



# A guide to the training requirements under the Security and Investigations Agents Act 2002 as from 1 July 2011

Information on the training requirements for security general guarding, guarding with a firearm, guarding with a dog, monitoring room operator, body guard, crowd control, inquiry and commercial agent licensees in Tasmania

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### DISCLAIMER

This document is prepared as a layman's guide to the law relating to security industry licensing in Tasmania. No responsibility is accepted for any errors or omissions which it may contain. For precision, reference should be made to the training provider.

# INTRODUCTION

***Security and Investigations Agents Act***

These guidelines are for those persons who are currently licensed or seeking to be licensed under the Act. They contain information to assist you in meeting the training requirements for a licence.

***Copy of the Act and Regulations***

A person wishing to seek employment in the security industry in this State should obtain a copy of the *Security and Investigations Agents Act 2002* and the Regulations. Copies of the Act and Regulations are available from:

Print Applied Technology Pty Ltd  
123 Collins Street  
Hobart Tasmania 7000  
Telephone: 1800 030 940

The legislation may also be viewed at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

***Offence to work without a licence***

It is an offence to undertake licensable activities in the security industry without holding the appropriate licence. A maximum penalty of \$120,000 may apply. Further, a person who is not appropriately licensed may not be entitled to payment for any services rendered while acting in a licensable activity.

## LICENCE ACTIVITIES

***Security general guarding***

Authorises the licence holder to patrol, protect or guard property while unarmed.

***Monitoring room operator***

Authorises the licence holder to watch and protect property on surveillance cameras.

***Security guarding with a dog***

Authorises the licence holder to patrol, protect or guard property with a dog.

***Security guarding with firearm***

Authorises the licence holder to patrol, protect or guard property while armed (but only if the licence holder also holds the relevant firearms licence).

***Body guard***

Authorises the licence holder to act as a body guard or provide close personal protection.

<b>Crowd control</b>	Authorises the licence holder to act as a crowd / venue controller or bouncer.
<b>Inquiry</b>	Authorises the license holder to investigate a business or a person's affairs or search for a missing person.
<b>Commercial</b>	Authorises the licence holder to collect debts or repossess goods.

## **FIRST TIME APPLICANT OR RE-APPLYING IF YOUR LICENCE HAS EXPIRED OR BEEN CANCELLED**

<b>Prerequisite training</b>	If you are a first time applicant or if you have previously held a licence and that licence has expired or was cancelled, you are classed as a new applicant. As a new applicant you are required to complete prerequisite training for each of the activities that you wish to be licensed for.
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There are 2 options available:

- If you only complete the prerequisite training before making application you will be issued a provisional licence.
- If you complete all required training before making application you will be issued a full licence. Note: Some endorsements may require additional training.

<b>How long do I have to have a provisional licence for?</b>	You may only hold a provisional licence for 12 months and you must complete the full training within that period. You will not be able to re-apply for a licence until the training has been completed.
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Only one provisional licence will be issued to an applicant. If you fail to complete the required training within the time period a second provisional will not be granted.

<b>What if I have previously done a training course?</b>	Any previous training course (that is not the current training course) that has been completed is no longer valid and new applicants or applicants who previous licence has expired or been cancelled will need to meet the current training requirements.
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<b>Is there additional training for Agent licence holders?</b>	Agent licence holders will be required to do additional training.  Refer to the training requirements section for details on the units that must be completed.
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# TRAINING REQUIREMENTS NEW APPLICANTS OR APPLICANTS WHOSE LICENSE HAS EXPIRED OR BEEN CANCELLED

