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| **UNIT CODE** | CPPSEC3XXX |
| **UNIT TITLE** | Implement close protection services |
| **APPLICATION** | This unit specifies the skills and knowledge required to implement close protection services to protect the safety and security of a principal who may be a celebrity, political figure, very important person (VIP) or other person requiring close protection services.It includes:* interpreting operational information and instructions to comply with legal rights and responsibilities and policies and procedures governing close protection tasks
* preparing for the close protection operation by organising and checking equipment and resources, and liaising with members of the close protection team to exchange operational information and report according to chain of command
* searching and securing premises to be used by the principal, and providing close protection escort services using approved foot formations and procedures for debus and embus
* maintaining communication with the principal and members of the close protection team to ensure ongoing safety and security, maintain situational awareness, identify and respond decisively to threats which may come from multiple sources, and using reasonable defensive techniques that minimise use of force and maximise the safety and security of the principal, self and others
* recording and reviewing operational outcomes and incidents and identifying improvements to future practices

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 close protection operation. | 1.1 Interpret operational information and instructions to comply with legal rights and responsibilities, and with policies and procedures governing protection tasks.1.2 Assess planning information to clarify protective arrangements including known threats, vulnerabilities and risks and contingency measures.1.3 Select and organise resources and equipment to meet work instructions and check to ensure correct operation.1.4 Liaise with members of close protection team to exchange and report operational information in accordance with chain of command. |
| 2. Search and secure premises. | 2.1 Confirm authority to search premises to be used by principal in consultation with persons on site.2.2 Use search methods and procedures to identify potential threats, vulnerabilities and risks, and implement necessary controls to ensure premises are secure.2.3 Report problems and request specialist assistance as required to maintain security of premises. |
| 3. Provide close protection escort. | 3.1 Monitor the environment to maintain situational awareness and avoid hazards while implementing protective arrangements.3.2 Exchange information with principal to ensure safety and security, and balance principal’s needs with operational needs.3.3 Use communication equipment and non-verbal methods to convey information and to receive instructions from members of close protection team.3.4 Perform safe debus and embus of principal following workplace procedures.3.5 Carry out foot escort formations that avoid or minimise risks and threats to principal following standard procedures. |
| 4. Respond to threat and protect principal. | 4.1 Identify source of threat and assess risk to safety and security of principal.4.2 Use immediate and decisive response actions that extract principal from threat and minimise use of force.4.3 Give clear and concise instructions to the principal and close protection team members within limits of own role and responsibilities.4.4 Use defensive techniques that are reasonable in the circumstances to defend principal, self and others.4.5 Remain alert to multiple threats and identify and respond to secondary or subsequent incidents to maintain safety and security of principal, self and others. |
| 5. Finalise and review close protection operation. | 5.1 Fulfil close protection services in accordance with work instructions.5.2 Record operational outcomes and incident observations using workplace documentation.5.3 Participate in review and debrief of close protection outcomes to identify procedural improvements. |
| ***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
	+ observe and follow accepted protocols and methods for communicating with people from different social, professional and cultural contexts, such as foreign diplomats, celebrities and other very important persons (VIPs)
	+ use positive non-verbal skills to develop rapport with others when working as part of a team
* writing skills to use a variety of expressions and sentence structures to provide factual information and express opinions when recording operational outcomes and incident observations
* reading skills to interpret:
	+ procedures and policies that clarify legal rights and responsibilities
	+ different directional signs and information when escorting principal
* speaking and listening skills to:
	+ use questions and active listening to clarify and verify spoken information when exchanging information with principal and team members, and confirming authority to search premises
	+ convey and receive clear and succinct information and instructions using communication equipment
* numeracy skills to:
	+ estimate time required to meet principal’s needs relating to schedule and itinerary
* problem solving skills to:
	+ recognise source of threat
	+ modify actions to balance operational requirements with needs of principal
	+ select response options that meet changing risk circumstances and multiple threats
* 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
	+ work effectively with others and comply with chain of command reporting
	+ maintain professional working relationships with principal and members of close protection team
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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 Implement close protection services |
| **PERFORMANCE EVIDENCE** |
| A person who demonstrates competency in this unit must implement close protection services in separate operations to meet the protection needs of each of two (2) different principals. In doing this, the person must demonstrate correct application of two (2) different types of foot formations from the list below:* wedge
* box
* diamond
* one-on-one.

