



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC2008A Screen items

Release: 1

CPPSEC2008A Screen items

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit of competency specifies the outcomes required to screen items using image interpretation to ensure the security of premises. It requires the ability to operate security screening equipment and accurately interpret images to detect prohibited and dangerous items.</p> <p>This unit may form part of the licensing requirements for persons engaged in security screening and search operations in those states and territories where these are regulated activities.</p> <p>This unit provides coverage for both internationally defined Hold Baggage Screening (HBS) and Cabin Baggage Screening (CBS).</p>
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Application of the Unit

Application of the unit	<p>This unit of competency has wide application in the security industry in those roles involving security screening and search activities. In relation to the identification of drugs, competency involves a reporting function rather than law enforcement. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.</p> <p>This unit focuses on the screening function. It does not cover standard responses to security risk situations in the screening process, for example search, restraint and detention of persons which are covered by units such as CPPSEC2004A Respond to security risk situation and CPPSEC2005A Screen people.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for screening.	<p>1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to security screening operations are identified and complied with.</p> <p>1.2 <i>Assignment instructions</i> are obtained and clarified as required with <i>relevant persons</i>.</p> <p>1.3 Personal dress and presentation is maintained in accordance with client and organisational requirements.</p> <p>1.4 <i>Screening equipment</i> is <i>checked</i> for operational effectiveness in accordance with manufacturer's instructions.</p> <p>1.5 Equipment faults or damage are identified and reported in accordance with organisational procedures.</p>
2 Screen items.	<p>2.1 <i>Items</i> are screened using screening equipment appropriate to the purpose.</p> <p>2.2 Positioning of items for screening is physically controlled in accordance with organisational procedures.</p> <p>2.3 Items and equipment are closely <i>monitored</i> to promptly identify <i>prohibited or dangerous items</i>.</p> <p>2.4 <i>Search</i> of items is conducted as required in accordance with legislative requirements.</p> <p>2.5 Communication is courteous, professional and sensitive to individual <i>social and cultural differences</i>.</p> <p>2.6 Screening outcomes are <i>reported</i> and documentation maintained in accordance with organisational procedures.</p>
3 Interpret images.	<p>3.1 <i>Images</i> are accurately <i>interpreted</i> in accordance with manufacturer's instructions and <i>Occupational Health and Safety (OHS) requirements</i>.</p> <p>3.2 Image is scrutinised using appropriate image enhancement features.</p> <p>3.3 <i>Limitations</i> of image interpretation process are recognised and problems resolved or assistance sought as required from relevant persons.</p> <p>3.4 Prohibited or dangerous items are identified and appropriate <i>response</i> implemented in accordance with legislative requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- accurately identify prohibited and dangerous items
- accurately interpret images including meaning of colours, shapers and sizes of objects (if appropriate to workplace requirements)
- check, set up and operate screening equipment
- communicate effectively with people from different social, cultural and ethnic backgrounds and of varying physical and mental abilities
- communicate using clear and concise language
- comply with applicable legislative requirements, regulations and codes
- conduct a physical examination of items
- maintain goodwill and professionalism when dealing with incidents
- monitor and identify alarms (audible and visual)
- observe and monitor items and people
- operate a range of screening equipment
- physically control placement of items for screening (eg on a conveyor belt)
- present a professional image to members of the public and colleagues
- recognise suspicious behaviour
- record and report information
- use auto-calibration and image enhancement functions of screening equipment (if appropriate to workplace)
- work effectively as part of a team.

Required knowledge

- communication channels and procedures
- components, operating principles and characteristics of typical weapons, prohibited items and explosives that may be potentially contained in items
- correct methods and techniques for screening items
- correct positioning of items for screening
- duty of care, code of conduct and code of ethics requirements
- emergency and evacuation procedures
- layout and access points of premises
- legal provisions relating to powers and procedures for effecting an arrest
- legal provisions relating to search and seizure
- limitations of screening equipment
- limits of own responsibility and authority in relation to dealing with identified prohibited and dangerous items
- OHS requirements related to use of screening equipment
- operational principles of screening equipment
- positive alarm response procedures

