

Tactical Conflict Solutions	Version 03
RTO 51836	20082009
Document title	Cert 3 Body Guard RPL
Last Update	By Simon GRIEVES 25012011, 23012012

CPPSEC3013A

Title	Unit
Control Persons Using Empty Hand Techniques	Elective Unit

What this unit covers.

This unit covers all aspects of the use and application of Empty Hand Techniques as a Defensive Force Option. To confirm your learning, you must achieve competence of the learning outcome. You, as the Student must demonstrate that you can perform each of the given performance criteria of the learning outcome. Your own self-assessment and that of your immediate workplace supervisor confirming your competence indicate this.

Performance Criteria 1

ASSESS NEED TO USE EHT

Elements

- EHT used in accordance with legal requirements and use of force guidelines and enterprise requirements.
- Assess risk factors of threat and identify opportunities.
- Ability to successfully complete action is assessed prior and alternatives considered.
- Situation requiring backup/support identified and requested.

Duties performed by the Student meet the required performance criteria

Attached is the following evidence.

Comments.

Assessors Evidence

Self Assessment Complete	Yes <input type="checkbox"/> No <input type="checkbox"/>	Demonstration	<input type="checkbox"/>	Questions	<input type="checkbox"/>
Student is Competent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Documentation	<input type="checkbox"/>	Feedback	<input type="checkbox"/>
		Scenario / Roll Playing	<input type="checkbox"/>	Other	<input type="checkbox"/>

I have successfully completed this unit of competence!

I can competently do this. Yes No Supervisor Agrees Yes No

Student Signature		Supervisors Signature	
Date		Date	

Performance Criteria 2

APPLY EHT

Elements

- EHT selected to ensure protection and efficient and competent completion of technique
- EHT applied within legal requirements, use of force guidelines and enterprise procedures
- Response is constantly compared against identified opportunities

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Self Assessment Complete	Yes <input type="checkbox"/> No <input type="checkbox"/>	Documentation	<input type="checkbox"/>	Feedback	<input type="checkbox"/>
Student is Competent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Scenario / Roll Playing	<input type="checkbox"/>	Other	<input type="checkbox"/>

I have successfully completed this unit of competence!

I can competently do this. Yes No Supervisor Agrees Yes No

Student Signature		Supervisors Signature	
Date		Date	

Assessor Verification

Assessor Signature		Print Full Name	
Date		The Student is Competent	

Not yet competent The Student will require re-assessment

Performance Criteria 3 CONTAIN INCIDENT

- Elements**
- Response is adjusted in accordance with legal requirements and use of force guidelines
 - Subject is detained in accordance with enterprise procedures and legal requirements
 - Situation requiring support/backup identified and requested

Duties performed by the Student meet the required performance criteria

Attached is the following evidence.

Comments.

Assessors Evidence		Demonstration	<input type="checkbox"/>	Questions	<input type="checkbox"/>
Self Assessment Complete	Yes <input type="checkbox"/> No <input type="checkbox"/>	Documentation	<input type="checkbox"/>	Feedback	<input type="checkbox"/>
Student is Competent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Scenario / Roll Playing	<input type="checkbox"/>	Other	<input type="checkbox"/>

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Assessor Signature		Print Full Name	
Date		The Student is Competent	

Not yet competent **The Student will require re-assessment**

Performance Criteria 4 EVALUATE RESPONSE

- Elements**
- Effectiveness of response evaluated and reviewed in accordance with legal requirements and enterprise procedures
 - Constructive and accurate observations of incident made during debrief
 - System of reporting, recording procedures maintained in accordance with legal requirements and enterprise procedures
 - Stress is recognised, its effects are managed using stress management techniques

Duties performed by the Student meet the required performance criteria

Attached is the following evidence.

Comments.

