.)

CAN APPROVED ORGANISATIONS EMPLOY ANY TRAINER/ASSESSOR?

An Approved Organisation must not employ or subcontract any person to carry on training, assessment or instruction in relation to any unit of competency identified in the SLED document *Competency Requirements for Class 1 Licences (D/2016/396027)* (or any document that replaces that document), excepting *Apply First Aid*, unless first granted approval in writing by SLED.

Any approval granted by SLED may result in further conditions being imposed on the Approved Organisation relevant to the training, assessment or instruction provided by the person (“the Approved Trainer”).

HOW DO I BECOME AN APPROVED TRAINER?

To become an Approved Trainer you must be nominated by an Approved Organisation and demonstrate to SLED that you meet the Approved Trainer Criteria outlined in this Fact Sheet. Approved Organisations must seek approval by using Form P1128 *Approved Organisation Trainer/Assessor Nomination Form* available from SLED’s webpage (www.police.nsw.gov.au/sled). Nominated trainers/assessors are required to complete Part B of the form.

WHAT ARE THE CRITERIA TO BE AN APPROVED TRAINER?

Trainers/assessors must meet, and continue to meet once approved, the following SLED criteria (“the Approved Trainer Criteria”) to be an Approved Trainer:

1. hold a current NSW Class 2D (Security trainer) licence;
2. hold currently required national minimum vocational Training and Assessment qualifications as follows:

A. on or prior to 31 March 2019, the *Certificate IV in Training and Assessment (TAE40110)*

OR

B. on or after 1 July 2019*, either one of the two qualifications b1 or b2 as described below:

b1 - *TAE40116 Certificate IV in Training, and Assessment* or its successor;

OR

b2 - *TAE40110 Certificate IV in Training and Assessment*,

WHICH MUST INCLUDE ONE OF:

- b2/1 *TAELLN411 Address adult language, literacy or numeracy skills* or its successor,

OR

- b2/2 *TAELLN401A Address adult language, literacy and numeracy skills*,

AND ALSO MUST INCLUDE ONE OF:

- b2/3 *TAEASS502 Design and develop assessment tools* or its successor

OR

* Note: According to information published on the ASQA website on 28 March 2019, in response to industry feedback, Skills Ministers have agreed to delay the implementation date until 1 July 2019.

- b2/4 TAEASS502A Design and develop assessment tools

OR

- b2/5 TAEASS502B Design and develop assessment tools;
3. hold the CPP40707 Certificate IV in Security and Risk Management as a minimum qualification;
 4. demonstrate vocational competencies at least to the level to be delivered and assessed;
 5. demonstrate they are continuing to develop their VET knowledge and skills, as well as maintaining their industry currency and trainer/assessor competence;
 6. demonstrate past and current compliance with all conditions imposed on their NSW Class 2D (Security trainer) licence; and
 7. demonstrate suitability to be an Approved Trainer, including understanding and completing to the satisfaction of SLED, a knowledge assessment.

ARE APPROVED TRAINERS REQUIRED TO DEMONSTRATE TO SLED THAT THEY CONTINUE TO MEET THE APPROVED TRAINER CRITERIA?

Yes. Approved Trainers are required to demonstrate to SLED, as may be required, that they meet the SLED Approved Trainer Criteria. This may involve Approved Trainers undertaking and completing to the satisfaction of SLED, a knowledge assessment.

Assessors must continue to meet all relevant requirement of the Vocational Education and Training (VET) Quality Framework, including the changed qualification requirements to apply from 1 April 2019, as specified in Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015

(<https://www.legislation.gov.au/Details/F2017C00663>).

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WHAT IS ASSESSED THROUGH THE SLED KNOWLEDGE ASSESSMENT?

The SLED knowledge assessment will assess the nominated trainer/assessor's knowledge in relation to general security industry topics and concepts, security industry legislation including the powers of SLED enforcement officers, the VET Quality Framework, ethical practices, and strategies for provision of quality training and assessment and for student and class administration, management and reporting.

IF I HOLD THE BSZ40198 OR TAA40104 QUALIFICATION WHAT MUST I DO TO QUALIFY FOR APPROVED TRAINER STATUS AFTER 1 APRIL 2019?

As a minimum, to become (or remain) an Approved Trainer you must, prior to April 1 2019, either complete pathway b1 specified in the Approved Trainer Criteria (*TAE40116 or its successor*), or, if you hold the Certificate IV in Training and Assessment (*TAE40110*) you must complete two additional Units prior to that date (one LLN and one Assessment related), as per pathway b2 specified in the Approved Trainer Criteria.

IF I BECOME AN APPROVED TRAINER WILL I BE SUBJECT TO SLED AUDITS?

Yes. Training, assessment and instruction conducted by Approved Trainers will be subject to regular audits by SLED enforcement officers to ensure compliance with security industry legislation, including all conditions imposed by the Commissioner on the Approved Organisation under section 27A of the Act.

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 amended *Security Industry Act 1997* and the *Security Industry Regulation 2016*, which are available on the NSW Legislation website (www.legislation.nsw.gov.au).