



Australian Government

CPPSEC3117 Carry, operate and maintain shotguns for security purposes

Release: 1

CPPSEC3117 Carry, operate and maintain shotguns for security purposes

Modification History

Release 1.

New unit.

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

Application

This unit specifies the skills and knowledge required to safely and legally carry, operate and maintain shotguns for security purposes.

It includes:

- reviewing and complying with range rules and procedures, workplace policies and legal rights and responsibilities including firearms and weapons Acts and workplace health and safety (WHS)
- selecting and checking the shotgun, ammunition, duty gear and required personal protective equipment (PPE), and following manufacturers' specifications to ensure correct and safe operation
- operating a shotgun demonstrating correct techniques for loading and unloading, carrying, retention, shooting and discharging multiple shots at the same target and multiple targets to the required standard of accuracy
- discharging a shotgun at an approved range following local range rules and instructions from range personnel
- cleaning and maintaining shotguns following point, remove, observe, verify and examine (PROVE) safety procedures.

It applies to people working independently or under limited 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.

Note:

This unit requires appropriate permits to be obtained to conduct firearms training in some states and territories.

This unit does not result in a firearms licence or permit. Refer to the regulatory requirements of individual states and territories.

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. Prepare to carry and operate shotgun.	1.1 Review workplace policies and procedures including WHS to ensure compliance with legal rights and responsibilities when carrying and operating shotguns for security purposes. 1.2 Select shotgun and correct ammunition and duty gear for shotgun type, and use required personal protective equipment (PPE) and clothing. 1.3 Check that equipment is operational following manufacturers' instructions and rectify or report faults or malfunctions.
2. Operate a shotgun.	2.1 Access shotgun from car carry position and load ammunition. 2.2 Operate shotgun demonstrating compliance with fundamentals of shooting principles. 2.3 Control shotgun to demonstrate correct retention techniques. 2.4 Use available cover and concealment, and demonstrate correct techniques for low light shooting. 2.5 Discharge multiple shots at the same target and multiple targets to meet the required standard of accuracy. 2.6 Perform immediate and remedial actions in the event of shotgun malfunction. 2.7 Safely unload, store and secure shotgun in car carry position.
3. Discharge shotgun at approved range.	3.1 Interpret and comply with local range rules at approved shooting range. 3.2 Select and fit PPE including hearing and eye protection, and baseball cap to comply with range rules. 3.3 Handle shotgun according to fundamentals of shooting principles. 3.4 Follow commands from range personnel or firearms instructors. 3.5 Select correct ammunition for shotgun and load as

	instructed by range personnel or firearms instructor. 3.6 Discharge shotgun to meet approved course of fire and achieve required standards. 3.7 Complete range register and incident report as required.
4. Clean and maintain shotgun.	4.1 Apply PROVE procedures to physically check shotgun is safe and empty of ammunition prior to cleaning. 4.2 Select and use correct tools and cleaning kit for shotgun following manufacturers' instructions. 4.3 Access a suitable venue to clean shotgun following WHS procedures. 4.4 Disassemble and clean shotgun following manufacturers' instructions. 4.5 Reassemble shotgun and inspect to confirm safety and correct operation.

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:

- writing skills to complete range registers and incident reports
- reading skills to interpret:
 - standard operating procedures and policies that clarify legal rights and responsibilities
 - manufacturers' instructions and technical information when checking, operating and cleaning shotguns
 - signs that detail range rules that may be in written and diagrammatic formats
- speaking and listening skills to:
 - understand spoken commands from range personnel and firearms instructors
 - use questions to clarify instructions
- numeracy skills to apply basic mathematical techniques to:
 - select and use correct amount of ammunition
 - discharge correct number of shots
- problem solving skills to:
 - recognise faults and malfunctions in shotguns and equipment
 - correctly disassemble and reassemble shotgun
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others

Unit Mapping Information

New unit.

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

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 CPPSEC3117 Carry, operate and maintain shotguns for security purposes

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Performance Evidence

To demonstrate competency in this unit, a person must carry, operate and maintain shotguns for security purposes in:

- one dry fire environment
- one live fire shooting range.

On each occasion, the person must demonstrate:

- loading and unloading techniques:
 - administrative loading
 - combat load
 - loading for car carry
 - downloading to car carry
- compliance with fundamentals of shooting principles:
 - grip
 - stance
 - trigger control
 - sight alignment and picture
 - breathing
 - follow through.

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 carrying, operating and maintaining shotguns for security purposes:
 - carriage and use of firearms and weapons
 - duty of care
 - licensing requirements and limits of own authority
 - range rules at approved shooting range
 - selection and use of ammunition

- selection and use of duty gear
- use of force
- workplace health and safety (WHS)
- approved communication terminology, call signs and radio channels used in the security industry
- approved course of fire
- different procedures for operating various shotgun types and models
- duty gear required for carrying and using shotguns
- effective range of law-enforcement ammunition
- firearms retention techniques
- fundamentals of shooting including grip, stance, trigger control, sight alignment and picture, breathing and follow through
- legal consequences of pointing and firing a shotgun outside of an approved range
- loading and unloading techniques including administrative loading, combat load, loading for car carry and downloading to car carry
- low light shooting techniques
- methods for discharging multiple shots at same target and multiple targets
- nomenclature of modern law-enforcement ammunition
- nomenclature of modern law-enforcement shotguns
- operating sequence and principles of shotguns
- personal protective equipment (PPE) required when carrying and using shotguns and using an approved range
- procedures for attending an approved shooting range
- procedures for responding to multiple threats
- process of dynamic risk assessment and how it is applied
- reasons finger must remain off trigger until target is sighted
- rules of approved shooting range
- situations where it is appropriate to draw or use a shotgun to manage a perceived threat according to the use of force model
- techniques for proving a shotgun: point in a safe direction, remove ammunition, observe chamber, verify feeding path, and examine bore for obstructions
- the phonetic alphabet and how it is used
- types of security risk situations that may be encountered during armed assignments and appropriate responses.

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.

Assessment of performance must comply with jurisdictional regulatory requirements for conducting firearms training and assessment.

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

- specifications of assessment tasks to safely and legally carry, operate and maintain shotguns for security purposes
- appropriate documents, materials, and equipment currently used in industry
- shotgun, ammunition, duty gear and PPE to meet work instructions
- 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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