



Australian Government

CPPSEC2108 Screen people, personal effects and items to maintain security

Release: 1

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Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC2007A Screen people and CPPSEC2008A Screen items.

Units merged to reduce duplication and align with vocational needs.

This version first released with CPP Property Services Training Package Version 7.0.

Application

This unit specifies the skills and knowledge required to screen people, personal effects and items to maintain security.

It includes:

- clarifying and applying standard operating procedures and legal rights and responsibilities to ensure compliance
- obtaining required permissions and using a hand-held scanner and personal search methods to screen people, personal effects and items
- following procedures to carry out an appropriate response where prohibited or dangerous items are identified or alarms activated.

It applies to people working under general supervision as members of a security team.

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

Pre-requisite Unit

Nil

Unit Sector

Security operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Confirm and comply with work procedures and legal requirements for	1.1 Read workplace instruction, standard operating procedures and policies including workplace health and safety (WHS). 1.2 Clarify screening requirements with relevant persons.

security screening.	1.3 Apply to screening tasks to ensure compliance with legal rights and responsibilities. 1.4 Check personal presentation to ensure it complies with workplace standards for appearance.
2. Prepare screening equipment.	2.1 Select and check screening equipment for operational effectiveness. 2.2 Identify and report faulty and damaged equipment following workplace procedures.
3. Monitor and screen people and personal effects.	3.1 Observe and control flow of people through security point and provide information and assistance to maintain order. 3.2 Direct people through screening process using interpersonal and communication techniques that are courteous, professional and account for individual social and cultural differences. 3.3 Screen people using equipment that is fit-for-purpose, and adjust screening methods for infants and persons with special needs. 3.4 Identify need to search person and personal effects and request authority to proceed, or seek assistance from persons authorised to conduct search. 3.5 Conduct permitted personal search within legal constraints in a professional and courteous manner. 3.6 Where required personal search is not permitted, deny access through screening point and report status to relevant persons following workplace procedures. 3.7 Monitor people, personal effects and equipment to promptly identify prohibited or dangerous items.
4. Monitor and screen items.	4.1 Control position of items and carry out physical search and screening, using equipment that is fit-for-purpose. 4.2 Monitor items and equipment to promptly identify prohibited or dangerous items.
5. Report and respond to prohibited or dangerous items and alarm activations.	5.1 Conduct further screening to clarify potential prohibited or dangerous items. 5.2 Report and respond to identified prohibited or dangerous items and alarm activations following standard operating procedures. 5.3 Record screening outcomes using workplace documentation.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- language skills to provide information, advice and instructions, using structure and language that engages people, including young people and minority groups
- writing skills to record and describe observations
- reading skills to understand and follow:
 - standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements
 - signs and instructions that are written in English and may be diagrammatic, such as equipment instructions and dangerous goods or hazardous signs and labels
- speaking and listening skills to:
 - ask questions and listen to answers to gain information or confirm understanding when directing and explaining the screening process to members of the public
 - orally request authority to proceed with search of persons, and seek assistance where authority is not granted
 - communicate with emergency services
- problem solving skills to:
 - recognise suspicious behaviour when observing people through the screening process
 - recognise suspicious items, for example by checking size, shape and colour
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

Unit Mapping Information

Supersedes and is non-equivalent to CPPSEC2007A Screen people and CPPSEC2008A Screen items.

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>