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
	+ confidentiality and privacy
	+ counter terrorism
	+ duty of care
	+ information privacy and legal use of gathered intelligence
	+ licensing requirements and limits of own authority
	+ search of premises
	+ surveillance
	+ use of force
	+ use of restraints and weapons including batons, firearms, handcuffs and spray
	+ workplace health and safety (WHS)
* access and exit points and layout of work environment and premises to be accessed by principal
* approved communication terminology, call signs and radio channels used in the security industry
* chain of command relevant to protection services
* code of conduct and professional standards for providing close protection services
* crowd behaviour, dynamics and movement patterns that can threaten security
* difference between static, mobile and direct protection and the tactics used for each
* empty hand techniques
* factors that may indicate escalation of conflict or risk and situations requiring specialist assistance
* methods for performing debus and embus procedures
* negotiation techniques and how they can be used to defuse and resolve conflict
* procedures for communicating and collaborating with close protection team
* protocols and signals used to communicate with principal and team in a close protection operation
* purpose and types of foot formations used in close protection:
	+ wedge
	+ box
	+ diamond
	+ one-on-one
* risk assessment steps and how they are applied
* role and legal rights and responsibilities of a close protection operative
* the phonetic alphabet and how it is used
* types of equipment and resources used when providing close protection services
* types of potential threats, vulnerabilities and risks that can be encountered during close protection operations
* understanding of the force model
* ways that social and 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 implement close protection services
* 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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| ***Protection information and instructions*** may relate to: | * background intelligence
* back-up support or assistance
* chain of command
* communication equipment and procedures
* contingency measures
* incident and security risk response procedures
* instructions from supervisors or colleagues
* itineraries and schedules
* known threats, vulnerabilities and risks
* legislative and regulatory compliance requirements relating to close protection operations
* operational instructions and timeframes
* personal presentation requirements
* premises location and layout
* principal identification information
* routes and maps
* reporting requirements
* resource and equipment requirements
* specific information and instructions from clients and principals
* use of workplace documentation
* workplace health and safety (WHS) including use of personal protective clothing and equipment
* work tasks and standard operating procedures
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| ***Legal rights and responsibilities*** may relate to: | * apprehension and powers of arrest
* chain of command
* client service standards
* code of conduct and ethics
* communication and reporting procedures
* confidentiality and privacy of people and information
* crowd control
* duty of care
* emergency and evacuation procedures
* industry codes of practice and professional standards
* licensing requirements
* operational instructions
* own role, responsibilities and authority
* risk management
* search of people and property and seizure of goods
* trespass and the removal of persons
* use of force guidelines
* workplace health and safety (WHS) policies and procedures
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| ***Threats*** may relate to: | * man-made or natural hazards likely to cause damage, harm or loss
* physical attack
* single or multiple threats that can be life threatening or non-life threatening
* terrorism
* verbal attack
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| ***Resources and equipment*** may include**:**  | * communications equipment:
* earpiece
* pager
* portable and mounted two-way radio
* telephone
* defensive equipment such as a firearm, baton, handcuffs or spray
* maps
* pen and security notebook
* personal protection equipment
* security equipment:
* electronic screening equipment
* video cameras and monitors
* security personnel and specialist services
* tracking device
* transport
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| ***Close protection team*** may include: | * clients
* drivers
* government personnel
* other close protection operatives
* police or other emergency services personnel
* principals
* security personnel
* technical specialists
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| ***Protective arrangements*** may involve: | * appropriate positioning of relevant persons
* chain of command reporting
* communication of 'need to know' information to relevant persons
* contingency plans
* debus and embus procedures
* escort procedures
* foot formations
* negotiation and communication with principal and members of team
* requesting assistance
* using a weapon.
* using defensive techniques
* using force
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| ***Documentation*** may include: | * incident reports
* written and electronic reports
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