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NSW Police Force

Training and Accreditation Framework for Armed Guards

NSW FIREARMS REGISTRY
POLICE PROSECUTIONS & LICENSING ENFORCEMENT COMMAND

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BACKGROUND

The Firearms Registry was established in 1997 and is responsible for administering the *Firearms Act 1996*, *Weapons Prohibition Act 1998*, and associated regulations.

The Firearms Registry's mission is to increase community safety through the effective and efficient regulation of firearms and prohibited weapons. One of the principal ways in which the Firearms Registry achieves this is by regulating access to firearms to ensure they are only in the hands of suitably licensed individuals who are deemed fit and proper to possess them.

Applicants for a firearms licence or permit must undergo a rigorous background check and demonstrate that they have a genuine reason for possessing a firearm, such as hunting, sport shooting or business or employment. They must also provide evidence of their competency in handling firearms and their ability to store them safely.

In addition to regulating access to firearms, the Firearms Registry works closely with operational police and other government agencies to prevent illegal firearms access and reduce firearms-related harm in the community.

The NSW Police Force conducts regular inspections and audits of firearms owners, businesses, and dealers to ensure compliance with regulations and to identify potential risks to public safety. This includes partnering with industry and community groups to provide education and advice in relation to the safe use and possession of firearms.

INTRODUCTION

The Firearms Registry aims to provide a framework within which, security businesses, training organisations and individual licence holders have access to the necessary information, training, and support to meet NSW community safety objectives. Organisations approved to provide uniformed armed security services in NSW have a significant role to play in achieving a safe and secure NSW through the delivery of high-quality security services by appropriately skilled and accredited firearms licensees.

This document outlines the standards, conditions and requirements that apply to the approval of instructors and master licensees to provide armed security services and the training and assessment activities for provisional and non-provisional category H (business/employment) licensees.

GLOSSARY OF TERMS

approved means approved by the Commissioner from time to time.

approved master licensee means a holder of a master licence under the *Security Industry Act 1997* who provides uniformed armed security services and is approved by the Commissioner to employ provisional licensees.

armed security guard means a person who is employed to patrol, protect, or guard property by physical means, who is the holder of a class 1F licence under the *Security Industry Act 1997* and authorised by a category H licence under the *Firearms Act 1996* to use and possess firearms for this purpose.

ASQA means the Australian Skills Quality Authority.

competency means the consistent application of knowledge and skill to the standard of performance required in the workplace.

competent person means someone who has continuously held, for a period of more than 12 months a category H (business/employment) licence that is not a provisional pistol (business/employment) licence, and a class 1F licence under the *Security Industry Act 1997*.

direct supervision means supervision in accordance with clause 28 of the *Firearms Regulation 2017*.

firearms safety accreditation course under clause 144(2) of the *Firearms Regulation 2017* means a firearms safety test and associated requirements under clause 89(1)(a) of the *Firearms Regulation 2017*.

firearms safety test means a performance and knowledge-based test approved for the purpose of meeting licensing requirements under clause 89(1)(a) of the *Firearms Regulation 2017* and section 11(3)(b) of the *Firearms Act 1996*.

firearms safety training course means a performance and knowledge-based training course approved for the purpose of meeting licensing requirements under clause 89(2) of the *Firearms Regulation 2017*.

firearms security instructor means the holder of firearms security instructor permit issued under section 28(g) of the *Firearms Act 1996* who is approved by the Firearms Registry to conduct training and assessment on behalf of an approved master licensee.

firearms training course means a performance and knowledge-based training course approved for the purpose of meeting licensing requirements under section 16C(2)(a) of the *Firearms Act 1996*.

instrument of approval means the document issued by the Firearms Registry evidencing the approval of a form, activity, authority, person, or business as stipulated by the *Firearms Act 1996* or associated regulations.

registered training organisation means a training provider registered by ASQA to deliver VET services and recognised as providers of quality-assured and nationally recognised training and qualifications.

security trainer means a firearms security instructor.

statement of attainment means a statement issued by an RTO to a person confirming that the person has satisfied the requirements of the units of competency specified in the statement.

units of competency mean the specification of the standards of performance required in the workplace as defined in a VET accredited course or training package.

