



# APPROVED ORGANISATION Trainer/Assessor Nomination Form

OFFICE USE ONLY										
Application No:		-								
Trim No:										

The **Approved Organisation Trainer/Assessor Nomination Form** may only be submitted by an Approved Organisation, or accompany an application to become an Approved Organisation.

Attach a separate sheet if insufficient space is provided for any response.  
 Note: A separate form must be submitted for each nominated trainer/assessor.

For further information refer to Security Licensing & Enforcement Directorate (SLED) **Fact Sheet 10** - How to become an *Approved Trainer* - available from the SLED's website ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)).

This is a fillable form - you can type directly into the form and save prior to emailing.

## PART A: APPROVED ORGANISATION TO COMPLETE

### 1 APPLICANT DETAILS

1.1 Provide details of the Approved Organisation.

ORGANISATION NAME:

REGISTERED BUSINESS/TRADING NAME (if applicable)

APPROVED ORGANISATION'S APPROVAL No.

NVR RTO No.

MASTER SECURITY LICENCE No.

### 2 NOMINATED TRAINER/ASSESSOR DETAILS

2.1 Provide details of the trainer/assessor nominated for approval.

LAST NAME

GIVEN NAMES(S)

DATE OF BIRTH (dd/mm/yyyy)

SECURITY LICENCE NUMBER

LICENCE SUBCLASS/ES

2.2 Have you ever been known by any other name(s) (e.g. maiden name)?

NO

YES  (Provide details below, including when you stopped using the name)

LAST NAME

GIVEN NAME(S)

DATE CEASED

LAST NAME

GIVEN NAME(S)

DATE CEASED

2.3 Provide the nominated trainer/assessor's contact details

RESIDENTIAL ADDRESS (NOT a PO Box)

SUBURB/TOWN

STATE

POSTCODE

POSTAL ADDRESS (IF SAME AS RESIDENTIAL ADDRESS WRITE 'AS ABOVE')

SUBURB/TOWN	STATE	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
TELEPHONE NO (BUSINESS HOURS)	MOBILE OR OTHER	EMAIL ADDRESS (IF APPLICABLE)
<input type="text"/>	<input type="text"/>	<input type="text"/>

- 2.4 Provide details of the Security Licence Courses that the nominated trainer/assessor will deliver, if approved. Please nominate if the trainer/assessor will carry on training/instruction and/or assessment in relation to each course by placing an X in the relevant box/es.

Security Licence Courses	Training/Instruction	Assessment
1A – Security Officer Licence Course	<input type="checkbox"/>	<input type="checkbox"/>
1B – Bodyguard Licence Course	<input type="checkbox"/>	<input type="checkbox"/>
1C – Cash-in-Transit Guard Licence Course	<input type="checkbox"/>	<input type="checkbox"/>
1D – Guard Dog Handler Licence Course	<input type="checkbox"/>	<input type="checkbox"/>
1F – Armed Guard Licence Course	<input type="checkbox"/>	<input type="checkbox"/>

## PART B: NOMINATED TRAINER/ASSESSOR TO COMPLETE

### 3 QUALIFICATIONS AND EXPERIENCE

- 3.1 Select the qualifications from the list below that you will use to support your application and attach copies.

**IMPORTANT:** In order to accept your application SLED requires all qualifications to be verified by your RTO.

#### TAE Qualifications

- TAE40122 Certificate IV in Training and Assessment or it's successor; or
- TAE40116 Certificate IV in Training, and Assessment or
- TAE40110 Certificate IV in Training and Assessment which must include either:
- TAELLN411 Address adult language, literacy or numeracy skills or its successor, or
  - TAELLN401A Address adult language, literacy and numeracy skills. and must also include one of the following:
  - TAEASS502 Design and develop assessment tools or its successor, or
  - TAEASS502A Design and develop assessment tools, or
  - TAEASS502B Design and develop assessment tools.
- Diploma or higher-level qualification in adult education

#### Security Qualifications

- CPP20218 Certificate II in Security Operations
- CPP31318 Certificate III in Security Operations
- CPP31418 Certificate III in Close Protection Operations

#### must submit a SLED Trainer matrix for any superseded qualification

- \*CPP20211 Certificate II in Security Operations
- \*CPP20207 Certificate II in Security Operations
- \*CPP30407 Certificate III in Security Operations
- (\* denotes a superseded qualification)

#### First Aid Quals to be update/reflected

- HLTAID0011 Provide First Aid
- \*HLTAID003 Provide First Aid
- \*HLTAID006 Provide Advanced First Aid

As per the Australian Skills Quality Authority, SLED will only accept the superseded HLTAID003 and HLTAID006 qualifications if they were completed before 30 June 2022

- HLTAID014 Provide Advanced First Aid

(\* denotes a superseded qualification)

For students wishing to commence an SLC for a specialist licence subclass 1B, 1D, or 1F they must hold a current HLTAID014 Provide Advanced First Aid Certificate.

3.2 How long have you been involved in the security industry?

years

3.3 **Attach a current resume** outlining the roles you have held in the security industry in the last 3 years.

**NOTE:** These roles must directly relate to the class of licence for which you are seeking approval to train, assess and instruct.

3.4 **Attach your trainer matrix** used by your RTO or complete and attach the relevant trainer matrix - available on the SLED website link to be provided.

Access to the SLED Published Trainer Matrix Document can be found in the links below:

[P1204 Trainer Matrix Form Certificate II in Security Operations](#)

[P1204 Certificate II in Security Operations](#)

[P1205 Trainer Matrix Form Certificate III in Security Protection Operations](#)

[P1205 Certificate III in Security Protection Operations](#)

**NOTE:** Reminder to attach any further supporting evidence for this application.

3.5 Outline how your experience in the security industry provides you with the expertise and vocational competence to provide the training, assessment and instruction in the Licence classes you have nominated, if approved.

3.6 Outline your experience in the training and assessment of competency based training.

## 4 DECLARATION AND CONSENT

### 4.1 NVR RTO's Executive Officer or the nominated person

This Declaration and Consent must be completed by the NVR RTO's Executive Officer or the nominated person for the organisation's Master security licence. There are severe penalties for providing information that is false and/or misleading.

I, ,  
(Executive Officer/Nominated Person)

the Executive Officer/Nominated person for   
(Approved Organisation)

- certify that the information contained in this application is true and correct in every detail;
- understand that giving false or misleading information is a serious offence; and
- consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application.

The above declaration and consent does not alter any rights I may have under legislation.

SIGNATURE

DATE (dd/mm/yyyy)

/ / 

### 4.2 Nominated Trainer/Assessor

This Declaration and Consent must be completed by the Nominated Trainer/Assessor for the organisation's Master security licence. There are severe penalties for providing information that is false and/or misleading.

I, ,  
(Nominated Trainer/Assessor)

- certify that the information contained in this form is true and correct in every detail;
- understand that giving false or misleading information is a serious offence;
- consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;
- understand that I will be required to undertake, and complete to the satisfaction of the SLED, an interview which may include assessment activities;
- agree to demonstrate to the SLED, as may be required, that I continue to meet the Approved Trainer Criteria.

The above declaration and consent does not alter any rights I may have under legislation.

SIGNATURE

DATE (dd/mm/yyyy)

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#### Forward the completed application form to:

email: [SLEDRTOS@police.gov.nsw.au](mailto:SLEDRTOS@police.gov.nsw.au)

Security Licensing & Enforcement Directorate  
 NSW Police Force  
 Locked Bag 5099  
 PARRAMATTA NSW 2124