



Approved Organisation Notification and Communication Requirements

(D/2015/209537)

All notifications, requests and other communication between an Approved Organisation and the Security Licensing & Enforcement Directorate (SLED) specified in the conditions imposed on an Approved Organisation by the Commissioner of Police pursuant to section 15(2A) of the *Security Industry Act 1997* must be made in accordance with the requirements within this document.

All notifications, requests and other communication must be made to the SLED's Approved Training team email address (sledrtos@police.nsw.gov.au) by the organisation's nominated person, or a person authorised to act on behalf of the nominated person, and in accordance with the Approved Organisation's Conditions of Approval.

1. Notification of Approved Trainers ceasing employment or engagement with an Approved Organisation

The following information must be provided in all notifications relating to Condition No. 10.

- Approved Trainer's full name.
- Approved Trainer's SLED Approval No.
- Date employment or engagement ceased.
- The reason for employment or engagement being ceased.

2. Notification of proposed Security Licence Course

The following information must be included in all notifications relating to Condition No. 11.

- Approved Organisation name.
- Approved Organisation SLED Approval No.
- Course type (e.g. Class 1AC).
- Course Module names and numbers to be delivered during the course.
- Each Course Module's commencement and completion dates, and start and finish times.
- Daily start and finish times.
- Details of where each Course Module will be delivered including:

- Premises/location name.
- Premises/location address.
- Total hours of learning and assessment to be delivered for each Course Module (excluding breaks).
- Details of each Approved Trainer delivering training, instruction or assessment in each Course Module including:
 - Full name.
 - SLED Approved Trainer No.
- Course Module session plans (only if conducting the module's assessments throughout, rather than at the end of, the module session.).

An electronic course notification template (spreadsheet) has been developed by the SLED and will be provided upon request.

3. Notification of students commencing a Security Licence Course

The following information must be included in all notifications relating to Condition No. 15.

- SLED Approved Course No.
- Student's given name/s.
- Student's family name.
- Student's date of birth.
- Student's NSW security licence number (if applicable).
- Details of the Course Module names and numbers that each student is undertaking during the course.

The following information must also be included in the notification if a student has been granted Credit Transfer for all of the units of competency within a Course Module due to already achieving the units through a current Approved Organisation in accordance with the SLED regulatory requirements, on or after 1 May 2013.

Note: "Current" means at the time of notification to the SLED for the purposes of Condition No. 15.

- Course Module name/s and number/s relating to the Credit Transfer.
- Details of the units of competency already achieved including:
 - Name of the SLED Approved Organisation where the units were achieved.
 - The relevant VET Qualification or statement of attainment certificate number.
 - The VET Qualification or statement of attainment issue date.

The following information must also be included in the notification if a student is exempt from undertaking the learning component of a Course Module (but not the assessments) due to achieving all of the units of competency in the module (or their superseded and equivalent units) with a current Approved Organisation prior to 1 May 2013, or at any time with any other RTO.

Note: “Current” means at the time of notification to the SLED for the purposes of Condition No. 15.

- Course Module name/s and number/s for which the student is exempt from undertaking the learning component (but not the assessments).
- A scanned copy of the student’s relevant VET Qualifications (including relevant record of results) and/or VET statements of attainment.

4. Request for approval to permit a student to commence a Security Licence Course consisting of any of the following Course Modules 14, 15, 16, 17 or 18.

The following information must be included in all requests relating to Condition No. 30.

- Student’s family name.
- Student’s given name.
- Student’s date of birth.
- Student’s NSW security licence number (if applicable).
- A brief submission outlining the reasons why the student should be granted permission to commence the course.
- A copy of the student’s current CV.
- Copies of relevant qualifications, statements of attainment or other certifications held by the student that demonstrate relevant training has been successfully completed.
- A mapping document for each Course Module demonstrating how the student has currency and vocational competency, or relevant training, in the associated units of competency.
- Any other supporting documents.

5. Request for approval to amend any aspect of Security Licence Course

The following information must be included in all requests relating to Condition No. 14.

- SLED Approved Course No.
- Details of the proposed amendments to the Security Licence Course.

6. Notification of a Security Licence Course cancellation

The following information must be included in all notifications relating to Condition No. 13.

- SLED Approved Course No.

7. Notification of when a student is absent, or has been withdrawn or discontinued from, a Security Licence Course

The following information must be included in all notifications relating to Condition No. 17.