1. TRAINING AND ACCREDITATION FRAMEWORK FOR ARMED GUARDS

1.1 Firearms Safety Test

A person who is employed as an armed security guard must before being issued with a firearms licence, complete to the satisfaction of the Commissioner, an approved firearms safety test. A firearms safety test must be delivered by an approved master licensee, contextualised to suit their work environment whilst also complying with the minimum knowledge and performance evidence requirements approved by the Firearms Registry.

On completion of a firearms safety test, a training certificate must be issued in the format approved by the Firearms Registry and signed by the master licensee and firearms security instructor. An individual must meet all of the required performance criteria before being issued a certificate of completion.

To employ armed security guards, a master licensee must have an approved firearms safety test. In support of an application for approval, a master licensee must demonstrate they have relevant learning and assessment documents contextualised to the workplace and evidencing the minimum knowledge and performance evidence requirements approved by the Firearms Registry.

The approved firearms safety test performance evidence must be completed as a standalone assessment. It must not be assessed through recognition of prior learning and must be conducted in a face-to-face environment, supervised at all times by a firearms security instructor. The test must be undertaken in an operational workplace environment or an environment that reflects workplace conditions.

Relevant Legislation

Clause 89(1)(a) - the Commissioner must refuse to issue a licence to a person employed as a security guard unless the person has completed, to the satisfaction of the Commissioner, an approved firearms safety test.

Section 11(3)(b) - a licence must not be issued unless in the case of a person who has never held a licence (including a firearms licence under a previous Act), the applicant has completed, to the satisfaction of the Commissioner, such firearms training and safety courses as are prescribed by the regulations in respect of the licence concerned.

Clause 144(2) - In the case of firearms to be used by security guards or employees of a government agency, an approved firearms safety accreditation course is prescribed.

1.2 Firearms Training Course

A person who is employed as an armed security guard and has not previously held a category H (business/employment) licence must, before possessing or using a firearm, complete to the satisfaction of the Commissioner, an approved firearms training course. The course must be conducted by the approved master licensee specified in their licence application and meet the requirements set by the Firearms Registry.

The firearms training course is aligned to the following units of competency from the Certificate III in Security Operations. An armed security guard must complete the firearms training course units of competency based on the type of firearm possessed during the course of their employment:

Firearms Training Course – Revolvers & Semi-automatic pistols

- CPPSEC3115 - Carry, operate and maintain revolvers for security purposes; and/or
- CPPSEC3116 - Carry, operate and maintain semi-automatic pistols for security purposes; and
- CPPSEC3114 - Control security risk situations using firearms.

Units of competency can only be delivered by registered training providers with those products on their scope of registration. If not a Registered Training Organisation (RTO), an approved master licensee may engage an

external training provider to assist in the delivery of training, assessment, and instruction in relation to the firearms training course. If the Statement of Attainment is issued by an external training provider, the student must also obtain evidence to demonstrate the course was delivered on behalf of the master licensee.

All performance criteria and assessment requirements must be contextualised to the environment of the approved master licensee to produce valid skills that are relevant to the work environment. All training and assessment must be undertaken by a firearms security instructor.

The course must be commenced with the approved master licensee specified on their licence application, prior to the licence being issued and completed within a maximum of 3-months from when an applicant is issued with a provisional licence.

To successfully meet the requirements of the firearms training course, the licensee must be assessed as competent by demonstrating the required performance and knowledge evidence and be issued with a statement of attainment for the corresponding units of competency.

Assessment of performance must be undertaken in an operational workplace environment or environment that reflects workplace conditions. The licensee must also demonstrate the required level of proficiency within the time limits that would be expected in a workplace.

