

**Australian Academic
Solutions**

Application for (RPL)

Recognition of Prior Learning

for

**CPP31318 Certificate III in
Security Operations**

Candidate Name:

Muhammad ANSAR

Student No:

Date of Completion:

Assessor:

HOW TO USE THIS RPL ASSESSMENT KIT

This RPL Assessment Kit is divided into sections to allow you to easily access only those sections you require at any given time. These sections are:

SECTION A – Candidate RPL Information

You need to read this information before collecting evidence to support your application for RPL. It outlines the intent and processes surrounding this RPL assessment and how it differs from assessment undertaken following formal training.

SECTION B – Candidate Application Forms

You need complete all pages within this section where you list your personal details, employment history and any relevant documentation such as certificates, qualifications, and work samples which support your application for RPL.

From the information provided by yourself on these forms, your RPL assessor will be able to gain a general understanding of the skills and experience you may have, as well as potential referee contacts.

SECTION C – Third Party Reports

You give this section to your employment referees to confirm your skills and experience in this qualification/occupation. The referees may fill out the appropriate form and return to you to confirm your judgement. You may be able to complete this part of evidence gathering in person while at the workplace.

SECTION A

RPL Information

It is VITAL you read this information prior to commencing your RPL assessment. It provides generic information on assessment, as well as an overview of this streamlined RPL assessment process.

COMPETENCIES IN THIS RPL ASSESSMENT TOOL

CPP31318 Certificate III in Security Operations

CORE UNITS

BSBFLM312 Contribute to team effectiveness
CPPSEC3101 Manage conflict and security risks through negotiation
CPPSEC3102 Maintain operational safety and security of work environment
CPPSEC3103 Determine and implement response to security risk situation
CPPSEC3104 Coordinate monitoring and control of individual and crowd behaviour
CPPSEC3105 Coordinate provision of quality security services to clients
CPPSEC3106 Gather, organise and present security information and documentation
HLTWHS003 Maintain work health and safety

ELECTIVE UNITS - Core

CPPSEC3121 Control persons using empty hand techniques
CPPSEC3124 Prepare and present evidence in court
CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets
PMAOMIR210 Control evacuation to muster point
TLIB0002 Carry out vehicle inspection
TLIC1051 Operate commercial vehicle

ELECTIVE UNITS – CONTROL ROOM/MONITORING CENTRE

CPPSEC2114 Monitor electronic security equipment and respond to alarm events
CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets
CPPSS00062 - Control room operations
CPPSS00064 - Monitoring centre operations
PMAOMIR210 Control evacuation to muster point

ELECTIVE UNITS – GUARD with DOG

CPPSEC3121 Control persons using empty hand techniques
CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets
CPPSS00059 Batons and Handcuffs Endorsement
➤ CPPSEC3110 Control persons using batons
➤ CPPSEC3111 Restrain persons using handcuffs
CPPSS00060 - Canine
➤ CPPSEC3112 Manage training and well-being of dogs for security functions
➤ CPPSEC3113 Handle dogs for security patrols

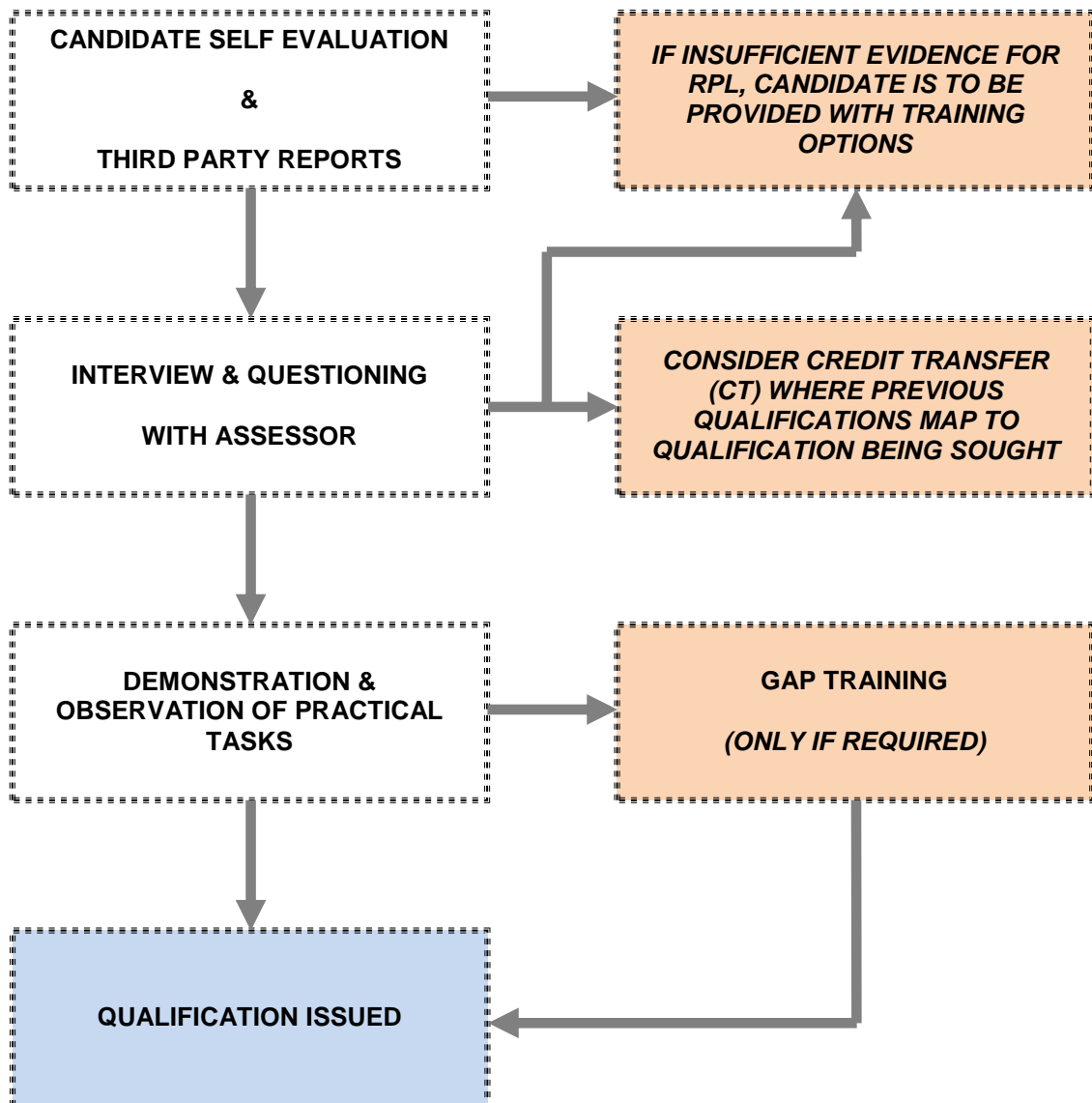
ELECTIVE UNITS – ARMED GUARD/CASH-IN-TRANSIT

CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets
CPPSS00059 Batons and Handcuffs Endorsement
➤ CPPSEC3110 Control persons using batons

➤ CPPSEC3111 Restrain persons using handcuffs
CPPSS00061 Cash-in-Transit Endorsement
➤ CPPSEC3118 Inspect and test cash-in-transit security equipment and rectify faults
➤ CPPSEC3119 Implement cash-in-transit security procedures
➤ CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments
CPPSS00063 - Firearms
➤ CPPSEC3114* Control security risk situations using firearms – * The unit in this skill set includes the following prerequisite requirements:
➤ CPPSEC3115 Carry, operate and maintain revolvers for security purposes, or
➤ CPPSEC3116 Carry, operate and maintain semi-automatic pistols for security purposes, or
➤ CPPSEC3117 Carry, operate and maintain shotguns for security purposes, or
➤ Firearms training course approved in the relevant State/Territory jurisdiction.

OVERVIEW OF RECOGNITION PROCESS

This kit has been developed to streamline the application for recognition of prior learning.



SHOULD YOU CONSIDER CREDIT TRANSFER (CT)?

Credit Transfer is the process whereby accredited qualifications and units of competency which have previously been obtained by a student or candidate for RPL can be mapped across to current qualifications, allowing for recognition within current units of competency and entire qualifications.

This Training Organisation undertakes to recognise qualifications issued by other Australian Registered Training Organisations who have authority to issue qualifications. Credit transfer will be granted upon receipt of sufficient evidence to support the application.

As per the AQF Handbook under the section **Issuing a Qualification**, This training organisation will only recognise previous qualifications if they meet the following requirements:

- It is recognised within the current Training Package that the units previously completed are identified as equivalent to those being delivered within the current course where recognition is being sought.

For a qualification or individual units of competency to be recognised by This training organisation for the purposes of credit transfer it must be formatted according to the requirements of **vocational education and training qualifications** issued under the AQF Framework, and must contain the following elements:

- Name, code and logo of issuing body
- Name of person receiving the qualification
- Nomenclature as in the Framework, e.g. Certificate I, Diploma
- Date issued
- Authorised signatory

If you believe that any previous training that you have completed makes you eligible for Credit Transfer ensure that copies of relevant certificates and qualifications are submitted with your RPL booklet. Your assessor will then determine if Credit Transfer can be granted based upon the documents that you supply.

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which candidates are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

The AQTF Users' Guide defines RPL as "an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification".

Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- save money because you will not have to buy textbooks and other learning material
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

RPL assessment enables individuals to forego training and move directly to having their competencies assessed, thus avoiding the need for unnecessary training that brings with it additional costs, including time and effort. Although it is not necessarily a quick or simple process, RPL aims to provide candidates who do not require formal learning with a flexible and faster way to have their skills and knowledge assessed against the competencies stipulated in Training Packages and vocationally accredited courses. Mature age jobseekers or existing workers with accumulated life and work experiences are seen as primary candidates for RPL.