- SLED Approved Course No.
- Student's given name/s.
- Student's family name.
- Student's date of birth.
- Date the student was absent, or was withdrawn or discontinued from, the Security Licence Course.
- A list of the Course Modules that the student has satisfactorily completed during the course.

8. Notification of student "Not Yet Competent"

The following information must be included in all notifications relating to Condition No. 16.

- Student's given name/s.
- Student's family name.
- Student's date of birth.
- Date student deemed "Not Yet competent".
- Reason student was deemed "Not Yet Competent".
- SLED Approved Course No. (where applicable).

9. Notification of issuing a VET Qualification or VET statement of attainment

The following information must be included in all notifications relating to Condition No. 18.

- Details of each VET Qualification or statement of attainment issued including:
 - the SLED Approved Course No/s. undertaken by the student that resulted in the issuance of the Qualification or statement of attainment.
 - the student's given name/s.
 - the student's family name.
 - the student's date of birth.
 - the Qualification's or statement of attainment's unique number.
 - the Qualification type, if applicable (e.g. Certificate II or III in Security Operations).
 - the code of the units of competency attained, as recorded on the statement of attainment or the record of results supporting a qualification.
 - the date the Qualification or statement of attainment was issued.

10. Requesting approval to conduct a proportion of a Security Licence Course's learning component via an alternate learning strategy

The following information must be included in all requests relating to Condition No. 20.

A written proposal from the Approved Organisation which addresses the following:

- Comprehensive details of the proposed distance, online or other alternative learning strategy.

- A mapping document for each relevant Course Module specifying what learning content and formative assessments will be delivered through the distance, online or other learning strategy and what learning content will be delivered through supervised, face to face learning.
- A copy of the learning and assessment strategy for the proposed course delivery.
- A copy of the learning materials proposed to be used by, or provided to, students for the proposed distance, online or other alternative learning strategy.
- Details on how the SLED will be provided access to any proposed online course content to be used by students (where applicable).
- Details on how the Approved Organisation will verify that the student completed the learning.

Note:

The SLED will not approve proposals where:

- the distance, online or other alternative learning strategy learning component is proposed to be greater than 30% of each Course Module's minimum hours
- the proposed distance, online or other alternative learning strategy includes any of the Course Module's assessment tasks.

Requests and associated proposals must be sent via email to sledrtos@police.nsw.gov.au. Approved Organisations must allow a minimum of 30 days for the submission to be assessed.

11. Requests to deliver Course Module 12 (Guard Dog Handling) or Course Module 17 (1D Assessments)

The following information must be included in all requests relating to Condition No. 21.

A written proposal from the Approved Organisation, demonstrating to the SLED that it has access to the appropriate facilities and resources to meet the training package requirements and to assess the competency of students. The proposal must address the following:

- Details of the premises, locations or venues where Course Modules 12 and 17 will be delivered, including:
 - Premises, location or venue name.
 - Premises, location or venue address.
- Full name and Approved Trainer No. of all persons that will be carrying on training, assessment or instruction in Course Modules 12 and 17.
- Copies of any contracts or agreements to use the premises, locations or venues to conduct Course Modules 12 and 17.
- How the facilities at the nominated premises, location or venue meet:
 - the training package requirements.
 - the requirements within the NSW Police Force document *Module 12: Guard Dog Handling – Approved Trainer Guide*.

- Details on how the dogs to be used in Course Modules 12 and 17 are sourced, selected, managed and allocated to students (including copies of any contracts or agreements for the provision of dogs to be used during the course.)
- Copy of the Approved Organisation's session plans for Course Modules 12 and 17 and all learning material.
- Other information to support the proposal including photographs of all premises, locations or venues, including any associated facilities, described in the proposal.

12. Requests to deliver a Security Licence Course of a shorter duration than the minimum hours.

The following information must be included in all requests relating to Condition No. 19 which are restricted to Security Licence Courses and Course Modules listed in Figures 1 and 2 of the NSW Police Force document *NSW Security Licence Course Structure (D/2015/209528)*, and where:

- a. the course or module will consist of less than 10 students, or
 - b. the SLED has granted written approval to the Approved Organisation to conduct a proportion of the Security Licence Course's learning component via an alternate learning strategy.
- Reason for the request
 - SLED Approved Course No. and Course Modules subject to the request
 - Details of each student commencing the course or Course Module
 - Supporting documentation and information.

Note: The SLED will not accept requests relating to a Security Licence Course or Course Module listed in Figures 3 and 4 of the NSW Police Force document *NSW Security Licence Course Structure (D/2015/209528)* including Course Module 5.