Australian Government

Department of Education, Employment and Workplace Relations

# CPPSEC3019A Operate specialised security equipment

**Release: 1**

## CPPSEC3019A Operate specialised security equipment

## Modification History

Not Applicable

## Unit Descriptor

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| **Unit descriptor** | This unit of competency specifies the outcomes required to operate a range of specialised equipment in a security context. It requires the ability to employ safe work practices to prepare and use specialised security equipment to carry out designated tasks.   Competency also requires an ability to monitor operational effectiveness, diagnose faults and malfunctions, and maintain accurate records. |
| | This unit may form part of the licensing requirements for persons who operate specialised security equipment in those states and territories where these are regulated activities |

## Application of the Unit

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| **Application of the unit** | This unit of competency has wide application in the security industry in those roles which involve the use of specialised security equipment. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines. |

## Licensing/Regulatory Information

Refer to Unit Descriptor

## Pre-Requisites

Not Applicable

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# 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 |
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| **1 Select and prepare specialised equipment for use**. | 1.1 Applicable provisions of *legislative* and *organisational requirements* relevant to operating *specialised security equipment* are identified and complied with. |
| | 1.2 Specialised security equipment required to complete work tasks is selected in accordance with *assignment instructions*. |
| | 1.3 *Routine pre-operational checks* are carried out in accordance with manufacturer's instructions. |
| | 1.4 Faulty or damaged equipment is identified and reported in accordance with organisational procedures. |
| | 1.5 Appropriate licensing and certification requirements are identified and complied with prior to and during the operation of specialised security equipment. |
| **2 Operate specialised equipment**. | 2.1 Potential and existing risks and hazards in the workplace are identified and controlled in accordance with Occupational Health and Safety (OHS) guidelines. |
| | 2.2 Suitable *personal protection equipment* is selected, used and maintained in accordance with OHS guidelines. |
| | 2.3 Specialised security equipment is operated in a safe and controlled manner in accordance with manufacturer's instructions. |
| | 2.4 Specialised security equipment is operated for its specified purpose in accordance with assignment instructions. |
| **3 Maintain specialised equipment and resources**. | 3.1 Cleaning and maintenance of specialised security equipment is carried out in accordance with manufacturer's instructions. |
| | 3.2 Complex faults or repair requirements outside area of responsibility or competence are reported for specialist advice in accordance with organisational procedures. |
| | 3.3 Specialised security equipment is stored in accordance with manufacturer's instructions and organisational procedures. |
| | 3.4 Relevant *documentation* is completed and securely maintained in accordance with organisational procedures. |

## Required Skills and Knowledge

**REQUIRED SKILLS AND KNOWLEDGE**

## REQUIRED SKILLS AND KNOWLEDGE

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

### Required skills

- apply safe workplace practices and procedures
- carry out routine maintenance
- clean and maintain a safe workplace environment
- communicate effectively with people from different social, cultural and ethnic backgrounds and of varying physical and mental abilities
- complete documentation and maintain records
- conduct pre-operational checks
- identify and control workplace hazards and risks
- identify faults and determine appropriate repair or replacement action
- observe ergonomic and conservation requirements relevant to the operation of equipment
- obtain relevant licensing or certification
- operate a range of communication and business equipment
- operate a range of specialised equipment
- prepare documentation and maintain records
- read, interpret and analyse technical information.

### Required knowledge

- common and complex specialised equipment faults
- emergency procedures
- environmental and waste disposal procedures
- features and functions of a range of business and communication equipment
- licensing requirements for the operation of equipment
- maintenance procedures
- operational principles, functions and limitations of a range of specialised equipment
- pre-operational checking functions and procedures
- procedures to access manufacturer's specifications and other information relevant to the operation of specialised security equipment
- reporting and documentation requirements and processes
- requirements for the securing and storage of specialised equipment and materials
- routine maintenance procedures and repair techniques
- safe workplace procedures relevant to the operation of basic security equipment
- workplace procedures for obtaining and storing tools, equipment and materials.

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# 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.

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| **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: <br>• complying with applicable licensing, certification and legislative requirements prior and during the operation of specialised security equipment <br>• correctly cleaning, maintaining and storing specialised equipment and maintaining clear and safe operating areas <br>• preparing workplace documentation in a suitable style and format <br>• selecting and operating specialised security equipment appropriate to assignment requirements <br>• undertaking correct pre-operational checks and routine maintenance tasks and accurately identifying faulty, malfunctioning or damaged equipment. |
| **Context of and specific resources for assessment** | Context of assessment includes: <br>• a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement. <br><br>Resource implications for assessment include: <br>• access to plain English version of relevant statutes and procedures <br>• access to a registered provider of assessment services <br>• access to a suitable venue and equipment <br>• assessment instruments including personal planner and assessment record book <br>• work schedules, organisational policies and duty statements. <br><br>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: <br>• observation of processes and procedures <br>• questioning of underpinning knowledge and skills. |
| **Guidance information** | Assessment processes and techniques must be culturally |

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| **for assessment** | 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 or written 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.

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| *Legislative requirements may relate to*: | • apprehension and powers of arrest |
| | • Australian standards and quality assurance requirements |
| | • 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 |
| | • 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 |

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| | • relevant industry codes of practice |
| | • trespass and the removal of persons. |
| *Organisational requirements may relate to*: | • access and equity policies, principles and practices |
| | • business and performance plans |
| | • client service standards |
| | • code of conduct, code of ethics |
| | • communication and reporting procedures |
| | • complaint and dispute resolution procedures |
| | • emergency and evacuation procedures |
| | • employer and employee rights and responsibilities |
| | • OHS policies, procedures and programs |
| | • own role, responsibility and authority |
| | • personal and professional development |
| | • privacy and confidentiality of information |
| | • quality assurance and continuous improvement processes and standards |
| | • resource parameters and procedures |
| | • roles, functions and responsibilities of security personnel |
| | • storage and disposal of information. |
| *Specialised security equipment may include*: | • audible and visual warning devices |
| | • biometric devices |
| | • cameras, monitors and control equipment |
| | • car alarms |
| | • control panels and intercoms |
| | • detection devices |
| | • electronic and mechanical fire safety and fire locking systems |
| | • electronic readers or recognition controls |
| | • locks and locking systems |
| | • wireless equipment. |
| *Assignment instructions* **may include**: | • assignment objectives and timeframes |
| | • maintenance schedules |
| | • personal protective clothing and equipment requirements |
| | • reporting and documentation requirements |
| | • resource and equipment requirements |
| | • specific client requirements |
| | • work schedules |
| | • work tasks and procedures. |
| *Routine pre-operational checks* **may include**: | • checking log books and maintenance schedules |
| | • cleaning, priming, tightening, basic repairs and adjustments |
| | • identification and segregation of unsafe or faulty |

|                          | equipment for repair or replacement observing and monitoring noise levels for correct operation |
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*Personal protection equipment* **may include**:

- body armour
- breathing apparatus
- fire extinguisher
- first aid kit
- gloves
- head protection
- knee pads
- masks
- protective shield
- safety boots
- safety glasses.

- visual checks for wear and tear.

*Documentation* **may include**:

- equipment faults and diagnosis
- materials used, parts and components replaced
- operational reports
- recommended repairs or disposal of equipment
- repairs and servicing undertaken
- testing and inspection results
- written and electronic reports.

# Unit Sector(s)

**Unit sector**          Security

# Competency field

**Competency field**     Operations