A provisional pistol licence is automatically revoked if the licensee ceases to be employed during the term of the licence by the approved master licensee specified in the application for the licence as required by section 16 (5).

A person who applies for a category H (business/employment) licence and has previously held an equivalent licence in another state or territory must demonstrate they have successfully met the requirements of the firearms training course by producing a statement of attainment for the required units of competency delivered by a registered training organisation.

Relevant Legislation

Section 16C(2)(a) - a provisional pistol (business/employment) licence is subject to the condition that the licensee must, before possessing or using a pistol, complete to the satisfaction of the Commissioner an approved firearms training course conducted by the employer

1.3 Firearms Safety Training Course

At least once every 12 months, an armed security guard must complete a firearms safety training course based on the type of firearm possessed during the course of their employment. On completion, a training certificate must be issued in the format approved by the Firearms Registry and signed by a firearms security instructor. An individual must meet all of the required performance criteria before being issued a certificate of completion.

The firearms safety training course must be completed within 3 months of being granted a provisional category H (business/employment) licence and for continuing firearms safety training at least once each 12 months (or within a longer approved period). A provisional licensee must complete the firearms safety training course at least twice during the term of a 12-month provisional licence.

If at any time, the licensee is unable to demonstrate the required level of proficiency as defined by the performance criteria, the approved master licensee must remove the individual from all operational activities requiring access to firearms and provide additional training or instruction to address the areas where the employee requires improvement.

The approved master licensee must implement a documented corrective action plan to address the gaps identified in their performance and determine when the employee will be able to retake the firearms safety

training course. This should be completed within a maximum of 60 days from the first attempt.

After two attempts, if the employee does not successfully meet the performance criteria, the approved master licensee is required under the conditions of their licence, to notify the Firearms Registry. Further information on notification requirements can be found in section 5.1 of this document.

Individuals who also hold a firearms security instructor permit, must meet the performance criteria outlined under the instructor level course requirements.

The performance evidence for the firearms safety training course must be met as a standalone assessment. It must not be assessed through recognition of prior learning and must be conducted in a face-to-face environment, supervised at all times by a firearms security instructor. Assessment of performance must be undertaken in an operational workplace environment or an environment that reflects workplace conditions. The licensee must demonstrate the required level of proficiency within the time limits that would be expected in a workplace.

Relevant Legislation

Section 16C(2)(b) - a provisional pistol (business/employment) licence is subject to the condition that the licensee must complete such further training within 3 months of being granted the licence as is determined by the Commissioner.

