



NSW Police Force

NSW Security Licence Course Structure

(D/2015/209528)

Effective 11 May 2015

1 DEFINITIONS AND ABBREVIATIONS

SLED: means the Security Licensing & Enforcement Directorate

SLED regulatory requirements: means:

- an Approved Organisation's Conditions of Approval
- the NSW Police Force document *Competency Requirements for Class 1 Licences* (D2014/89496), or any document that replaces that document
- the NSW Police Force document *Commissioner's training, assessment and instruction requirements - Security Industry Act 1997* (D/2015/209540), or any document that replaces that document
- the NSW Police Force document *NSW Security Licence Course Structure* (D/2015/209528), or any document that replaces that document
- the NSW Police Force document *Approved Organisation Notification and Communication Requirements* (D/2015/209537), or any document that replaces that document
- the NSW Police Force document *Approved Organisation Student Evidence of Identity Requirements* (D/2014/299623), or any document that replaces that document
- the NSW Police Force document *Approved Organisation Student Attendance Sheet Requirements* (D/2015/209533), or any document that replaces that document
- the NSW Police Force document *Form P1016 Acknowledgement of Fact Sheet 6*, or any document that replaces that document
- the following NSW Police Force Security Licence Course (NSW) documents:
 - Module 1: Industry Introduction – Student Assessment Book
 - Module 1: Industry Introduction – Approved Trainer Guide
 - Module 2: Communication – Student Assessment Book
 - Module 2: Communication – Approved Trainer Guide
 - Module 3: Protect and Control – Student Assessment Book
 - Module 3: Protect and Control – Approved Trainer Guide
 - Module 4: Security Services – Student Assessment Book
 - Module 4: Security Services – Approved Trainer Guide
 - Module 5: Closed Book Exam – Student Assessment Book
 - Module 5: Closed Book Exam – Approved Trainer Guide
 - Module 6: Industry Introduction 1BDF – Student Assessment Book

- Module 6: Industry Introduction 1BDF – Approved Trainer Guide
- Module 7: Manage Self and Client Relationships – Student Assessment Book
- Module 7: Manage Self and Client Relationships – Approved Trainer Guide
- Module 8: Safety and Risk – Student Assessment Book
- Module 8: Safety and Risk – Approved Trainer Guide
- Module 9: Evacuation and Presenting Evidence – Student Assessment Book
- Module 9: Evacuation and Presenting Evidence – Approved Trainer Guide
- Module 10: Bodyguarding – Student Assessment Book
- Module 10: Bodyguarding – Approved Trainer Guide
- Module 11: Security Services 1D – Student Assessment Book
- Module 11: Security Services 1D – Approved Trainer Guide
- Module 12: Guard Dog Handling – Student Assessment Book
- Module 12: Guard Dog Handling – Approved Trainer Guide
- Module 13: Cash and Valuables in Transit – Student Assessment Book
- Module 13: Cash and Valuables in Transit – Approved Trainer Guide
- Module 14: Industry Introduction – Student Assessment Book
- Module 14: Industry Introduction – Approved Trainer Guide
- Module 15: 1AC Assessments – Student Assessment Book
- Module 15: 1AC Assessments – Approved Trainer Guide
- Module 16: 1B Assessments – Student Assessment Book
- Module 16: 1B Assessments – Approved Trainer Guide
- Module 17: 1D Assessments – Student Assessment Book
- Module 17: 1D Assessments – Approved Trainer Guide
- Module 18: 1F Assessments – Student Assessment Book
- Module 18: 1F Assessments – Approved Trainer Guide
- Security Scenario Supporting Documents

Security Licence Course: means any of the following:

- Class 1AC Security Licence Course (NSW)
- Class 1B Security Licence Course (NSW)
- Class 1D Security Licence Course (NSW)
- Class 1F Security Licence Course (NSW)
- Class 1AC [Accelerated Learning Pathway] Security Licence Course (NSW)
- Class 1B [Accelerated Learning Pathway] Security Licence Course (NSW)
- Class 1D [Accelerated Learning Pathway] Security Licence Course (NSW)
- Class 1F [Accelerated Learning Pathway] Security Licence Course (NSW)
- A Security Licence Course consisting of one or more Course Modules.