According to the AQF National Principles and Operational Guidelines, RPL can be used in two ways:

- As an alternative mechanism for gaining access to a course or qualification. A candidate may gain entry to a course or qualification using RPL as an alternative to possessing the prerequisites for entry based on formal education and training. An example of this is a candidate who obtains a place in a diploma course using RPL (based on life or work experience) when they have not completed the relevant prerequisites; and/or
- For the award of unit/s of competency that form part of a qualification, leading to the partial or full completion of the requirements for that course or qualification.

The AQTF and the AQF National Principles and Operational Guidelines for RPL set out the broad parameters within which RPL should be implemented, to ensure that the quality of RPL assessment matches the quality of other assessment procedures. RPL may use different assessment methods, but they should be no less and no more rigorous than conventional methods of assessing competence in the VET sector.

This guide has been developed in line with the general principles for RPL outlined below

- Information about RPL should be actively promoted, and accessible to a diverse audience of candidates
- RPL should recognise learning acquired in any context
- RPL assessment should be conducted according to the principles of assessment and in conformity with the rules of evidence
- There is no one RPL model that is suitable for all qualifications and all situations
- RPL processes should be timely, fair and transparent
- RPL assessment processes should be quality assured to the same level as training based assessment
- RPL policies, procedures and processes should be explicitly included in quality assurance procedures within institutions
- RPL decisions should be accountable, transparent, and subject to appeal and review
- RPL assessment should be structured to minimise cost to the individual
- Institutions and providers should develop advice and information about RPL for employers of Candidates/potential candidates to promote RPL among employers
- Institutions and providers should include RPL in access strategies for disadvantaged groups
- Funding models should not impede the implementation of RPL.

WHAT DOES IT MEAN TO BE A SECURITY OFFICER OR RECOGNISED IN CPP31318 CERTIFICATE III IN SECURITY OPERATIONS

The security industry is a major contributor to the service industry in Victoria and creates economic and employment opportunities throughout Australia and provides a wide range of challenging and worthwhile career opportunities.

Security provides a range of valuable services to a wide range of industries, i.e. Tourism and Hospitality, Retail, Finance & Commerce, Mining, Manufacturing, etc. Within these industries there is a wide range of needs where employees can develop careers, such as:

- Corporate Concierge
- Court Security
- Retail & Loss Prevention
- Control Room & Monitoring Room
- Armed Guard & Cash in Transit
- Guardhouse & Gatehouse
- Mobile Patrols
- Licensed Premises & Gaming Rooms
- Sign In/Out Employees & Customers
- Working closely with Emergency Services
- Checking Receiving of Goods
- Check the Dispatching of goods
- IT Reports
- Corporate
- Retail
- Monitoring CCTV System
- Monitoring Alarm Systems
- Monitoring Mobile Patrol Guards
- Monitoring Response Vehicles
- Checking Inventory

Security is an industry that requires good people skills and a sound knowledge of the regulations. There is a high level of face-to-face contact with the general public, clients and staff. People who want to succeed in the industry within security operational roles should have the following:

- Good communication
- A strong customer focus
- Analytical skills
- Organisations skills
- Ability to work in a team
- Ability to work well under pressure
- Good technical skills and knowledge

Security is a fast growing industry that is gaining importance and recognition across many allied industries and the general public. The demand for security services and security risk managers will continue to increase with ongoing concerns of property loss, personnel safety and violence across many industries. The Certificate III in Security Operations qualification is recognised by the industry as a supervisors qualification.

The Certificate III in Security Operations requires 14 units for completion, 8 core units and 6 elective units. Electives cover a range of roles that security officers can potentially be involved in across a wide range of jobs.

If you are already doing these job roles as noted above, consider getting your skills recognised!

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any Security Industry company or security services provider you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can demonstrate your skills in the Security industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents you have developed.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation. You may need authorisation from your supervisor or manager to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the Security industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- Any licences
- Brief CV or work history
- Certificates/results of assessment –local, interstate or overseas
- Certificates/results of assessment – registered training organizations, universities, Vendor training courses, in house courses, workshops, seminars, symposiums
- Results/statement of attendance/certificates – club courses, e.g. first aid, officials, refereeing, coaching, surf lifesaving, white card, etc.
- Diaries/task sheets/job sheets/log books
- Site training records and competencies
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience

Depending on the company you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer Security industry related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

SECTION B

Candidate Application Forms

Once you have read the information in the previous section you must complete all of the forms on the following pages. Ensure that all information is completed in full.

RPL APPLICATION FORM

If you wish to apply for an RPL please complete the following documentation /forms. Once this is completed you are required to submit this with the associated evidence to This training organisation's Candidate Administration Officer. Your application and evidence will be assessed and you will be notified of all outcomes.

Applicant Details:

1. Occupation you are seeking recognition in	Certificate III in Security Operations	
2 Personal Details		
Surname	Muhammad	
Preferred Title (Mr, Mrs, Ms, Miss)	MR	
First Name/s	ANSAR	
Any other name used		
Home Address	10 Ledmore st Truganina Vic 3029	
Postal address if different from above	Same as above	
Telephone Numbers	Home:	Work:
	Mobile: 0451830900	Fax:
Date of Birth	/ / 22/03/1988	
Gender	MALE <input checked="" type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age		
Are you a permanent Resident of Australia	YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/>	
Are you of a Aboriginal and /or Torres Strait Islander descent	YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/>	
3 Current Employment		
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	
Who is your current employer?	

4. Police/Armed Forces details (If Applicable)	
Branch of Service	
Trade classification on discharge	
5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application	
7. Professional Referees (relevant to work situation)	
Name
Position
Organisation
Phone Number
Mobile Number
Email Address

Name
Position
Organisation
Phone Number
Mobile Number
Email Address

APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part Time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part Time Casual	Description of Major Duties
	From	To			
4.					
5.					
6.					

APPLICANT DOCUMENTATION REGISTER

If you are including documents in your application, please provide a brief description below

Document Number	Document Description (e.g. resume, photos, awards etc)

Declaration

I declare that the information contained in this application is true and correct, an accurate representation of my experience and that all documents are a genuine and accurate copy of the originals.

Candidate Signature: _____ **Date** _____

Assessor's Final Decision			
Candidate's name:			
Certificate III in Security Operations (CPP31318)	Yes	No	
Recognition granted	<input type="checkbox"/>	<input type="checkbox"/>	
Further evidence/learning required	<input type="checkbox"/>	<input type="checkbox"/>	
Decision appealed	<input type="checkbox"/>	<input type="checkbox"/>	
Core Units granted:	BSBFLM312 – Contribute to team effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3101 – Manage conflict and security risks through negotiation	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3102 – Maintain operational safety and security of work environment	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3103 – Determine and implement response to security risk situation	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3105 – Coordinate Provision of quality security services to clients	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3106 – Gather, organise and present security information and documentation	<input type="checkbox"/>	<input type="checkbox"/>
	HLTWHS003 – Maintain work health and safety	<input type="checkbox"/>	<input type="checkbox"/>

Certificate III in Security Operations (CPP31318)	Yes	No
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Elective Units granted:	ELECTIVE UNITS - CORE		
	CPPSEC3121 - Control persons using empty hand techniques	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3124 - Prepare and present evidence in court	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3125 - Implement security procedures to protect critical infrastructure and public assets	<input type="checkbox"/>	<input type="checkbox"/>
	PMAOMIR210 - Control evacuation to muster point	<input type="checkbox"/>	<input type="checkbox"/>
	TLIB0002 - Carry out vehicle inspection	<input type="checkbox"/>	<input type="checkbox"/>
	TLIC1051 - Operate commercial vehicle	<input type="checkbox"/>	<input type="checkbox"/>

Certificate III in Security Operations (CPP31318)		Yes	No
Elective Units granted:	ELECTIVE UNITS – CONTROL ROOM / MONITORING CENTRE		
	CPPSEC2114 - Monitor electronic security equipment and respond to alarm events	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3125 - Implement security procedures to protect critical infrastructure and public assets	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CPPSS00062 - Control room operations</i>		
	CPPSEC3107 – Monitor security and coordinate response from control rooms	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3108 – Store, protect and dispose of security information	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3109 – Use and maintain security databases and compile reports	<input type="checkbox"/>	<input type="checkbox"/>
	PMAOMIR210 - Control evacuation to muster point	<input type="checkbox"/>	<input type="checkbox"/>

Certificate III in Security Operations (CPP31318)		Yes	No
Elective Units granted:	ELECTIVE UNITS – GUARD with DOG		
	CPPSEC3121 - Control persons using empty hand techniques	<input type="checkbox"/>	<input type="checkbox"/>
	CPPSEC3125 - Implement security procedures to protect critical infrastructure and public assets	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CPPSS00059 Batons and Handcuffs Endorsement</i>		
	➤ CPPSEC3110 - Control persons using batons	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3111 - Restrain persons using handcuffs	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CPPSS00060 - Canine</i>		
	➤ CPPSEC3112 - Manage training and well-being of dogs for security functions	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3113 - Handle dogs for security patrols	<input type="checkbox"/>	<input type="checkbox"/>

Certificate III in Security Operations (CPP31318)		Yes	No
Elective Units granted:	ELECTIVE UNITS – ARMED GUARD/CASH-IN-TRANSIT		
	CPPSEC3125 - Implement security procedures to protect critical infrastructure and public assets	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CPPSS00059 Batons and Handcuffs Endorsement</i>		
	➤ CPPSEC3110 Control persons using batons	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3111 Restrain persons using handcuffs	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CPPSS00061 Cash-in-Transit Endorsement</i>		
	➤ CPPSEC3118 Inspect and test cash-in-transit security equipment and rectify faults	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3119 Implement cash-in-transit security procedures	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CPPSS00063 - Firearms</i>		
	➤ CPPSEC3114* Control security risk situations using firearms * The unit in this skill set includes the following prerequisite requirements:	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3115 Carry, operate and maintain revolvers for security purposes	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3116 Carry, operate and maintain semi-automatic pistols for security purposes	<input type="checkbox"/>	<input type="checkbox"/>
	➤ CPPSEC3117 Carry, operate and maintain shotguns for security purposes	<input type="checkbox"/>	<input type="checkbox"/>

Certificate III in Security Operations (CPP31318)		Yes	No
Assessor's name			
Assessor's signature		Date:	
Registered Training Organisation			

What is Skills Recognition?