## SECURITY GENERAL GUARDING

	<u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u>	<u>COURSE CODES</u>
<p><b>PREREQUISITE TRAINING</b></p> <p><i>This training must be completed before you can apply for a licence and a provisional licence will be issued</i></p>	<ul style="list-style-type: none"> <li>• Identify and report security risk situations</li> <li>• Apply critical infrastructure protection procedures</li> <li>• Communicate effectively in the security industry</li> <li>• Follow workplace safety procedure in the security industry</li> <li>• Apply first aid (or a senior first aid workplace level 2)</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC1001A</li> <li>• CPPSEC1005A</li> <li>• CPPSEC2001A</li> <li>• CPPSEC2002A</li> <li>• HLTFA301B</li> </ul>
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Work effectively in the security industry</li> <li>• Respond to security risk situation</li> <li>• Work as part of a security team</li> <li>• Provide security services to clients</li> <li>• Control access to and exit from premises</li> <li>• Operate basic security equipment</li> <li>• Patrol premises</li> <li>• Protect self and others using basic defensive techniques</li> <li>• Manage conflict through negotiation</li> <li>• Control person using empty hand techniques</li> <li>• Use communication systems</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC2003B</li> <li>• CPPSEC2004A</li> <li>• CPPSEC2005A</li> <li>• CPPSEC2006A</li> <li>• CPPSEC2011A</li> <li>• CPPSEC2014A</li> <li>• CPPSEC2015A</li> <li>• CPPSEC2017A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3013A</li> <li>• TLIE707B</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you are applying for an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Maintain effective relationship with security clients</li> <li>• Manage a safe workplace in the security industry</li> <li>• Implement effective communication techniques</li> <li>• Advise on security needs</li> <li>• Assess risks</li> <li>• Assess threat</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3048A</li> <li>• CPPSEC4001A</li> <li>• CPPSEC4002A</li> <li>• CPPSEC4003A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>

## MONITORING ROOM OPERATOR

	<b><u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u></b>	<b><u>COURSE CODES</u></b>
<p><b>PREREQUISITE TRAINING</b></p> <p><i>This training must be completed before you can apply for a licence and a provisional licence will be issued</i></p>	<ul style="list-style-type: none"> <li>• Identify and report security risk situations</li> <li>• Apply critical infrastructure protection procedures</li> <li>• Communicate effectively in the security industry</li> <li>• Follow workplace safety procedure in the security industry</li> <li>• Apply first aid (or a senior first aid workplace level 2)</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC1001A</li> <li>• CPPSEC1005A</li> <li>• CPPSEC2001A</li> <li>• CPPSEC2002A</li> <li>• HLTF301B</li> </ul>
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Work effectively in the security industry</li> <li>• Respond to security risk situation</li> <li>• Work as part of a security team</li> <li>• Provide security services to clients</li> <li>• Operate basic security equipment</li> <li>• Monitor electronic reporting facility</li> <li>• Store and protect information</li> <li>• Monitor security from control room</li> <li>• Maintain and use security database</li> <li>• Use communications systems</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC2003A</li> <li>• CPPSEC2004A</li> <li>• CPPSEC2005A</li> <li>• CPPSEC2006A</li> <li>• CPPSEC2014A</li> <li>• CPPSEC2018A</li> <li>• CPPSEC3012A</li> <li>• CPPSEC3020A</li> <li>• CPPSEC3021A</li> <li>• TLIE707B</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you are applying for an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Maintain effective relationship with security clients</li> <li>• Interpret information from advanced security equipment</li> <li>• Manage monitoring centres</li> <li>• Coordinate field staff activity from control room</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3048A</li> <li>• CPPSEC4009A</li> <li>• CPPSEC4010A</li> <li>• CPPSEC4011A</li> <li>• BSBSMB404A</li> </ul>

## SECURITY GUARDING WITH DOG

	<b><u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u></b>	<b><u>COURSE CODES</u></b>
<p><b>PREREQUISITE TRAINING</b></p> <p><i>This training must be completed before you can apply for a licence and a provisional licence will be issued</i></p>	<ul style="list-style-type: none"> <li>• Identify and report security risk situations</li> <li>• Apply critical infrastructure protection procedures</li> <li>• Communicate effectively in the security industry</li> <li>• Follow workplace safety procedure in the security industry</li> <li>• Respond to security risk situation</li> <li>• Apply first aid (or a senior first aid workplace level 2)</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC1001A</li> <li>• CPPSEC1005A</li> <li>• CPPSEC2001A</li> <li>• CPPSEC2002A</li> <li>• CPPSEC2004A</li> <li>• HLTFA301B</li> </ul>
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Work effectively in the security industry</li> <li>• Work as part of a security team</li> <li>• Provide security services to clients</li> <li>• Control access to and exit from premises</li> <li>• Operate basic security equipment</li> <li>• Patrol premises</li> <li>• Manage dogs for security functions</li> <li>• Handle dogs for security patrol</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC2003A</li> <li>• CPPSEC2005A</li> <li>• CPPSEC2006A</li> <li>• CPPSEC2011A</li> <li>• CPPSEC2014A</li> <li>• CPPSEC2015A</li> <li>• CPPSEC3010A</li> <li>• CPPSEC3011A</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you are applying for an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Determine response to security risk situation</li> <li>• Coordinate a quality security services to clients</li> <li>• Maintain security of environment</li> <li>• Assess risks</li> <li>• Assess threat</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3003A</li> <li>• CPPSEC3006A</li> <li>• CPPSEC3007A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>

