|  |  |
| --- | --- |
| **UNIT CODE** | CPPSEC3XXX |
| **UNIT TITLE** | Conduct security screening using explosive trace detection equipment |
| **APPLICATION** | This unit specifies the skills and knowledge required to conduct security screening of people using explosive trace detection (ETD) equipment. ETD equipment can detect and indicate by means of an alarm, the presence of a target amount of explosive material.It includes: * interpreting and complying with procedures, workplace policies and legal rights and responsibilities for security screening using ETD equipment
* checking, calibrating and operating EDT equipment following manufacturers’ specifications
* using sensitive spoken communication techniques to prepare people for ETD sampling, and using correct techniques to screen people and items using ETD equipment
* responding appropriately to positive and negative ETD results
* monitoring the screening area to maintain situational awareness and respond quickly to security risks

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. |
| **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. Prepare for screening using ETD equipment. | 1.1 Interpret and comply with procedures, workplace policies and legal rights and responsibilities for conducting security screening using ETD equipment.1.2 Follow manufacturers’ instructions to prepare, check and calibrate ETD equipment, and rectify or report problems to relevant persons. |
| 2. Conduct ETD sampling and testing. | 2.1 Select person and items for ETD screening, and explain EDT screening procedures using interpersonal techniques and communication that accounts for individual social and cultural differences. 2.2 Use an ETD wand to screen person and items following workplace procedures.2.3 Test sample using ETD equipment following workplace procedures. |
| 3. Respond to sample results and potential security risks. | 3.1 Recognise positive and negative results and repeat testing following workplace procedures.3.2 Take appropriate action to respond to a double positive result, and request assistance from relevant persons.3.3 Monitor persons and items in the screening area to maintain situational awareness and to respond promptly to potential security risks.3.4 Record results of screening using ETD equipment 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 and engage minority groups
	+ use strategies to overcome language barriers
* reading skills to interpret:
	+ procedures and policies that clarify legal rights and responsibilities
	+ manufacturers’ instructions and equipment labels when checking, testing, calibrating and operating ETD equipment
* speaking and listening skills to:
	+ give clear, sequenced instructions when assisting people through the screening process
	+ use questions to clarify understanding when receiving spoken information
* numeracy skills to estimate time required to complete work tasks
* problem solving skills to:
	+ identify equipment faults and malfunctions
	+ apply contingency measures to respond to a double positive screening results
	+ recognise suspicious items and behaviours while applying screening procedures
* self-management skills to plan tasks to meet job requirements
* teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others
 |
| **UNIT MAPPING INFORMATION** | No equivalent unit |
| **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** | CPPSEC3XXX Conduct security screening using explosive trace detection equipment |
| **PERFORMANCE EVIDENCE** |
| A person who demonstrates competency in this unit must on two (2) separate occasions, conduct security screening using explosive trace detection (ETD) equipment, involving, on each occasion:* giving clear spoken instructions to direct the person for ETD sampling and screening
* responding to one (1) double-positive and one (1) positive-negative result and implementing appropriate responses for each

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:
	+ anti-discrimination and diversity
	+ counter terrorism
	+ dangerous goods
	+ duty of care
	+ limits of own authority
	+ workplace health and safety (WHS)
* client service standards for requesting ETD sampling and explaining screening procedures
* methods and techniques involved in sampling and screening people and items using ETD equipment
* potential hazards, risks and security risk situations that can arise when screening people and personal effects using ETD equipment
* procedures for checking, testing, calibrating and operating ETD equipment
* procedures for conducting ETD swab testing and analysis
* procedures for obtaining verbal consent to ETD sampling
* procedures for reporting the detection of explosive material and other security risks
* procedures for responding to double-positive ETD detection
* procedures for when people do not consent to ETD sampling
* site emergency and evacuation plans and procedures
* situations requiring assistance when screening people and items using ETD equipment
* surveillance techniques for monitoring security of the screening point
* techniques for overcoming language barriers to ensure correct information exchange
* ways that individual and social cultural differences may be expressed
 |
| **ASSESSMENT CONDITIONS**  |
| Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations. Assessment of performance must be undertaken in an operational workplace environment 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 conduct security screening using ETD equipment
* 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

|  |  |
| --- | --- |
| ***Workplace policies and legal rights and responsibilities*** may relate to: | * access and equity policies, principles and practices
* aviation transport and maritime transport Acts and regulations
* chain of command
* client service standards
* communication and reporting procedures
* counter terrorism
* dangerous goods
* duty of care
* emergency and evacuation procedures
* items that are prohibited
* licensing requirements
* own role, responsibilities and authority
* professional standards, code of conduct and ethics
* risk management
* procedures for selecting a random and continuous sample of persons passing through the screening point
* team work
* use of force guidelines
* using and storing hazardous materials and substances
* workplace health and safety (WHS) policies and procedures
 |
| ***Relevant persons*** may include: | * clients and their staff
* colleagues
* emergency services personnel (police, ambulance, fire brigade)
* security personnel
* supervisors
 |
| ***Interpersonal techniques*** may relate to: | * active listening
* being non-judgemental
* being respectful and non-discriminatory
* constructive feedback
* control of tone of voice and body language
* culturally aware and sensitive use of language and concepts
* demonstrating flexibility and willingness to negotiate
* effective verbal and non-verbal communication
* maintaining professionalism
* providing sufficient time for questions and responses
* reflection and summarising
* two-way interaction
* use of plain English
* use of positive, confident and cooperative language
 |
| ***Social and cultural differences*** may be expressed in**:**  | * age
* beliefs, values or practices
* cognitive (intellectual) ability
* conventions of gender and sexuality
* cultural stereotypes
* dress
* ethnicity
* food or diet
* kinship, family structure and relationships
* language skills
* personal history and experiences which may be traumatic
* physical, emotional and intellectual differences
* race
* religious and spiritual observances
* social conventions
* traditional practices and observations
 |
| ***Positive results*** may relate to: | * the audible or visual alarm produced by the equipment when indicating the presence of a target amount of explosive material within the range of the equipment according to the operating program of the equipment
 |
| ***Monitoring*** may relate to: | * following procedures to maintain security
* maintaining vigilance and awareness to immediately recognise changes in the work area or individual or group behaviour
* recording details of observations or risk situations
 |
| ***Security risks*** may relate to**:**  | * injury to persons, e.g. staff and members of the public
* persons acting suspiciously
* persons carrying prohibited items such as weapons
* persons suffering from emotional or physical distress
* persons who are drug affected or under the influence of intoxicating substances
* persons with criminal intent
* presence of biological hazards or chemicals
* presence of explosives
* potential terrorist activity
* suspicious packages, bags or substances
 |