Assessors Evidence	Demonstration <input type="checkbox"/>	Questions <input type="checkbox"/>
Self Assessment Complete	Documentation <input type="checkbox"/>	Feedback <input type="checkbox"/>
Student is Competent	Scenario / Roll Playing <input type="checkbox"/>	Other <input type="checkbox"/>

I have successfully completed this unit of competence!

I can competently do this.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Supervisor Agrees	Yes <input type="checkbox"/> No <input type="checkbox"/>
Student Signature		Supervisors Signature	
Date		Date	

Assessor Verification

Assessor Signature		Print Full Name	
Date		The Student is Competent	

Not yet competent **The Student will require re-assessment**

I, the assessor validate that the Student as having completed all the performance and assessment criteria in this unit **CPPSEC3013A** For and on behalf of TCS.

Tactical Conflict Solutions	Version 03
RTO 51836	20082009
Document title	Cert 3 Body Guard RPL
Last Update	By Simon GRIEVES 25012011, 23012012

CPPSEC3017A

Title	Unit
Plan and Conduct Evacuation from Premises	Specified Elective Unit
What this unit covers.	
To confirm your learning, you must achieve competence of the learning outcome. You, as the Student must demonstrate that you can perform each of the given performance criteria of the learning outcome. Your own self-assessment and that of your immediate workplace supervisor confirming your competence indicate this.	
Performance Criteria 1 Performance Criteria 2 Performance Criteria 3 Performance Criteria 4	Contribute to writing of policy and procedures for an evacuation situation Participate in conducting staff evacuation drills Communicate regularly with fire wardens Conduct Evacuations
Elements	
<p>1 Organisational <i>evacuation</i> policy and procedures are analysed and discussed in consultation with <i>appropriate person(s)</i>. Possible emergency scenarios are identified and a system of emergency alerting is defined according to emergency type, workplace characteristics and resources. Draft policy incorporate outcomes of the consultative process and complies with <i>legislative</i> and <i>organisational requirements</i>. A document is produced using clear and concise language in a standardised format outlining organisational evacuation policy and procedures for staff and clients. Industry information is regularly reviewed to establish the need for new or revised evacuation policy and procedures within the organisation.</p> <p>2 Official evacuation policy and procedures is accurately communicated to staff and clients in accordance with legislative, OHS and organisational requirements. Further information is readily available and accessible in accordance with legislative, OHS and organisational requirements. Evacuation drills are planned and scheduled on a regular basis in accordance with organisational policy and procedures. Evacuation drills are conducted in accordance with organisational evacuation policy and procedures. Feedback on evacuation implementation is evaluated and any modifications to policy and procedures are made in a timely manner and communicated to staff and clients.</p> <p>3 Fire wardens are identified and verified in strategic locations of the organisation in accordance with OHS and organisational requirements. Regular meetings are established and conducted to discuss and review emergency policy and procedures. Spontaneous meetings are conducted with fire wardens as determined by appropriate person(s). Fire wardens are provided with necessary documentation or notices relating to evacuation procedures.</p> <p>4 Evacuation need is identified and <i>emergency services</i> are notified in accordance with organisational policy and procedures. <i>Safety hazards</i> are identified and appropriate <i>risk control measures</i> implemented in accordance with OHS and organisational requirements. An <i>evacuation of premises</i> is conducted in accordance with organisational evacuation plan and / or assignment instructions. Special arrangements are made for the safe evacuation of mobility impaired people. Process for accounting for evacuated personnel in an emergency is provided. Relevant reports and documentation are accurately completed and processed in accordance with legislative and organisational requirements.</p>	
Duties performed by the Student meet the required performance criteria	

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Self Assessment Complete Yes <input type="checkbox"/> No <input type="checkbox"/>	Documentation <input type="checkbox"/>	Feedback <input type="checkbox"/>
Student is Competent Yes <input type="checkbox"/> No <input type="checkbox"/>	Scenario / Roll Playing <input type="checkbox"/>	Other <input type="checkbox"/>

I have successfully completed this unit of competence!