Skills Recognition is a term that covers Recognition of Prior Learning and Recognition of Current Competency. All these phrases refer to recognition of competencies currently held, regardless of how, when or where the competency was developed. Under the Australian Quality Training Framework, competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience.

In order to grant recognition of prior learning / current competency the assessor must be confident that the candidate can present evidence that he or she is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Quality Training Framework accredited courses. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

This document is a guide which helps to facilitate the skills recognition process for candidates seeking recognition in the nationally endorsed CPP31318 Certificate III in Security Operations qualification. It contains several sections relevant to candidate self assessment against the units of competency contained in the qualification.

It also contains information on how to construct an evidence plan that will allow candidates to proceed to a formal assessment of skills, once the required evidence is collected. The templates and other tools contained in the Assessment Tool for each unit of competency will also provide the assessor with useful information to assist the process.

The sections of the Recognition are as follows:

Section 1	Applicant Details
Section 2	Validated Evidence
Section 3	Critical Aspects of Assessment
Section 4	Evidence Plan
Section 5 (a)	Feedback to Candidate
Section 5 (b)	Feedback from Candidate
Section 5 (c)	Assessor's Notes

Section 1 – Applicant Details		
Candidate's Name		
Candidate's Address		Phone Number
Employer Name (if applicable)		
Employer Address		Date Employed
Qualification	Certificate III in Security Operations (CPP30411)	
Units of competency for which recognition is sought	Core units	<input checked="" type="checkbox"/>
	BSBFLM312 – Contribute to team effectiveness	<input type="checkbox"/>
	CPPSEC3101 – Manage conflict and security risks through negotiation	<input type="checkbox"/>
	CPPSEC3102 – Maintain operational safety and security of work environment	<input type="checkbox"/>
	CPPSEC3103 – Determine and implement response to security risk situation	<input type="checkbox"/>
	CPPSEC3104 – Coordinate monitoring and control of individual and crowd behaviour	<input type="checkbox"/>
	CPPSEC3105 – Coordinate Provision of quality security services to clients	<input type="checkbox"/>
	CPPSEC3106 – Gather, organise and present security information and documentation	<input type="checkbox"/>
	HLTWHS003 – Maintain work health and safety	<input type="checkbox"/>

Units of competency for which recognition is sought	Elective units	<input checked="" type="checkbox"/>
	CPPSEC2114 Monitor electronic security equipment and respond to alarm events	<input type="checkbox"/>
	CPPSEC3107 Monitor security and coordinate response from control rooms	<input type="checkbox"/>
	CPPSEC3108 Store, protect and dispose of security information	<input type="checkbox"/>
	CPPSEC3109 Use and maintain security databases and compile reports	<input type="checkbox"/>
	CPPSEC3110 Control persons using batons	<input type="checkbox"/>
	CPPSEC3111 Restrain persons using handcuffs	<input type="checkbox"/>
	CPPSEC3112 Manage training and well-being of dogs for security functions	<input type="checkbox"/>
	CPPSEC3113 Handle dogs for security patrols	<input type="checkbox"/>
	CPPSEC3114 Control security risk situations using firearms	<input type="checkbox"/>
	CPPSEC3115 Carry, operate and maintain revolvers for security purposes	<input type="checkbox"/>
	CPPSEC3116 Carry, operate and maintain semi-automatic pistols for security purposes	<input type="checkbox"/>
	CPPSEC3117 Carry, operate and maintain shotguns for security purposes	<input type="checkbox"/>
	CPPSEC3118 Inspect and test cash-in-transit security equipment and rectify faults	<input type="checkbox"/>
	CPPSEC3119 Implement cash-in-transit security procedures	<input type="checkbox"/>
	CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments	<input type="checkbox"/>
	CPPSEC3121 Control persons using empty hand techniques	<input type="checkbox"/>
	CPPSEC3124 Prepare and present evidence in court	<input type="checkbox"/>

	CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets	<input type="checkbox"/>
	PMAOMIR210 Control evacuation to muster point	<input type="checkbox"/>
	TLIB0002 Carry out vehicle inspection	<input type="checkbox"/>
	TLIC1051 Operate commercial vehicle	<input type="checkbox"/>

Section 2 – Validated Evidence

In the space provided record details of evidence of competence

Evidence	Comment	Validated?
Copy of position description		<input type="checkbox"/>
Training records		<input type="checkbox"/>
Written references		<input type="checkbox"/>
Verbal references		<input type="checkbox"/>
Supervisor report(s)		<input type="checkbox"/>
Work diary		<input type="checkbox"/>
Security notebook		<input type="checkbox"/>
Completed reports (such as incident reports)		<input type="checkbox"/>
Other evidence (please describe below)		
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Signature	
Date	

Section 3 – Critical Aspects of Evidence

The following section relates to the assessor's ability to sight and validate evidence of competency in a specific unit for which recognition is being claimed.

Unit: BSBFLM312 Contribute to team effectiveness

Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Contribute to team outcomes 1.1 Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives 1.2 Support team members to meet expected outcomes	<input type="checkbox"/>	<input type="checkbox"/>
2. Support team cohesion 2.1 Encourage team members to participate in the planning, decision making and operational aspects of the work team to their level of responsibility 2.2 Encourage team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward team members' efforts and contributions 2.4 Identify and address issues, concerns and problems identified by team members, or refer to relevant persons as required	<input type="checkbox"/>	<input type="checkbox"/>
3. Participate in work team 3.1 Actively encourage and support team members to participate in team activities and communication processes and to take responsibility for their actions 3.2 Support the team to identify and resolve problems which impede its performance 3.3 Utilise own contribution to work team to serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate with management 4.1 Maintain open communication with line manager/management at all times 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues to line manager/management and follow up to ensure action is taken in response to these matters	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3101 Manage conflict and security risks through negotiation		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Identify and assess conflict situation and select response option. 1.1 Review work instructions, procedures and policies including WHS to confirm own responsibilities and authority to ensure compliance with legal rights and responsibilities when performing security work. 1.2 Select and use personal protective equipment to ensure own safety, and communication equipment to exchange information with relevant persons. 1.3 Observe the work environment to maintain situational awareness and identify sources of conflict and security risk to people, property or premises. 1.4 Assess conflict situation and nature and degree of risk, and use communication equipment to seek assistance from relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Negotiate conflict resolution. 2.1 Use interpersonal techniques to exchange and gather information to clarify conflict situation. 2.2 Use negotiation techniques to offer options and encourage a shared approach to conflict resolution. 2.3 Use even tone of voice and positive non-verbal and spoken communication that takes account of individual social and cultural differences throughout negotiation. 2.4 Anticipate factors that might escalate conflict or risk safety and security, and apply contingency measures.	<input type="checkbox"/>	<input type="checkbox"/>
3. Report, evaluate and improve conflict response procedures. 3.1 Report incident observations and response actions using workplace documentation. 3.2 Discuss response with relevant persons and review procedures to evaluate effectiveness and identify improvements. 3.3 Recognise effects of stress and manage own well-being using stress management techniques.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3102 Maintain operational safety and security of work environment		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare for security operation. 1.1 Review work instructions and workplace procedures and policies including WHS to ensure compliance with legal rights and responsibilities. 1.2 Use interpersonal techniques with relevant persons to develop, support and promote confidence. 1.3 Select and organise security equipment required to meet work instructions. 1.4 Assess work environment to locate access and entry points, emergency equipment and facilities, and to identify security vantage points.	<input type="checkbox"/>	<input type="checkbox"/>
2. Monitor environment to maintain operational safety and security. 2.1 Monitor environmental factors and security equipment to maintain situational awareness and promptly recognise changing circumstances. 2.2 Gather and receive information from others in the work area using communication that is courteous and professional and which accounts for individual social and cultural differences. 2.3 Conduct regular and systematic personal safety checks, and take corrective actions as required to maintain operational safety and security. 2.4 Communicate regularly with relevant persons to give instructions and exchange up-to-date operational information in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
3. Formulate and carry out response to security risk situation. 3.1 Identify security risk situation and assess degree of risk to self, others, property and premises. 3.2 Formulate security response appropriate to assessed risk level, and which maximises the safety and security of self, others, property and premises. 3.3 Implement security risk control procedures and adjust response to adapt to changing circumstances. 3.4 Promptly seek specialist assistance or advice as required to maintain operational safety and security.	<input type="checkbox"/>	<input type="checkbox"/>
4. Finalise security operation. 4.1 Finalise security response, record details of risk and response procedures undertaken, and preserve incident scene. 4.2 Report operational outcomes to relevant persons. 4.3 Complete and securely maintain operational documentation in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3– Critical Aspects of Evidence continued..