Course Module: means a Module of a Security Licence Course, as outlined in Figures 1, 2, 3 and 4 of the NSW Police Force document *NSW Security Licence Course Structure (D/2015/209528)* or any document that replaces that document.

2 COURSE OVERVIEW

Security Licence Courses consist of one or more Course Modules, each containing prescribed units of competency (See Figures 1, 2, 3 and 4).

The modular structure of Security Licence Courses provides students a number of exit and re-entry points within the course. Some Course Modules have pre-requisites. Students must not commence a Course Module if they do not possess the pre-requisites outlined in the relevant Course Module Approved Trainer Guide.

Security Licence Courses and individual Course Modules must not be of a shorter duration than the minimum hours specified in Figures 1, 2, 3 and 4 of this document, unless the organisation has requested, and been granted, prior written approval from the SLED. An Approved Organisation may only make a request in relation to the Security Licence Courses and Course Modules in Figures 1 and 2. The hours are the minimum hours that must be delivered to meet the SLED regulatory requirements and are based on a course consisting of 10 - 15 students.

Figures 1, 2, 3 and 4 contain recommended scheduling for each Course Module. The scheduling is not mandatory but Approved Organisations are discouraged from increasing the length of each day over 8.5 hours as this may negatively impact on student learning and the quality of training, assessment and instruction provided.

Assessments within the modules are holistic, therefore, students must attend the entire duration of a Course Module and satisfactorily complete all of the module's assessments, in accordance with the SLED regulatory requirements, to be deemed competent in the units within the module.

Security Licence Courses, including all learning and assessment tasks, must be conducted in a supervised, face to face environment. The supervision must be provided by at least one of the Approved Organisation's Approved Trainers.

Assessments for a Course Module may be conducted at any time within the approved Course Module duration, but not within other Course Modules. If the Approved Organisation does not intend to conduct all assessments at the end of the Course Module, a session plan detailing when the assessments will be conducted must be provided to SLED with the Security Licence Course notification.

Student Assessment Books must not be provided to students until the commencement of the relevant Course Module. The *Module 5: Closed Book Exam – Student Assessment Book* must not be provided to students until immediately prior to the exam commencing.

The content of assessments tasks must not be amended or deleted. This is to ensure consistency of assessment across Approved Organisations and adherence to the Principles of Assessment. Approved Organisations must not assess a student's competency through Recognition of Prior Learning.

Approved Trainers must complete assessment observation checklists at the time of the assessment, and mark written assessments within 24 hours of the assessment being completed.

Credit transfer is permitted only if a student attained all units of competency contained in a Course Module with a current Approved Organisation in accordance with the SLED regulatory requirements, **on or after 1 May 2013**.

If a student has attained all units of competency (or their superseded and equivalent units) contained in a Course Module with a current Approved Organisation in accordance with the SLED regulatory requirements, **prior to 1 May 2013**, they do not have to complete the learning hours, but must undertake and satisfactorily complete all of the assessments for that Course Module. Removal of learning hours will be permitted, however credit transfers are not permitted.

If a student attained all units of competency contained in a Course Module with an RTO that is not a current Approved Organisation, they do not have to complete the learning hours, but must undertake and satisfactorily complete all of the assessments for that Course Module. Removal of learning hours will be permitted, however credit transfers are not permitted.

If a student attained some, but not all, of the units of competency contained in a Course Module with either a current Approved Organisation or an RTO that is not a current Approved Organisation, they must complete all of the learning and all of the assessments for that Course Module. Removal of learning hours or credit transfers are not permitted.

Approved Organisations must collect and retain Course Module Student Assessment Books at the completion of each day's learning and assessment. Students may be given one re-attempt at each assessment in which they are found 'Not Yet Competent' during the approved duration of the Course Module. If they are found 'Not Yet Competent' again they must resit the whole Course Module, including all learning hours and all assessments, during a subsequent Security Licence course.

