

Tactical Conflict Solutions	Version 02
RTO 51836	23072010 Simon GRIEVES
Document Title	CERT 3 RPL
Last Update	By S GRIEVES 23012012



TACTICAL CONFLICT SOLUTIONS

Professional Training for High Risk Situations

**REGISTERED TRAINING ORGANISATION
NATIONAL RECOGNISED TRAINING
National Provider 51836**

STUDENT MANUAL

Certificate III in Security Operations CPP30411
RECOGNITION OF PRIOR LEARNING

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Forward

TCS has one of the most comprehensive security officer-training programs for Certificate III in Security Operations. By undertaking training with **TCS**, you are committing yourself to the training standards of **TCS** and that of the Security Industry. As a Registered Training Organisation we are committed to ensuring maintenance of the Standards of Registered Training Organisations.

Part of this process includes recognising the skills and knowledge acquired by the Student, whether through formal courses of study or otherwise. Skills recognition is a process where by a person's past achievement and current competencies can be formally recognised without diminishing the value of the qualification.

Introduction

This information is designed to assist the Student to gain recognition of skills and knowledge acquired through work and relevant life experience, training and education. **TCS** presents this information to accommodate a flexible learning approach.

What is Skills Recognition & Recognition of Prior Learning?

- Skills recognition is an assessment and acknowledgement process, which recognises a persons skills and knowledge that have been acquired through life experiences, work experiences as well as informal and formal training.
- Recognition of Prior Learning (RPL) in the context of this application acknowledges your existing skills and knowledge as they relate to the competencies associated with specific **TCS** courses.

Why Apply? – What's in it for you?

It is important to apply for Skills Recognition if you think you have already obtained some experience that might be relevant to the competencies in the course(s) you are applying for.

The advantages of applying for Skills Recognition are: -

1. You can confirm whether or not your skills and knowledge are relevant to the competencies in the course.
2. If you have already achieved the competencies in the course, you may be able to gain an exemption from that course.
3. This could mean that you will gain your Certificate/Diploma much earlier or you won't have such a heavy course.

This means you will only attend training on subjects, who are new and challenging, and you will not waste time completing courses from which you are already fully competent.

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SKILLS RECOGNITION MODEL

APPLICANT	TCS
Step 1 – Information Support	
Obtain Information from TCS	Provide Skills Recognition pack and competency information
Step 2 – Portfolio Completion	
Complete application form; gather evidence for your portfolio and forward to TCS .	Acknowledge receipt of application and portfolio of evidence
Step 3 – Assessment	
Attend assessment interview and provide additional information if required.	Application reviewed by Assessor and interview arranged.
Step 4 – Post Assessment	
Receive feedback on assessment. Appeal decision if unhappy	<ul style="list-style-type: none"> • Grant full Recognition and relevant certification • Deny Recognition • Initiate feedback • Process Appeal
Step 5 – Certification	
Receive Certificate	Forward Certificate

Your Assessor will be able to assist you in your selection according to your workplace requirements, skills, knowledge, experience and qualifications.

SKILLS RECOGNITION FEES

Required Units of Competency as per Firearms License Endorsement Requirements; **\$TBA +gst** inclusive

Individual Units will be priced accordingly to evidence required/provided. The cost of Skills Recognition is structured to be cost effective in relation to enrolment/participation of a full course. Payment is to be made in full upon request for the application process for Skills Recognition. The documentation will be forwarded to you on receipt of payment.

Payment is to be made 75% upon request for the application process for Skills Recognition. The documentation will be forwarded to you on receipt of payment. Remainder 25% to be paid on completion and issuance of qualification

Refunds will not be given to an applicant who is assessed as “Not Yet Competent”. Every endeavour will be made to assist the applicant in achieving full competence of the qualification. Should the applicant be required to undertake formal study/training of the Course or a Unit, the cost of the application or part thereof will be deducted from the total Course/Unit fees.

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Payment of Skills Recognition Application Fees

Cheques, postal money orders, bank cheques are to be made payable to;

Tactical Conflict Solutions Pty Ltd

Postal Address;

**PO Box 2874
Malaga WA 6944**

EFT facility is available. Enquire with us.