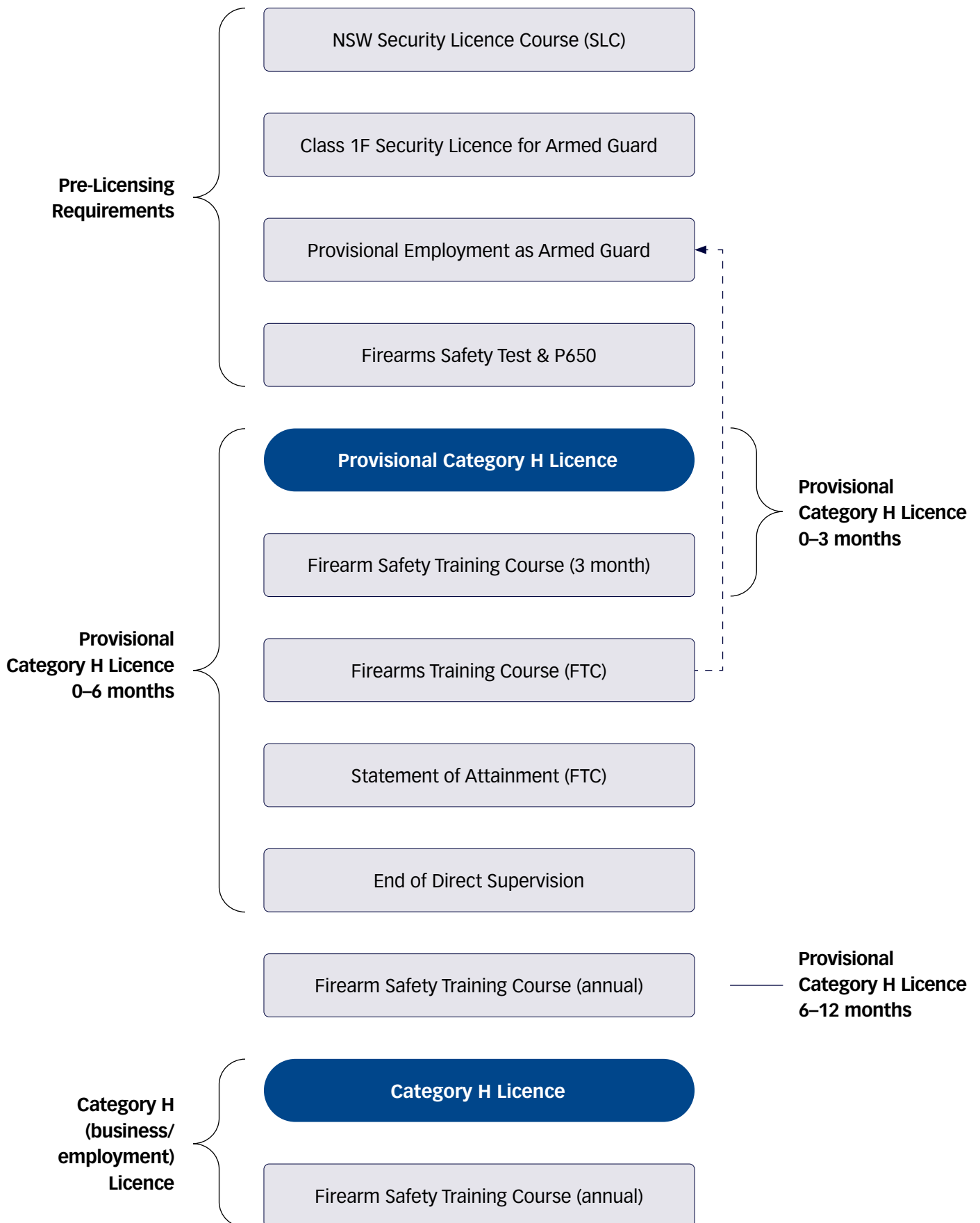
Clause 89(2) - a security guard who possesses a firearm must undertake, at least once each 12 months or within a longer approved period, such continuing firearms safety training courses as may be approved.

1.4 Other Training

During the term of a provisional category H (business/employment) licence, a person who is employed as an armed security guard may also be directed to complete other training as may be required during the term of their licence. If required, evidence of this training must be supplied in support of an individual's application for a non-provisional category H (business/employment) licence.

Relevant Legislation

Section 16C(2)(b)(ii) - a provisional pistol (business/employment) licence is subject to the condition that the licensee must complete such other training as may be required by the Commissioner during the term of the licence.



1.5 Alternate Delivery Modes

Approved master licensees and RTOs may use blended learning methods, including online and distance education methods, as well as face-to-face training. The firearms safety test, firearms safety training course and other summative performance assessments must however be undertaken under direct supervision in an operational workplace environment or environment that reflects workplace conditions. Any online training must be delivered with appropriate controls in place to minimise the risk of potentially fraudulent activity.

Further information about online learning and alternate delivery modes can be found on ASQAs website.

1.6 Training Compliance

The approved master licensee must ensure all training courses outlined in this document, are delivered, monitored, and documented in compliance with the VET Quality Framework and have suitable arrangements in place to be notified of any potential non-compliance by the RTO including non-compliance following an ASQA performance assessment (audit).