Security Licence Course (NSW)

Figure 1: Structure and Minimum Hours

1AC

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
1	INDUSTRY INTRODUCTION	Legislation theory and security industry introduction (CPPSEC2003B) CPPSEC2002A Follow workplace safety procedures in the security industry	25 hours	<i>2 days @ 8.5 hours per day, 1 day @ 8 hours</i>
2	COMMUNICATION	CPPSEC2001A Communicate effectively in the security industry TLIE2007A Use communication systems CPPSEC2014A Operate basic security equipment CPPSEC2005A Work as part of a security team CPPSEC3002A Manage conflict through negotiation	30 hours	<i>4 days @ 7.5 hours per day</i>
3	PROTECT AND CONTROL	CPPSEC2010A Protect safety of persons CPPSEC2011B Control access to and exit from premises CPPSEC2012A Monitor and control individual and crowd behaviour	20 hours	<i>2.5 days @ 8 hours per day</i>
4	SECURITY SERVICES	CPPSEC2006B Provide security services to clients CPPSEC2015A Patrol premises CPPSEC2004B Respond to security risk situation CPPSEC2009A Give evidence in court	25 hours	<i>2 days @ 8.5 hours per day, 1 day @ 8 hours</i>
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	<i>Last 2 hours of Security Licence Course (NSW)</i>

1AC TOTAL HOURS	102 hours	<i>13 days</i>
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1B

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
6	INDUSTRY INTRODUCTION 1B / 1D / 1F	Legislation theory and security industry introduction (CPPSEC2003B) CPPSEC3002A Manage conflict through negotiation	24 hours	<i>3 days @ 8 hours per day</i>
3	PROTECT AND CONTROL	CPPSEC2010A Protect safety of persons CPPSEC2011B Control access to and exit from premises CPPSEC2012A Monitor and control individual and crowd behaviour	20 hours	<i>2.5 days @ 8 hours per day</i>
7	MANAGE SELF AND CLIENT RELATIONSHIPS	BSBFLM303C Contribute to effective workplace relationships BSBWOR301B Organise personal work priorities and development CPPSEC3006A Coordinate a quality security service to clients	24 hours	<i>3 days @ 8 hours per day</i>
8	SAFETY AND RISK	CPPSEC3001A Maintain workplace safety in the security industry CPPSEC3007A Maintain security of environment CPPSEC3003A Determine response to security risk situation CPPSEC3005A Prepare and present security documentation and reports	28 hours	<i>3.5 days @ 8 hours per day</i>
9	EVACUATION AND PRESENTING EVIDENCE	CPPSEC3017A Plan and conduct evacuation of premises CPPSEC3009A Prepare and present evidence in court	16 hours	<i>2 days @ 8 hours per day</i>
10	BODYGUARDING	CPPSEC3018A Provide for the safety of persons at risk	20 hours	<i>2.5 days @ 8 hours per day</i>
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	<i>Last 2 hours of Security Licence Course (NSW)</i>

1B TOTAL HOURS	134 hours	<i>16.5 days</i>
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Security Licence Course (NSW)

Figure 2: Structure and Minimum Hours

1D				
MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
6	INDUSTRY INTRODUCTION 1B / 1D / 1F	Legislation theory and security industry introduction (CPPSEC2003B) CPPSEC3002A Manage conflict through negotiation	24 hours	3 days @ 8 hours per day
11	SECURITY SERVICES 1D	CPPSEC2011B Control access to and exit from premises CPPSEC2014A Operate basic security equipment CPPSEC2015A Patrol premises	20 hours	2.5 days @ 8 hours per day
7	MANAGE SELF AND CLIENT RELATIONSHIPS	BSBFLM303C Contribute to effective workplace relationships BSBWOR301B Organise personal work priorities and development CPPSEC3006A Coordinate a quality security service to clients	24 hours	3 days @ 8 hours per day
8	SAFETY AND RISK	CPPSEC3001A Maintain workplace safety in the security industry CPPSEC3007A Maintain security of environment CPPSEC3003A Determine response to security risk situation CPPSEC3005A Prepare and present security documentation and reports	28 hours	3.5 days @ 8 hours per day
12	GUARD DOG HANDLING	CPPSEC3010A Manage dogs for security functions CPPSEC3011A Handle dogs for security patrol	42.5 hours	5 days @ 8.5 hours per day
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	Last 2 hours of Security Licence Course (NSW)
1D TOTAL HOURS			140.5 hours	17 days

