|  |  |
| --- | --- |
| **UNIT CODE** | CPPSEC2XXX |
| **UNIT TITLE** | Patrol premises to monitor property and maintain security |
| **APPLICATION** | This unit specifies the skills and knowledge required to patrol premises to monitor property and maintain security.It includes: * interpreting and complying with standard operating procedures, workplace policies and legal rights and responsibilities including workplace health and safety (WHS)
* preparing for work by clarifying patrol requirements and ensuring equipment is operational
* conducting a complete patrol sequence to meet work instructions, including activating and deactivating alarms or other security systems, monitoring and inspecting property and access points to confirm security status
* interpreting alarm signals and assessing and responding to potential security risks
* working with others to communicate security status, request assistance and respond effectively to changing circumstances
* oral and written reporting

It applies to people working under general 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. |
| **PREREQUISITE UNIT** | Nil |
| **ELEMENTS** | **PERFORMANCE CRITERIA** |
| Elements describe the essential outcomes. | Performance criteria describe what needs to be done to demonstrate achievement of the element. |
| 1. Interpret and comply with procedures and legal requirements. | 1.1 Read work instructions and standard operating procedures for patrol and clarify work tasks with relevant persons.1.2 Interpret and comply with workplace policies and legal rights and responsibilities for work tasks, including WHS. |
| 2. Prepare for security patrol. | 2.1 Maintain personal dress and presentation to meet work instructions.2.2 Check resources and equipment for operational effectiveness following manufacturers’ instructions, and replace or report faulty or damaged equipment.2.3 Confirm patrol area, access and entry points and alarm locations, and clarify issues with relevant persons. |
| 3. Carry out patrol sequence and monitoring. | 3.1 Conduct systematic personal safety checks on a regular basis.3.2 Patrol premises following site patrol schedules, routes and work instructions.3.3 Activate and deactivate alarms or other security systems following procedures.3.4 Monitor and inspect property and access points to confirm security status in accordance with work instructions.3.5 Use communication processes and equipment to regularly convey security status to relevant persons. |
| 4. Identify, report and respond to security risks. | 4.1 Interpret alarm signals and identify potential security risks.4.2 Communicate security risk details to relevant persons, and request assistance.4.3 Assess risk and carry out security response within scope of own competence and authority.4.4 Monitor changing circumstances and adjust response to maintain security. |
| 5. Finalise patrol and complete documentation. | 5.1 Complete patrol sequence and confirm security of premises.5.1 Record details of patrol and incidents using workplace documentation. |
| ***FOUNDATION SKILLS***A person demonstrating competency in this unit must have the following language, literacy, numeracy and employment skills:* language skills to provide information or advice using structure and language to suit the audience
* writing skills to record and describe observations and complete forms
* reading skills to interpret and follow:
	+ standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements
	+ maps and other site information when clarifying the patrol area
* speaking and listening skills to:
	+ ask questions and listen to answers to gain information or confirm understanding when negotiating to resolve conflict
	+ orally report security risk information using a radio or telephone
* numeracy skills to estimate time required to complete patrol activities
* problem solving skills to interpret alarm signals
* self-management skills to plan tasks to meet job requirements
 |
| **UNIT MAPPING INFORMATION** | Supersedes and is equivalent to CPPSEC2015A Patrol premises |
| **LINKS** | Companion volumes to this training package are available at the VETNet website:<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b> |

|  |  |
| --- | --- |
| **TITLE** | CPPSEC2XXX Patrol premises to monitor property and maintain security |
| **PERFORMANCE EVIDENCE** |
| A person who demonstrates competency in this unit must on two (2) separate occasions, conduct patrols to monitor property and maintain security, involving, at a minimum, the following on each occasion:* an alarm activation
* indications of unauthorised access
* the presence of an intruder