The VET Quality Framework comprises of:

- a. the Standards for Registered Training Organisations
- b. the Australian Qualifications Framework
- c. the Fit and Proper Person Requirements
- d. the Financial Viability Risk Assessment Requirements
- e. the Data Provision Requirements

Should the Firearms Registry become aware of non-compliance with respect to any aspect of the VET Quality Framework, this may be referred to the Australian Skills Quality Authority (ASQA).

1.7 Training Competency

For a student to be assessed as competent, the approved master licensee must ensure they are able to perform tasks consistently, at the required competency and skill level, and in a variety of situations. The student must be able to demonstrate they understand what they are doing, and why, and be able to effectively adapt to different contexts and environments.

2. PROVISIONAL CATEGORY H (BUSINESS/EMPLOYMENT) LICENCE

2.1 Application Requirements

There are a number of requirements which must be met prior to obtaining a provisional category H (business/employment) firearms licence as an armed security guard.

In addition to proof of identity, the applicant must supply following:

- Firearms safety test certificate of completion
- Statement of employment from an approved master licensee
- Current First Aid Certificate with the unit of competency HLTAID011 (Apply First Aid) or HLTAID014 (Provide Advanced First Aid).
- Firearms training statement of attainment for:
 - » CPPSEC3115 - Carry, operate and maintain revolvers for security purposes; and/or
 - » CPPSEC3116 - Carry, operate and maintain semi-automatic pistols for security purposes
- Current NSW class 1F security licence for armed guards

Firearms Safety Test

This test must be conducted by the approved master licensee mentioned in the licence application and meet the requirements set by the Firearms Registry. Further information regarding the firearms safety test can be found in section 1.1 of this document.

Statement of Employment

The approved master licensee must verify they intend for the applicant's employment to continue for the term of the licence. A template can be found on the Firearms Registry website, alternatively a letter may be provided on the company letterhead including the following information:

- Business name
- Business firearms licence number
- Security master licence number
- Applicant's name, position title and date of employment
- Statement that the master licensee intends the employment to continue for the term of the licence.

NSW Class 1F Security licence

The Security Licensing & Enforcement Directorate (SLED) issues security licences for armed guards (Class 1F) under section 11 of the *Security Industry Act 1997*. The applicant must satisfy the eligibility, probity, and competency criteria requirements for that licence subclass before applying for a provisional or non-provisional category H (business/employment) licence.

2.2 Training Requirements

During the term of the provisional category H (business/employment) licence, the licensee must complete the required training to apply for a non-provisional category H (business/employment) licence.

Firearms Training Course

An armed security guard must complete the firearms training course based on the type of firearm possessed during the course of their employment. Further information regarding the firearms training course can be found in section 1.2 of this document.

The licensee must be assessed as competent by demonstrating the required performance and knowledge evidence and be issued with a statement of attainment for the required units of competency. The statement of attainment must be supplied as part of their application for a non-provisional category H (business/employment) licence.

A condition will be placed on the licence of an armed security guard with the type/s of firearms approved for use during the course of their employment, based on their Firearms training statement of attainment.

Firearms Safety Training Course

Within three months of obtaining their licence, a provisional licensee must complete a firearms safety training course conducted by the approved master licensee specified in their application.

Further information regarding the firearms safety training course can be found in section 1.3 of this document. The training is valid for one year from the date of completion and must be supplied with their application for a non-provisional category H (business/employment) licence.

Firearms Safety Training Course

At least once every 12 months, an armed security guard must complete a firearms safety training course based on the type of firearms possessed during the course of their employment. Further information regarding the performance criteria can be found in section 1.3 of this document. The training is valid for one year from the date of completion and must be supplied with their application for a non-provisional category H (business/employment) licence.