1F				
MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
6	INDUSTRY INTRODUCTION 1B / 1D / 1F	Legislation theory and security industry introduction (CPPSEC2003B) CPPSEC3002A Manage conflict through negotiation	24 hours	3 days @ 8 hours per day
7	MANAGE SELF AND CLIENT RELATIONSHIPS	BSBFLM303C Contribute to effective workplace relationships BSBWOR301B Organise personal work priorities and development CPPSEC3006A Coordinate a quality security service to clients	24 hours	3 days @ 8 hours per day
8	SAFETY AND RISK	CPPSEC3001A Maintain workplace safety in the security industry CPPSEC3007A Maintain security of environment CPPSEC3003A Determine response to security risk situation CPPSEC3005A Prepare and present security documentation and reports	28 hours	3.5 days @ 8 hours per day
9	EVACUATION AND PRESENTING EVIDENCE	CPPSEC3017A Plan and conduct evacuation of premises CPPSEC3009A Prepare and present evidence in court	16 hours	2 days @ 8 hours per day
13	CASH AND VALUABLES IN TRANSIT	CPPSEC3052A Inspect and test cash-in-transit security equipment CPPSEC2013A Protect valuables in transit CPPSEC2027A Load and unload cash in transit in a secured environment CPPSEC3050A Load and unload cash in transit in an unsecured environment CPPSEC3051A Implement cash-in-transit security procedures	32 hours	4 days @ 8 hours per day
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	Last 2 hours of Security Licence Course (NSW)
FIREARMS REGISTRY SPECIFIC		CPPSEC3008A Control security risk situations using firearms	Not applicable	
1F TOTAL HOURS			126 hours	16 days

[Accelerated Learning Pathway] Security Licence Course (NSW)

Figure 3: Structure and Minimum Hours

1AC

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
14	INDUSTRY INTRODUCTION	Legislation theory and security industry introduction (CPPSEC2003B)	8 hours	1 day @ 8 hours

MODULE #	MODULE NAME	UNITS	RECOMMENDED HOURS	RECOMMENDED SCHEDULING
15	1AC ASSESSMENTS	CPPSEC2001A Communicate effectively in the security industry TLIE2007A Use communication systems CPPSEC2014A Operate basic security equipment CPPSEC2005A Work as part of a security team CPPSEC3002A Manage conflict through negotiation CPPSEC2002A Follow workplace safety procedures in the security industry CPPSEC2010A Protect safety of persons CPPSEC2011B Control access to and exit from premises CPPSEC2012A Monitor and control individual and crowd behaviour CPPSEC2006B Provide security services to clients CPPSEC2015A Patrol premises CPPSEC2004B Respond to security risk situation CPPSEC2009A Give evidence in court	14 hours	2 days @ 8 hours per day (includes 2 hours required for Module 5)

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	Last 2 hours of Security Licence Course (NSW) Accelerated Learning Pathway

1AC TOTAL HOURS

24 hours 3 days

1B

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
14	INDUSTRY INTRODUCTION	Legislation theory and security industry introduction (CPPSEC2003B)	8 hours	1 day @ 8 hours

