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| **UNIT CODE** | CPPSEC3XXX |
| **UNIT TITLE** | Implement cash-in-transit security procedures |
| **APPLICATION** | This unit specifies the skills and knowledge required to implement cash-in-transit security procedures to protect consignments and secure the work area.It includes: * interpreting and complying with work instructions, workplace procedures and policies and legal rights and responsibilities including workplace health and safety (WHS) to identify and control hazards and risks
* constant surveillance of people, vehicles and goods in the work area, operating security systems to prevent unauthorised access, and coordinating a response to security incidents to maintain safety and security of the consignment, self, people and property
* problem-solving to predict consequences and apply contingencies where incidents can escalate to emergency situations
* oral and written reporting

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 cash-in-transit operation. | 1.1 Review work instructions, procedures and workplace policies to interpret and comply with legal rights and responsibilities.1.2 Operate and check security and communications equipment to verify operational effectiveness.1.3 Conduct systematic safety checks and confirm correct strategic positioning and tactics to ensure security of consignment.1.4 Monitor people, goods and vehicles in the work area to identify hazards, assess risks to consignment, and implement necessary security controls.1.5 Record receipt and delivery of consignment.1.6 Check consignment content to verify security, and report discrepancies to relevant persons. |
| 2. Maintain surveillance and security of work area. | 2.1 Monitor security equipment to maintain situational awareness and identify changing circumstances in the work area.2.2 Operate security systems to secure work area and prevent unauthorised access.2.3 Regularly check security equipment to ensure operational effectiveness and take immediate corrective actions where faults are identified. |
| 3. Coordinate response to security incident. | 3.1 Observe the work area to identify security incident and assess risk of escalation and emergencies.3.2 Direct immediate security response, following WHS procedures, to protect consignment and safety of self, people and property.3.3 Use communication equipment to receive and transmit accurate and concise incident information to relevant persons. |
| 4. Finalise cash-in-transit operation and report incident. | 4.1 Finalise cash-in-transit security procedures and record details using workplace documentation.4.2 Give oral account of security incident details to relevant persons. |
| ***FOUNDATION SKILLS***A person demonstrating competency in this unit must have the following language, literacy, numeracy and employment skills:* language skills to use security industry approved communication terminology, codes and signals
* writing skills to:
	+ record consignment receipt and delivery information
	+ complete routine reports and forms
* reading skills to interpret:
	+ workplace procedures and policies that clarify legal rights and responsibilities and WHS requirements
	+ information and instructions written in English, such as consignment documents and labels and safety data sheets (SDS)
* speaking and listening skills to:
	+ use questions to clarify and verify spoken security risk information
	+ use a communication equipment to give clear, sequenced instructions and reports, for example when reporting discrepancies with consignment content
* numeracy skills to estimate time when receiving and delivering consignments
* problem solving skills to:
	+ recognise suspicious movements of people, vehicles or goods in the work area
	+ assess incidents and potential emergency situations and apply contingency measures
	+ identify malfunctioning security equipment
* 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** | Supersedes and is equivalent to CPPSEC3051A Implement cash-in-transit security procedures |
| **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 Implement cash-in-transit security procedures |
| **PERFORMANCE EVIDENCE** |
| A person who demonstrates competency in this unit must implement cash-in transit security procedures for two (2) separate operations involving different security risk situations.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
	+ apprehension, arrest and restraint of persons
	+ counter terrorism
	+ duty of care
	+ licensing requirements and permits for firearms, and handling and carrying dangerous goods
	+ limits of own responsibility and authority
	+ trespass and the removal of persons
	+ use of force
	+ workplace health and safety (WHS) including manual handling
* approved communication terminology, call signs and radio channels used in the security industry
* cash-in-transit surveillance and monitoring techniques
* chain of command relevant to cash-in-transit operation
* correct strategic positioning and tactics when conducting cash-in-transit operations
* factors that may indicate escalation of conflict or risk and situations requiring specialist assistance
* principles of effective teamwork
* procedures for activating and de-activating a range of common security systems and devices
* procedures for communicating and collaborating with emergency services
* procedures for handling non-conforming consignments
* procedures for responding to a violent encounter including armed robbery
* risk assessment steps and how they are applied
* the phonetic alphabet and how it is used
* types of security incidents and emergencies that may be encountered during cash-in-transit operations and appropriate responses for each
* understanding of the force model.