I can competently do this. Yes No **Supervisor Agrees** Yes No

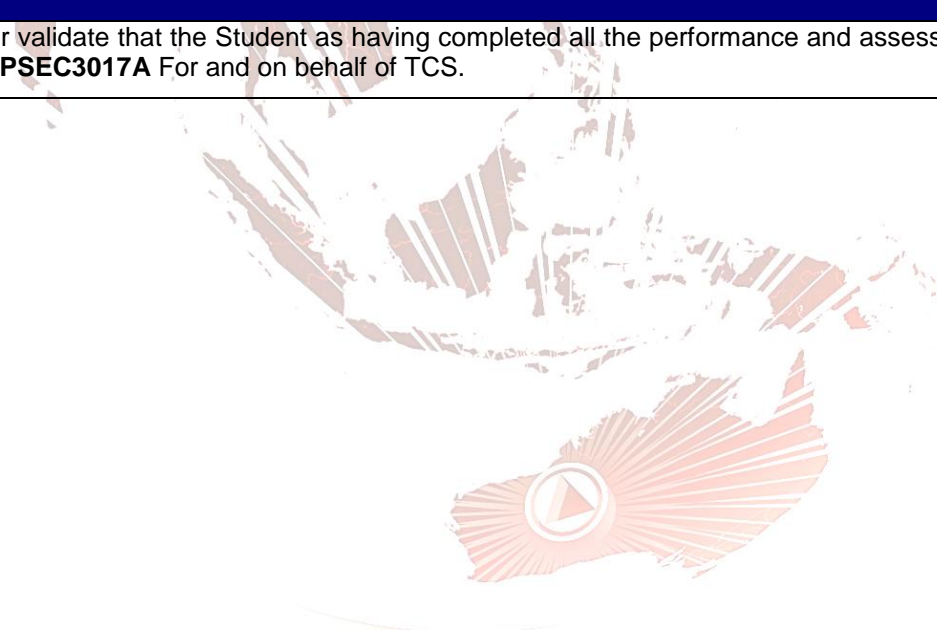
Student Signature		Supervisors Signature	
Date		Date	

Assessor Verification

Assessor Signature		Print Full Name	
Date		The Student is Competent	

Not yet competent The Student will require re-assessment

I, the assessor validate that the Student as having completed all the performance and assessment criteria in this unit **CPPSEC3017A** For and on behalf of TCS.



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CPPSEC3018A

Title	Unit
Provide for the safety of persons at risk	Specified Elective Unit
What this unit covers.	
<p>To confirm your learning, you must achieve competence of the learning outcome. You, as the Student must demonstrate that you can perform each of the given performance criteria of the learning outcome. Your own self-assessment and that of your immediate workplace supervisor confirming your competence indicate this.</p>	
Performance Criteria 1 Performance Criteria 2 Performance Criteria 3	Prepare for security assignment Monitor and maintain safety of VIPs Review and evaluate security operations



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Elements

1 *Assignment instructions* and *relevant information* is obtained to review *client* and *organisational requirements* after appropriate threat assessment has been conducted. *Security equipment* is checked for operational effectiveness in accordance with manufacturer's specifications and organisational procedures. Faults, malfunctions or damage to equipment are identified and reported for repair or replacement in accordance with organisational procedures. *Communication channels and processes* are established with *appropriate person(s)* in accordance with organisational procedures. *Contingency* plans are structured and clearly documented using a standardised format to facilitate understanding and consistency of response in accordance with threat assessment. Personal conduct, manner and presentation is maintained in accordance with organisational requirements and codes of conduct.

2 Security operations are continually monitored and adjusted as required to maintain maximum security in accordance with client and organisational requirements. Communication is maintained continually throughout security operations in accordance with assignment instructions and organisational procedures. *Potential threats* to VIP safety are identified, risk assessed and *responded* to within own scope of responsibility and competence in accordance with *legislative* and organisational requirements. VIPs and relevant persons are advised of all factors which may affect their personal safety in accordance with organisational procedures. Need for extra *assistance* or advice is promptly identified and sought from appropriate person(s) in accordance with organisational procedures. All relevant operational information is recorded in a timely, chronological and accurate manner and complies with legislative and organisational guidelines.

