



Australian Government

CPPSEC3122 Plan provision of close protection services

Release: 1

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Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC3018A Provide for the safety of persons at risk.

Significant changes made to the unit to reflect current industry needs. This version first released with CPP Property Services Training Package Version 7.0.

Application

This unit specifies the skills and knowledge required to plan to provide close protection services for the safety and security of a principal who may be a celebrity, political figure, very important person (VIP) or other person requiring close protection services.

It includes:

- clarifying the principal's protection requirements and complying with legal rights and responsibilities, policies and procedures associated with close protection tasks
- gathering, verifying and assessing protective intelligence to gain a full understanding of potential threats, vulnerabilities and risks to the principal
- selecting routes and performing reconnaissance to clarify the risk environment and identify factors that might compromise safety and security
- working with others to assess threats, vulnerabilities and operational risks and plan protection arrangements.

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. Clarify roles, responsibilities and	1.1 Review work instructions, associated workplace and client's policies and procedures to clarify principal's close

close protection requirements.	protection requirements. 1.2 Clarify roles and responsibilities, with relevant persons, of self and others in the close protection team and chain of command. 1.3 Review legal rights and responsibilities of self and others in the close protection team and apply to work instructions.
2. Gather and assess protective intelligence.	2.1 Source background information on principal from multiple sources, and verify accuracy and relevance to work instructions. 2.2 Source and verify information to define and clarify operational parameters including the principal's itinerary, routes, venues and contacts. 2.3 Assess and record information in a manner that can be used to analyse potential threats, vulnerabilities and risks to principal. 2.4 Protect confidentiality and privacy of gathered information to comply with legal responsibilities.
3. Select routes and perform reconnaissance.	3.1 Analyse maps and other route information, and select primary and secondary routes to meet work instructions. 3.2 Perform reconnaissance of routes and venues based on work instructions and information. 3.3 Identify suitable embus and debus points, vulnerable areas and other factors that might compromise the safety and security of the principal. 3.4 Locate available safe areas that can be used in emergency situations. 3.5 Record reconnaissance findings and recommend changes to operational instructions to anticipate and avoid foreseeable risk situations.
4. Assess threats, vulnerabilities and operational risks and plan protection arrangements.	4.1 Evaluate factors that could influence threats, vulnerabilities and operational risks to assess and determine level and nature of potential threats, vulnerabilities and risks. 4.2 Identify resources and equipment required to protect principal from potential threats, vulnerabilities and risks. 4.3 Consult with principal and close protection team members to report potential threats, vulnerabilities and risks, to explain resource requirements, and to agree suitable protection arrangements. 4.4 Record details of planned protection arrangements 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:
 - use security industry approved communication terminology, codes and signals
 - observe and follow accepted protocols and methods for communicating with people from different social, professional and cultural contexts, such as foreign diplomats, celebrities and other very important persons (VIPs)
 - use positive non-verbal skills to develop rapport with others when working as part of a team
- writing skills to:
 - use a variety of expressions and sentence structures to provide factual information and express opinions when recording information and reconnaissance findings
 - sequence and present cohesive text when recording details of planned protection arrangements
- reading skills to interpret:
 - procedures and policies that clarify legal rights and responsibilities
 - information in different formats and contexts when gathering protection intelligence
 - different types of maps and information contained within navigation systems when planning routes
- speaking and listening skills to use questions and active listening to clarify tasks and verify spoken information
- numeracy skills to:
 - estimate time required to carry out operational tasks
 - use basic mathematical techniques to calculate resource requirements
- problem solving skills to:
 - plan alternative routes using maps
 - evaluate and adjust protective arrangements to meet changing risk circumstances
 - source intelligence from multiple sources to ensure sufficiency, validity and relevance to meet work instructions
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others
- technology skills to use a range of information technologies and devices to gather information.

Unit Mapping Information

Supersedes and is non-equivalent to CPPSEC3018A Provide for the safety of persons at risk.

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 CPPSEC3122 Plan provision of close protection services

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Performance Evidence

To demonstrate competency in this unit, a person must plan the provision of close protection services to meet the needs of two different principals.

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 planning the provision of close protection services:
 - anti-discrimination and diversity
 - confidentiality and privacy
 - counter terrorism
 - duty of care
 - information privacy and legal use of gathered intelligence
 - licensing requirements and limits of own authority
 - search of premises
 - surveillance
 - workplace health and safety (WHS)
- access and exit points and layout of work environment and premises to be accessed by principal
- approved communication terminology, call signs and radio channels used in the security industry
- basic contingency planning techniques
- chain of command relevant to protection services
- current national terrorism threat level and context
- difference between static, mobile and direct protection and the tactics used for each
- emergency and evacuation plans and procedures for premises that may be accessed by principal

- factors that may compromise safety and security of principal during embus and debus points and when entering and exiting premises
- from where and how to collect sufficient information to determine levels of threats, vulnerabilities and risks to principals, without compromising the safety or security of the principal
- how to access and use different types of maps
- how to use common global positioning satellite (GPS) devices, maps and tracking systems
- methods for ensuring intelligence is sufficient, valid and relevant to protection operation
- methods for verifying sources of intelligence
- process of dynamic risk assessment and how it is applied
- purpose of reconnaissance in planning safety and security of close protection operations
- research techniques using multiple sources
- role and legal rights and responsibilities of a close protection operative
- types of equipment and resources used when providing close protection services
- types of potential threats, vulnerabilities and risks that can be encountered during close protection operations
- 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 plan provision of close protection services
- 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.

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