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| **UNIT CODE** | CPPSEC3XXX |
| **UNIT TITLE** | Conduct security screening using hand-held metal detectors |
| **APPLICATION** | This unit specifies the skills and knowledge required to conduct security screening of people and personal effects using a hand-held metal detector. Hand-held metal detectors are portable electronic devices that can detect metal by magnetic induction while the device is passed over a person or their personal effects.It includes: * interpreting and complying with procedures, workplace policies and legal rights and responsibilities for security screening using hand-held metal detectors
* checking, testing and operating the detector following manufacturers’ specifications to ensure screening techniques cover the full body and personal effects and detect sources of positive alarms
* using sensitive spoken communication to direct, position and assist people through the screening process and investigate alarm sources
* 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 hand-held metal detector. | 1.1 Interpret and comply with procedures, workplace policies and legal rights and responsibilities for screening people and personal effects using a hand-held metal detector.1.2 Follow manufacturers’ instructions to check battery, turn detector on, test for correct audible and visual signals, and rectify or report problems to relevant persons.1.3 Calibrate detector to correct sensitivity and volume for screening tasks. |
| 2. Screen people and personal effects. | 2.1 Identify hazards and risks in the work area and implement necessary controls to maintain safety of people and property.2.2 Direct and position person at the screening point using interpersonal techniques and communication that accounts for individual social and cultural differences.2.3 Sweep hand-held metal detector over the body and personal items within the maximum range specified by manufacturers’ instructions for the type of detector.2.4 Complete screening using hand-held metal detector ensuring full body and all personal effects have been scanned. |
| 3. Respond to positive alarms and potential security risks. | 3.1 Respond to positive alarms and locate and secure prohibited items following workplace procedures.3.2 Where there is a positive alarm without a visible source, request assistance from the person to reveal potential alarm sources and repeat the scan until all alarms have been investigated.3.3 Identify situations requiring specialist assistance and report to relevant persons.3.4 Monitor persons and items in the screening area to maintain situational awareness and promptly respond to potential security risks. |
| ***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:
	+ medical cards or letters for people requiring alternate screening methods
	+ procedures and policies that clarify legal rights and responsibilities
	+ manufacturers’ instructions and equipment labels when checking, testing, calibrating and operating hand-held metal detectors
* 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
	+ find the sources of positive alarms and interference
	+ recognise suspicious items and behaviours
* 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
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| **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> |

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| **TITLE** | CPPSEC3XXX Conduct security screening using hand-held metal detectors |
| **PERFORMANCE EVIDENCE** |
| A person who demonstrates competency in this unit must on two (2) separate occasions, conduct security screening using a hand-held metal detector, involving, on each occasion:* giving clear spoken instructions to direct the person into the correct stance and body positioning to ensure scanning of the entire body and personal effects
* responding to positive alarms and identifying at least two (2) prohibited items

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)
* techniques for overcoming language barriers to ensure correct information exchange
* methods for screening people and items using a hand-held metal detector including infants, children and people with specific needs
* potential hazards, risks and security risk situations that can arise when screening people and personal effects using hand-held metal detectors
* procedures for reporting the detection of prohibited items and security risks
* procedures for checking, testing, calibrating and operating a range of hand-held metal detectors
* possible causes of positive alarms and interference from the work environment
* site emergency and evacuation plans and procedures
* situations requiring assistance when screening people and items using hand-held metal detectors
* surveillance techniques for monitoring security of the screening point
* types of items that are prohibited including weapons, explosives and dangerous goods
* ways that individual and social cultural differences may be expressed
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| **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 a hand-held metal detector
* 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
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For inclusion in separate Companion Volume: Range Statements

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| ***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
* team work
* use of force guidelines
* workplace health and safety (WHS) policies and procedures
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| ***Relevant persons*** may include: | * clients and their staff
* colleagues
* emergency services personnel (police, ambulance, fire brigade)
* security personnel
* supervisors
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| ***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 oral 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
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| ***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
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| ***Positive alarms*** may relate to: | * the audible or visual alarm produced by the hand-held metal detector when indicating the presence of a target amount of metal within the range of the detector according to the operating program of the detector
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| ***Prohibited items*** may relate to: | * dangerous goods that are corrosive, flammable, explosive, spontaneously combustible, toxic, oxidising or water-reactive
* explosives or explosive devices
* items that are not permitted to enter the premises
* weapons such as knives, guns or sharp objects
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| ***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
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| ***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
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