

# How to become an Approved Organisation

This Fact Sheet provides information on the process to become an Approved Organisation for the purposes of section 27A of the *Security Industry Act 1997* (“the Act”).

## WHAT IS AN APPROVED ORGANISATION?

An Approved Organisation is an organisation approved by the Commissioner of Police (“the Commissioner”) under section 27A of the Act.

## HOW DO ORGANISATIONS BECOME AN APPROVED ORGANISATION?

Organisations must apply to the Security Licensing & Enforcement Directorate (SLED) using Form P1127 *Application to become an Approved Organisation* under the Security Industry Act 1997, available from SLED’s webpage ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)).

Applications will only be accepted from organisations that:

- are a National VET Regulator (NVR) Registered Training Organisation whose scope of registration for NSW includes the current Certificate II in Security Operations and/or Certificate III in Security Operations qualification/s or successors.
- hold a current NSW Master security licence, or have submitted an application to be granted a NSW Master security licence; and
- agree to comply with all conditions imposed by the Commissioner if the application is approved.

An applicant organisation that meets the above criteria will be subject to a comprehensive assessment by SLED to determine its suitability to be an Approved Organisation, whether it has the resources and capability to meet SLED regulatory requirements, and whether it is compliant with security industry legislation. The assessment process will include:

- interviews with, and an assessment of, the organisation’s management team and close associates;

- an assessment of each nominated trainer/ assessor;
- an assessment of the organisation’s training and assessment facilities; and
- an audit of the organisation to ensure it is compliant with security industry legislation, and remains suitable to hold a NSW Master security licence.

## HOW LONG WILL IT TAKE TO PROCESS AN APPLICATION?

Applications will be processed in order of receipt by SLED. The application assessment process will generally take a minimum of six weeks. Some aspects of the process may require the organisation to provide additional information, or undertake rectification action, before a final decision is made. This may impact upon processing times. All applicants will be advised in writing of the application outcome.

## DOES AN ORGANISATION NEED TO BE A NVR REGISTERED TRAINING ORGANISATION PRIOR TO SUBMITTING AN APPLICATION TO BECOME A SLED APPROVED ORGANISATION?

Yes. SLED will only accept applications to become an Approved Organisation from an NVR Registered Training Organisation that has the current Certificate II in Security Operations and/or Certificate III in Security Operations on its scope of registration in NSW, including all units required to meet current NSW security licensing requirements.



## CAN AN ORGANISATION SUBMIT AN APPLICATION TO BECOME AN APPROVED ORGANISATION AT THE SAME TIME AS APPLYING FOR A MASTER SECURITY LICENCE?

Yes. However, the application to become an Approved Organisation cannot be fully assessed by SLED until processing of the Master security licence application is finalised.

## CAN APPROVED ORGANISATIONS EMPLOY ANY TRAINER/ASSESSOR?

The Approved Organisation must not employ or subcontract any person to carry on training, assessment or instruction in relation to any unit of competency identified in the SLED document *Competency Requirements for Class 1 Licences (D/2016/396027)* (or any document that replaces that document), excepting *Apply First Aid*, unless first granted approval in writing by SLED.

Any approval granted by SLED may result in further conditions being imposed on the Approved Organisation relevant to the training, assessment or instruction provided by the person ("the Approved Trainer").

Approved Organisations must seek approval by using Form P1128 *Approved Organisation Trainer/Assessor Nomination Form* available from SLED's webpage ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)).

The nominated trainer/assessor must meet, and continue to meet once approved, the Approved Trainer approval criteria outlined in SLED Fact Sheet 10 *How to become an Approved Trainer* available from SLED's webpage ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)). Approved Organisation applicants need to ensure all their Approved Trainers comply with these requirements.

## SECURITY LICENSING & ENFORCEMENT DIRECTORATE

Locked Bag 5099  
Parramatta NSW 2124

Telephone: 1300 362 001

Fax: 1300 362 066

Email: [sled@police.nsw.gov.au](mailto:sled@police.nsw.gov.au)

Website: <http://www.police.nsw.gov.au/sled>

Approved Organisations must also ensure maintenance of access to a sufficient professional and vocational skills capability in order to meet the requirement for 'ongoing systematic validation practices and judgements' and the associated qualification requirements, as specified in Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015, Clause 1.11 and Schedule 1.

(<https://www.legislation.gov.au/Details/F2017C00663>)

## WILL ANY CONDITIONS BE PLACED ON APPROVED ORGANISATIONS?

Yes. All Approved Organisations and their Approved Trainers must comply with conditions imposed on the organisation by the Commissioner under section 27A of the Act.

Additionally, Approved Organisations and/or Approved Trainers may only be granted approval to provide training, assessment or instruction in relation to specific Security Licence Courses or Units of Competency.

## IF I BECOME AN APPROVED ORGANISATION WILL I BE SUBJECT TO SLED AUDITS?

Yes. Approved Organisations will be subject to regular audits by SLED enforcement officers to ensure compliance with security industry legislation, including all conditions imposed by the Commissioner under section 27A of the Act.

Failure to comply with conditions imposed by the Commissioner, or any breach of the conditions, may result in the Commissioner's Approval being cancelled or suspended, and/or penalties being imposed as provided for by the Act.

## WHERE CAN I FIND A LIST OF CURRENT APPROVED ORGANISATIONS?

A list of all current Approved Organisations is available from SLED's webpage ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)). The list is updated as approvals are granted or withdrawn.

## 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 amended *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)).