## SECURITY GUARDING WITH FIREARM

	<b><u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u></b>	<b><u>COURSE CODES</u></b>
<p><b>PREREQUISITE TRAINING</b></p>	<p>There are no prerequisite training requirements, but you must be the holder of a Security general guarding licence (previously security guard or security agent).</p> <p>You must have also applied and have been issued a firearms licence from the Firearms Registry section of Tasmania Police</p>	
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Contribute to effective workplace relationships</li> <li>• Organise personal work priorities and developments</li> <li>• Maintain workplace safety in the security industry</li> <li>• Manage conflict through negotiation</li> <li>• Determine response to security risk situation</li> <li>• Prepare and present security documentation and reports</li> <li>• Coordinate a quality security services to customers</li> <li>• Maintain security of environment</li> <li>• Control security risk situations using firearms</li> <li>• Prepare and present evidence in court</li> <li>• Control persons using empty hand techniques</li> <li>• Control person using baton</li> <li>• Restrain person using handcuffs</li> <li>• Plan and conduct evacuation from premises</li> <li>• Apply first aid (or a senior first aid workplace level 2)</li> <li>• Undertake loading and unloading in a designated secure environment</li> <li>• Implement cash in transit security procedures</li> <li>• Undertake cash in transit loading and unloading in an unsecured environment</li> <li>• Test and inspect cash in transit security equipment</li> </ul>	<ul style="list-style-type: none"> <li>• BSBFLM303C</li> <li>• BSBWOR301A</li> <li>• CPPSEC3001A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3003A</li> <li>• CPPSEC3005A</li> <li>• CPPSEC3006A</li> <li>• CPPSEC3007A</li> <li>• CPPSEC3008A</li> <li>• CPPSEC3009A</li> <li>• CPPSEC3013A</li> <li>• CPPSEC3014A</li> <li>• CPPSEC3015A</li> <li>• CPPSEC3017A</li> <li>• HLTF301B</li> <li>• TLIO307C</li> <li>• TLIO807C</li> <li>• TLI04107C</li> <li>• TLIO907C</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you are applying for an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Maintain effective relationship with security clients</li> <li>• Manage a safe workplace in the security industry</li> <li>• Implement effective communication techniques</li> <li>• Advise on security needs</li> <li>• Assess risks</li> <li>• Assess threat</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3048A</li> <li>• CPPSEC4001A</li> <li>• CPPSEC4002A</li> <li>• CPPSEC4003A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>



## BODY GUARD

	<u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u>	<u>COURSE CODES</u>
<p><b>PREREQUISITE TRAINING</b></p>	<p>There are no prerequisite training requirements, but you must be the holder of a Security general guarding licence (previously security guard or security agent).</p>	
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Contribute to effective workplace relationships</li> <li>• Organise personal work priorities and developments</li> <li>• Maintain workplace safety in the security industry</li> <li>• Manage conflict through negotiation</li> <li>• Determine response to security risk situation</li> <li>• Prepare and present security documentation and reports</li> <li>• Coordinate a quality security services to customers</li> <li>• Maintain security of environment</li> <li>• Control access to and exit from premises</li> <li>• Monitor and control individual and crowd behaviour</li> <li>• Control persons using empty hand techniques</li> <li>• Plan and conduct evacuation from premises</li> <li>• Provide for the safety of person at risk</li> </ul>	<ul style="list-style-type: none"> <li>• BSBFLM303C</li> <li>• BSBWOR301A</li> <li>• CPPSEC3001A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3003A</li> <li>• CPPSEC3005A</li> <li>• CPPSEC3006A</li> <li>• CPPSEC3007A</li> <li>• CPPSEC2011A</li> <li>• CPPSEC2012A</li> <li>• CPPSEC3013A</li> <li>• CPPSEC3017A</li> <li>• CPPSEC3018A</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you are applying for an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Determine response to security risk situation</li> <li>• Coordinate a quality security services to clients</li> <li>• Plan &amp; conduct evacuation of premises</li> <li>• Assess risks</li> <li>• Assess threat</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3003A</li> <li>• CPPSEC3006A</li> <li>• CPPSEC3017A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>