3 A process of continual *assessment* is applied to review and evaluate the efficiency and effectiveness of security operations. Reports and other relevant *documentation* are prepared in a timely manner presenting all relevant facts and information in accordance with organisational requirements and assignment instructions. Incident observations are provided accurately and constructively and *opportunities for improvement* are identified in consultation with appropriate person(s). Security operations are reviewed and written findings and recommendations are forwarded to appropriate person(s) to inform future practice.

Duties performed by the Student meet the required performance criteria

Attached is the following evidence.

Comments.

Assessors Evidence

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Student is Competent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Documentation	<input type="checkbox"/>	Feedback	<input type="checkbox"/>
		Scenario / Roll Playing	<input type="checkbox"/>	Other	<input type="checkbox"/>

I have successfully completed this unit of competence!

I can competently do this. Yes No Supervisor Agrees Yes No

Student Signature	Supervisors Signature
Date	Date

Assessor Verification

Assessor Signature	Print Full Name
Date	The Student is Competent

Not yet competent The Student will require re-assessment

I, the assessor validate that the Student as having completed all the performance and assessment criteria in this unit **CPPSEC3018A** For and on behalf of TCS.

CPPSEC2011A

Title	Unit
Control Access and Exit from Premises	Specified Elective Unit

What this unit covers.

To confirm your learning, you must achieve competence of the learning outcome. You, as the Student must demonstrate that you can perform each of the given performance criteria of the learning outcome. Your own self-assessment and that of your immediate workplace supervisor confirming your competence indicate this.

Performance Criteria 1 Manage People

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Performance Criteria 2	Inspect Baggage and or vehicles Manage Vehicular Traffic Manage Access Control Systems
Performance Criteria 3	
Performance Criteria 4	

Elements

1 Bona fides of *persons* entering premises or restricted areas are verified through established procedures in accordance with *assignment instructions* and *organisational requirements*. Entry validations are issued and collected in accordance with assignment instructions. *Incidents* which infringe or breach assignment instructions are acted upon and are reported and recorded in accordance with *legislative* and organisational requirements. Persons are received in a professional and courteous manner and processed in accordance with assignment instructions. Relevant documentation is maintained in accordance with assignment instructions.

2 Requests to inspect baggage and / or vehicles are made in accordance with legislative requirements and assignment instructions. Inspections are carried out procedurally in accordance with legal requirements and assignment instructions. Prohibited and / or hazardous items found during inspections are dealt with in accordance with assignment instructions and workplace occupational health and safety requirements. Client is notified of items found during inspection in accordance with legislative requirements and assignment instructions. Persons refusing inspection requests are reported in accordance with legislative requirements and assignment instructions.

3 Vehicle entry validations are checked or issued and collected in accordance with assignment instructions. Incidents which infringe assignment instructions are reported and recorded in accordance with organisational requirements. Vehicles carrying dispatched product are checked against relevant documentation in accordance with assignment instructions. Incoming vehicles are directed to appropriate unloading or parking areas in accordance with relevant laws and by-laws and site requirements. All communication is conducted in a professional and courteous manner and in accordance with organisational requirements.

4 Keys and keycards are controlled, recorded and monitored according to assignment instructions. *Barriers* are operated and controlled in accordance with assignment instructions. Control systems to secure premises are used according to manufacturer's and assignment instructions. Keypad and alarm entry systems are activated and deactivated according to prescribed procedures and assignment instructions. Relevant documentation is maintained in accordance with assignment instructions.

Duties performed by the Student meet the required performance criteria

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Comments.