Unit: CPPSEC3103 Determine and implement response to security risk situation		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Confirm, verify and communicate security risk situations. 1.1 Review workplace procedures and policies including workplace health and safety (WHS) to ensure compliance with legal rights and responsibilities and own role and authority for responding to security risk situations. 1.2 Receive and verify information on security risk situation and confirm risk authenticity, in consultation with relevant persons. 1.3 Monitor the work environment to promptly identify changing circumstances and factors that may impact security risk. 1.4 Maintain accurate and up-to-date information exchange to clarify risk situation with relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Assess security risk situations and formulate response options. 2.1 Assess security risk situation to establish nature and degree of risk to people, property and premises. 2.2 Formulate security risk response options that are appropriate to the nature and degree of risk and comply with workplace policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
3. Evaluate and implement security response. 3.1 Evaluate security response options and select preferred control measure to address known and potential risk factors. 3.2 Ensure that security response is within scope of own competence and authority and maximises the safety and security of people, property and premises. 3.3 Select and use equipment and resources to implement security response. 3.4 Review and adjust security response to adapt to changing risk circumstances in consultation with relevant persons. 3.5 Report security situation and response details using workplace documentation. 3.6 Secure and preserve incident scene and maintain security following response procedures.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3104 Coordinate monitoring and control of individual and crowd behaviour		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Confirm work and legal requirements for monitoring and controlling individual and crowd behaviour. 1.1 Review work instructions and workplace policies and procedures and clarify requirements in consultation with relevant persons. 1.2 Clarify legal rights, reporting chain of command, roles and responsibilities with relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare to oversee monitoring and control of individual and crowd behaviour. 2.1 Maintain personal dress and presentation to meet work instructions and workplace standards for appearance. 2.2 Check resources and equipment for operational effectiveness following manufacturers' instructions, and rectify or report faulty and damaged equipment. 2.3 Assess site layout including access and exit points, barriers and thoroughfares, and identify strategic observation points to monitor crowd movement and behaviour. 2.4 Assess potential threats and security risks and provide clear response instructions to team members to maintain safety and security.	<input type="checkbox"/>	<input type="checkbox"/>
3. Oversee monitoring of individual and crowd behaviour. 3.1 Use communication equipment to exchange up-to-date situational information with team members and conduct regular and systematic personal safety checks. 3.2 Monitor individual and crowd behaviour and movement and assess risk associated with changing circumstances. 3.3 Identify persons behaving in a potentially disruptive manner and assess degree of risk to self, others, premises and property. 3.4 Intervene early to explain legal rights and responsibilities and behavioural expectations for subject of threat to remain in the work area.	<input type="checkbox"/>	<input type="checkbox"/>
4. Oversee control of individual and crowd behaviour. 4.1 Act promptly to respond to threat and negotiate alternative strategies to de-escalate risk level. 4.2 Apply security response procedures that minimise use of force and maximise safety and security of persons, premises and property. 4.3 Use defensive techniques where reasonable to control person and remove immediate threat. 4.4 Use communication equipment to request assistance from relevant persons. 4.5 Monitor subject of threat and provide assistance to ensure their ongoing safety and wellbeing.	<input type="checkbox"/>	<input type="checkbox"/>
5. Report and review individual and crowd monitoring and control outcomes. 5.1 Record and report outcomes and observations of individual and crowd monitoring activities using workplace documentation. 5.2 Facilitate review and debrief of individual and crowd monitoring and control outcomes to identify procedural improvements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3105 Coordinate provision of quality security services to clients		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Identify client needs and service preferences. 1.1 Review workplace policies and procedures to ensure compliance with legal rights and responsibilities when providing services to a range of clients. 1.2 Use interpersonal techniques to discuss and clarify client service preferences, needs and expectations. 1.3 Provide client with information about security services and systems to meet their specific needs, and assist client to select preferred option. 1.4 Recognise personal limitations that may impede the provision of required client services and seek assistance from relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Deliver quality client service. 2.1 Review and follow work instructions to provide client services. 2.2 Identify client's special requirements and adjust service to meet their needs. 2.3 Anticipate service problems or delays and promptly implement contingency arrangements to maintain client satisfaction. 2.4 Maintain communication with client and monitor service provision to provide up-to-date information and respond to changing circumstances. 2.5 Use negotiation to resolve conflict and client complaints, and report issues to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
3. Review and improve client service. 3.1 Seek regular feedback from clients to ascertain their satisfaction with service provision using interview and survey techniques. 3.2 Analyse client feedback in consultation with relevant persons and identify improvements to future service provision. 3.3 Record and implement agreed improvements to client service procedures. 3.4 Securely maintain client records according to legislative and workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3106 Gather, organise and present security information and documentation		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Gather security information. 1.1 Review and clarify work instructions and workplace procedures and policies to ensure compliance with legal rights and responsibilities when gathering, organising and presenting security information and documentation. 1.2 Collect required security information from spoken, observed and written sources.	<input type="checkbox"/>	<input type="checkbox"/>
2. Organise and check security information. 2.1 Assess gathered security information to confirm validity, reliability and relevance. 2.2 Identify omissions and source additional information from established sources. 2.3 Review collected security information to confirm completeness and accuracy to meet work instructions. 2.4 Prioritise and organise information in a logical manner that facilitates analysis and dissemination.	<input type="checkbox"/>	<input type="checkbox"/>
3. Edit and present security information and documentation. 3.1 Prepare draft security documentation and edit content to ensure it contains clear and concise language and accurate information. 3.2 Review draft, and seek and incorporate feedback from relevant persons. 3.3 Finalise security documentation and check that it complies with workplace standards for style, format and accuracy. 3.4 Present final security documentation within designated timeframes to meet work instructions. 3.5 File and securely store retained information in a manner that facilitates future retrieval and maintains confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3– Critical Aspects of Evidence continued..

Unit: HLTWHS003 Maintain work health and safety		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Contribute to workplace procedures for identifying hazards and controlling risks 1.1 Identify existing and potential hazards and record them according to workplace procedures 1.2 Contribute to the development of strategies for implementing risk controls in line with workplace procedures and policies 1.3 Implement risk controls in line with the hierarchy of risk control and workplace and legislative requirements 1.4 Identify and report issues with risk controls, including residual risk, in line with workplace and legislative requirements	<input type="checkbox"/>	<input type="checkbox"/>
2. Implement policies and procedures into work team processes 2.1 Regularly provide information about WHS policies and procedures to the work team 2.2 Provide information about identified hazards and the outcomes of risk assessment and risk controls to the work team 2.3 Monitor housekeeping practices to ensure that WHS policies and procedures are followed 2.4 Maintain WHS incident records in the work area according to workplace procedures and legislative requirements	<input type="checkbox"/>	<input type="checkbox"/>
3. Support consultation, cooperation and communication 3.1 Support workplace consultative procedures by encouraging work team participation in consultative activities 3.2 Report health and safety issues in line with workplace procedures and legislative requirements 3.3 Encourage and assist work team members to contribute to WHS	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3121 Control persons using empty hand techniques		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Assess need to use empty hand techniques and response options. 1.1 Review workplace procedures and policies including WHS to ensure compliance with legal rights and responsibilities when using empty hand techniques for security work. 1.2 Identify subject of threat and continually observe and anticipate movement and aggression. 1.3 Ensure stance and distance from subject maximises range of defensive options and tactical advantages in physical contact. 1.4 Assess alternative response and withdrawal options for viability and incorporate defensive options into selected response. 1.5 Check and confirm personal safety needs and identify available escape routes.	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply defensive empty hand techniques. 2.1 Use interpersonal techniques to exchange information with the subject and give spoken warnings and directions. 2.2 Use empty hand techniques and ensure that grip on subject is secure, firm and applied using level of force proportionate to the threat context. 2.3 Quickly apply holds to appropriate areas of the body in a safe manner. 2.4 Anticipate strikes and blows from subject and adopt, parry or block positioning. 2.5 Limit contact with subject to the minimum necessary to remove immediate threat, and use lower force options immediately when threat decreases or ceases.	<input type="checkbox"/>	<input type="checkbox"/>
3. Restrain and isolate subject. 3.1 Isolate and contain subject at a safe distance from members of the public, and minimise opportunities for escape. 3.2 Identify situations requiring specialist assistance and seek assistance or advice from relevant persons using communication equipment. 3.3 Escort subject from the incident scene to a secure location and monitor their wellbeing and safety. 3.4 Use communication equipment to report incident details and subject location to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
4. Finalise and evaluate response. 4.1 Review and evaluate effectiveness of response against incident circumstances and observations, in consultation with relevant persons. 4.2 Identify improvements to future security response procedures using defensive techniques. 4.3 Complete incident report and securely maintain documentation in accordance with workplace requirements. 4.4 Recognise effects of stress and manage own well-being using stress management techniques.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3124 Prepare and present evidence in court		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare evidence. 1.1 Review workplace policies and procedures to ensure compliance with legal rights and responsibilities when preparing and presenting evidence in court. 1.2 Source, research and collate case summary and supporting information. 1.3 Select information to be used as evidence in court and confirm its relevance, validity and admissibility in court. 1.4 Organise evidence and check compliance against evidence management principles. 1.5 Interpret requirements for recording and presenting evidence in court.	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare for court proceedings. 2.1 Participate in oral briefing session with relevant persons to confirm court arrangements, own role and involvement. 2.2 Discuss information to be presented as evidence and clarify negotiation parameters with relevant persons. 2.3 Submit briefs of evidence in a logical sequence and check compliance with rules of evidence to ensure admissibility in court proceeding. 2.4 Conduct a thorough review of material to be used or referred to in court proceeding prior to presentation in court to ensure familiarity, completeness and availability. 2.5 Prepare documentation and exhibits and review to confirm their acceptability for use in court.	<input type="checkbox"/>	<input type="checkbox"/>
3. Attend court proceeding and present evidence. 3.1 Attend court and adhere to court procedures and protocols including those for personal presentation, manner and language throughout proceeding. 3.2 Present admissible evidence in a clear, concise and unambiguous manner and on request, provide specialist opinion within own area of competence and expertise in accordance with evidence requirements. 3.3 Note, file and store outcomes of proceedings and associated documentation and evidence in accordance with evidence management principles.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 3 – Critical Aspects of Evidence continued..