## CROWD CONTROL

	<b><u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u></b>	<b><u>COURSE CODES</u></b>
<p><b>PREREQUISITE TRAINING</b></p> <p><i>This training must be completed before you can apply for a licence and a provisional licence will be issued</i></p>	<ul style="list-style-type: none"> <li>• Apply security procedures for the responsible service of alcohol</li> <li>• Communicate effectively in the security industry</li> <li>• Follow workplace safety procedure in the security industry</li> <li>• Control access to and exit from premises</li> <li>• Apply first aid (or a senior first aid work place level 2)</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC1003A</li> <li>• CPPSEC2001A</li> <li>• CPPSEC2002A</li> <li>• CPPSEC2011A</li> <li>• HLTFA301B</li> </ul>
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Work effectively in the security industry</li> <li>• Respond to security risk situation</li> <li>• Work as part of a security team</li> <li>• Provide security services to clients</li> <li>• Screen people</li> <li>• Give evidence in court</li> <li>• Protect safety of persons</li> <li>• Monitor and control individual and crowd behaviour</li> <li>• Operate basic security equipment</li> <li>• Protect self and others using basic defensive techniques</li> <li>• Manage conflict through negotiation</li> <li>• Control person using empty hand techniques</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC2003A</li> <li>• CPPSEC2004A</li> <li>• CPPSEC2005A</li> <li>• CPPSEC2006A</li> <li>• CPPSEC2007A</li> <li>• CPPSEC2009A</li> <li>• CPPSEC2010A</li> <li>• CPPSEC2012A</li> <li>• CPPSEC2014A</li> <li>• CPPSEC2017A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3013A</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you are applying for an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Prepare and present security documentation and reports</li> <li>• Plan &amp; conduct evacuation of premises</li> <li>• Provide for the safety of person at risk</li> <li>• Assess risks</li> <li>• Assess threat</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3005A</li> <li>• CPPSEC3017A</li> <li>• CPPSEC3018A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>

## INQUIRY

<p><b>PREREQUISITE TRAINING</b></p>	<p><b><u>AGENT LICENCE HOLDERS</u></b></p> <p>There are no prerequisite training requirements</p>	<p><b><u>COURSE CODES</u></b></p>
<p><b>REQUIRED TRAINING</b></p> <p><i>This training must be completed within 12 months of holding a provisional licence</i></p>	<ul style="list-style-type: none"> <li>• Contribute to effective workplace relationships</li> <li>• Organise personal work priorities and development</li> <li>• Maintain workplace safety in the security industry</li> <li>• Manage conflict through negotiation</li> <li>• Prepare and present evidence in court</li> <li>• Store and protect information</li> <li>• Work effectively in investigative services</li> <li>• Develop investigative plan</li> <li>• Compile investigative report</li> <li>• Provide quality investigative services to clients</li> <li>• Conduct surveillance</li> <li>• Organise and operative surveillance vehicle</li> <li>• Gather information by factual investigation</li> <li>• Conduct interviews and take statements</li> <li>• Operate information gathering equipment</li> <li>• Locate suspects</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• BSBFLM303C</li> <li>• BSBWOR301A</li> <li>• CPPSEC3001A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3009A</li> <li>• CPPSEC3012A</li> <li>• CPPSEC3026A</li> <li>• CPPSEC3027A</li> <li>• CPPSEC3028A</li> <li>• CPPSEC3029A</li> <li>• CPPSEC3030A</li> <li>• CPPSEC3031A</li> <li>• CPPSEC3032A</li> <li>• CPPSEC3033A</li> <li>• CPPSEC3034A</li> <li>• FNSMERC304B</li> <li>• BSBSMB404A</li> </ul>

## COMMERCIAL

<b>PREREQUISITE TRAINING</b>	<b><u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u></b>	<b><u>COURSE CODES</u></b>
	There are no prerequisite training requirements	
<b>REQUIRED TRAINING</b>	<ul style="list-style-type: none"> <li>• Communicate in the workplace</li> <li>• Collect debts</li> <li>• Repossess property</li> <li>• Serve legal process</li> <li>• Locate subjects</li> <li>• Initiate legal recovery of debts</li> <li>• Maintain financial records</li> <li>• Resolve disputes</li> <li>• Prepare reports for management</li> <li>• Use technology in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• FNSICGEN301B</li> <li>• FNSMCA301A</li> <li>• FNSMCA302A</li> <li>• FNSMCA303A</li> <li>• FNSMCA304A</li> <li>• FNSMCA402A</li> <li>• BSBFIA301A</li> <li>• FNSICIND104B</li> <li>• FNSICORG302B</li> <li>• FNSICGEN302B</li> </ul>
<i>This training must be completed within 12 months of holding a provisional licence</i>		
<b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b>	<ul style="list-style-type: none"> <li>• Establish, manage and administer trust accounts</li> <li>• Develop and document case recommendations</li> <li>• Apply health and safety practices in the workplace</li> <li>• Work in the financial services industry</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• FMSCMV506A</li> <li>• FNSICGEN404B</li> <li>• FNSICGEN304B</li> <li>• FNSICIN301A</li> <li>• BSBSMB404A</li> </ul>
<i>This training must be completed if you are applying for an Agent licence</i>		