Assessors Evidence

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Student is Competent	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Documentation <input type="checkbox"/>		Feedback <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Scenario / Roll Playing <input type="checkbox"/>		Other <input type="checkbox"/>

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I can competently do this. Yes No **Supervisor Agrees** Yes No

Student Signature	Supervisors Signature
Date	Date

Assessor Verification

Assessor Signature	Print Full Name
Date	The Student is Competent

Not yet competent **The Student will require re-assessment**

I, the assessor validate that the Student as having completed all the performance and assessment criteria in this unit **CPPSEC2011A** For and on behalf of TCS.

CPPSEC2012A

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Title		Unit	
Monitor and Control Individual and Crowd Behaviour		Specified Elective Unit	
What this unit covers.			
To confirm your learning, you must achieve competence of the learning outcome. You, as the Student must demonstrate that you can perform each of the given performance criteria of the learning outcome. Your own self-assessment and that of your immediate workplace supervisor confirming your competence indicate this.			
Performance Criteria 1		Prepare for monitoring	
Performance Criteria 2		Monitor Individual and Crowd Behaviour	
Performance Criteria 3		Identify and Respond to Incident	
Elements			
<p>1 <i>Work tasks</i>, schedules and other relevant <i>assignment instructions</i> are obtained and verified with <i>appropriate person(s)</i>. Personal dress and presentation is maintained in line with <i>organisational requirements</i> and to customer's satisfaction. Security <i>equipment</i> is checked for operational effectiveness and serviceability in accordance with manufacturer's instructions and organisational requirements. Faults and damage to equipment is identified and rectified, or reported and equipment replaced in accordance with organisational requirements. <i>Site</i> layout details, <i>communication</i> arrangements and emergency procedures are considered and verified in accordance with client and assignment instructions.</p> <p>2 Systematic personal safety checks are regularly made in accordance with assignment instructions, organisational and OHS requirements. Crowd and individual behaviour is continually monitored to ensure the security and safety of persons and property. Security status of the venue and crowd is communicated regularly and as required to appropriate person(s). <i>Potential threats</i> and <i>hazards</i> are identified and <i>appropriate action</i> taken in accordance with assignment instructions, <i>legislative</i> and OHS requirements. Communication with clients and members of the public is conducted in a professional and courteous manner which reflects sensitivity to individual <i>social and cultural differences</i>. Relevant <i>documentation</i> is completed and processed in accordance with assignment instructions and legislative requirements.</p> <p>3 Persons behaving in a potentially disruptive manner are identified, monitored and <i>appropriate action</i> is taken as required in accordance with assignment instructions and established organisational procedures. Response is carried out promptly within the scope of responsibility and competence and in accordance with OHS, legislative and organisational requirements. Situations requiring advice or assistance are readily identified and support and guidance promptly requested. Reports to supervisors and any <i>documentation</i> are prepared in a timely manner presenting all relevant facts and information in accordance with organisational requirements and site and assignment instructions. Incident observations are provided accurately and constructively when reviewing and debriefing situations and <i>opportunities for improvement</i> are identified in consultation with appropriate person(s).</p>			
Duties performed by the Student meet the required performance criteria			
Attached is the following evidence.			
Comments.			
Assessors Evidence		Demonstration <input type="checkbox"/>	Questions <input type="checkbox"/>
Self Assessment Complete	Yes <input type="checkbox"/> No <input type="checkbox"/>	Documentation <input type="checkbox"/>	Feedback <input type="checkbox"/>
Student is Competent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Scenario / Roll Playing <input type="checkbox"/>	Other <input type="checkbox"/>
I have successfully completed this unit of competence!			
I can competently do this.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Supervisor Agrees	Yes <input type="checkbox"/> No <input type="checkbox"/>
Student Signature		Supervisors Signature	
Date		Date	
Assessor Verification			
Assessor Signature		Print Full Name	
Date		The Student is Competent	
Not yet competent <input type="checkbox"/> The Student will require re-assessment			
I, the assessor validate that the Student as having completed all the performance and assessment criteria in this unit CPPSEC2012A For and on behalf of TCS.			

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