



Australian Government

CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments

Release: 1

CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments

Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC2027A Load and unload cash in transit in a secured environment and CPPSEC3050A Load and unload cash-in-transit in an unsecured environment.

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 load and unload cash-in-transit in secured and unsecured environments.

It requires

- constantly monitoring people, vehicles and goods in the loading area and implementing security procedures to prevent unauthorised access to cash-in-transit consignments
- securely transferring, verifying and delivering consignments and recording and reporting non-conformances
- formulating and applying contingency measures to respond to changing risk circumstances and maintain security during cash-in-transit operations.

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.

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. Select cash-in-transit loading	1.1 Review work instructions, procedures and policies including WHS to ensure compliance with legal rights and

site.	responsibilities when performing cash-in-transit operations. 1.2 Clarify operational details with relevant persons. 1.3 Select consignment loading site to meet work instructions. 1.4 Assess accessibility and security of loading site and, where deemed inappropriate, identify an alternative site in consultation with relevant persons. 1.5 Monitor people, goods and vehicles in the loading area to identify hazards, assess risks to consignment and implement necessary security controls. 1.6 Use interpersonal techniques to discuss consignment transfer details with relevant persons and obtain necessary authorisations.
2. Transfer and secure cash-in-transit.	2.1 Monitor loading area to maintain situational awareness and identify changing circumstances. 2.2 Implement security procedures and operate security systems to secure loading area and prevent unauthorised access. 2.3 Identify potential security risks and formulate contingency measures in consultation with relevant persons. 2.4 Respond to changing risk circumstances to maintain security of consignment and loading area. 2.5 Safely and securely transfer load according to work instructions. 2.6 Verify consignment information and record and report details of non-conforming items.
3. Deliver cash-in-transit and complete transfer documentation.	3.1 Deliver consignment and request client to verify consignment. 3.2 Complete transfer documentation in accordance with workplace requirements.

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 use security industry approved communication terminology, codes and signals
- writing skills to:
 - complete consignment transfer documentation
 - complete routine reports and forms

- reading skills to interpret:
 - workplace procedures and policies that clarify legal rights and responsibilities and WHS requirements
 - information and instructions written in English, such as consignment documents, labels and safety data sheets (SDS)
 - site plans and features to assess security of loading site
 - consignment information to verify contents
- speaking and listening skills to:
 - use questions to clarify operational information
 - use a radio to give clear, sequenced instructions and reports, for example when reporting discrepancies with consignment content
 - orally request the client to verify the consignment
- numeracy skills to estimate time to meet scheduled timeframes for loading and unloading cash-in-transit
- problem solving skills to:
 - recognise suspicious movements of people, vehicles or goods in the loading area
 - assess the security and identify the need for an alternative site
 - formulate contingency measures to respond to risks when transferring consignment
 - select and use correct manual handling techniques when carrying, loading and unloading cash-in-transit
- 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 CPPSEC2027A Load and unload cash in transit in a secured environment and CPPSEC3050A Load and unload cash-in-transit in an unsecured environment.

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 CPPSEC3120 Load and unload cash-in-transit in secured and unsecured environments

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Performance Evidence

To demonstrate competency in this unit, a person must load and unload cash-in transit consignments in:

- one secured location
- two different unsecured locations.

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 loading and unloading cash-in-transit:
 - anti-discrimination and diversity
 - apprehension, arrest and restraint of persons
 - counter terrorism
 - duty of care
 - licensing requirements and permits for firearms, and handling and carrying dangerous goods
 - limits of own responsibility and authority
 - trespass and the removal of persons
 - use of force
 - workplace health and safety (WHS) including manual handling
- accessibility and security issues that would deem a loading site to be inappropriate
- approved communication terminology, call signs and radio channels used in the security industry
- authorisations necessary to load and unload cash-in-transit consignments
- cash-in-transit carrying, loading and unloading techniques
- correct strategic positioning and tactics when conducting cash-in-transit operations

- difference between secured and unsecured loading sites and the risks associated with each
- principles of effective teamwork
- procedures for activating and de-activating a range of common security systems and devices
- procedures for handling non-conforming consignments
- procedures for responding to a violent encounter including armed robbery
- process of dynamic risk assessment and how it is applied
- the phonetic alphabet and how it is used
- types of security risks that may be encountered during cash-in-transit operations and appropriate responses for each
- understanding of the force model.

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 load and unload cash-in-transit in secured and unsecured environments
- appropriate documents, materials, cash-in-transit 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.

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