Unit: CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare to protect critical infrastructure and public assets. 1.1 Review workplace policies and procedures to ensure compliance with legal rights and responsibilities when protecting critical infrastructure and public assets. 1.2 Review work instructions to confirm procedures for protecting critical infrastructure or public assets, including emergency and evacuation. 1.3 Discuss and clarify authority, role and responsibilities of self and delegated personnel to implement security procedures that protect critical infrastructure and public assets. 1.4 Check communication equipment to confirm correct working order and resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>
2. Monitor security of work area. 2.1 Monitor security of the work area to maintain vigilance and observational awareness according to work instructions. 2.2 Gather intelligence to clarify the nature of potential security threats in consultation with delegated personnel. 2.3 Verify the authority of people, items and vehicles in the work area, and take necessary actions to maintain security and safety of self, others, property and premises.	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify, report and respond to security threats. 3.1 Identify indicators of potential terrorist or criminal activity. 3.2 Use communication equipment to immediately report suspected threats to critical infrastructure or public assets following chain of command procedures. 3.3 Receive and follow instructions to maximise the safety of self and others, and security of critical infrastructure and public assets. 3.4 Record details of security threat and response using documentation in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: PMAOMIR210 Control evacuation to muster point		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare to evacuate 1.1 Recognise alarm or other signs of incident 1.2 Determine nature and location of incident, wind direction and other relevant information 1.3 Assess incident situation and instigate relevant procedure 1.4 Predict probable changes/escalation to incident 1.5 Prepare the area and personnel for evacuation 1.6 Facilitate incident roles and the operation of incident response stations according to procedures 1.7 Coordinate incident response actions according to procedures 1.8 Maintain communication channels with relevant personnel	<input type="checkbox"/>	<input type="checkbox"/>
2. Control evacuation 2.1 Identify hazards associated with evacuation 2.2 Identify and communicate most appropriate path for evacuation to the desired muster point 2.3 Implement relevant hazard control procedures 2.4 Initiate evacuation when appropriate 2.5 Ensure evacuation of mobility/sensory-impaired people 2.6 Control incident evacuation according to procedures 2.7 Undertake roll call of evacuated persons 2.8 Communicate required details of evacuation to relevant personnel	<input type="checkbox"/>	<input type="checkbox"/>
3. Complete evacuation 3.1 Arrange and coordinate the first aid, welfare and other needs of evacuated persons 3.2 Maintain control over evacuees 3.3 Arrange for/provide assistance to the incident controller as required 3.4 Maintain communication channels with relevant personnel 3.5 Move evacuees to a new location, or dismiss and return to work 3.6 Debrief evacuees and seek possible improvements 3.7 Complete all required records and reporting 3.8 Make recommendations for improvements to be incorporated into procedures	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: TLIB0002 Carry out vehicle inspection		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Check and clean vehicle 1.1 Vehicle hazards are identified and required action is taken to minimise, control or eliminate identified hazards 1.2 Visual check of internal and external condition of vehicle is carried out and relevant documentation is completed in accordance with workplace procedures 1.3 Pre-operational inspections and checks are conducted in accordance with workplace procedures 1.4 Associated equipment is tested to ensure it functions correctly to manufacturer specifications and workplace procedures 1.5 Operational checks are carried out after engine is started to identify possible defects 1.6 Shut-down checks are carried out to identify possible defects 1.7 Warning systems (instruments and gauges) are checked to ensure they are operational in accordance with manufacturer specifications and workplace procedures 1.8 Vehicle monitoring device including In Vehicle Monitoring System (IVMS) and telematics is logged on/off as required in accordance with manufacturer instructions and workplace procedures 1.9 Vehicle is cleaned in accordance with work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) and environmental requirements and workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete documentation 2.1 Vehicle defects are identified and diagnosed, and appropriate action is taken to report to relevant person/s or remedy identified defects as required by workplace procedures 2.2 Records of inspection are updated and recommended repairs from relevant person/s are documented in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued..

Unit: TLIC1051 Operate commercial vehicle		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Operate commercial vehicle 1.1 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage 1.2 Driving hazards are identified and/or anticipated and avoided 1.3 Vehicle lights and indicators are used in accordance with traffic regulations and manufacturer instructions 1.4 Vehicle is secured in accordance with manufacturer specifications, traffic regulations and workplace procedures 1.5 Appropriate procedures are followed in a driving emergency 1.6 Appropriate low-risk driving behaviour is displayed towards other road users in accordance with workplace procedures 1.7 Vehicle is positioning and moved conveniently and safely for loading and unloading in accordance with regulatory and workplace instructions 1.8 All associated equipment is operated in accordance with manufacturer and workplace instructions	<input type="checkbox"/>	<input type="checkbox"/>
2. Monitor traffic and road conditions 2.1 Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations 2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitor and maintain vehicle performance 3.1 Vehicle performance and safety is maintained through vehicle pre-operational inspections 3.2 Performance and efficiency of vehicle operation is monitored during use 3.3 Vehicle is driven in a manner that incorporates eco-driving principles 3.4 Defective or irregular performance or malfunctions are repaired as a minor repair or reported to appropriate authority 3.5 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 3 – Critical Aspects of Evidence continued.. (CONTROL ROOM / MONITORING CENTRE)

Unit: CPPSEC2114 Monitor electronic security equipment and respond to alarm events		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Confirm and comply with work procedures and legal requirements for monitoring electronic security equipment. 1.1 Read workplace procedures and policies including WHS and apply to work tasks to ensure compliance with legal rights and responsibilities when monitoring electronic security equipment. 1.2 Clarify legislative and workplace requirements for monitoring tasks with relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check equipment for correct operation. 2.1 Check security equipment to ensure correct operation and connections following operating instructions. 2.2 Identify actual or suspected faults or deficiencies in security equipment and report to relevant persons. 2.3 Discuss and confirm preventative and breakdown maintenance procedures with relevant persons. 2.4 Conduct equipment back-up to maintain security and integrity of data in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
3. Receive, interpret, transmit and store electronic security data. 3.1 Receive, interpret and transmit electronic security data following workplace procedures. 3.2 Input data into security equipment and check to ensure accuracy following workplace procedures. 3.3 Identify processing or transmission errors and take remedial action and report issues to relevant persons. 3.4 Store security data securely to meet legislative and workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
4. Respond to alarm events and report security status. 4.1 Recognise alarm event and follow procedures to action correct response to meet client instructions. 4.2 Use communication equipment and interpersonal techniques to discuss alarm status with relevant persons. 4.3 Action further response to resolve alarm event and maintain security following workplace procedures and client instructions. 4.4 Report security status ensuring confidentiality of security information in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00062 - CONTROL ROOM OPERATIONS)

Unit: CPPSEC3107 Monitor security and coordinate response from control rooms		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare for control room operations. 1.1 Review workplace procedures and policies to ensure compliance with legal rights and responsibilities when conducting control room operations. 1.2 Clarify operational information in consultation with relevant persons. 1.3 Check security system and equipment to confirm correct operation following manufacturers' instructions. 1.4 Identify system or equipment faults or malfunctions and rectify or report for remedial action in accordance with workplace requirements. 1.5 Cross-check systems and equipment with companion monitoring systems and confirm accurate and consistent information exchange.	<input type="checkbox"/>	<input type="checkbox"/>
2. Monitor security and deploy field staff. 2.1 Operate and monitor security systems and equipment to maintain security. 2.2 Receive and interpret security information and alarm, and assess incident nature and risk. 2.3 Deploy field staff to carry out security response proportionate to the nature of incident and risk. 2.4 Conduct regular and systematic checks with field staff to provide information and directions and to maintain security. 2.5 Respond promptly to irregular or non-responses from field staff to maintain safety and security of people, property and premises.	<input type="checkbox"/>	<input type="checkbox"/>
3. Finalise control room operations and complete documentation. 3.1 Carry out change of shift procedures ensuring monitoring and system continuity. 3.2 Update security database following workplace procedures. 3.3 Complete and securely maintain workplace documentation in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00062 - CONTROL ROOM OPERATIONS)

Unit: CPPSEC3108 Store, protect and dispose of security information		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Collect, assess and record security information. 1.1 Review and apply workplace procedures and policies when storing, protecting and disposing of security information. 1.2 Collect security information and assess for accuracy and potential future use to meet client requirements. 1.3 Clarify legal rights and responsibilities and apply to work tasks when protecting, storing and disposing of security information to meet client requirements with relevant persons. 1.4 Use information technologies to label, register and record security information in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
2. Store security information for future retrieval. 2.1 Assess storage requirements and address factors that may impact on the safety of stored information in consultation with relevant persons. 2.2 Store security information using methods that are appropriate to the required storage timeframe, that preserve information integrity and condition, and that prevent loss. 2.3 Safely store security information for future analysis, dissemination and use in accordance with workplace requirements. 2.4 Establish and maintain continuity logs to monitor information movement and security.	<input type="checkbox"/>	<input type="checkbox"/>
3. Dispose of security information. 3.1 Verify authorisation, with relevant persons, to dispose of security information. 3.2 Assess type of security information and select appropriate disposal method. 3.3 Dispose of security information using legal disposal methods. 3.4 Complete and securely maintain records to track information disposal in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00062 - CONTROL ROOM OPERATIONS)

