

# How to become an Approved Trainer



**This Fact Sheet provides information on the process to become (and remain) an Approved Trainer and carry on training, assessment and instruction with an Approved Organisation.**

## What is an Approved Trainer?

An Approved Trainer is a person the Security Licensing & Enforcement Directorate (SLED) has approved to provide security training, assessment and instruction for licensing purposes. Approved Trainers must hold a NSW Class 2D (Security Trainer) NSW security licence and work for Approved Organisations. See SLED Fact Sheet – *How to become an Approved Organisation* for more information on Approved Organisations.

## How to become an Approved Trainer?

To become an Approved Trainer, you must be nominated by an Approved Organisation and demonstrate that you meet the Approved Trainer Criteria, as outlined in this Fact Sheet.

Approved Organisations can nominate a Trainer/Assessor by completing the *Approved Organisation/Assessor Nomination Form* (P1128) available on the SLED website, [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled). The nominated Trainer/Assessor must complete Part B of this form.

If you want to work for a different Approved Organisation in the future, your new employer must nominate you for reapproval as a trainer for the new organisation.

## Can I provide security training for an Approved Organisation if I'm not an Approved Trainer?

All security trainers at Approved Organisations must have SLED approval to provide Security Licence Course (SLC) training, assessment or instruction.

## What are the criteria to be an Approved Trainer?

Trainers/Assessors must meet, and continue to meet once approved, the following criteria:

1. Hold and maintain a current NSW Class 2D (Security Trainer) licence
  2. Have current knowledge and skills in vocational training and learning, including competency-based training and assessment
  3. Have current industry skills directly relevant to the training and assessment being provided
  4. Hold, at a minimum, one of the following vocational training and assessment qualifications (or their successors):
    - a. TAE40122 Certificate IV in Training, and Assessment or its successor; or
    - b. TAE40116 Certificate IV in Training, and Assessment or
    - c. 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.
  - d. Diploma or higher-level qualification in adult education
5. Be able to demonstrate their professional development in maintaining:
  - Current VET knowledge and skills
  - Security industry currency
  - Trainer/Assessor skill and competence.

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6. Demonstrate compliance with all conditions imposed on their NSW Class 2D (Security Trainer) licence
7. Demonstrate suitability to be an Approved Trainer, including completing a knowledge and skills assessment to SLED's satisfaction
8. Every 12 months, complete a minimum of 40 hours of work relevant to the security licence class they have requested to be, or are currently, approved to deliver.

Approved Trainers must continue to meet all relevant requirements of the Vocational Education and Training (VET) Quality Framework, including any updates or changes to the qualifications required as prescribed in Schedule 1 of the *Standards for RTOs 2015*, as well as any further Australian Skills and Quality Authority (ASQA) requirements.

## What is assessed through the SLED knowledge and skills assessment?

The knowledge and skills assessment will evaluate the prospective trainer's knowledge and understanding in relation to:

- General security industry topics and concepts
- Specific security industry legislation and the role of SLED in regulating the security industry
- The VET Quality Framework, including the application of the rules of evidence and the principles of assessment in ensuring quality training, assessment and instruction
- Marking requirements and administration processes in managing a NSW SLC
- Acceptable conduct and the ethical and lawful behaviour SLED expects Approved Trainers to demonstrate when conducting training, assessment and instruction.

## If I hold the BSZ40198 or TAA40104 qualifications am I qualified to become an Approved Trainer?

SLED no longer accepts these qualifications for Approved Trainers. To become an Approved Trainer you must, as a minimum, obtain the qualifications specified in this Fact Sheet and meet all the other listed requirements. This is in line with clauses 1.13 to 1.16 of the *Standards for RTOs 2015*.

## If I become an Approved Trainer, will I be subject to audits by SLED?

All training, assessment and instruction conducted by Approved Trainers is subject to regular audits by SLED Enforcement Officers. This is to ensure compliance with security industry legislation, including all conditions SLED has imposed on the Approved Organisation and Approved Trainers under section 27A of the *Security Industry Act 1997* (the Act).

## What happens if I am found non-compliant through an audit by SLED?

When SLED Enforcement Officers identify non-compliance associated with SLC training, assessment or instruction, they will issue an Audit Feedback Report to the Approved Organisation. The report will outline any non-compliance and any corrective action required.

It is important to note that failing to comply with the conditions on an Approved Trainer's 2D (Security Trainer) licence may be an offence under section 30 of the Act. If an offence is proven, the Approved Trainer's status may be suspended or revoked.

Further information about SLED's Training Regulation program is available in Chapter 13 of the *SLED - NSW Security Licence Course - Conditions of Approval*.

## 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 *Security Industry Act 1997* and the *Security Industry Regulation 2016*, which are available on the NSW Legislation website ([www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).