



**Australian Government**

# **CPPSEC4023 Implement contracting arrangements for security businesses**

**Release: 1**

# CPPSEC4023 Implement contracting arrangements for security businesses

## Modification History

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

New unit.

## Application

This unit specifies the skills and knowledge required to implement contracting arrangements to supply and obtain security services. It includes understanding the difference between direct employees and independent contractors and complying with fair work legislation when developing and implementing contractor agreements that ensure contractors receive correct and fair pay and conditions and security services contract terms specify sub-contractor approvals, costs, indemnities, supervision, management, reporting and record-keeping accountabilities.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Legislative, regulatory or certification requirements apply in some states and territories to the provision of advice on security solutions, strategies, protocols and procedures. For further information, check with the relevant regulatory authority.

## Pre-requisite Unit

None.

## Unit Sector

Security/Risk management

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

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|--|---|
| 1 Confirm security contractor employment requirements. | 1.1 Clarify requirements to comply with fair work legislation when employing workers for a security business. |
|  | 1.2 Conduct research to clarify the difference between direct   |

- employees and independent contractors and Australian Business Number holders under common law.
- 1.3 Source and confirm current pay rates, allowances, penalty and overtime rates for security workers.
  - 1.4 Collate and summarise findings in a format suitable for use as a reference tool.
- 2 Engage in contracting to supply and obtain security services.
- 2.1 Clarify nature, scope and regulatory requirements for security services to be contracted.
  - 2.2 Source potential contractors and check to confirm they meet security licencing requirements for specified security services.
  - 2.3 Conduct due diligence and background checks to identify and select quality contractors and mitigate risk to security business.
  - 2.4 Analyse proposal and contract documentation to clarify employment relationship with contractors.
  - 2.5 Consult with relevant persons to agree employment terms that ensure contractors receive correct and fair pay and conditions in accordance with fair work legislation.
  - 2.6 Confirm security services contract terms and include clauses that clearly specify sub-contractor approvals, costs, indemnities, supervision, management, reporting and record-keeping accountabilities.
  - 2.7 Arrange signing and exchange of security service contract between parties to the agreement.
- 3 Monitor and review security contracting practices.
- 3.1 Regularly monitor security contractor arrangements to ensure compliance with terms of security services contract and regulatory requirements.
  - 3.2 Monitor contractor records to promptly identify changes to services or contractor arrangements that represent potential breaches of contract or regulatory compliance.
  - 3.3 Consult with relevant persons to clarify security services and contracting arrangements and take required actions to maintain compliance with regulatory requirements.

- 3.4 Complete and secure all contracting documentation and records in a manner that facilitates future retrieval, compliance audits and ensures confidentiality and privacy.

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- oral communication skills to negotiate employment terms and conditions
- numeracy skills to calculate pay rates and allowances based on work classifications, shifts and hours of work.

## Unit Mapping Information

No equivalent unit.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>