## CURRENT LICENCE HOLDERS

**Will I need to do re-training for current licence activities?**

All current licence holders will need to undertake additional training by the time their licence is due to expire in 2013.

You will not be able to reapply for a licence in 2013 unless the training has been completed and a Statement of Attainment provided to this office.

**What if I am adding a new activity?**

To add a new activity to your licence, (at any time during the licence period) you can complete a form to amend registered details. You will not need to meet the prerequisite training for any activity that you add at the time of lodging the form.

Alternatively, you may add the additional activities at the time of reapplying for your licence. You will not have to meet the prerequisite training at the time of lodgment of the reapplication form.

Licence holders who wish to have "guarding with a dog" and "guarding with firearm" will be required also to submit a letter to this office from their employer stating that they require the endorsement for the purpose of their employment. Agents will be required to supply a letter from their client stating the endorsement is required for work purposes.

Current licence holders will have until their licence is due to expire in 2013 to complete all training requirements. If you have not completed the full training you will be issued a licence with a condition of provisional.

You will not be able to re-apply for a licence in 2013 if the training has not been completed.

**What if I am not adding any of the new activities?**

If you are not adding any additional activities to your licence, you will still be required to do the additional training for the activities you are licensed to undertake. You will have until your licence expires in 2013 by which to complete the training. If it is not completed by 2013 you will not be able to reapply for a licence.

**What if I only completed my training last year?**

If you completed your training under the CPPSEC training package, or the FNS30404 package for commercial licences you will need to check your training against the training requirements and only complete the units you are missing.

**What if I am still on a provisional licence?**

If you are currently **on** a provisional licence there is no need to do the new prerequisite training units for the activities you are currently licensed to undertake.

If you have just received your provisional licence, you may wish to discuss with your training provider adjusting your training to the new training requirements.

If you have or just about finished the training under the previous training requirements you will need to check the training you have completed against the additional training requirements and only complete the units you are missing by the time your reapply in 2013.

**What if I am an Agent licence holder?**

Agent licence holders will be required to do additional training. You will have until you reapply in 2013 to complete the units.

Refer to the training requirements section for details on the units that must be completed.

## ADDITIONAL TRAINING REQUIREMENTS CURRENT LICENCE HOLDERS

### SECURITY GUARD / SECURITY AGENT

<u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u>	<u>COURSE CODES</u>
<p><b>REQUIRED ADDITIONAL TRAINING</b></p> <p><i>This training must be completed by the time an existing licence holder reapplies in 2013</i></p>	<ul style="list-style-type: none"> <li>• CPPSEC2003A</li> <li>• CPPSEC2004A</li> <li>• CPPSEC2005A</li> <li>• CPPSEC2015A</li> <li>• CPPSEC2017A</li> <li>• CPPSEC3002A</li> <li>• TLIE707B</li> <li>• HLTFA301B</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you hold an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• CPPSEC3048A</li> <li>• CPPSEC4001A</li> <li>• CPPSEC4002A</li> <li>• CPPSEC4003A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>

## CROWD CONTROLLER / CROWD CONTROL AGENT

	<u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u>	<u>COURSE CODES</u>
<p><b>REQUIRED ADDITIONAL TRAINING</b></p> <p><i>This training must be completed by the time an existing licence holder reappplies in 2013</i></p>	<ul style="list-style-type: none"> <li>• Apply security procedures for the responsible service of alcohol</li> <li>• Respond to security risk situation</li> <li>• Screen people</li> <li>• Protect safety of persons</li> <li>• Control access to and exit from premises</li> <li>• Monitor and control individual and crowd behaviour</li> <li>• Manage conflict through negotiation</li> <li>• Control person using empty hand techniques</li> <li>• Apply first aid (or a senior first aid work place level 2)</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC1003AA</li> <li>• CPPSEC2004A</li> <li>• CPPSEC2010A</li> <li>• CPPSEC2011A</li> <li>• CPPSEC2012A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3013A</li> <li>• HLTFA301B</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you hold an Agent licence</i></p>	<ul style="list-style-type: none"> <li>• Maintain effective relationship with security clients</li> <li>• Manage a safe workplace in the security industry</li> <li>• Implement effective communication techniques</li> <li>• Advise on security needs</li> <li>• Assess risks</li> <li>• Assess threat</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3048A</li> <li>• CPPSEC4001A</li> <li>• CPPSEC4002A</li> <li>• CPPSEC4003A</li> <li>• CPPSEC4006A</li> <li>• CPPSEC4007A</li> <li>• BSBSMB404A</li> </ul>

