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| **UNIT CODE** | CPPSEC3XXX |
| **UNIT TITLE** | Conduct security screening using walk-through metal detection equipment |
| **APPLICATION** | This unit specifies the skills and knowledge required to conduct security screening of people and personal effects using walk-through metal detection equipment. Walk-through metal detection equipment is any electronic device in an upright configuration capable of being used in a security screening environment for the detection of metal by magnetic induction as a person walks through the detection zone.  It includes:   * interpreting and complying with procedures, workplace policies, and legal rights and responsibilities for security screening using walk-through metal detection equipment * setting up, testing and operating the walk-through equipment * using sensitive spoken and non-verbal communication to manage the order and flow of people through the screening point * using special screening methods for infants, children and people with specific needs * responding to positive alarms to locate and remove prohibited items * following legal requirements and procedures to request permission and conduct personal search * responding to situations where screening is denied, using communication equipment to report risks * maintaining situational awareness to monitor and maintain security and respond quickly to risks in the screening area   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 walk-through metal detection equipment. | 1.1 Interpret and comply with procedures, workplace policies and legal rights and responsibilities for screening people and personal effects using walk-through metal detection equipment.  1.2 Set up and test walk-through metal detection equipment following manufacturers’ instructions, and rectify or report problems to relevant persons. |
| 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 Operate walk-through metal detection equipment following manufacturers’ instructions.  2.3 Direct and assist people through the screening point using interpersonal techniques and communication that accounts for individual social and cultural differences.  2.4 Use alternate screening methods to accommodate infants, children and people with specific needs. |
| 3. Monitor screening and respond to potential security risks. | 3.1 Monitor people through the screening point and give spoken and non-verbal instructions to maintain an orderly flow and address causes of potential delays.  3.2 Identify persons not consenting to be screened and take appropriate action following workplace procedures.  3.3 Respond to positive alarms and locate and secure prohibited items following workplace procedures.  3.4 Identify the need to conduct personal search, and clarify legal authority to search in consultation with relevant persons.  3.5 Obtain consent for personal search, and use approved search techniques locate or confirm the absence of prohibited items.  3.6 Where permission to search is refused, use communication equipment to immediately report situation to relevant persons.  3.7 Monitor persons and items in the screening area to maintain situational awareness and to respond promptly 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   + use non-verbal signals to give directions to people through the screening point * 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 setting up, testing and operating walk-through metal detection equipment * speaking and listening skills to:   + give clear, sequenced instructions when managing flow and assisting people through the screening point   + use a radio or phone to report risks   + 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   + 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 | |
| **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 walk-through metal detection equipment |
| **PERFORMANCE EVIDENCE** | | |
| A person who demonstrates competency in this unit must on two (2) separate occasions, conduct security screening using walk-through metal detection equipment, involving, on each occasion:   * modifying the screening process to accommodate the needs of:   + one (1) child   + one (1) person who is unable to walk unassisted through the screening point * 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   + personal search   + workplace health and safety (WHS) * techniques for overcoming language barriers to ensure correct information exchange * methods for screening infants, children and people with specific needs * potential hazards, risks and security risk situations that can arise when screening people and personal effects using walk-through metal detection equipment * procedures for obtaining permission to search * procedures for reporting the detection of prohibited items and security risks * procedures for responding to denied request to search * procedures for setting up and testing walk-through metal detection equipment * site emergency and evacuation plans and procedures * situations requiring personal search to be conducted * 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. | | |
| **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 walk-through metal detection 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 | | |
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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 |
| ***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 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 |
| ***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 |
| ***Alternate screening methods*** may be required for: | * a person in a wheelchair who may or may not be able to stand unassisted * a person not in a wheelchair but who requires a walking aid * a person who is hearing impaired * a person who is vision impaired * a person who is vision impaired who has an assistance animal such as a guide dog * a person who requires the assistance of a carer * a person with a prosthetic device, body brace or other medical device * a person with medical condition that may affect the screening process using walk-through equipment |
| ***Alternate screening methods*** can include: | * personal search * using a wand |
| ***Positive alarms*** may relate to: | * the audible or visual alarm produced by the walk-through metal detection equipment when indicating the presence of a target amount of ferrous metal inside the frame according to the operating program of the equipment |
| ***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 |
| ***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, eg. 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 |