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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 implement cash-in-transit security procedures
* 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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| ***Work instructions*** may relate to: | * back-up support or assistance
* chain of command
* communication equipment and procedures
* consignment receipt and delivery instructions
* incident and security risk response and emergency procedures
* instructions from supervisors or colleagues
* legislative and regulatory compliance requirements relating to work tasks
* operational instructions and timeframes
* personal presentation requirements
* reporting requirements
* resource and equipment requirements
* specific client information and instructions
* travel routes and schedules
* use of workplace documentation
* workplace health and safety (WHS) including use of personal protective clothing and equipment and manual handling
* work tasks and standard operating procedures
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| ***Workplace policies and legal rights and responsibilities*** may relate to: | * anti-discrimination and diversity
* apprehension and powers of arrest
* chain of command
* client service standards
* code of conduct and ethics
* communication and reporting procedures
* duty of care
* emergency and evacuation procedures
* industry codes of practice
* licensing requirements for firearms and cash-in-transit operations
* operational instructions
* own role, responsibilities and authority
* risk management
* trespass and the removal of persons
* use of firearms
* use of force guidelines
* workplace health and safety (WHS) policies and procedures
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| ***Security and communications equipment*** may include: | * access control systems
* alarm systems
* closed circuit television (CCTV)
* drones
* earpiece
* electronic equipment
* mobile and fixed telephones
* portable and mounted two-way radio
* public address system
* surveillance cameras
* webcams
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| ***Hazards and risks*** may relate to: | * consignment unsealed, in unusual position or displaying evidence of tampering
* firearms handling
* hazardous or dangerous goods and materials
* inappropriate security maintenance requirements
* inclement weather
* loose goods
* packages, goods, baggage or cargo left unattended or tampered with
* persons carrying weapons
* persons causing a public nuisance
* persons behaving suspiciously
* persons in emotional or physical distress
* persons under the influence of intoxicating substances
* persons with criminal intent
* persons, vehicles and equipment in unsuitable locations
* poor manual handling techniques
* possible breakdown in security procedures
* potential fire hazards
* suspicious or unattended vehicles in areas not designated for parking
* suspicious packages or substances
* terrorism
* uneven ground, steps or road surfaces
* vehicular and pedestrian traffic
* violence or physical threats
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| ***Risks to consignment*** may relate to: | * hazards
* high-risk locations
* loss through negligence
* security of loading and unloading site
* theft
* weather
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| ***Checking*** consignments may relate to: | * confirming that container seals are correctly applied
* confirming that the audit trail is preserved
* identifying loose goods
* identifying signs of tampering
* identifying potential fire hazards
* identifying unsealed consignments
* identifying suspicious consignments, such as unusual positioning
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| ***Recording*** receipt and delivery details may include: | * consignment details
* identification of carrier
* identification of receiver
* identification of vehicle
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| ***Relevant persons*** may include: | * authorities
* clients or their staff
* colleagues
* emergency services personnel
* members of the public
* security personnel
* specialist or technical staff
* supervisors
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| ***Security systems*** may relate to: | * activating and de-activating security systems and devices, such as:
* access control systems
* alarm systems
* ATM vaults
* digital versatile discs (DVDs), video cassette recorders (VCRs) and webcams
* surveillance cameras
* time-delay devices
* two-key safes
* armed robbery response
* checking authorisation of personnel and vehicles in secured area
* security of consignment
* protecting clients
* security of buildings, pavement routes, exits, entrances, thoroughfares and vehicles
* security of storage areas
* vehicle accident response
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