



Australian Government

Department of Education, Employment and Workplace Relations

TLIO3008A Implement cash-in-transit security procedures

Release: 1

TLIO3008A Implement cash-in-transit security procedures

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement cash-in-transit security procedures, including checking and monitoring personnel and goods within the work area, coordinating responses on security incidents/emergencies, and carrying out surveillance of work areas. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant sections of the regulations of the relevant state/territory authorities concerned with the secure delivery of valuables, secured products, documents and materials.

Work is performed under general or limited supervision. It involves the application of the basic principles, routine procedures and regulatory requirements to the transfer of cash-in-transit in unsecured environments.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Check and monitor personnel and goods within the work area	1.1 Personnel and vehicles are checked in accordance with workplace operational procedures and statutory authority regulations 1.2 Receival and delivery of consignment are recorded in accordance with workplace operational procedures to ensure identification of carrier, vehicle, consignment, receiver and documentation 1.3 Consignment content is checked to ensure that container seals are correctly applied and audit trail preserved prior to commencing operations 1.4 Discrepancies in consignments are reported in line with workplace procedures
2 Coordinate responses on security incidents/emergencies	2.1 Security incidents/emergencies are dealt with in accordance with statutory authority regulations and workplace operational procedures 2.2 When reports of incidents/emergencies are communicated, the intended message is transmitted in a concise style that conforms to workplace policy 2.3 Potential security risks are observed and reported in accordance with operational procedures
3 Carry out surveillance of work areas	3.1 Surveillance of work areas is carried out in accordance with workplace operational procedures and statutory authority regulations to ensure security requirements are fulfilled 3.2 Equipment is checked and operated in accordance with workplace procedures and, where applicable, statutory regulations
4 Complete reports	4.1 Reports of operations are completed within workplace procedures and timelines 4.2 Incidents or occurrences are reported to authorities and workplace personnel in writing and verbally as appropriate

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant state and territory permit and licence regulations and requirements related to the

REQUIRED KNOWLEDGE AND SKILLS

security of cash-in-transit

- Relevant OH&S procedures and guidelines
- Risks and hazards when transferring cash-in-transit and related precautions to control the risk
- Operational procedures for identification of security risks
- Details of work area, security procedures, personnel and consignment for delivery or collection
- Contingency planning relating to managing and controlling security risks
- Requirements for approved work procedures and relevant equipment
- Housekeeping standards procedures required in the workplace
- Typical problems that can occur when implementing cash-in-transit security procedures and appropriate action that can be taken to prevent or solve them

Required skills:

- Communicate effectively with others when implementing cash-in-transit security procedures
- Read and interpret instructions, procedures, information and signs relevant to cash-in-transit security procedures
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to cash-in-transit security procedures
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when implementing cash-in-transit security procedures
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when implementing cash-in-transit security procedures in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise when implementing cash-in-transit security procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Apply relevant agreements, codes of practice or other legislative requirements
- Plan own work including predicting consequences and identifying improvements
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Identify and correctly use equipment, processes and procedures
- Adapt to differences in equipment in accordance with standard operating procedures

Required skills:

- Safely use correct manual handling techniques
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated

EVIDENCE GUIDE

- environment at the registered training organisation, and/or
- in an appropriate range of situations in the workplace

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.

- | | |
|---|--|
| Operations may be conducted: | <ul style="list-style-type: none"> • in a range of work environments and weather conditions • by day or night |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Security risks that may be observed and reported include: | <ul style="list-style-type: none"> • consignment unsealed, in unusual position, or displays evidence of being tampered with • loose goods • suspicious persons or vehicles • changes to physical environment • potential fire hazards • consignment subject to inclement weather • inappropriate security maintenance requirements • possible breakdown in security procedures |
| Security requirements covered by surveillance activities may include: | <ul style="list-style-type: none"> • clients are appropriately protected • buildings, pavement routes, exits, entrances, thoroughfares and vehicles are secured • personnel and vehicles have been checked for authorisation to be in secured area • storage areas are secured • consignment is secured |
| Security arrangements may be: | <ul style="list-style-type: none"> • routine or established for particular purposes |
| Reporting may be: | <ul style="list-style-type: none"> • verbally or in writing |
| Hazards may include: | <ul style="list-style-type: none"> • vehicular and pedestrian traffic • firearm handling • persons with felonious intent • uneven ground, steps, road surfaces • dust and vapours • hazardous or dangerous materials |

RANGE STATEMENT

Consignment risk may include:	• humidity, air temperature • staff fidelity • other theft • loss through negligence
Consultative processes may involve:	• clients • private security personnel • public sector security personnel • police • security consultants • other employees and supervisors • management • union representatives • industrial relations and OH&S specialists • other professional or technical staff
Communication in the work area may include:	• mobile and fixed phones • radio • oral, aural or signed communications
Security systems/devices may include:	• two key safes • ATM vaults • surveillance cameras • VCRs • alarm systems • access control systems • time delay devices
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures
Personal protective equipment may include:	• gloves • safety headwear and footwear • firearms • two-way radios
Information/documents may include:	• workplace procedures and policies • operations manuals and job specifications • relevant manufacturers specifications • competency standards and training materials • supplier and/or client instructions • material safety data sheets • codes of practice including the National Standards for

RANGE STATEMENT

Applicable regulations and legislation may include:	Manual Handling and the Industry Safety Code • award, enterprise bargaining agreement, other industrial arrangements • standards and certification requirements • quality assurance procedures • emergency procedures • state/territory OH&S regulations and legislation, including manual handling regulations • relevant Australian Standards and certification requirements • relevant state/territory privacy legislation • relevant state/territory firearms legislation • licensing and permits for firearms and security occupations • licensing requirements for driving and carrying particular classes of goods • relevant state/territory road rules and traffic acts
---	---

Unit Sector(s)

Not Applicable

Competency Field

Competency Field O - Security