Please do not send cash/money in the post. **TCS** will not accept responsibility or liability for monies lost/stolen in the mail.

There are Five Steps in the Skills Recognition Process

Step 1: Information and Support

At this stage you need to consider how your prior experience relates to the learning outcomes/competency standards of the course or courses from which you are seeking exemption.

Contact Administration at **TCS** on 08 9249 2829 if you have any questions with respect to the standards and your related evidence to support your claim for Skills Recognition.

If you decide to apply for Skills Recognition you will be asked to complete an application form with details of your experience, which might be relevant, plus a portfolio of supporting evidence. Every course has a set of competencies that must be addressed before you will be deemed competent. If you are deemed competent, you may not need to attend the course.

Reflect on your experiences and the supporting current evidence you have, to demonstrate your competence, and satisfy the performance criteria. Any evidence that you can provide as proof should be submitted as part of your application.

Step 2: Portfolio Completion

At this stage, work through the application package clearly highlighting all the experience and learning that are relevant to each course for which you are seeking Skills Recognition. Clearly outline the supporting evidence you are submitting to substantiate your claim.

Evidence refers to the various methods of demonstrating the required skills or competencies, these may include:

- Qualifications, Certificates, Observation, Work-related simulations, Test of individual skills, References, Work-related projects, Direct questioning, Performance appraisals, Assignments,
- Letters of support, Photographs, Videos, Reports

When completing the application, make sure that:

- It is clear which course competencies are being claimed;
- It is clear which evidence relates to which competencies;
- The application is clear, concise, without errors and the evidence is arranged systematically.

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When you have completed the application form and attached all relevant information, return to **TCS**

The Assessor will review your application and notify you regarding either an interview or the need to forward additional support materials.

Step 3: Assessment

The first part of this stage involves the review of all your documentation. The Assessor will determine through a systematic review of the evidence whether you have achieved the competencies. If your application supports your claim for Skills Recognition, a **TCS** qualified Assessor will contact you to arrange an interview to further substantiate your level of skills, knowledge and competencies and possibly clarify the evidence presented.

If an interview is required, the Assessor will contact you to arrange a convenient time and place. The Assessor will then spend some time discussing the interview process and the way it will operate.

The Assessor(s) are qualified Work Place Assessors and they have the skills to properly assess your current competence / prior learning and to conduct a fair and relaxed interview. One of the roles of the Assessor is to help you as much as possible.

During the interview you will be discussing your application form. One of the main purposes of the interview is to provide an opportunity for you to think of any extra information or evidence to support your application.

You will be asked questions about your previous work experience, training, education, hobbies and interests. Most of the questions are related to the application form, which you have already completed.

The interview may take anything from 1 hour to 4 hours depending on the number of courses and competencies being considered.

If you have any questions or concerns, raise them with the Assessor.

Step 4: Post Assessment

At this stage, a decision to grant or not grant recognition will be made and you will be notified of the outcome of the Skills Recognition assessment, recommendation for further training (if applicable) and the name of a **TCS** Assessor who can provide detailed feedback.

If you are not satisfied with the assessment, you should discuss the decision with the Assessor to determine which areas are in need of further work. Alternatively, you can Appeal the decision. A "Request for Appeal Form" should be obtained from **TCS** on 08 9249 2829.

You should detail your grounds for Appeal and attach all supporting documentation to the Appeal Form.

An independent Assessor would then be appointed to:

- Consider all documentation provided;
- Request further information;
- Ensure at all times, that the principles of Skills Recognition were adhered to;
- Prepare a formal report on the Appeal;
- Prepare a formal advice to the applicant;
- Forward a copy of the formal advice to the Proprietor of **TCS**.

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If the Appeal is unsuccessful you exit the process without refund. An unsuccessful Appeal decision is supported with recommendations for action you can take to address the areas in which you were deemed not yet competent.

Any subsequent application for Skills Recognition made by an application, who was unsuccessful in an Appeal will be treated as a new application and will proceed accordingly. All Skills Recognition outcomes will be recorded on the applicant's record of attainment.