REQUIRED SKILLS AND KNOWLEDGE

- principles of effective communication including interpersonal techniques
- procedures for conducting searches of items (baggage, goods, packages etc)
- procedures for ensuring safety of item which cannot be accurately screened
- procedures for reporting identified prohibited and dangerous items
- procedures to handling, isolating and confiscating prohibited and dangerous items
- situations requiring notification of a law enforcement officer or emergency services.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- complying with relevant legislation, regulations and procedures during screening and search of a range of items
- safely preparing and using screening equipment including conduct of calibration, checks and tests for operational effectiveness
- responding appropriately to alarms and identified prohibited and dangerous items and completing associated reports and documentation
- accurately interpreting images using image enhancement functions including interpreting the meaning of colours, shapes and sizes of objects on image
- using culturally appropriate communication techniques to give clear and accurate information to persons involved in screening and search processes.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services

- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment This unit of competency could be assessed using the following methods of assessment:

- observation of processes and procedures
- questioning of underpinning knowledge and skills.

Guidance information for assessment Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning, written or visual assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements may relate to:

- apprehension and powers of arrest
- Australian standards and quality assurance requirements
- aviation transport security acts and regulations
- counter-terrorism
- crowd control and control of persons under the influence

- of intoxicating substances
- force continuum, use of force guidelines
- general 'duty of care' responsibilities
- inspection of people and property, and search and seizure of goods
- licensing or certification requirements
- maritime transport security acts and regulations
- privacy and confidentiality
- relevant commonwealth, state and territory legislation, codes and national standards for:
 - anti-discrimination
 - cultural and ethnic diversity
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - OHS
- relevant industry codes of practice
- trespass and the removal of persons
- use of restraints and weapons:
 - batons
 - firearms
 - handcuffs
 - spray.

Organisational requirements may relate to:

- access and equity policies, principles and practices
- client service standards
- code of conduct or ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- equipment use and maintenance
- OHS policies and procedures
- own role, responsibility and authority
- privacy and confidentiality
- records and documentation
- resource parameters and use
- standard operating procedures for screening
- storage and disposal of information.

Assignment instructions may include:

- screening objectives, procedures and timeframes
- instructions from supervisor
- personal presentation requirements

- reporting and documentation requirements
 - resource and equipment requirements
 - specific client requirements
 - work tasks and procedures.
- Relevant persons may include:***
- aviation staff
 - client
 - colleagues
 - maritime staff
 - security personnel
 - supervisor.
- Screening equipment may include:***
- conveyor type equipment
 - explosive trace detection (ETD)
 - hand-held metal detector
 - trace particle detection
 - ultrasound
 - wand
 - x-ray observation equipment that has threat image projection system capability.
- Checked relates to:***
- performing required calibrations on screening equipment
 - setting up screening equipment
 - testing screening equipment.
- Items may include:***
- bags
 - cabin baggage
 - checked baggage
 - goods
 - hold baggage
 - packages
 - personal belongings
 - ship's stores.
- Monitored may relate to:***
- checking equipment to ensure correct working order or need for calibration
 - ensuring appropriate placement of items for screening
 - identifying alarms (audible and visual)
 - identifying suspicious behaviour or items
 - observing people.
- Prohibited or dangerous items:***
- are those items specified by the client or by federal, state or territory statutes
 - may be organics, weapons and explosives
 - may be described under aviation transport security regulations
 - may be described under maritime transport security regulations.

- Search of items:***
- involves a physical inspection
 - may be in the presence of the owner.
- Social and cultural differences may relate to:***
- dress and personal presentation
 - food preferences
 - language
 - religion
 - social conventions
 - traditional practices
 - values and beliefs.
- Reported may involve:***
- notifying screening point supervisor
 - notifying a law enforcement officer or security personnel
 - completing relevant documentation.
- Images may include:***
- ultrasound
 - x-ray.
- Interpreted should involve:***
- correctly interpreting image including shapes and sizes of objects
 - correctly interpreting the appearance of prohibited items or weapons
 - correctly interpreting the meaning of colours on the image (metals, organics and in-organics).
- Occupational Health and Safety (OHS) requirements may relate to:***
- identifying prohibited items, hazards or risks
 - safe use of x-ray interpretation equipment
 - safety of self and others.
- Limitations may relate to:***
- equipment faults or restrictions
 - image interpretation
 - own competency level or knowledge
 - problems with screening process
 - typical issues that occur when using screening equipment.
- Response may include:***
- completing relevant documentation
 - conducting further screening
 - escalation according to standard operating procedures
 - isolating items
 - notifying a law enforcement officer
 - notifying emergency personnel
 - notifying supervisor
 - verbal or written reporting.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Operations