Unit: CPPSEC3109 Use and maintain security databases and compile reports		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Establish security database and systems. 1.1 Review workplace procedures and policies to ensure compliance with legal rights and responsibilities when maintaining and using security databases. 1.2 Set up workstation to comply with ergonomic considerations and use work processes that conserve resources. 1.3 Use software and hardware to meet data requirements following manufacturers' specifications. 1.4 Monitor and regularly update virus protection software to ensure continuous data integrity and protection. 1.5 Confirm data access, security and storage requirements and set up systems to ensure data security and confidentiality. 1.6 Set up and follow regular housekeeping, maintenance and back-up procedures. 1.7 Implement stand-by database and alternative strategies to address operational faults and deficiencies in database systems.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use and maintain security database. 2.1 Confirm and comply with data entry, output and presentation requirements to meet work instructions. 2.2 Obtain data from verifiable sources and check for variations in data quality. 2.3 Use database functions to input verified data, check data accuracy and quality, and rectify errors. 2.4 Diagnose and report errors and lags in data processing or information discrepancies. 2.5 Identify faults requiring specialist assistance and organise repairs in consultation with relevant persons. 2.6 Monitor database performance and identify and implement measures to improve content, interfaces and effectiveness in consultation with relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
3. Compile report and improve database and systems. 3.1 Produce report in the required format, and check content to confirm accuracy and data compatibility and reliability. 3.2 Request and use feedback to improve the effectiveness and performance of database and systems. 3.3 Store and protect security data, and complete and maintain documentation with due regard to confidentiality in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3– Critical Aspects of Evidence continued.. (CPPSS00059 BATONS AND HANDCUFFS ENDORSEMENT)

Unit: CPPSEC3110 Control persons using batons		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Confirm legal requirements and assess need to use baton. 1.1 Review workplace policies and procedures including WHS to ensure compliance with legal rights and responsibilities when using batons for security work. 1.2 Assess need to present baton against known information and potential and existing risks and threats.	<input type="checkbox"/>	<input type="checkbox"/>
2. Confirm personal safety needs and draw baton. 2.1 Select and use PPE to meet WHS requirements. 2.2 Check and confirm personal safety needs and identify withdrawal options. 2.3 Draw baton in a non-threatening manner while maintaining eye contact with subject. 2.4 Hold baton according to type, and maintain a secure grip to ensure continuous control. 2.5 Adopt stance that is confident, assertive, balanced and allows for tactical positioning.	<input type="checkbox"/>	<input type="checkbox"/>
3. Direct person using baton. 3.1 Use interpersonal techniques to exchange information with the subject and negotiate to defuse conflict and aggression. 3.2 Clearly and assertively advise subject of intention to use baton. 3.3 Use baton to restrain person and adjust response to minimise force while preventing continued aggressive behaviour.	<input type="checkbox"/>	<input type="checkbox"/>
4. Apply defensive strikes using baton. 4.1 Continually observe subject to anticipate movement and aggression. 4.2 Strike baton ensuring contact with the subject is minimised and avoids vital areas of the body. 4.3 Restrict baton strikes to target areas of hands, arms, lower abdomen, legs or feet. 4.4 Control and limit force of strike to prevent continued or escalated aggression, and discontinue baton use immediately when threat ceases or decreases. 4.5 Monitor wellbeing of subject and provide first aid and seek immediate assistance as required from relevant persons. 4.6 Use communication equipment to report incident details to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
5. Finalise and evaluate response. 5.1 Review and evaluate effectiveness of baton response against incident circumstances and observations, in consultation with relevant persons. 5.2 Identify improvements to future security response procedures using batons. 5.3 Inspect condition of baton and report identified faults. 5.4 Complete incident report and securely maintain documentation in accordance with workplace requirements. 5.5 Recognise effects of stress and manage own well-being using stress-management techniques.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 7 – Critical Aspects of Evidence continued.. (CPPSS00059 BATONS AND HANDCUFFS ENDORSEMENT)

Unit: CPPSEC3111 Restrain persons using handcuffs		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare to use handcuffs. 1.1 Review workplace procedures and policies including WHS to ensure compliance with legal rights and responsibilities when using handcuffs for security work. 1.2 Check handcuffs to ensure correct operation and report malfunctions. 1.3 Select and use PPE to meet WHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>
2. Assess need to use handcuffs 2.1 Assess need to use handcuffs against known information and potential and existing risks and threats. 2.2 Monitor and observe movement and actions of subject and use approach that allows a safe defensive distance. 2.3 Adjust response to minimise force and prevent continued aggressive behaviour.	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply handcuffs with sensitivity to subject's needs. 3.1 Use interpersonal techniques to exchange information with the subject, negotiate to defuse conflict and aggression, and warn of intention to use handcuffs. 3.2 Identify situations requiring assistance and use communication equipment to seek support from relevant persons. 3.3 Apply handcuffs using appropriate pressure, and minimising physical contact, and humiliation or indignity suffered by the subject. 3.4 Check that handcuffs are secure after application, and can be removed in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>
4. Direct and detain subject. 4.1 Direct subject to a seated or standing position that maximises control and opportunities for detention, and ensures their wellbeing. 4.2 Monitor subject to ensure their safety and wellbeing, and ascertain their intention to comply with instructions. 4.3 Give clear and succinct spoken warnings and directions to indicate intention to remove handcuffs, and maintain control of detained subject.	<input type="checkbox"/>	<input type="checkbox"/>
5. Finalise and evaluate response. 5.1 Review and evaluate effectiveness of response using handcuffs against incident circumstances and observations, in consultation with relevant persons. 5.2 Identify improvements to future security response procedures where subjects are restrained using handcuffs. 5.3 Inspect condition of handcuffs and report identified faults. 5.4 Complete and securely maintain workplace documentation in accordance with workplace requirements. 5.5 Recognise effects of stress and manage own well-being using stress management techniques.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00060 – CANINE)

Unit: CPPSEC3112 Manage training and well-being of dogs for security functions		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Select dog for security role. 1.1 Review workplace procedures and policies including WHS to ensure compliance with legal rights and responsibilities when managing security dogs. 1.2 Identify and assess needs of security dog and handler team. 1.3 Inspect appropriate canine breeds and select suitable dog to meet security role. 1.4 Check dog's health and training records and confirm suitability for security role.	<input type="checkbox"/>	<input type="checkbox"/>
2. Develop dog and handler training maintenance plan. 2.1 Develop a tailored training maintenance program to address the unique needs, strengths and weaknesses of the security dog and handler team. 2.2 Schedule training to meet priority needs within an agreed timeframe. 2.3 Update training plan to meet changing needs of security dog and handler team.	<input type="checkbox"/>	<input type="checkbox"/>
3. Implement dog and handler maintenance training. 3.1 demonstrate dog handling techniques which minimise risk to self, others and dog. 3.2 Select and use suitable protective clothing and equipment and training aids. 3.3 Conduct maintenance training according to schedule and timeframes. 3.4 Assess the security dog's response to training and adjust methods to achieve team performance objectives. 3.5 Complete training records using workplace documentation.	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain dog's health and well-being. 4.1 Monitor security dog's health and condition and immediately address identified needs and problems in consultation with relevant persons. 4.2 Administer preventive health treatments and maintain a diet that meets security dog's nutritional requirements. 4.3 Maintain security dog at a high level of fitness. 4.4 Clean and maintain security dog's facilities and equipment to the required standard.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00060 – CANINE)

Unit: CPPSEC3113 Handle dogs for security patrols		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare for patrol with security dog. 1.1 Review workplace procedures and policies to ensure compliance with legal rights and responsibilities when handling dog during security patrol. 1.2 Interpret work instructions and clarify patrol requirements with relevant persons. 1.3 Confirm security dog is suitable and trained to the standard required to meet patrol requirements 1.4 Check health, hygiene and stability of dog, and take required remedial action where signs of poor health or abnormal behaviour are detected in accordance with animal welfare requirements. 1.5 Organise and use personal protective equipment (PPE) and handling aids in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
2. Conduct patrol with security dog. 2.1 Carry out patrol tasks with security dog using safe handling methods. 2.2 Handle security dog in a manner that ensures minimal risk of injury to the dog, self and members of the public. 2.3 Monitor and maintain dog's operating efficiency and well-being throughout patrol.	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify and respond to security threat. 3.1 apply general safety procedures to handle dogs, both leashed and unleashed in a security work environment. 3.2 Identify security threat and assess degree of risk to persons, property and premises. 3.3 Assess the threat situation to determine appropriate use of the dog as a security measure and implement response. 3.4 Check personal safety needs and seek assistance as required. 3.5 Apply hold, release and arrest procedures to apprehend intruder, ensuring minimal risk of injury to the dog, members of the public and self. 3.6 Adjust or discontinue response promptly to meet changing circumstances while maintaining control of dog. 3.7 Promptly attend to injuries to persons or the dog, and seek assistance from relevant persons as required. 3.8 Record patrol and response details using documentation in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00061 – CASH-IN-TRANSIT ENDORSEMENT)

Unit: CPPSEC3118 Inspect and test cash-in-transit security equipment and rectify faults		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Inspect and test cash-in-transit security equipment. 1.1 Review maintenance schedules, procedures and equipment information to confirm inspection and testing requirements. 1.2 Review work procedures to ensure compliance with legislative and workplace requirements for inspecting and testing cash-in-transit security equipment. 1.3 Select and organise tools and equipment required to meet work instructions. 1.4 Conduct pre-operational checks of cash-in-transit security equipment following manufacturers' specifications. 1.5 Monitor the work area continuously to ensure ongoing safety. 1.6 Check and test equipment, components and warning systems for operational effectiveness following manufacturers' specifications and report faults to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Assess and rectify faults in cash-in-transit security equipment. 2.1 Assess identified equipment faults to clarify impact on cash-in-transit security services. 2.2 Identify and assess potential hazards and risks to security services and the work area, and implement necessary controls. 2.3 Tag non-serviceable systems or equipment and arrange repair or disposal in accordance with workplace requirements. 2.4 Promptly coordinate replacement system or equipment to ensure continuity of cash-in-transit security services.	<input type="checkbox"/>	<input type="checkbox"/>
3. Record and report inspection and testing results. 3.1 Report results of equipment inspection, testing and maintenance to relevant persons. 3.2 Complete inspection and testing records using documentation in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00061 – CASH-IN-TRANSIT ENDORSEMENT)

