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| **UNIT CODE** | CPPSEC2XXX |
| **UNIT TITLE** | Escort and protect persons and valuables |
| **APPLICATION** | This unit specifies the skills and knowledge required to escort and protect persons and valuables.  It includes:   * interpreting and complying with standard operating procedures, workplace policies and legal rights and responsibilities, including workplace health and safety (WHS) * preparing for escort tasks by selecting, organising and checking equipment, assessing risk and planning escort routes and schedules to maximise security and meet work instructions * collecting and delivering valuables, and escorting persons to ensure their safety and security while maintaining constant and active observation and monitoring to anticipate, identify and respond to security risks * knowledge of basic defensive techniques, and using communication equipment to orally report security risks and request assistance * participating in reviews of escort procedures to improve future practices * checking, cleaning and storing equipment * completing documentation   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. Interpret and comply with procedures and legal requirements. | 1.1 Read work instructions and standard operating procedures for escorting and protecting persons and valuables, and clarify work tasks with relevant persons.  1.2 Interpret and comply with workplace policies and legal rights and responsibilities for escorting and protecting persons and valuables, including WHS. |
| 2. Prepare to escort person and valuables. | 2.1 Select, organise and use equipment, personal protection equipment (PPE) and resources required to meet work tasks.  2.2 Check equipment to ensure operational effectiveness and report faulty or damaged equipment.  2.3 Check personal presentation to ensure it complies with workplace standards for appearance.  2.4 Clarify communication processes with relevant persons.  2.5 Assess risk and plan primary and secondary routes and schedule to maximise security and to meet work instructions. |
| 3. Protect person and valuables during escort. | 3.1 Collect and escort person and valuables following planned route and to meet work instructions.  3.2 Conduct regular personal safety checks and monitor security of person and valuables during escort.  3.3 Maintain constant and active observation of the environment to anticipate and identify potential security risks.  3.4 Select and use appropriate security response to minimise risk and maximise protection of person and valuables within the scope of own competence and authority.  3.5 Use communication equipment to report risk to relevant persons and request assistance. |
| 4. Finalise and review escort procedures, and maintain equipment and documentation. | 4.1 Deliver valuables and escort person safely to destination point according to work instructions.  4.2 Check, clean and store equipment and report faults or damage.  4.3 Provide accurate and constructive observations to assist in the review of escort procedures and improve future practices.  4.4 Complete and maintain escort 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 * writing skills to maintain escort documentation * reading skills to interpret:   + standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements   + maps when planning and following escort routes   + road signs and directions when following escort routes * speaking and listening skills to:   + ask questions and listen to answers to gain information or confirm understanding when clarifying work tasks   + orally report security risk information using a radio or telephone * problem solving skills to assess risk and change routes when responding to security risks * self-management skills to plan tasks to meet job requirements and timeframes * teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others * technology skills to operate global positioning systems (GPS) to find safe and alternate escort routes | |
| **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** | | CPPSEC2XXX Escort and protect persons and valuables |
| **PERFORMANCE EVIDENCE** | | |
| A person who demonstrates competency in this unit must on two (2) separate occasions, escort and protect the following on each occasion:   * one (1) person * one (1) consignment of valuables.   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:   + counter terrorism   + duty of care   + licensing requirements and limits of own authority   + workplace health and safety (WHS) * approved communication terminology, call signs and radio channels used in the security industry * basic contingency planning * basic defensive techniques * basic understanding of the force model and what constitutes reasonable force * operational functions of communications equipment * options for security response within the limits of own competence and authority * risk assessment steps and how they are applied * situations requiring assistance when escorting and protecting persons and valuables * types of threats that may exist when escorting persons and valuables | | |
| **ASSESSMENT CONDITIONS** | | |
| Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations.  Assessment of performance must be undertaken in a simulated workplace 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 escort and protect persons and valuables * 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 legal rights and responsibilities | | |
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For inclusion in separate Companion Volume: Range Statements

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| ***Work instructions*** may relate to: | * assignment objectives and timeframes * back-up support or assistance * communication equipment and procedures * equipment and resources to complete escort tasks * escort routes and schedules * incident and security risk response procedures * information about collection, transit and delivery locations * instructions from supervisors or colleagues * legislative and regulatory compliance requirements relating to work tasks * licensing requirements * personal presentation requirements * reporting requirements * special requirements of persons at risk * specific client information and instructions * use of workplace documentation * workplace health and safety (WHS) including use of personal protective clothing and equipment * work tasks and standard operating procedures |
| ***Valuables*** may include: | * artworks * bullion * cash * documents * jewellery * precious stones |
| ***Persons*** may include: | * client’s staff members requiring safe escort (such as nurses requiring escort to a parked vehicle) * members of the public requiring escort assistance * very important persons (VIPs) |
| ***Relevant persons*** may include: | * clients * colleagues * person at risk * supervisors |
| ***Workplace policies and legal rights and responsibilities*** may relate to: | * anti-discrimination and diversity * apprehension and powers of arrest * assignment instructions * client service standards * code of conduct and ethics * communication and reporting procedures * counter terrorism * duty of care * industry codes of practice * licensing requirements * own role, responsibilities and authority * risk management * team work * use of force guidelines * workplace health and safety (WHS) policies and procedures |
| ***Equipment and resources*** may include: | * communication equipment * earpiece * pager * portable and mounted two-way radio * telephone and mobile phone * global positioning system (GPS) * maps and other route information * pen and security notebook * personal protection equipment * security personnel and specialist services * vehicle or other mode of transport |
| ***Communication processes*** may relate to: | * direct line supervision paths * established communication protocols * formal communication pathways * lateral supervision paths * organisational communication networks * spoken and non-verbal communication procedures e.g. pro-words, phonetic alphabet, call signs, coded messages, use of abbreviations, hand signals |
| ***Personal safety*** may relate to: | * appropriate vehicle or mode of transport * avoiding risk areas * personal protective equipment and clothing * planning and taking alternative routes * provision of back-up support * regular communication with team members * specific security equipment * working in a team |
| ***Security risks*** may relate to: | * accidents * blocked routes * crowds and mass gatherings * terrorism * theft * violence |
| ***Security response*** may involve: | * evacuating the area * evasive action * finding an alternative route * notifying relevant emergency services agencies * requesting support and assistance * tactical withdrawal |
| Documentation may include: | * activity logs * incident reports * request for assistance forms * security risk and incident details * vehicle and personnel movements * written and electronic reports |