MODULE #	MODULE NAME	UNITS	RECOMMENDED HOURS	RECOMMENDED SCHEDULING
16	1B ASSESSMENTS	CPPSEC3002A Manage conflict through negotiation CPPSEC2010A Protect safety of persons CPPSEC2011B Control access to and exit from premises CPPSEC2012A Monitor and control individual and crowd behaviour BSBFLM303C Contribute to effective workplace relationships BSBWOR301B Organise personal work priorities and development CPPSEC3006A Coordinate a quality security service to clients CPPSEC3001A Maintain workplace safety in the security industry CPPSEC3007A Maintain security of environment CPPSEC3003A Determine response to security risk situation CPPSEC3005A Prepare and present security documentation and reports CPPSEC3017A Plan and conduct evacuation of premises CPPSEC3009A Prepare and present evidence in court CPPSEC3018A Provide for the safety of persons at risk	14 hours	2 days @ 8 hours per day (includes 2 hours required for Module 5)

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	Last 2 hours of Security Licence Course (NSW) Accelerated Learning Pathway

1B TOTAL HOURS

24 hours 3 days

[Accelerated Learning Pathway] Security Licence Course (NSW)

Figure 4: Structure and Minimum Hours

1D

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
14	INDUSTRY INTRODUCTION	Legislation theory and security industry introduction (CPPSEC2003B)	8 hours	<i>1 day @ 8 hours</i>

MODULE #	MODULE NAME	UNITS	RECOMMENDED HOURS	RECOMMENDED SCHEDULING
17	1D ASSESSMENTS	CPPSEC3002A Manage conflict through negotiation CPPSEC2011B Control access to and exit from premises CPPSEC2014A Operate basic security equipment CPPSEC2015A Patrol premises BSBFLM303C Contribute to effective workplace relationships BSBWOR301B Organise personal work priorities and development CPPSEC3006A Coordinate a quality security service to clients CPPSEC3001A Maintain workplace safety in the security industry CPPSEC3007A Maintain security of environment CPPSEC3003A Determine response to security risk situation CPPSEC3005A Prepare and present security documentation and reports CPPSEC3010A Manage dogs for security functions CPPSEC3011A Handle dogs for security patrol	22 hours	<i>3 days @ 8 hours per day (includes 2 hours required for Module 5)</i>

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	<i>Last 2 hours of Security Licence Course (NSW) Accelerated Learning Pathway</i>

1D TOTAL HOURS	32 hours	<i>4 days</i>
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1F

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
14	INDUSTRY INTRODUCTION	Legislation theory and security industry introduction (CPPSEC2003B)	8 hours	<i>1 day @ 8 hours</i>

MODULE #	MODULE NAME	UNITS	RECOMMENDED HOURS	RECOMMENDED SCHEDULING
18	1F ASSESSMENTS	CPPSEC3002A Manage conflict through negotiation BSBFLM303C Contribute to effective workplace relationships BSBWOR301B Organise personal work priorities and development CPPSEC3006A Coordinate a quality security service to clients CPPSEC3001A Maintain workplace safety in the security industry CPPSEC3007A Maintain security of environment CPPSEC3003A Determine response to security risk situation CPPSEC3005A Prepare and present security documentation and reports CPPSEC3017A Plan and conduct evacuation of premises CPPSEC3009A Prepare and present evidence in court CPPSEC3052A Inspect and test cash-in-transit security equipment CPPSEC2013A Protect valuables in transit CPPSEC2027A Load and unload cash in transit in a secured environment CPPSEC3050A Load and unload cash in transit in an unsecured environment CPPSEC3051A Implement cash-in-transit security procedures	14 hours	<i>2 days @ 8 hours per day (includes 2 hours required for Module 5)</i>

MODULE #	MODULE NAME	UNITS	MINIMUM HOURS	RECOMMENDED SCHEDULING
5	CLOSED BOOK EXAM	CPPSEC2003B Work effectively in the security industry	2 hours	<i>Last 2 hours of Security Licence Course (NSW) Accelerated Learning Pathway</i>

1F TOTAL HOURS	24 hours	<i>3 days</i>
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FIREARMS REGISTRY SPECIFIC	CPPSEC3008A Control security risk situations using firearms	Not applicable
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