Unit: CPPSEC3119 Implement cash-in-transit security procedures		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare for cash-in-transit operation. 1.1 Review work instructions, procedures and workplace policies to ensure compliance with legal rights and responsibilities when implementing cash-in-transit security procedures. 1.2 Operate and check security and communications equipment to verify operational effectiveness. 1.3 Conduct systematic safety checks and confirm correct strategic positioning and tactics to ensure security of consignment. 1.4 Monitor people, goods and vehicles in the work area to identify hazards, assess risks to consignment, and implement necessary security controls. 1.5 Record receipt and delivery of consignment in accordance with workplace requirements. 1.6 Check consignment content to verify security, and report discrepancies to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain surveillance and security of work area. 2.1 Monitor security equipment to maintain situational awareness and identify changing circumstances in the work area. 2.2 Operate security systems to secure work area and prevent unauthorised access. 2.3 Regularly check security equipment to ensure operational effectiveness and take immediate corrective actions where faults are identified.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate response to security incident. 3.1 Observe the work area to identify security incident and assess risk of escalation and emergencies. 3.2 Direct immediate security response, following WHS procedures, to protect consignment and safety of self, people and property. 3.3 Use communication equipment to receive and transmit accurate and concise incident information to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
4. Finalise cash-in-transit operation and report incident. 4.1 Finalise cash-in-transit security procedures and record details using documentation in accordance with workplace requirements. 4.2 Report account of security incident details to relevant persons.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00061 – CASH-IN-TRANSIT ENDORSEMENT)

Unit: CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Select cash-in-transit loading site. 1.1 Review work instructions, procedures and policies including WHS to ensure compliance with legal rights and responsibilities when performing cash-in-transit operations. 1.2 Clarify operational details with relevant persons. 1.3 Select consignment loading site to meet work instructions. 1.4 Assess accessibility and security of loading site and, where deemed inappropriate, identify an alternative site in consultation with relevant persons. 1.5 Monitor people, goods and vehicles in the loading area to identify hazards, assess risks to consignment and implement necessary security controls. 1.6 Use interpersonal techniques to discuss consignment transfer details with relevant persons and obtain necessary authorisations.	<input type="checkbox"/>	<input type="checkbox"/>
2. Transfer and secure cash-in-transit. 2.1 Monitor loading area to maintain situational awareness and identify changing circumstances. 2.2 Implement security procedures and operate security systems to secure loading area and prevent unauthorised access. 2.3 Identify potential security risks and formulate contingency measures in consultation with relevant persons. 2.4 Respond to changing risk circumstances to maintain security of consignment and loading area. 2.5 Safely and securely transfer load according to work instructions. 2.6 Verify consignment information and record and report details of non-conforming items.	<input type="checkbox"/>	<input type="checkbox"/>
3. Deliver cash-in-transit and complete transfer documentation. 3.1 Deliver consignment and request client to verify consignment. 3.2 Complete transfer documentation in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00063 – FIREARMS)

Unit: CPPSEC3114 Control security risk situations using firearms		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare for security response using a firearm. 1.1 Review work instructions to ensure compliance with workplace policies and legal rights and responsibilities when using a firearm to respond to a security risk situation. 1.2 Select and use protective and communication equipment to meet work instructions and WHS requirements. 1.3 Select firearm and conduct pre-operational checks to confirm safe and continuing operation of firearm. 1.4 Obtain ammunition appropriate to type of firearm according to manufacturers' instructions. 1.5 Load firearm with correct ammunition following manufacturers' specifications. 1.6 Carry firearm in a manner that ensures it is secure, protected and accessible for security response.	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify need for security response and draw firearm. 2.1 Identify security threat and assess need and opportunity to present firearm. 2.2 Formulate response options that allow for changing risk circumstances. 2.3 Identify personal safety needs and use communication equipment to request assistance from relevant persons. 2.4 Negotiate with subject of threat to defuse conflict, and maintain communication that reflects sensitivity to individual social and cultural differences. 2.5 Use interpersonal techniques to provide clear warnings and instructions that are legally justifiable. 2.6 Draw firearm in a positive and controlled manner.	<input type="checkbox"/>	<input type="checkbox"/>
3. Evaluate threat and response options and discharge firearm. 3.1 Use personal positioning, stance and grip to maintain control of firearm. 3.2 Continually monitor threat to assess risk and evaluate response options. 3.3 Select response option that accounts for safety needs of self and others that may be at risk from firearm discharge. 3.4 Use fluid tactical positioning to access available cover and protection during incident. 3.5 Discharge firearm to respond to life-threatening situation when it is the only reasonable option to remove threat within legal and strategic limits. 3.6 Maintain consistent accuracy when discharging firearm and react promptly to terminate force when threat ceases.	<input type="checkbox"/>	<input type="checkbox"/>
4. Finalise armed response and complete documentation. 4.1 Unload, inspect and store firearm, and report damage or faults. 4.2 Review presentation and discharge of firearm against circumstances of incident. 4.3 Identify improvements to procedures for future security response using firearms. 4.4 Complete and securely maintain operational documentation in accordance with workplace requirements. 4.5 Recognise effects of stress and manage own well-being using stress management techniques.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)		<input checked="" type="checkbox"/>
as per DOCUMENTS attached		<input type="checkbox"/>
as per RESUME attached		<input type="checkbox"/>
as per CERTIFICATES & QUALIFICATIONS attached		<input type="checkbox"/>
as per DISCUSSION		<input type="checkbox"/>

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00063 – FIREARMS)

Unit: CPPSEC3115 Carry, operate and maintain revolvers for security purposes		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare to carry and operate revolver. 1.1 Review workplace policies and procedures including WHS to ensure compliance with legal rights and responsibilities when carrying and operating revolvers for security purposes. 1.2 Select revolver and correct ammunition and duty gear for revolver type, and use required personal protective equipment (PPE) and clothing. 1.3 Check that equipment is operational following manufacturers' instructions and rectify or report faults or malfunctions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Draw, use and recover revolver. 2.1 Check and load ammunition following manufacturers' instructions and safely recover revolver. 2.2 Draw revolver safely to ready position. 2.3 Operate revolver demonstrating compliance with fundamentals of shooting principles. 2.4 Control revolver to demonstrate correct retention techniques. 2.5 Use available cover and concealment, and demonstrate correct techniques for low light shooting. 2.6 Discharge multiple shots at the same target and multiple targets to meet the required standard of accuracy. 2.7 Perform immediate and remedial actions in the event of revolver malfunction. 2.8 Safely unload and recover revolver.	<input type="checkbox"/>	<input type="checkbox"/>
3. Discharge revolver at approved range. 3.1 Interpret and comply with local range rules at approved shooting range. 3.2 Select and fit PPE including hearing and eye protection, and baseball cap to comply with range rules. 3.3 Handle revolver according to fundamentals of shooting principles. 3.4 Follow commands from range personnel or firearms instructors. 3.5 Select correct ammunition for revolver and load as instructed by range personnel or firearms instructor. 3.6 Discharge revolver to meet approved course of fire and achieve required standards. 3.7 Complete range register and incident report as required.	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean and maintain revolver. 4.1 Apply PROVE procedures to physically check revolver, swing out cylinder and confirm that the chamber is empty prior to cleaning. 4.2 Select and use correct tools and cleaning kit for revolver following manufacturers' instructions. 4.3 Access a suitable venue to clean revolver following WHS procedures. 4.4 Disassemble and clean revolver following manufacturers' instructions. 4.5 Reassemble revolver and inspect to confirm safety and correct operation.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00063 – FIREARMS)

Unit: CPPSEC3116 Carry, operate and maintain semi-automatic pistols for security purposes		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare to carry and operate semi-automatic pistol. 1.1 Review workplace policies and procedures including WHS to ensure compliance with legal rights and responsibilities when carrying and operating semi-automatic pistols for security purposes. 1.2 Select semi-automatic pistol and correct ammunition and duty gear for semi-automatic pistol type, and use required personal protective equipment (PPE) and clothing. 1.3 Check that equipment is operational following manufacturers' instructions and rectify or report faults or malfunctions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Draw, use and recover semi-automatic pistol. 2.1 Check and load ammunition following manufacturers' instructions and safely recover semi-automatic pistol. 2.2 Draw semi-automatic pistol safely to ready position. 2.3 Operate semi-automatic pistol demonstrating compliance with fundamentals of shooting principles. 2.4 Control semi-automatic pistol to demonstrate correct retention techniques. 2.5 Use available cover and concealment, and demonstrate correct techniques for low light shooting. 2.6 Discharge multiple shots at the same target and multiple targets to meet the required standard of accuracy. 2.7 Perform immediate and remedial actions in the event of semi-automatic pistol malfunction. 2.8 Safely unload and recover semi-automatic pistol.	<input type="checkbox"/>	<input type="checkbox"/>
3. Discharge semi-automatic pistol at approved range. 3.1 Interpret and comply with local range rules at approved shooting range. 3.2 Select and fit PPE including hearing and eye protection, and baseball cap to comply with range rules. 3.3 Handle semi-automatic pistol according to fundamentals of shooting principles. 3.4 Follow commands from range personnel or firearms instructors. 3.5 Select correct ammunition for semi-automatic pistol and load as instructed by range personnel or firearms instructor. 3.6 Discharge semi-automatic pistol to meet approved course of fire and achieve required standards. 3.7 Complete range register and incident report as required.	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean and maintain semi-automatic pistol. 4.1 Apply PROVE procedures to physically check semi-automatic pistol, remove magazine and confirm the chamber is empty prior to cleaning. 4.2 Select and use correct tools and cleaning kit for semi-automatic pistol following manufacturers' instructions. 4.3 Access a suitable venue to clean semi-automatic pistol following WHS procedures. 4.4 Disassemble and clean semi-automatic pistol following manufacturers' instructions. 4.5 Reassemble semi-automatic pistol and inspect to confirm safety and correct operation.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 3 – Critical Aspects of Evidence continued.. (CPPSS00063 – FIREARMS)

