



Australian Government

Department of Education, Employment and Workplace Relations

CSCSAS202A Screen access to and exit from premises

Revision Number: 2

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Modification History

CSCSAS202A Release 2: Layout adjusted. Minor changes to required knowledge.
CSCSAS202A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to monitor and screen the access and exit of persons and vehicles to and from premises, including checking authorisations, detecting unauthorised items, and searching people, goods and vehicles.

Application of the Unit

This unit applies to all people working in detention centres, correctional centres or prisons, community corrections offices, justice administration offices and on work sites where detainees, prisoners or offenders are under statutory supervision. Candidates will not hold statutory responsibility and will be supervised in their work duties.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Screen people and property entering and leaving the site.	1.1 Act in a polite and professional manner when screening people and property. 1.2 Check the identity of people entering restricted areas by matching relevant details on identification documents. 1.3 Issue and collect entry passes according to <i>organisational policies and procedures</i>. 1.4 Report and record incidents that infringe regulations. 1.5 Provide information required about the visit to people who need to know. 1.6 Provide <i>escorts</i> according to regulations and instructions. 1.7 Search personal property according to authorisations, procedures and code of conduct. 1.8 Handle <i>prohibited items</i> according to procedures. 1.9 Report items found during search accurately and in the required format.
2 Screen vehicles and goods entering and leaving the site.	2.1 Control vehicle access and issue of vehicle passes according to procedures. 2.2 Check and verify items being transported into and from the premises or site against authorised documentation. 2.3 Search deliveries, goods and vehicles entering and leaving the site according to procedures. 2.4 Identify and report unauthorised goods accurately and to the authorised officers. 2.5 Direct vehicle parking according to regulations and instructions. 2.6 Report vehicle incidents or accidents to authorised officer.

Required Skills and Knowledge

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

Required skills:

- complying with security procedures for the control of access to and exit from premises
- using equipment for the purpose and in the manner intended and authorised
- using search methods specified in operating procedures
- identifying faults in security procedures and problems in equipment and practices
- being polite and courteous to visitors
- responding to incidents and emergencies
- using information systems.

Required knowledge:

- an awareness of all aspects of organisation's policies and procedures relevant to screening access to and exit from premises
- requirements for incident records and reports
- requirements for emergency evacuation
- use of equipment and safety procedures
- faults and potential problems and the requirements for reporting them
- risks and emergencies and the requirements for identifying and responding to them
- strategies for reducing and managing risk factors
- duty of care responsibilities and requirements.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Assessment of this unit can be applied using a combination of training outcomes and performance in the workplace, with the principal evidence developed through performance in routine work functions in the workplace.

Evidence should be gathered over time and drawn from the range of routine and required work activities relevant to the performance criteria, the range statement and the organisational environment. Assessment of competence in this unit relies on demonstrated compliance with standard operating procedures and organisational policies.

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

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to screen access to and exit from premises in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when screening access to and exit from restricted premises, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to security requirements for accessing and exiting restricted premises
- access to appropriate learning and assessment support when required.

Method of assessment

Evidence must include observation and information generated in the workplace as well as observation of performance in routine work functions or, where this is not possible, in a simulated exercise only where necessary to confirm the transferability of the competencies.

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues
- scenarios
- simulations or role plays.

Guidance information for assessment

This unit should be assessed in conjunction with all other units with components of safety and security.

This unit contains knowledge which may be assessed off the job, for example, in a structured learning process, and performance outcomes which should be assessed ideally in the workplace in routine activities and in conjunction with other units with specific functional focus.

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

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 in the performance criteria is detailed below. Add any 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.

Organisational policies and procedures should include:

- security guidelines for screening access to and exit from restricted premises
- guidelines for accountability of movements and activities of offenders or members of the public
- authorisations to search
- guidelines for the handling, security and storage of unauthorised property
- use and maintenance of general security equipment relevant to work roles and responsibilities
- relevant legislation and statutory requirements governing work role in the justice system.

Escorts may be required for:

- professional visitors, including lawyers, medical personnel and dentists
- contractors
- interstate or international visitors
- local community groups
- professional support staff, including education and programs staff
- representatives from external agencies and services.

Prohibited items that need to be seized and held can vary according to the jurisdiction and its policies and purpose, and may include:

- prescription and non-prescription drugs
- other drugs on illegal or banned lists
- food
- vegetable matter
- mobile phones
- money
- firearms and associated equipment, such as ammunition
- knives and similar weapons
- general weapons, including knuckledusters, bows and arrows
- explosives and associated equipment
- dangerous goods.

Unit Sector(s)

Safety and security.

Competency field

Not applicable.