2.3 Direct Supervision

For the first 6 months of the term of the licence, a licensee must not possess or use a firearm unless under the direct supervision of a competent person who has continuously held, for a period of more than 12 months a non-provisional category H (business/employment) licence and a class 1F security licence under the *Security Industry Act 1997*.

To be under direct supervision, the provisional licence holder must:

- receive detailed written instructions e.g., standard operating procedures, employment policies
- perform tasks that are part of an overall work routine that is documented
- be subject to regular personal progress checks in writing, and
- as far as practicable, be in the line of sight of a competent person who is able to immediately render assistance if required.

There must be at least the same number of competent persons as provisional licensees on the premises at which provisional licensees are carrying out armed security activities. For a full breakdown of requirements see clause 28 of the *Firearms Regulation 2017*.

3. CATEGORY H (BUSINESS/EMPLOYMENT) LICENCE

3.1 Application Requirements

The following requirements must be met prior to obtaining a non-provisional category H (business/employment) firearms licence for the first time as an armed security guard.

In addition to proof of identity, an applicant who has never held such a licence must supply the following:

- Firearms safety training course certificate of completion dated within 3 months of issue of their provisional licence.
- Firearms training course statement of attainment and employer details dated within 3 months of issue of their provisional licence for:
 - » CPPSEC3114 - Control security risk situations using firearms.
- Firearms safety training course certificate of completion (annual)
- Current First Aid Certificate with the unit of competency HLTAID011 (Apply First Aid) or HLTAID014 (Provide Advanced First Aid).
- Current NSW class 1F security licence for armed guards

If the applicant does not currently hold a licence but has previously held a category H (business/employment) or an equivalent licence, they must supply the following:

- Firearms safety test certificate of completion
- Firearms training statement of attainment for:

- » CPPSEC3115 - Carry, operate and maintain revolvers for security purposes; and/or
- » CPPSEC3116 - Carry, operate and maintain semi-automatic pistols for security purposes; and
- » CPPSEC3114 - Control security risk situations using firearms.
- Current First Aid Certificate with the unit of competency HLTAID011 (Apply First Aid) or HLTAID014 (Provide Advanced First Aid).
- Current NSW class 1F security licence for armed guards

An individual who has not previously held a category H (business/employment) or an equivalent licence and who is unable to meet the application requirements for a non-provisional category H (business/employment) firearms licence, including training provided by the approved master licensee specified in their application, is not eligible for this category of firearms licence and must apply for a further provisional licence term of one year.

To renew an existing category H (business/employment) licence in NSW, the applicant must supply a certificate of completion for each annual firearms safety training course undertaken during the term of their licence. The Firearms Registry may also request from time to time, evidence of their ongoing First Aid certification.

Firearms Safety Test

This firearms safety test must be conducted by an approved master licensee within 12 months prior to applying for a category H (business/employment) licence. Further information regarding the firearms safety test can be found in section 1.1 of this document.

3.2 Training Requirements

At least once every 12 months, an armed security guard must complete a firearms safety training course based on the type of firearms possessed during the course of their employment. Further information regarding the performance criteria can be found in section 1.3 of this document.

4. APPROVED TRAINERS

Quality training and assessment depends on the skills and knowledge of trainers and assessors, as such training and assessment should only be provided by instructors who have current industry skills and knowledge and who are able to undertake, to an industry-standard level, all of the tasks contained within the approved training.

By adopting units from a national training package, the firearms training course falls within the national vocational education and training framework and can only be delivered by registered training providers with those products on their scope of registration. RTOs and firearms security instructors must continue to meet all relevant requirements of the Vocational Education and Training (VET) Quality Framework, including any updates or changes to the qualifications, RTO standards and/or requirements set by the Australian Skills Quality Authority (ASQA).

To ensure the integrity of all related firearms training, standards relating to the currency of trainer's skills, knowledge, and qualifications have also been adopted for the purpose of the firearms safety test and firearms safety training course.