## INQUIRY AGENT

<u>AGENT LICENCE HOLDERS</u>	<u>COURSE CODES</u>
<p><b>REQUIRED ADDITIONAL TRAINING</b></p> <p><i>This training must be completed by the time an existing licence holder reappplies in 2013</i></p> <ul style="list-style-type: none"> <li>• Maintain workplace safety in the security industry</li> <li>• Manage conflict through negotiation</li> <li>• Prepare and present evidence in court</li> <li>• Store and protect information</li> <li>• Work effectively in investigative services</li> <li>• Develop investigative plan</li> <li>• Compile investigative report</li> <li>• Provide quality investigative services to clients</li> <li>• Conduct surveillance</li> <li>• Gather information by factual investigation</li> <li>• Conduct interviews and take statements</li> <li>• Locate suspects</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• CPPSEC3001A</li> <li>• CPPSEC3002A</li> <li>• CPPSEC3009A</li> <li>• CPPSEC3012A</li> <li>• CPPSEC3026A</li> <li>• CPPSEC3027A</li> <li>• CPPSEC3028A</li> <li>• CPPSEC3029A</li> <li>• CPPSEC3030A</li> <li>• CPPSEC3032A</li> <li>• CPPSEC3033A</li> <li>• FNSMERC304B</li> <li>• BSBSMB404A</li> </ul>

## COMMERCIAL SUB-AGENT/ COMMERCIAL AGENT

<u>EMPLOYEE &amp; AGENT LICENCE HOLDERS</u>	<u>COURSE CODES</u>
<p><b>REQUIRED ADDITIONAL TRAINING</b></p> <p><i>This training must be completed by the time an existing licence holder reappplies in 2013</i></p> <ul style="list-style-type: none"> <li>• Communicate in the workplace</li> <li>• Collect debts</li> <li>• Repossess property</li> <li>• Serve legal process</li> <li>• Locate subjects</li> <li>• Initiate legal recovery of debts</li> <li>• Maintain financial record</li> </ul>	<ul style="list-style-type: none"> <li>• FNSICGEN301B</li> <li>• FNSMERC301B</li> <li>• FNSMERC302B</li> <li>• FNSMERC303B</li> <li>• FNSMERC304B</li> <li>• FNSMERC402B</li> <li>• BSBFIA301A</li> </ul>
<p><b>ADDITIONAL UNITS FOR AGENT LICENCE HOLDERS ONLY</b></p> <p><i>This training must be completed if you hold an Agent licence</i></p> <ul style="list-style-type: none"> <li>• Establish, manage and administer trust accounts</li> <li>• Develop and document case recommendations</li> <li>• Apply health and safety practices in the workplace</li> <li>• Work in the financial services industry</li> <li>• Undertake small business planning</li> </ul>	<ul style="list-style-type: none"> <li>• FNSSCONV503A</li> <li>• FNSICGEN404B</li> <li>• FNSICGEN304B</li> <li>• FNSICIND301B</li> <li>• BSBSMB404A</li> </ul>



## ENDORSEMENTS

**What types of endorsements are available?**

After 1 July 2011 licence holders will be able to apply for the endorsement of baton to be placed on their licence.

**What type of licence do I need to hold to have a Baton Endorsement?**

A baton endorsement can only be placed on a licence for those who undertake:

- Security general guarding
- Security guarding with dog
- Security guarding with firearm

**How do I get the endorsement placed on my licence?**

Licence holders will need to write to the Firearm Section of Tasmania police requesting an exemption allowing them to carry a baton.

Once the exemption is granted by Police, the required baton training (see below) needs to be completed. Following the training the licence holder lodges a form requesting that the endorsement allowing them to carry a baton be placed on their licence.

**BATON TRAINING**

- Control person using baton
- Restrain person using handcuffs
- CPPSEC3014A
- CPPSEC3015A

### CONTACT DETAILS

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15 Murray Street  
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