



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPP20307 Certificate II in Technical Security**

**Release: 1**

## **CPP20307 Certificate II in Technical Security**

### **Modification History**

Not Applicable

### **Description**

Not Applicable

### **Pathways Information**

Not Applicable

### **Licensing/Regulatory Information**

Not Applicable

### **Entry Requirements**

Not Applicable

## Employability Skills Summary

<b>Employability Skills Qualification Summary</b>	
<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• apply literacy skills to:</li> <li>• assess and use workplace information</li> <li>• communicate in a clear and concise manner, in written and verbal modes</li> <li>• interpret and understand basic legal, financial, procedural and technical requirements</li> <li>• process workplace documentation</li> <li>• read and record data</li> <li>• apply numeracy skills to accurately record and collate and to undertake basic computations</li> <li>• ask for advice and clarification where appropriate</li> <li>• clearly and appropriately articulate product and service information to clients</li> <li>• communicate demonstrating social and cultural sensitivity and respect</li> <li>• communicate in a clear and concise manner, in written and verbal modes</li> <li>• give and receive information accurately</li> <li>• interpret and follow procedures and instructions as they relate to legal, regulatory and licensing requirements; occupational health and safety (OHS); industry standards and codes; work orders; plans and specifications; manufacturers' specifications; and emergency procedures</li> <li>• maintain and update records according to workplace procedures</li> <li>• provide clear quotes to clients</li> <li>• report and/or record routine workplace information such as client details, wear and damage to tools, system and equipment faults, as well as incidents that cause injury, are dangerous or potentially dangerous or are emergencies</li> <li>• report hazards, potential hazards and risks</li> <li>• report to the appropriate personnel any occurrence in the work area which may affect the safety and efficiency of operations</li> </ul>

<b>Employability Skills Qualification Summary</b>	
	<ul style="list-style-type: none"> <li>• understand technical industry terminology as well as meanings of safety signs and symbols and call signs</li> <li>• use basic workplace documents and user manuals</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• participate in and encourage others' contributions to OHS management</li> <li>• relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities</li> <li>• seek feedback from team members</li> <li>• seek specialist advice where appropriate</li> <li>• seek support to improve own performance</li> <li>• understand roles and responsibilities of self and team members</li> <li>• use interpersonal skills such as cooperation and flexibility</li> <li>• work effectively as part of a team</li> <li>• work within a team in a range of technical security activities</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• anticipate potential security equipment installation problems and take appropriate action</li> <li>• apply understanding of height, depth, breadth, dimension and position to actual operational activity</li> <li>• assess legislation, procedural requirements and OHS issues relevant to own work role and activities</li> <li>• identify and control workplace risks and hazards</li> <li>• identify and resolve customer service problems</li> <li>• perform various calculations relating to pricing estimates for labour, equipment and materials, time and quantities</li> <li>• repair and adjust security equipment and systems</li> <li>• respond appropriately to emergencies</li> <li>• solve routine problems</li> <li>• use basic problem-solving techniques</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• identify areas for improvement of OHS</li> </ul>

<b>Employability Skills Qualification Summary</b>	
	<ul style="list-style-type: none"> <li>• identify opportunities for vocational development in consultation with appropriate persons</li> <li>• maximise sales opportunities</li> <li>• recognise situations requiring variations to security system installation plans</li> <li>• respond appropriately to changing circumstances as indicated by security information</li> <li>• use analytical skills in relation to a limited range of routine areas</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• estimate time to complete activities and prioritise tasks</li> <li>• maintain an inventory of resources</li> <li>• maintain information and records system</li> <li>• obtain information necessary to address clients' inquiries</li> <li>• prepare for routine maintenance and installation work</li> <li>• prioritise security responses</li> <li>• source, organise and record information</li> <li>• store all information and documentation according to organisational and legislative guidelines</li> </ul>
<b>Self management</b>	<ul style="list-style-type: none"> <li>• apply organisational skills to prioritise daily activities</li> <li>• comply with all legislation associated with job specifications and procedures</li> <li>• demonstrate a commitment to complying with applicable legislative and procedural requirements</li> <li>• identify opportunities for professional development</li> <li>• organise, prioritise and complete daily work activities</li> <li>• seek feedback to improve own work performance</li> <li>• understand limitations of own role and abilities</li> <li>• understand required standards of uniform and personal grooming</li> <li>• use feedback and reflection to improve own work performance</li> </ul>

<b>Employability Skills Qualification Summary</b>	
	<ul style="list-style-type: none"> <li>• work on an individual basis</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• apply knowledge of terms and conditions of employment</li> <li>• identify future career opportunities</li> <li>• update skills and knowledge to accommodate changes in work environment and security equipment and systems</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• install a range of security equipment, components and systems</li> <li>• operate and check a range of tools and equipment to install security systems</li> <li>• store tools, resources and equipment safely and in appropriate locations, and according to manufacturer specifications</li> <li>• use computers and other information technology to communicate, prepare documentation and to operate security monitoring functions</li> </ul>

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

## Packaging Rules

<b>Packaging rules</b>	
<p>To achieve recognition at the Certificate II level, the candidate must demonstrate competency in the seven core units, plus one elective unit (total eight units). The required elective unit may be selected from other qualifications aligned at the Certificate I, II or III level in this Training Package or from other relevant endorsed Training Package qualifications aligned at the Certificate I, II or III level.</p>	
<b>Core units</b>	
CPPSEC2001A	Communicate effectively in the security industry
CPPSEC2002A	Follow workplace safety procedures in the security industry

<b>Packaging rules</b>	
CPPSEC2003B	Work effectively in the security industry
CPPSEC2020A	Provide technical security services to clients
CPPSEC2021A	Install security equipment and systems
CPPSEC2026A	Perform routine maintenance on security equipment and system
ICTCBL2136A	Install, maintain and modify customer premises communication cabling: ACA Restricted Rule
<b>Elective units</b>	
CPPSEC2022A	Install mechanical lock and locking system
CPPSEC2023A	Install CCTV equipment and system
CPPSEC2024A	Implement electronic monitoring procedures
CPPSEC2025A	Sell security products and services