

Qualification Outline: CPP40707 Certificate IV in Security and Risk Management

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| Mode (s) of Delivery | | Classroom (Face to Face) | |
| Qualification Duration | | 7 Months Full Time. | |
| Qualification Level | | Certificate IV | |
| Fees | Government Funded* | Tuition Fees | With Concession: \$40 Without Concession: \$200 |
| | Fee for Service | Tuition Fees | \$ 4000 |
| | Materials/Resources/Student Services & Amenities | No Cost | |
| | Administration Fees | No Cost | |
| Location(s) | <ul style="list-style-type: none"> • 587 Sydney Rd, Coburg, VIC. • 118-120 Foster Street, Dandenong, VIC. • 3/216 Blackshaws Road Altona North, VIC. • Any other ACET temporarily approved location. | | |

**Funding is available for Eligible individuals. This training is delivered with Victorian and Commonwealth Government Funding. People with disabilities are encouraged to apply.*

Qualification Overview

This qualification is designed for individuals seeking to use well-developed skills and a broad knowledge base in security and risk management. The course applies these skills to a defined range of unpredictable problems, and improves the ability to analyse and evaluate information from a variety of sources.

The course covers the application of management practices and methods aimed at monitoring, controlling and minimizing risk and potential impact of an unforeseen event on a government corporation and small business.

Employment Pathway

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Security Supervisor/manager
- Security Consultant
- Security Co-ordinator
- Retail and Hospitality Supervisors
- Business Owner
- Government Supervisor / Team Leader
- Australian Defence Forces
- Emergency Services

Qualification Structure

Candidates must demonstrate competency in the eleven (11) core units, plus four (4) electives (total fifteen units) as stated below:

| Core Units | | Hours |
|-------------|--|-------|
| Unit Code | Unit Name | |
| BSBWOR401A | Establish effective workplace relationships | 60 |
| BSBWOR402A | Promote team effectiveness | 60 |
| BSBWOR404A | Develop work priorities | 50 |
| CPPSEC4001A | Manage a safe workplace in the security industry | 40 |
| CPPSEC4002A | Implement effective communication techniques | 40 |
| CPPSEC4003A | Advise on security needs | 40 |
| CPPSEC4004A | Monitor and review security operations | 40 |
| CPPSEC4005A | Facilitate workplace briefing and debriefing processes | 22 |
| CPPSEC4006A | Assess risks | 60 |
| CPPSEC4007A | Assess threat | 50 |
| CPPSEC4012A | Identify and assess security of assets | 50 |

| Elective Units | | Hours |
|----------------|--|-------|
| Unit Code | Unit Name | |
| BSBR501 | Manage risk | 60 |
| BSBWOR501 | Manage personal work priorities and professional development | 40 |
| BSBFIA402 | Report on financial activity | 30 |
| BSBADM409 | Coordinate business resources | 30 |

.Note:

- *the above hours include all teaching and learning activities such as guided learning (classes, lectures, tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities. This is in accordance with AQF volume of learning.*
- *the Elective Units can be changed depending on clients needs and in accordance with training package rules.*

Assessment Methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration & Observation
- Case Studies
- Written Tests
- Role Plays
- Group Assignments
- Individual Projects/Portfolios

Entry Requirements

There are no entry requirements to this qualification stated in the training package, however, the ACET has developed its own entry requirements:

1. Applicants 18 years and above with no formal qualifications who can be assessed for skills that would qualify to undertake this training. or
2. Completion of the certificate II and/or III in security operations,
3. Must complete literacy and numeracy test and the pre-training review. As a result of the pre-training review, any learners with identified barriers will be referred to the appropriate support services/office or referred externally where required. If a learner is unable to, meet the inherent requirements of the qualification, even with reasonable adjustment, ACET will offer counselling regarding alternative training and/or career path options.

Licensing and Regulatory Requirements

Victoria Police's Licensing & Regulation Division (LRD) regulates the private security industry and is responsible for:

- Issuing private security licenses & registration
- Renewal of private security licenses & registration
- Monitoring private security license & registration holders
- Approval of training
- Accreditation of training organizations.

Licensing and Regulation Division (LRD), does not require granting approval for the CPP40707 Certificate IV in Security and Risk Management.

Completion of the Qualification

Upon successful completion of this qualification, you will receive a nationally recognised qualification CPP40707 Certificate IV in Security and Risk Management issued by the Australasian College of Education and Training (ACET).

Australasian College of Education and Training (ACET) is a Registered Training Organisation (Provider Number: 121666) registered with the Australian Skills and Qualifications Authority (ASQA).

Qualification Availability

ACET has regular monthly intakes for each of its qualifications. Please contact ACET for confirmation of the commencement date for the next available intake.



Future Study Pathways

After successful completion of your qualification, you will have many other study options available to you. It may include the CPP50611 Diploma of Security and Risk Management.

Recognition of Prior Learning (RPL)

Candidates may be able to shorten the length of their chosen qualification by supplying evidence of their previous training, employment experience or other life skills that directly relate to the qualification competencies. The evidence must be valid, sufficient and authentic.

Contact ACET directly to discuss your previous experience and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen qualification by taking into account previous studies. ACET accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.

Special Requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the qualification.

Payment terms and conditions including deposits and refunds

Fees must be made to ACET upon enrolment and prior to commencement of training. ACET reserves the right to withdraw your enrolment if payments are not made by the due date.

Full Refund (100% of the Pre-Paid Fees) will be provided if:

- Student withdrawal prior to agreed commencement date. Withdrawal notified in writing and received by ACET prior to qualification/course /unit of study commencement date.
- Qualification/Course/unit of study withdrawn by ACET or ACET is unable to provide the qualification/course/unit of study for which the original enrolment and payment has been made.

No Refunds of the Pre-Paid Fees will be provided if:



- The student failed to commence training after enrolling in the qualification of course,
- Student withdraws from the qualification/course/unit of study after the commencement date.

Note:

- For students attending classes, a course is deemed to have commenced as soon as an induction has been completed. This will usually be on the first day of class but may also occur prior to attending a class.
- Students may have extenuating circumstances that prevent them from attending scheduled qualification/course/unit of study dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the student's circumstances, fees may either be transferred to the next available qualification/course/unit of study where applicable, or a refund of fees will be issued.