



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC2013A Protect valuables in transit

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to collect and deliver valuables. It requires the ability to operate a security vehicle and equipment. Competency also requires the ability to monitor and identify potential threats to the security of persons and valuables and conduct appropriate response procedures.

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

Application of the Unit

Application of the unit This unit of competency has wide application in the security industry in those roles involving operational activities. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <i>bold italicised</i> text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for escort.	1.1 Applicable provisions of legislative and organisational requirements relevant to assignment instructions are identified and complied with. 1.2 Assignment instructions and other relevant information are clarified as required with relevant persons. 1.3 Resource and equipment requirements are confirmed and organised in accordance with organisational procedures. 1.4 Equipment is checked for operational effectiveness and faulty or damaged equipment is reported in accordance with organisational procedures. 1.5 Personal dress and presentation is maintained to professional standards at all times. 1.6 Communication channels and processes are identified and confirmed with relevant persons.
2 Undertake escort and maintain security.	2.1 Escort procedures are carried out in accordance with assignment instructions. 2.2 Security of valuables and personal safety requirements are monitored and maintained. 2.3 Continuous and active observation techniques are used to anticipate and identify potential security risk situations. 2.4 Response option is determined appropriate to identified security risk and implemented within scope of own role, competence and authority. 2.5 Assistance requirements are determined and requested in accordance with organisational procedures.
3 Complete escort.	3.1 Escort procedures are completed in accordance with assignment instructions and organisational procedures. 3.2 Equipment is checked, cleaned and stored in accordance with organisational procedures. 3.3 Accurate and constructive observations are provided during review and debrief procedures. 3.4 Recommendations for improvement to procedures are provided to inform future practice. 3.5 Relevant documentation is completed and securely maintained in accordance with organisational procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- communicate using appropriate channels and processes
- comply with procedures to assess and control security risks
- escort and maintain security of valuables
- identify and comply with applicable legal and procedural requirements including licensing requirements
- identify and comply with security incident response procedures
- identify and confirm route and schedule details
- identify risk factors and assess degree of risk
- identify support and assistance requirements
- operate vehicles, security and communications equipment
- record, report and document information
- relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- select and use appropriate personal protection equipment.

Required knowledge

- communication channels, codes and signals
- emergency and evacuation procedures
- escort procedures
- instructions and procedures for responding to security risk situations
- legal provisions relating to traffic regulations and 'use of force' guidelines
- limits of own responsibility and authority
- observation and monitoring techniques
- operational functions and procedures for the use of communications, security and personal protection equipment
- principles of effective communication including interpersonal techniques
- procedures and requirements for documenting security incidents
- reporting structure and processes
- security incidents and appropriate responses.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment

Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- complying with applicable legislative and procedural requirements while protecting valuables in transit
- identifying risk factors which might impact on the security of valuables and implementing appropriate response measures
- maximising the security of valuables and the personal safety of self and others during escort procedures
- operating security vehicles and equipment
- using effective communication techniques to give clear and accurate information in a form which is preferred and understood by the receiver.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

This unit of competency could be assessed using the following methods of assessment:

- observation of processes and procedures
- questioning of underpinning knowledge and skills.

Guidance information for assessment

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written

assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements may relate to:

- apprehension and powers of arrest
- Australian standards and quality assurance requirements
- counter-terrorism
- crowd control and control of persons under the influence of intoxicating substances
- force continuum, use of force guidelines
- general 'duty of care' responsibilities
- inspection of people and property, and search and seizure of goods
- licensing or certification requirements
- privacy and confidentiality
- relevant commonwealth, state and territory legislation, codes and national standards for:
 - anti-discrimination
 - cultural and ethnic diversity
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - Occupational Health and Safety (OHS)
- relevant industry codes of practice
- trespass and the removal of persons
- use of restraints and weapons:
 - batons
 - firearms
 - handcuffs

Organisational requirements may relate to:

- spray.
- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- OHS policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.

Assignment instructions may include:

- assignment purpose and objective
- assignment tasks and procedures
- assignment timeframe
- client information
- collection and set-down locations
- escort route
- incident and security risk response procedures
- personal presentation requirements
- personal protection equipment
- premises location and layout
- reporting and documentation requirements
- resource and equipment requirements
- travel routes and schedules.

Relevant persons may include:

- clients
- colleagues
- emergency services personnel and agencies
- security personnel
- supervisor.

Resources and equipment may include:

- communication equipment
 - earpiece
 - pager
 - portable and mounted two-way radio
 - telephone and mobile phone

	• maps • pen and security notebook • personal protection equipment • receptacles for carrying valuables • security equipment • electronic screening equipment • video cameras and monitors • security personnel and specialist services • transport. • direct line supervision paths • established communication protocols • formal communication pathways • lateral supervision paths • organisational communication networks • verbal and non-verbal communication procedures eg pro-words, phonetic alphabet, call signs, coded messages, use of abbreviations, hand signals.
<i>Communication channels and processes may relate to:</i>	
<i>Valuables may include:</i>	• artworks • bullion • cash • documents • jewellery • precious stones.
<i>Personal safety requirements may relate to:</i>	• appropriate vehicle • provision of back-up support • regular communication • specific security equipment • taking an alternative route • working in a team.
<i>Security risks may relate to:</i>	• accidents • terrorism • theft • violence.
<i>Documentation may include:</i>	• activity logs • incident reports • request for assistance forms • security risk and incident details • vehicle and personnel movements • written and electronic reports.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Operations