



Australian Government

CPPSEC2109 Monitor and control access and exit of persons and vehicles from premises

Release: 1

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Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC2011B Control access to and exit from premises and CPPSEC3017A Plan and conduct evacuation from premises.

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 monitor and control the access and exit of people and vehicles from premises. Vehicles include any mobile plant or equipment requiring access to or exit from premises.

It includes:

- clarifying and applying standard operating procedures and workplace policies including workplace health and safety (WHS) to comply with legal rights and responsibilities
- checking and validating the identity and authority of people and vehicles entering and exiting from premises and refusing access as required
- inspecting baggage and vehicles to verify loads and to identify and report prohibited or hazardous items
- managing premises' access control systems, such as locked or alarmed doors, and identifying and responding to indications of unauthorised entry.

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	1.1 Read work instructions and standard operating procedures

comply with work procedures and legal requirements for controlling access to and exit from premises.	to clarify requirements for controlling access to and exit from premises. 1.2 Read workplace policies including WHS and apply to work tasks to ensure compliance with legal rights and responsibilities when performing security work.
2. Monitor people entering premises.	2.1 Check the identity of persons entering premises by matching relevant details on identification (ID) documents or using electronic ID equipment. 2.2 Allow person to enter premises where ID and authority to enter have been validated. 2.3 Use appropriate interpersonal techniques and oral and non-verbal communication to clarify issues and confirm compliance with conditions of entry. 2.4 Refuse entry to persons where conditions of entry have been breached using communication that takes account of social and cultural differences, and is in a form that is preferred and understood by the receiver.
3. Inspect baggage and vehicles entering or exiting premises.	3.1 Carry out baggage and vehicle inspections following standard operating procedures. 3.2 Report refusals to inspection requests immediately to relevant persons following workplace procedures. 3.3 Identify and report prohibited or hazardous items found during inspection in accordance with standard operating procedures.
4. Monitor vehicular traffic entering and exiting premises.	4.1 Verify identification and authority of vehicles entering premises in accordance with workplace requirements. 4.2 Direct incoming vehicles to appropriate unloading or parking areas in accordance with site requirements. 4.3 Check vehicles carrying dispatched product by matching load details against relevant documentation. 4.4 Report incidents that infringe or breach conditions of vehicular entry or exit.
5. Operate and monitor access control systems.	5.1 Monitor access control system in accordance with manufacturer's instructions. 5.2 Activate and deactivate access control system to meet work instructions. 5.3 Promptly identify and respond to indications of unauthorised entry following standard operating procedures. 5.4 Record details of unauthorised entry incident using a

	notebook in accordance with workplace requirements.
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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 or advice using structure and language to suit the audience
- 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
 - manufacturers' instructions for operating access control systems
- speaking and listening skills to:
 - ask questions and listen to answers to gain information or confirm understanding when checking the authority of persons or vehicles to enter premises
 - orally report refusals to baggage or vehicle inspection requests
 - communicate with emergency services
- numeracy skills to calculate time and estimate vehicular speed
- problem solving skills to match identification documentation to persons and recognise suspicious behaviour and items
- 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 CPPSEC2011B Control access to and exit from premises and CPPSEC3017A Plan and conduct evacuation from premises.

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>

Assessment Requirements for CPPSEC2109 Monitor and control access and exit of persons and vehicles from premises

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Performance Evidence

To demonstrate competency in this unit, a person must monitor and control:

- the entry of three persons to premises where:
 - one person is carrying dangerous or prohibited goods
 - one person does not meet conditions of entry
 - one person refuses a request to search baggage
- the entry and exit of two vehicles where one is carrying dangerous or prohibited goods
- entry to premises via an access control system where there has been at least one unauthorised attempt at entry.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- standard operating procedures and workplace policies that ensure compliance with legislative and regulatory requirements when monitoring and controlling access and exit of persons and vehicles from premises:
 - anti-discrimination and diversity
 - apprehension, arrest and restraint of persons
 - control of persons under the influence of intoxicating substances
 - duty of care
 - licensing requirements and limits of own authority
 - search of people, property and vehicles and seizure of goods
 - trespass and removal of persons
 - use of force
 - workplace health and safety (WHS)
- approved communication terminology, call signs and radio channels used in the security industry
- current national terrorism threat level and context

- how negotiation techniques can be used to defuse and resolve conflict
- operational principles and features of common access control systems
- premises' emergency and evacuation procedures
- premises' layout and access points
- purpose of Australia's *Strategy for Protecting Crowded Places from Terrorism* and understanding of:
 - definition of crowded places
 - key security issues for crowded places
 - objectives, characteristics and identification of active armed offenders
 - definition of hostile vehicles and methods of attack
 - signs of chemical weapons attack and recommended response
 - general features of improvised explosive devices and recommended incident response
- signs of intoxication
- signs of positional asphyxiation
- the phonetic alphabet and how it is used
- types of behavioural anomalies and suspect behaviours that can indicate criminal activity, hostile reconnaissance or the potential for terrorist activity
- types of behaviours and non-verbal language that can escalate conflict
- types of identification and authority required to confirm entry to premises
- types of vehicles that may require monitoring while accessing and exiting from premises, including:
 - bicycles
 - buses
 - cars
 - motorcycles
 - personal transporters
 - ride-on lawnmowers
 - trolleys
 - trucks
- ways that social and cultural differences may be expressed.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations (RTOs). All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainer's licence (where such a licence exists within the relevant jurisdiction) and a security operative licence that authorises the security activities about which the individual is training/assessing. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment of performance must be undertaken in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.

The assessment of performance evidence must be done by direct observation of the learner by an assessor, either by an assessor observing the learner physically or by an assessor observing the learner via audio and visual media.

Assessment of performance evidence is only valid where the learner has been assessed performing the role of a security officer.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- specifications of assessment tasks to monitor and control the access and exit of people and vehicles from premises
- appropriate documents, materials, equipment and personal protective equipment (PPE) currently used in industry
- standard operating procedures and workplace policies related to the security work role and which specify requirements for complying with industry legislation and regulations.

Links

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