Step 5: Certification

At this stage, recognition will be given on the outcome of your assessment. If you have been granted recognition for the complete course you will be issued with a Statement of Attainment.

The fee for Skills Recognition for a particular course is representative of the relevant course fee inclusive of the documentation, initial assessment of your portfolio, and the interview and assessment decision with recommendations.



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Certificate III in Security Operations CPP30411

Core Units

- Contribute to effective workplace relationships BSBFLM303C
- Organize personal work priorities and development BSBWOR301A
- Maintain workplace safety in the security industry CPPSEC3001A
- Manage Conflict Through Negotiation CPPSEC3002A
- Determine Response to Security Risk Situation CPPSEC3003A
- Prepare and present security documentation and reports CPPSEC3005A
- Coordinate a quality security service to customers CPPSEC3006A
- Maintain Security of the Environment CPPSEC3007A

Elective Units

- Control Security Risk Situation Using Firearms CPPSEC3008A
- Control Persons Using Empty Hand Techniques CPPSEC3013A
- Control Persons Using Baton CPPSEC3014A
- Restrain Persons Using Handcuffs CPPSEC3015A
- Defend Persons Using Spray CPPSEC3016A
- Plan and conduct evacuation from premises CPPSEC3017A
- Provide for the safety of persons at risk CPPSEC3018A
- Implement cash in transit security procedures TLIO807C
- Undertake cash in transit loading and unloading in an unsecured environment TLID4107C
- Test and inspect cash in transit security equipment TLIO907C
- Control access and exit from premises CPPSEC2011A
- Monitor and control individual and crowd behaviour CPPSEC2012A
- Apply First Aid HLTF301B

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RPL APPLICATION

Section 1 *Student Use Only* Complete Details in Full. Please Print

1	FIRST Name: LAST Names:
2	Date of Birth (dd/mm/yy)
3	Sex: M <input type="checkbox"/> F <input type="checkbox"/>
4	Usual Address - (include suburb, state and postcode)
5	Postal Address- (include suburb, state and postcode)

Language and Cultural Diversity

6	Country of Birth - Australia - (please tick) <input type="checkbox"/> 1101 Other - (please specify) _____
7	Do you speak a language other than English at home? Y <input type="checkbox"/> N <input type="checkbox"/> 1201 Yes, other - Please specify) Do you speak English only at home? Y <input type="checkbox"/> N <input type="checkbox"/> (English only - Go to Question 9)
8	How well do you speak English? Very well <input type="checkbox"/> 1 Well <input type="checkbox"/> 2 Not well <input type="checkbox"/> 3 Not at all <input type="checkbox"/> 4
9	Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.) No <input type="checkbox"/> Yes , Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>

Disability

10	Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/> (No - Go to Question 12)
11	If YES , then please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.) Hearing/Deaf <input type="checkbox"/> 11 Physical <input type="checkbox"/> 12 Intellectual <input type="checkbox"/> 13 Learning <input type="checkbox"/> 14 Mental Illness <input type="checkbox"/> 15 Acquired Brain Impairment <input type="checkbox"/> 16 Vision <input type="checkbox"/> 17 Medical Condition <input type="checkbox"/> 18 Other <input type="checkbox"/> 19

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Schooling

- 12 What is your highest COMPLETED school level? (Indicate ONE box only.)
 Year 12 or equivalent 12 Year 11 or equivalent 11 Year 10 or equivalent 10 Year 9 or equivalent 09
 Year 8 or below 08 Never attended school 02 Never attended school – (Go to Question 14)
- 13 In which year did you complete that school level?
- 14 Are you still attending secondary school?
 Yes No

