



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3052A Inspect and test cash-in-transit security equipment

Release: 1

CPPSEC3052A Inspect and test cash-in-transit security equipment

Modification History

New unit

Unit Descriptor

This unit of competency specifies the outcomes required to inspect and test cash-in-transit security equipment. It requires the ability to inspect equipment and the work area, identify and assess the impact of faults on security requirements, and record and report the results of inspection and testing activities.

The unit requires legal and operational knowledge applicable to relevant sectors of the security industry.

Application of the Unit

This unit of competency applies to roles involving cash-in-transit activities in the security industry.

The skills and knowledge described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

This unit may form part of the licensing requirements for persons engaged in cash-in-transit security operations in those states and territories where these are regulated activities.

Pre-Requisites

Not applicable.

Employability Skills Information

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 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 the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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| 1 | Inspect equipment and work area | <p>1.1 Maintenance schedules and relevant <i>information</i> are reviewed to confirm inspection and testing requirements in line with degree of use, and <i>organisational</i> and <i>legislative requirements</i>.</p> <p>1.2 Tools, equipment and materials needed to carry out the work are selected and checked for correct operation and safety.</p> <p>1.3 Pre-operational checks of <i>cash-in-transit security equipment</i> are conducted according to manufacturer specifications and organisational requirements.</p> <p>1.4 Work area is checked and monitored to ensure ongoing safety according to <i>occupational health and safety (OHS) requirements</i>.</p> <p>1.5 Equipment, components and warning systems are <i>checked</i> for operational effectiveness according to manufacturer specifications and OHS requirements.</p> <p>1.6 Appropriate <i>interpersonal techniques</i> and <i>communication channels</i> are used to clarify issues with <i>relevant persons</i> as required according to organisational requirements.</p> |
| 2 | Identify and assess equipment faults | <p>2.1 Equipment faults are identified according to manufacturer specifications, and OHS and organisational requirements.</p> <p>2.2 Faults are assessed to determine impact on cash-in-transit security procedures.</p> <p>2.3 <i>Potential hazards and risks</i> are identified and assessed, and necessary controls implemented according to OHS</p> |

- and organisational requirements.
- 2.4 Non-serviceable systems or equipment are tagged and repair or disposal is arranged according to OHS and organisational requirements.
 - 2.5 Replacement system or equipment is promptly coordinated to ensure continuity of cash-in-transit security services according to OHS and organisational requirements.
- 3 Record and report inspection and testing results
- 3.1 Results of equipment inspection and testing are recorded and *reported*, highlighting safety issues according to organisational and legislative requirements.
 - 3.2 Documentation is completed and securely maintained according to organisational and legislative requirements.

Required Skills and Knowledge

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

Required skills

- problem-solving skills to:
 - identify and diagnose faults or deficiencies in operation of cash-in-transit security equipment
 - identify risk factors and assess degree of risk
- planning and organising skills to manage work tasks to meet operational timeframes
- observation and monitoring skills to check work area
- initiative and enterprise skills to predict consequences, apply contingencies and identify improvements
- literacy skills to:
 - identify and comply with legal and procedural requirements, including licensing requirements
 - read and interpret instructions, procedures, technical data and specifications
 - record, report and document information
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- self-management skills to:
 - communicate using appropriate channels, codes and signals
 - select and use appropriate personal protective equipment (PPE)
 - use correct manual handling techniques
- technology skills to select and use equipment appropriate to cash-in-transit tasks, including cash-in-transit security equipment

Required knowledge

- approved communication terminology, codes and signals
- Australian standards, regulations, procedures and codes of practice applicable to own role, responsibilities and cash-in-transit tasks
- common faults and malfunctions in cash-in-transit security equipment
- housekeeping standards
- permit and licensing requirements for cash-in-transit operations
- principles of effective communication, including interpersonal techniques
- principles of effective teamwork
- procedures for accessing and storing tools, equipment and materials
- procedures for inspecting and testing a range of cash-in-transit security equipment

- procedures for tagging non-serviceable equipment
- procedures to prepare for cash-in-transit operation, including systematic checks and correct strategic positioning and tactics
- risks and hazards posed by faulty equipment and inspection and testing activities, and related precautions and controls
- situations requiring support or assistance
- technical terminology related to cash-in-transit security equipment
- tools, equipment and materials required to inspect and test equipment

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.

