

## CPP30411 Certificate III in Security Operations

Mode of Delivery		Classroom Based	
Qualification Duration		Full Time 14 Days (105 hours of face to face tuition)	
Qualification Level		Certificate III	
Fees	Government Funded*	Tuition Fees	With Concession: \$20 Without Concession: \$100
	Fee for Service	Tuition Fees	\$ 900
	Materials/Resources/Student Services & Amenities	No Cost	
	Administration Fees	No Cost	
Location(s)	<ul style="list-style-type: none"> <li>• 587 Sydney Rd, Coburg, VIC.</li> <li>• 118-120 Foster Street, Dandenong, VIC.</li> <li>• 3/216 Blackshaws Road Altona North, VIC.</li> <li>• 5 / 195 Somerton Road Coolaroo/Roxburgh Park, VIC</li> </ul>		

*\*Funding is available for Eligible individuals. This training is delivered with Victorian and Commonwealth Government Funding through the Skills First program. People with disabilities are encouraged to apply. For further information please visit the following website: <http://www.education.vic.gov.au/skillsfirst/Pages/about.aspx>*

### Qualification Overview

This qualification is designed for those in the security sector who are looking to undertake more senior security guard functions and supervise others.

They may work in a range of situations such as retail centers, airports, in a range of environments such as major events, hotels, Casino's, sporting events, aviation industry, hospitals, shopping centers, Railway stations etc

The aim of the Certificate III qualification is to develop a student's proficiency to the next level in providing operational security services including Crowd Control and Security Guarding duties. The key content of the program includes legislative requirements in relation to the Security Industry, Customer Service, Teamwork, Communication Skills, Risk Management, Reporting security incidents and Incident Management, Occupational Health and safety, and emergency procedures.

Participants may include:

- Current workers in the Security industry wishing to add to their career opportunities
- Students who wish to continue study after the CPP20212 to increase their employment opportunities

## 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 CPP30411

## Qualification Structure

To achieve this qualification, the candidate must demonstrate competency in:  
 14 units of competency:

- 8 core units
- 6 elective units

## Core Units

Unit Code	Unit Name
BSBFLM303C	Contribute to effective workplace relationships
BSBWOR301A	Organise personal work priorities and development
CPPSEC3001A	Maintain workplace safety in the security industry
CPPSEC3002A	Manage conflict through negotiation
CPPSEC3003A	Determine response to security risk situation
CPPSEC3005A	Prepare and present security documentation and reports
CPPSEC3006A	Coordinate a quality security service to clients
CPPSEC3007A	Maintain security of environment

## Elective Units

Unit Code	Unit Name
CPPSEC2017A	Protect self and others using basic defensive tactics
CPPSEC3004A	Lead small teams in the security industry
CPPSEC3009A	Prepare and present evidence in court
CPPSEC3013A	Control persons using empty hand techniques
CPPSEC3017A	Plan and conduct evacuation of premises
HLTFA311A	Apply first aid

## **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:

- Written Work - Assessment Workbook Questions
- Practical Demonstration, case study and/or role play scenarios
- Assignment Tasks

## **Entry Requirements**

The entry requirements for this qualification are:

1. Be at least 18 years of age and,
2. Have completed Certificate II in Security Operations, and
3. Must complete literacy and numeracy test and the pre-training review. Applicants will be assessed for suitability through a 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.

## **Completion of the Qualification**

Upon successful completion of this qualification, you will receive a nationally recognised qualification **CPP30411 Certificate III in Security Operations** 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 Certificate III, you will have many other study options available to you. These may include CPP40707 Certificate IV in 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 on 9354 5404 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.

### **Payment terms and conditions including deposits and refunds**

Prepaid fees (tuition fees and materials 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.

- ACET does not collect more than \$1500 in prepaid fees from learners at any time.

*Please refer to the 2019 ACET Student Handbook for further details about the college, main staff, enrolment process and the relevant policies and procedures. The Student Handbook is available at any of the above specified college locations and is given to student at enrolment or upon request.*