4.1 Application Requirements

To obtain a permit for approval as a NSW firearms security instructor, the applicant must demonstrate the following skills, knowledge, and qualifications:

1. Hold and continue to maintain:
 - a. NSW Class 1F (armed guard) security licence
 - b. Category H (business/employment) firearms licence (or equivalent)
 - c. First Aid Certificate with the unit of competency HLTAID014 Provide Advanced First Aid.
2. Past and ongoing compliance with conditions imposed on a NSW firearms licence.
3. An employment statement from employer(s) evidencing ongoing industry experience directly relevant to the training and assessment being provided. The employment statement must cover at least 5 years for a new application.
4. Undertake an annual firearms safety training course to the level required by an instructor, peer reviewed and signed by an independent firearms security instructor
5. Provide evidence of a minimum of 40 hours armed security experience per annum.
6. Hold, at a minimum, one of the following vocational training and assessment qualifications or their successors:
 - a. TAE40116 Certificate IV in Training and Assessment
 - b. TAE40110 Certificate IV in Training and Assessment

plus, the following units:

 - i. TAELLN411 or TAELLN401A and
 - ii. TAEASS501 or TAEASS502A or
 - iii. TAEASS502B
 - c. Diploma or higher-level qualification in adult education

A firearms security instructor permit is issued for a two-year term. On renewal, the security instructor must demonstrate, for the duration of the permit, ongoing compliance with the application requirements. Failure to do so may result in the revocation of the permit or decision to refuse such an application in the future.

Firearms safety training course (Instructor)

A firearms safety training course completed by an instructor must be peer reviewed by a firearms security instructor who has not assessed or been assessed by the applicant within the past 24 months.

Hours of Armed Security Experience

Instructors must undertake regular personal development in the armed security industry including practical experience and/or competency-based training and assessment. Delivering training and assessment in a workplace does not constitute the development of current industry skills. Examples of how instructors can demonstrate current industry skills and experience include:

- working part-time in armed security environment
- undertaking further accredited training relevant to the industry
- independent professional skills training relevant to firearms safe handling
- participation in shooting events and/or competitions for category H firearms

Adult Education

Examples of higher-level qualifications in adult education include:

- Associate Degree of Vocational Education and Training
- Bachelor of Adult and Vocational Education
- Graduate Diploma in Adult and Vocational Education and Training
- Master of Education degree with an adult education focus
- Army Recruit Instructor.

5. APPROVED MASTER LICENCE HOLDER

5.1 Employment Arrangements for Armed Guards

The Firearms Act and associated regulations require armed security guards to be provided by their direct employer and do not contemplate or permit sub-contracting arrangements. All obligations, requirements and associated offences are relevant to a master licence holder also licensed under the Firearms Act to provide firearms to their employees (armed security guards) while they are on duty.

Various other provisions support the view that the term 'employment' in the Firearms Act should be interpreted narrowly, unlike the Security Industry Act which revolves around a flexible arrangement of "providing persons" (rather than using 'employment terms').

A security company licensed to provide uniformed armed security services with an approved firearms safety test is an approved master licensee for the purpose of employing provisional category H (business/employment) licence holders.

An approved master licensee must submit a firearms safety test and relevant assessment documentation contextualised to the workplace and evidencing the minimum knowledge and performance evidence requirements.

A security company is responsible for the integrity and effectiveness of all training and assessment delivered on their behalf and for ensuring individuals employed as an armed security guard have the necessary knowledge and competency required to operate in a manner that is consistent with the requirements, principles and objectives of the *Firearms Act 1996*.

5.2 Licence Conditions for Approval

Pursuant to section 19(1) of the *Firearms Act 1996*, a security company approved for the purpose of employing provisional category H (business/employment) licence holders is subject to the following conditions.

Failure to comply with these licence conditions may result in penalties including but not limited to an official caution or penalty infringement notice, up to the suspension or revocation of an authority issued under the *Firearms Act 1996*.