Previous Qualifications Achieved

- 15 Have you successfully completed any of the following qualifications?
 (Refer to question 16)
 Yes No
- No – (Go to Question 17)
- 16 If YES, then tick any applicable boxes.
- | | | | |
|--|------------------------------|--|------------------------------|
| Bachelor Degree or Higher Degree | <input type="checkbox"/> 008 | Advanced Diploma or Associate Degree | <input type="checkbox"/> 410 |
| Diploma (or Associate Diploma) | <input type="checkbox"/> 420 | Cert IV (or Advanced Certificate/Technician) | <input type="checkbox"/> 511 |
| Certificate III (or Trade Certificate) | <input type="checkbox"/> 514 | Certificate II | <input type="checkbox"/> 521 |
| Certificate I | <input type="checkbox"/> 524 | Certificates other than the above | <input type="checkbox"/> 990 |

Employment

- 17 Of the following categories, which BEST describes your current employment status?
 (Tick one box only.)
 Full-time employee 01 Part-time employee 02 Self-employed - not employing others 03 Employer 04
 Employed - unpaid worker in a family business 05 Unemployed - seeking full-time work 06
 Unemployed - seeking part-time work 07 Not employed - not seeking employment 08

Study Reason

- 18 Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?
 (Tick ONE box only)
- | | | | | | |
|-------------------------------------|-----------------------------|---|-----------------------------|--------------------------|-----------------------------|
| To get a job | <input type="checkbox"/> 01 | To develop my existing business | <input type="checkbox"/> 02 | To start my own business | <input type="checkbox"/> 03 |
| To try for a different career | <input type="checkbox"/> 04 | To get a better job or promotion | <input type="checkbox"/> 05 | | |
| It was a requirement of my job | <input type="checkbox"/> 06 | I wanted extra skills for my job | <input type="checkbox"/> 07 | | |
| To get into another course of study | <input type="checkbox"/> 08 | For personal interest or self-development | <input type="checkbox"/> 12 | Other reasons | <input type="checkbox"/> 11 |

Employer (Name of Company)		Month/Yrs	Position Title
Employer's Business Address		Suburb	State Post Code
Employers Postal Address (if different to business address)		Suburb	State Post Code
Telephone Office	Telephone Ext	Fax	Email Supervisor

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Section 4 Student Conditions of Participation

Your commencement in the course you have enrolled in is dependant upon:

- Sufficient enrolments in the course
- Entry requirements being met
- Availability of places in the course

*I, the applicant whose information appears herein this Training Application & Record of Student Assessment, acknowledge that by partaking in any training facilitated by **Tactical Conflict Solutions**, I am exposed to varied risks associated with that training. I state that I am of good mental and physical condition to attend such training. I am fully aware that as a result of my participation in training facilitated and or conducted by **Tactical Conflict Solutions**, that I am exposed to varied risks associated with that training and as a result of my participation in any training facilitated and or conducted by **Tactical Conflict Solutions**, do acknowledge and assume all risk of injury inherent in my participation in that training. Further, I hereby waive, release and forever discharge **Tactical Conflict Solutions**, their agents, representatives, heirs, executors and administrators of all known and unknown, foreseen and unforeseen, physical and mental injuries and consequences thereof suffered by me during my participation in any **Tactical Conflict Solutions** training that I may attend. I further authorise **Tactical Conflict Solutions** to use any multi media recordings for the inclusion in any advertising, marketing or presentations that it may commission including but not limited to audio, visual stills, video or any other recordings that may have been made during my involvement or participation in training conducted by or on behalf of **Tactical Conflict Solutions**.*

Section 5 Student Use Only Student Compliance

I have been informed by **Tactical Conflict Solutions** that I am subject to the licensing conditions as per legislation contained within **Section 24 - Disqualifying Offences** and **Section 25 - Disqualifying Periods and Schedule 2: Disqualifying Offences** as described in **Division 1 and Division 2 Offences of the Security and Related Activities (Control) Regulations 1977** relating to **Revocation and or Refusal to grant a license by Police Licensing Services**. I declare that I have not been convicted or have any pending action against me subject of this legislation.

I declare and agree that **ALL Sections (1 to 5)** of this document are true and correct.

Student Name (please print)

Signature

Date

dd/mm/yy

/ /

Extract of WA Licensing Legislative & Regulatory requirements

Part 5A — Disqualifying offences and disqualifying periods

24. Disqualifying offences

The following offences are prescribed as being disqualifying offences for the purposes of the definition of **disqualifying offence** in section 3 —

- an offence described in Schedule 2;
- an offence under the laws of another jurisdiction the elements of which, if they had occurred in Western Australia, would have constituted an offence described in Schedule 2.

