



NSW Police Force

# How to become an Approved Trainer

This Fact Sheet provides information on the process to become an Approved Trainer and carry on training, assessment or instruction with an Approved Organisation.

## WHAT IS AN APPROVED ORGANISATION?

An Approved Organisation is an organisation approved by the Commissioner of Police ("the Commissioner") under section 15 of the *Security Industry Act 1997*. (See SLED Fact Sheet 9 - How to become an Approved Organisation.)

## CAN APPROVED ORGANISATIONS EMPLOY ANY TRAINER/ASSESSOR?

An Approved Organisation must not employ or subcontract any person to carry on training, assessment or instruction in relation to any unit of competency identified in the SLED document *Competency Requirements for Class 1 Licences (DI/2012/172818)* (or any document that replaces that document), excepting Apply first aid, unless first granted approval in writing by the SLED.

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

## HOW DO I BECOME AN APPROVED TRAINER?

To become an Approved Trainer you must be nominated by an Approved Organisation and demonstrate to the SLED that you meet the Approved Trainer Criteria outlined in this Fact Sheet. Approved Organisations must seek approval by using Form P1128 *Approved Organisation Trainer/Assessor Nomination Form* available from the SLED's webpage ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)). Nominated trainers/assessors are required to complete Part B of the form.

## WHAT ARE THE CRITERIA TO BE AN APPROVED TRAINER?

Trainer/assessors must meet, and continue to meet once approved, the following criteria ("the Approved Trainer Criteria") to be an Approved Trainer:

1. hold a current NSW Class 2D (Security trainer) licence;
2. hold the Certificate IV in Training and Assessment (TAE40110) as a minimum qualification;
3. hold the Certificate IV in Security and Risk Management (CPP40707) as a minimum qualification;
4. demonstrate vocational competencies at least to the level to be delivered and assessed;
5. demonstrate they are continuing to develop their VET knowledge and skills, as well as maintaining their industry currency and trainer/assessor competence;
6. demonstrate past and current compliance with all conditions imposed by the Commissioner on their NSW Class 2D (Security trainer) licence; and
7. demonstrate suitability to be an Approved Trainer, including undertaking, and completing to the satisfaction of the SLED, a knowledge assessment.

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## ARE APPROVED TRAINERS REQUIRED TO DEMONSTRATE TO THE SLED THAT THEY CONTINUE TO MEET THE APPROVED TRAINER CRITERIA?

Yes. Approved Trainers are required to demonstrate to the SLED, as may be required, that they meet the Approved Trainer Criteria. This may involve Approved Trainers undertaking and completing to the satisfaction of the SLED, a knowledge assessment.

## WHAT DOES THE APPROVAL PROCESS ENTAIL?

The nominated trainer/assessor will be subject to a comprehensive assessment by the SLED to determine their eligibility and suitability to be an Approved Trainer, and what additional conditions will be imposed on the Approved Organisation. The nominated trainer/assessor will be subject to a comprehensive assessment against the Approved Trainer Criteria to determine their eligibility and suitability to be an Approved Trainer, and what additional conditions will be imposed on the Approved Organisation.

## WHAT IS ASSESSED THROUGH THE SLED KNOWLEDGE ASSESSMENT?

The SLED knowledge assessment will assess the nominated trainer/assessor's knowledge in relation to general security industry topics and concepts, security industry legislation including the powers of SLED enforcement officers, and the VET Quality Framework.

## CAN I BECOME AN APPROVED TRAINER IF I HOLD THE BSZ40198 OR TAA40104 QUALIFICATION?

To become an Approved Trainer you must hold the Certificate IV in Training and Assessment (TAE40110) as a minimum qualification. All current Approved Trainers will need to attain (as a minimum qualification) the TAE40110 qualification by 1 January 2014

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

Yes. Training, assessment and instruction conducted by Approved Trainers will be subject to regular audits by SLED enforcement officers to ensure compliance with security industry legislation including all conditions imposed by the Commissioner on the Approved Organisation under section 15 of the Act.

## SECURITY LICENSING & ENFORCEMENT DIRECTORATE

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## WHERE CAN I FIND MORE INFORMATION?

The information provided in this Fact Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the amended *Security Industry Act 1997* and the *Security Industry Regulation 2007*, which are available on the NSW Legislation website ([www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).



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**Security Licensing & Enforcement Directorate**  
State Crime Command



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