1. If an employee does not successfully meet the performance criteria required to pass the firearms safety training course, the approved master licensee is required to notify the Firearms Registry by email to firearms@police.nsw.gov.au within 5 days of the second failed attempt.
2. The approved master licensee must notify the Firearms Registry by email to firearms@police.nsw.gov.au of an employee failing to complete a firearms safety training course within a 12-month period.
3. The approved master licensee must implement a documented corrective action plan to address any

gaps identified in an employee's performance with respect to the firearms safety training course. Corrective action plans must be retained for a minimum period of three years.

4. The approved master licensee must ensure a provisional licensee remains under the 'direct supervision' of another person for a period of 6 months and until the performance criteria for the firearms training course have been met and a statement of attainment issued.
5. The approved master licensee must retain a record of staffing and supervision levels demonstrating compliance with requirements under clause 28 of the *Firearms Regulation 2017*. Records must be retained for a minimum period of three years.
6. The approved master licensee must continue to hold the master licence, issued under the *Security Industry Act 1997* specified in its Instrument of Approval. The approved master licensee must notify the Firearms Registry by email to firearms@police.nsw.gov.au of any change in the status or conditions of their security licence within 48 hours of the change occurring.
7. The approved master licensee must not employ or engage any person to conduct the firearms safety test, firearms training course, firearms safety training course or other such regulatory training in relation to the employment of armed security guards unless at the time of delivering the training, that person holds a valid firearms security instructor permit.
8. The approved master licensee must ensure all summative training assessments are conducted in a face-to-face environment, supervised at all times by an authorised firearms security instructor and undertaken in an operational workplace environment or an environment that reflects workplace conditions.
9. The approved master licensee must retain, for a minimum of three years, all documents relating to the delivery of training and assessment prescribed by the *Firearms Act 1996* and associated regulations. This includes the course overview, attendance, and venue records, all related assessments materials and complete assessment tasks.
10. The approved master licensee must ensure that all firearms training and assessment delivered to an armed security guard is relevant to the specific activities to be performed by the licensees.
11. The approved master licensee must be satisfied the firearms training course is designed, delivered, and maintained in accordance with the VET Quality Framework.
12. In connection with the firearms training course statement of attainment issued by an RTO, the approved master licensee must issue the employee with a signed statement containing the student USI number and date of birth, the approved master licensee name, firearms licence, and security licence number, and the name and permit number of the approved trainer.
13. Within five business days of such a request by the Firearms Registry, the approved master licence must furnish all records contained within the request, that have been retained in accordance with these conditions. If scanned copies are kept, copies must be authentic and complete, clear and the text easily read.

CONTACT DETAILS

Questions regarding the category H (business/employment) training and accreditation framework should be directed to the Firearms Registry by email to firearms@police.nsw.gov.au or by calling 1300 362 562.

TRANSITIONAL ARRANGEMENTS

1. To maintain authority, approved master licensees must submit a revised application in the approved form prior to 1 March 2024.
2. New provisional category H (business/employment) licence applications from 1 March 2024 must be submitted in accordance with the requirements contained within this framework.
3. Category H (business/employment) licence applications from individuals who have previously held this or an equivalent licence from 1 June 2024 must be submitted in accordance with the requirements contained within this framework.
4. New category H (business/employment) licence applications from 1 July 2024 must be submitted in accordance with the requirements contained within this framework.
5. Firearms safety training course accreditations must be submitted in the approved form effective from 1 June 2023. From this date, previously accepted forms of the annual reaccreditation will no longer be accepted.
6. All Firearms security instructor applications and reapplications from 1 April 2024 must be submitted in accordance with the requirements contained within this framework.

ACKNOWLEDGEMENTS

Security Licensing & Enforcement Directorate, [NSW Security Licence Course - Conditions of Approval](#)

Australian Skills Quality Authority, [Users' guide to Standards for RTOs](#)



NSW Police Force