<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>A person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • comply with legislative, organisational and OHS requirements to inspect and test cash-in-transit security equipment • inspect and test cash-in-transit security equipment according to manufacturer specifications and identify operational faults and defects • access and use necessary tools, equipment and materials to inspect and test cash-in-transit security equipment • identify non-serviceable systems or equipment and coordinate tagging and repair or disposal • identify risks and hazards that impact on safe operation of equipment and systems, and security of work area • use communication and interpersonal techniques to accurately and concisely convey information to others • accurately and legibly document and report operational details of equipment and system inspection and testing outcomes.
<p>Context of and specific resources for assessment</p>	<p>Context of assessment includes:</p> <ul style="list-style-type: none"> • a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement. <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> • 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

	<p>assessment record book</p> <ul style="list-style-type: none"> work schedules, organisational policies and duty statements. <p>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.</p>
Method of assessment	<p>Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods:</p> <ul style="list-style-type: none"> observation of processes and procedures questioning of underpinning skills and knowledge.
Guidance information for assessment	<p>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.</p> <p>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.</p> <p>Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.</p>

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.

Information may relate to:	<ul style="list-style-type: none"> client instructions codes of practice, including the National Standards for Manual Handling and the Industry Safety Code emergency procedures material safety data sheets (MSDS) operations manuals and job specifications quality assurance procedures manufacturer specifications
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	<ul style="list-style-type: none"> • standards and certification requirements • supplier instructions • workplace policies and procedures.
<p>Organisational requirements may relate to:</p>	<ul style="list-style-type: none"> • access and equity policies, principles and practices • business and performance plans • client service standards • code of conduct and code of ethics • communication and reporting procedures • complaint and dispute-resolution procedures • emergency and evacuation procedures • employer and employee rights and responsibilities • information that must be recorded • maintenance schedules • OHS policies, procedures and programs • own role, responsibility and authority • privacy and confidentiality of information • quality assurance and continuous improvement processes and standards • resource parameters and procedures • roles, functions and responsibilities of security personnel • servicing of cash-in-transit security equipment • statutory reporting • storage and disposal of information.
<p>Legislative requirements may relate to:</p>	<ul style="list-style-type: none"> • Australian standards and certification requirements • licensing and permits for firearms • licensing requirements for handling and carrying particular classes of goods • relevant state and territory regulations and legislation covering: <ul style="list-style-type: none"> • firearms • OHS • privacy • surveillance.
<p>Cash-in-transit security equipment may include:</p>	<ul style="list-style-type: none"> • access control systems • alarm systems • communications equipment • digital versatile discs (DVDs), video cassette recorders (VCRs) and webcams • electronic equipment • firearms • mobile and fixed telephones • portable and mounted two-way radio

	<ul style="list-style-type: none"> • PPE • public address system • surveillance cameras.
<i>OHS requirements</i> may relate to:	<ul style="list-style-type: none"> • controlling and minimising risks • correct manual handling, including shifting, lifting and carrying • duty of care • emergency procedures • first aid • housekeeping • identifying, assessing and reporting risks and hazards • monitoring the work environment • non-conforming or suspicious consignments • safe use and maintenance of security equipment • safety of self and others • security of work area • tagging of non-serviceable or faulty equipment • teamwork and back-up support • two-way radio • using PPE, such as: <ul style="list-style-type: none"> • firearms • gloves • safety headwear and footwear.
<i>Checking</i> aims to:	<ul style="list-style-type: none"> • confirm operational effectiveness • identify faults or damage that may limit operational capability • identify potential risks and hazards • identify servicing or maintenance requirements.
<i>Interpersonal techniques</i> may involve:	<ul style="list-style-type: none"> • active listening • being non-judgemental • being respectful and non-discriminatory • control of tone of voice • cultural awareness and sensitive use of language and concepts • demonstrating flexibility and willingness to negotiate • giving constructive feedback • providing sufficient time for questions and responses • using plain English • using positive body language • using questioning, reflection and summarising to clarify understanding.
<i>Communication channels</i> and processes	<ul style="list-style-type: none"> • direct line supervision paths • established communication protocols

may relate to:	<ul style="list-style-type: none"> • lateral supervision paths • organisational communication networks • use of mobile and fixed telephones • use of two-way radio • verbal and non-verbal communication procedures, such as: <ul style="list-style-type: none"> • abbreviations • call signs • coded messages • hand signals • phonetic alphabet • procedure words for radio telephone communication.
Relevant persons may include:	<ul style="list-style-type: none"> • clients • management • private security personnel • public sector security personnel • security consultants • specialist or technical staff • supervisor • team members.
Potential hazards and risks may include:	<ul style="list-style-type: none"> • exposed electrical wiring • firearms handling • hazardous or dangerous goods and materials • manual handling • non-compliance with manufacturer specifications.
Reports:	<ul style="list-style-type: none"> • may be: <ul style="list-style-type: none"> • verbal • written • may relate to: <ul style="list-style-type: none"> • faulty equipment • identified hazards and risks • inspection and testing outcomes • replacement equipment.

Unit Sector(s)

Competency field

Cash in transit

Unit sector

Security

Custom Content Section

Not applicable.