25. Disqualifying periods

(1) In this regulation —

Division 1 offence means an offence described in Schedule 2 Division 1;

Division 2 incident, in respect of a person, means an act, omission or course of conduct involving the person which has resulted in the person being charged with one or more offences described in Schedule 2 Division 2.

(2) For the purposes of section 4A, the disqualifying period prescribed in respect of a disqualifying offence committed by a person is —

- in the case of a Division 1 offence, unless the finding of guilt in relation to the offence is a spent conviction — 10 years commencing on the date the finding of guilt was made; or
 - otherwise — 5 years commencing on the date the finding of guilt was made.
- (3) Subregulation (2) does not apply to a disqualifying offence described in Schedule 2 Division 2 — if the offence arose from the first Division 2 incident involving the person; and no penalty, or a penalty of, or in total of, less than \$500 is imposed on the person in respect of the offence and all other offences described in Schedule 2 Division 2 arising from the same incident.

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SCHEDULE 2 – DISQUALIFYING OFFENCES

Enactment	Division 1 Offences												
<i>The Criminal Code</i>	All indictable offences with a maximum penalty exceeding 3 years imprisonment (whether or not a summary conviction penalty applies in respect of the offence), other than an offence under s. 378 Offences under the following sections — <table border="0"> <tr> <td>s. 51(2)</td> <td>s. 74</td> <td>s. 87</td> </tr> <tr> <td>s. 128</td> <td>s. 131</td> <td>s. 171</td> </tr> <tr> <td>s. 172</td> <td>s. 192</td> <td>s. 345</td> </tr> <tr> <td>s. 396</td> <td>s. 488</td> <td></td> </tr> </table> Offences under s. 378 if the offence falls within the description of a special case under the heading “Punishment in special cases” in that section	s. 51(2)	s. 74	s. 87	s. 128	s. 131	s. 171	s. 172	s. 192	s. 345	s. 396	s. 488	
s. 51(2)	s. 74	s. 87											
s. 128	s. 131	s. 171											
s. 172	s. 192	s. 345											
s. 396	s. 488												
<i>Firearms Act 1973</i>	All indictable offences												
<i>Misuse of Drugs Act 1981</i>	All indictable offences												
<i>Criminal Code Act 1995 (Commonwealth)</i>	All offences in the Schedule Part 5.3 — Terrorism												

Enactment	Division 2 Offences									
<i>The Criminal Code</i>	Offences under the following sections — <table border="0"> <tr> <td>s. 75</td> <td>s. 190</td> <td>s. 191</td> </tr> <tr> <td>s. 202</td> <td>s. 313</td> <td>s. 445</td> </tr> <tr> <td>s. 474</td> <td>s. 514</td> <td></td> </tr> </table> Offences under s. 378 other than an offence that falls within the description of a special case under the heading “Punishment in special cases” in that section	s. 75	s. 190	s. 191	s. 202	s. 313	s. 445	s. 474	s. 514	
s. 75	s. 190	s. 191								
s. 202	s. 313	s. 445								
s. 474	s. 514									
<i>Misuse of Drugs Act 1981</i>	All offences other than indictable offences									
<i>Poisons Act 1964</i>	All offences									
<i>Weapons Act 1999</i>	All offences									

Section 2 Office Use Only

Training Program/Course Number /		Application Processed by		Date / /	
Individual		Corporate		Government	
Deposit Paid	YES NO	Amount Paid	Balance Owing	Paid In Full	Tax Invoice Number
Date:	/ /	\$ _____	\$ _____	\$ _____	\$ _____

Section 3 Office Use Only

100 point verification

Birth Certificate No / type	Passport No / Country of Issue	Drivers License No / State	Security License ID	Sighted/Verified by
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Units for which RPL is being applied for. *Please insert*

Name of Unit	Unit Code / Number
Name of Unit	Unit Code / Number
Name of Unit	Unit Code / Number
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