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 including:
	+ apprehension, arrest and restraint of persons
	+ crowd control and control of persons under the influence of intoxicating substances
	+ duty of care
	+ licensing requirements and limits of own authority
	+ trespass and the removal of persons
	+ use of force
	+ workplace health and safety (WHS)
* approved communication terminology, call signs and radio channels used in the security industry
* differences between procedures for mobile and static patrols
* methods for monitoring property and access points
* operational principles of basic security and alarm systems, communications and protective equipment
* procedures for responding to multiple alarm activations
* types of security risk situations that may be encountered during patrol operations and appropriate responses
* risk assessment steps and how they are applied
* site emergency and evacuation plans and procedures
* site layout, including access and exit points and location of alarms and security systems
* the phonetic alphabet and how it is used
 |
| **ASSESSMENT CONDITIONS**  |
| Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations. Assessment of performance must be undertaken in a simulated workplace or environment that reflects workplace conditions. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.Assessors are responsible for ensuring that the person demonstrating competency has access to:* specifications of assessment tasks to patrol premises to monitor property and maintain security
* appropriate documents, materials, equipment and personal protective equipment 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
 |
| **LINKS** | Companion volumes to this training package are available at the VETNet website:<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b> |

For inclusion in separate Companion Volume: Range Statements

|  |  |
| --- | --- |
| ***Work instructions*** may relate to: | * assignment objectives and timeframes
* back-up support or assistance
* communication equipment and procedures
* incident and security risk response procedures
* instructions from supervisors or colleagues
* legislative and regulatory compliance requirements relating to work tasks
* patrol site or zone
* personal presentation requirements
* premises location and layout
* resource and equipment requirements
* specific client information and instructions
* travel routes and schedules
* use of workplace documentation
* reporting requirements
* workplace health and safety (WHS) including use of personal protective clothing and equipment
* work tasks and standard operating procedures
 |
| ***Patrol*** may be: | * mobile
* on foot
 |
| ***Patrol tasks*** may include: | * alarm activation, deactivation and response
* external inspections
* incident responses
* inspection of premises, access points and property
* internal and external patrol of premises
* observation and monitoring of premises, property and equipment
* route finding and location identification
* site escorts
 |
| ***Relevant persons*** may include: | * clients
* colleagues
* emergency services personnel
* supervisors
 |
| ***Workplace policies and legal rights and responsibilities*** may relate to: | * apprehension and powers of arrest
* assignment instructions
* client service standards
* code of conduct and ethics
* communication and reporting procedures
* crowd control and control of persons under the influence of intoxicating substances
* duty of care
* emergency and evacuation procedures
* industry codes of practice
* licensing requirements
* own role, responsibilities and authority
* risk management
* search of people and property and seizure of goods
* team work
* trespass and the removal of persons
* use of force guidelines
* workplace health and safety (WHS) policies and procedures
 |
| ***Resources and equipment*** may include: | * communication equipment
* earpiece
* pager
* portable and mounted two-way radio
* telephone and mobile phone
* data or GPS (Global Positioning System) terminals
* locks
* maps and other site information
* patrol call recording equipment
* pen and security notebook
* personal protection equipment
* security equipment
* electronic screening equipment
* video cameras and monitors
* torch
* transport
 |
| ***Security systems*** may include: | * card-operated electronic access control systems
* electronic keypad operated intruder alarm systems
* electronic screens such as closed-circuit television (CCTV)
* locks and keys including key security systems and procedures
 |
| ***Security risks*** may relate to: | * breaches of law e.g. trespass, criminal damage, offences against people, public order, misuse of drugs and alcohol
* emergencies e.g. fire, scenes of crime, accidents
* hazards e.g. physical, chemical, electrical, psychological, biological
* terrorism threats e.g. vehicles, packages, bombs, sabotage, assassination
 |
| ***Security response*** may involve: | * checking identification
* defusing the situation
* evacuating the premises
* isolating risk or area of potential risk
* issuing spoken warnings
* notifying relevant emergency services agencies
* offering assistance
* providing first aid
* requesting support and assistance
* restraint of person
* search of person or items
* tactical withdrawal
* using basic defensive techniques
* using negotiation techniques
 |
| Documentation may include: | * activity logs
* incident reports
* request for assistance forms
* security risk and incident details
* vehicle and personnel movements
* written and electronic reports
 |