Unit: CPPSEC3117 Carry, operate and maintain shotguns for security purposes		
Assessor to indicate if evidence is available to demonstrate competence	Yes	No
1. Prepare to carry and operate shotgun. 1.1 Review workplace policies and procedures including WHS to ensure compliance with legal rights and responsibilities when carrying and operating shotguns for security purposes. 1.2 Select shotgun and correct ammunition and duty gear for shotgun type, and use required personal protective equipment (PPE) and clothing. 1.3 Check that equipment is operational following manufacturers' instructions and rectify or report faults or malfunctions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Operate a shotgun. 2.1 Access shotgun from car carry position and load ammunition. 2.2 Operate shotgun demonstrating compliance with fundamentals of shooting principles. 2.3 Control shotgun to demonstrate correct retention techniques. 2.4 Use available cover and concealment, and demonstrate correct techniques for low light shooting. 2.5 Discharge multiple shots at the same target and multiple targets to meet the required standard of accuracy. 2.6 Perform immediate and remedial actions in the event of shotgun malfunction. 2.7 Safely unload, store and secure shotgun in car carry position.	<input type="checkbox"/>	<input type="checkbox"/>
3. Discharge shotgun at approved range. 3.1 Interpret and comply with local range rules at approved shooting range. 3.2 Select and fit PPE including hearing and eye protection, and baseball cap to comply with range rules. 3.3 Handle shotgun according to fundamentals of shooting principles. 3.4 Follow commands from range personnel or firearms instructors. 3.5 Select correct ammunition for shotgun and load as instructed by range personnel or firearms instructor. 3.6 Discharge shotgun to meet approved course of fire and achieve required standards. 3.7 Complete range register and incident report as required.	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean and maintain shotgun. 4.1 Apply PROVE procedures to physically check shotgun is safe and empty of ammunition prior to cleaning. 4.2 Select and use correct tools and cleaning kit for shotgun following manufacturers' instructions. 4.3 Access a suitable venue to clean shotgun following WHS procedures. 4.4 Disassemble and clean shotgun following manufacturers' instructions. 4.5 Reassemble shotgun and inspect to confirm safety and correct operation.	<input type="checkbox"/>	<input type="checkbox"/>
What evidence can you provide to support your claims? (eg: workplace documents, supervisor reports, completed work projects, certificates / awards, testimonials etc.)	<input checked="" type="checkbox"/>	
as per DOCUMENTS attached	<input type="checkbox"/>	
as per RESUME attached	<input type="checkbox"/>	
as per CERTIFICATES & QUALIFICATIONS attached	<input type="checkbox"/>	
as per DISCUSSION	<input type="checkbox"/>	

Section 4 – Evidence Plan

The key consideration within the assessment process is determining the sources of evidence that will meet the requirements outlined in each of the core and elective competency standards within the CPP31318 Certificate III in Security Operations.

In collecting evidence for the nominated units, the focus will be on the use of observation/demonstration, activities, third party reports, workplace documents and interview/questioning.

Evidence can either be collected by candidates, or by the assessor. Evidence collected by assessors will include third party reports about the candidate's work performance from people such as managers, colleagues or clients. **Templates for these reports are included in the Assessment Tool for each unit of competency.**

The evidence collected by candidates may include workplace documentation, such as plans he or she has produced, reports that summarise his or her involvement in the work, a resume, training certificates and awards or testimonials.

In negotiating the evidence plan, the template below can be used as a basis for agreement between the candidate and their nominated assessor. An example of a sample evidence plan (for a cluster of units at Certificate III level) is shown on the next page.

The information the candidate has provided in the preceding sections of this document for recognition provides a format to formatively assess their skills and knowledge and to summarise both the evidence they have collected and the evidence that is still required. The evidence plan can now be constructed, constituting an agreement between the candidate and assessor of what is required to proceed with a formal assessment process.

The record of the outcomes of the assessment, conducted against the evidence plan, is to be documented in the Assessor's Final Decision at the front of this document

CPP31318 Certificate III in Security Operations Evidence Plan	
Name of candidate	
Core Unit	BSBFLM312 Contribute to team effectiveness
Core Unit	CPPSEC3101 Manage conflict and security risks through negotiation
Core Unit	CPPSEC3102 Maintain operational safety and security of work environment
Core Unit	CPPSEC3103 Determine and implement response to security risk situation
Core Unit	CPPSEC3104 Coordinate monitoring and control of individual and crowd behaviour
Core Unit	CPPSEC3105 Coordinate provision of quality security services to clients
Core Unit	CPPSEC3106 Gather, organise and present security information and documentation
Core Unit	HLTWHS003 Maintain work health and safety
Elective Unit	CPPSEC3121 Control persons using empty hand techniques
Elective Unit	CPPSEC3124 Prepare and present evidence in court
Elective Unit	CPPSEC3125 Implement security procedures to protect critical infrastructure and public assets
Elective Unit	PMAOMIR210 Control evacuation to muster point
Elective Unit	TLIB0002 Carry out vehicle inspection
Elective Unit	TLIC1051 Operate commercial vehicle
Elective Unit	CPPSEC2114 Monitor electronic security equipment and respond to alarm events
CPPSS00062 CONTROL ROOM OPERATIONS	CPPSEC3107 Monitor security and coordinate response from control rooms
	CPPSEC3108 Store, protect and dispose of security information
	CPPSEC3109 Use and maintain security databases and compile reports
CPPSS00059 BATONS AND HANDCUFFS ENDORSEMENT	CPPSEC3110 Control persons using batons
	CPPSEC3111 Restrain persons using handcuffs
CPPSS00060 CANINE	CPPSEC3112 Manage training and well-being of dogs for security function
	CPPSEC3113 Handle dogs for security patrols
CPPSS00061 CASH-IN-TRANSIT ENDORSEMENT	CPPSEC3118 Inspect and test cash-in-transit security equipment and rectify faults
	CPPSEC3119 Implement cash-in-transit security procedures
	CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments
CPPSS00063 FIREARMS	CPPSEC3114 Control security risk situations using firearms
	CPPSEC3115 Carry, operate and maintain revolvers for security purposes
	CPPSEC3116 Carry, operate and maintain semi-automatic pistols for security purposes
	CPPSEC3117 Carry, operate and maintain shotguns for security purposes

RTO		
Sources of evidence	Agreed evidence	Received
Demonstration / Observation	Use of effective communication techniques to give clear and accurate information	<input type="checkbox"/>
	Processing of information through communication with clients or colleagues	<input type="checkbox"/>
	Recording and reporting of information using business equipment	<input type="checkbox"/>
	Following workplace procedures for controlling risks and hazards and dealing with emergency situations	<input type="checkbox"/>
	Reporting and documenting responses to security risk situations	<input type="checkbox"/>
	Accurate identification of potential or existing risks, hazards or incidents in the workplace	<input type="checkbox"/>
Third Party Reports	Feedback on candidate's ability to organise and complete daily work activities	<input type="checkbox"/>
	Feedback on candidate's ability to access, interpret and comply with the range of legislative and procedural requirements	<input type="checkbox"/>
	Feedback on candidate's use of equipment and information technology to organise, prioritise and complete work tasks	<input type="checkbox"/>
	Feedback on candidate's ability to apply the principles of good teamwork to assist self and others to complete assignments	<input type="checkbox"/>
	Feedback on candidate's ability to communicate in a clear, concise and accurate manner	<input type="checkbox"/>
	Feedback on candidate's ability to provide a quality service environment by treating clients in a courteous and professional manner	<input type="checkbox"/>
Questioning/Interview	Underpinning assumptions and knowledge particularly in the area of interpreting and complying with legal and procedural requirements	<input type="checkbox"/>
Recognition Application	Candidate's feedback on individual performance criteria, critical aspects of evidence and underpinning knowledge and skill requirements	<input type="checkbox"/>
Records & Documentation	Documentation providing feedback on reporting and implementing workplace safety requirements	<input type="checkbox"/>
	Copies of recording materials including completed incident report forms, security notebooks, shift logs, report sheets etc	<input type="checkbox"/>
	Training records and qualifications	<input type="checkbox"/>
	Testimonial awards that provide feedback from clients, colleagues etc Journal diary/notebook entries	<input type="checkbox"/>
Case Studies		<input type="checkbox"/>
Learning Activities		<input type="checkbox"/>
Workplace Activities		<input type="checkbox"/>
Skill development activities		

Agreement

Evidence to be submitted by:

Interview Date:

I agree to the evidence plan:

Candidate Name:		Signature:	
Supervisor Name:		Signature:	
Assessor Name:		Signature:	

Section 5(a) – Feedback to Candidate

Candidate is required to complete modules as per L.R.D. requirements of competency.

Section 5(b) – Feedback from Candidate

I understand that I am required to complete the above modules mentioned in order to complete the course requirements that meet L.R.D. Standards.

Section 5(c) Assessor Notes