



**TACTICAL  
CONFLICT  
SOLUTIONS**

*Professional Training for High Risk Situations*

**REGISTERED TRAINING ORGANISATION  
NATIONAL RECOGNISED TRAINING  
MEETS POLICE REQUIREMENTS  
National Provider 51836**

## **STUDENT HANDBOOK**

**Certificate III in Security Operations CPP30407**  
**Firearms & Defensive Tactics**  
**Body Guarding**  
**Cash in Transit**

**Certificate IV in Close Personal Protection 52110**  
**(CPP & PSD)**

**Advanced Training Programs –**  
**Firearms and Defensive Tactics**

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**Western Australia 6872**

**Tactical Conflict Solutions Pty Ltd (TCS)** provides for specialist training services at the high end of security and law enforcement operations delivering national endorsed and national recognised training.

**TCS** is a dynamic training provider offering comprehensive management, training and assessment services for Law Enforcement/Security, associated personnel, individuals and corporate enterprise.

**TCS** complies with the WA Police Licensing Services as a Police Approved RTO and is an approved and recognised training provider for firearms and baton endorsement of Security Officers licence requirements.

**TCS** delivers Reality Based Training which will meet the requirements for industry level and regulatory and licensing requirements. We provide for Skills Recognition, recognition of current competency (RCC). Skills recognition is cost effective and time efficient for the Student.

As an accredited training provider TCS has documented policy & procedures in place complying with the AQTF Standards for RTO's. A brief outline of these policies & procedures can be found at the rear of this Handbook.

### **Firearms License Endorsement Requirements for Cash in Transit Security Officers**

In accordance with the strategies for National Harmonisation in security training and licensing in Australia, Security Officers wishing to work as an Armed Cash in Transit (CiT) Security Officer must hold as a minimum, Certificate III in Security Operations

#### **Certificate III in Security Operations CPP30407**

##### **Core Units**

BSBFLM303C Contribute to effective workplace relationships  
BSBWOR301A Organise personal work priorities and developments  
CPPSEC3001A Maintain workplace safety in the security industry  
CPPSEC3002A Manage conflict through negotiation  
CPPSEC3003A Determine response to security risk situation  
CPPSEC3005A Prepare and present security documentation and reports  
CPPSEC3006A Coordinate a quality security service to customers

##### **and specified Elective Units of competency;**

- Control Persons Using Empty Hand Control Techniques CPPSEC 3013A
- Implement Cash in Transit Security Procedures TLIO807C
- Undertake cash in transit loading & unloading in an unsecure environment TLID4107C
- Test & Inspect cash in transit security equipment TLIO907C
- Control Security Risk Situation Using Firearms CPPSEC3008A
- Apply First Aid HLTF301B

In accordance with regulatory requirements and **TCS** policy and delivery strategies, the Student must also meet the following endorsement licensing pre-requisite;

#### **Medical examination prescribed for security officers with authority to be in possession of firearm.**

A medical examination is the examination of the person by a medical practitioner to determine if the medical practitioner is of the opinion that the person is physically and psychologically fit to be in possession of a firearm, and is to include the examination of the person's hearing and vision.

An application for a security officer's license with an endorsement under section 24 is to be accompanied by a medical certificate relating to the medical examination that is to include statement by the medical practitioner as to the period of time the practitioner has known the applicant and carried out within the previous month.

It is HIGHLY RECOMMENDED that you speak to a Security Agent/Employer to ascertain the preferred weapon for your training. Competency of a different firearm will incur further training and additional cost to you.

#### **Pre-Employment "Gun Shy" Testing**

This strategy has been implemented to assess an individual's suitability to undergo Firearms Training. A nominal fee is charged to the candidate. The successful candidate is then invited to undergo full training with TCS with an opportunity for employment with our Corporate Agents. No refund is given. This cost is deducted from the overall tuition fees paid by the candidate.

### Firearms Re-qualification/Refresher Training

In compliance with the licensing legislation, Firearms License Endorsement Renewal training is mandatory every 6 months from the date of original endorsement. We provide this service in conjunction with our Corporate Agents and for individual endorsed Officers.

### Delivery of Nationally Recognised and Accredited Training



**Training Accreditation Council**  
WESTERN AUSTRALIA

### Armed Security Officers within the Cash in Transit Industry Firearms License Endorsement Training

Pre Requisite - Certificate III in Security Operations

*with additional*

#### SPECIFIED ELECTIVE UNITS

#### Days 1 to 3

- Control Security Risk Situation Using Firearms CPPSEC3008A (3 Days **\$375**)  
(Including Use of Force and Legislative Considerations)

#### Day 4

- Control Persons Using Empty Hand Techniques CPPSEC3013A (1 Day **\$250**)

} **\$550**

### Transport & Logistics training competencies

(Delivered in partnership with our Corporate CiT Agents)

- 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

} \*  
**NO**  
**CHARGE**

\* **Conditions Apply. Enquire within.**

Apply First Aid HLTF301B (2 Days)



We recommend and use **WALLIS FIRST AID TRAINING** RTO 50993 to facilitate delivery of First Aid training, specifically designed for Armed Security Guards. Includes treatment of Gun Shot wounds and application/use of Tourniquets. An additional fee will apply

Bookings can be made through TCS

## Defensive Tactics

*(Elective Units from Certificate III Security Operations)*

- Control Persons Using Empty Hand Techniques CPPSEC3013A
  - Control Persons Using Baton CPPSEC3014A
  - Restrain Persons Using Handcuffs CPPSEC3015A
  - Defend Persons Using Spray CPPSEC3016A
- } 1 day each  
} **\$250.00**
- 
- **Strategic Protection of Ones Self**
- |   |          |          |
|---|----------|----------|
| TCS0107 Primary Escape, Evasion, & Self Defence Techniques..... | 1 ½ Days | \$350.00 |
| TCS0207 Defending Against Impact Weapon Attacks.....            | ½ Day    | \$200    |
| TCS0307 Defending Against Edged Weapon Attacks.....             | 2 Days   | \$550    |
- } From -

**Skills Recognition (RPL) \*Price on Application.**

**Corporate trade enquiries welcome.**

**ALL FEES ARE REQUIRED TO BE PAID IN FULL ON COMMENCEMENT OF TRAINING.**

**PAYMENT CAN BE MADE BY CASH OR CHEQUE.**

**EFT PAYMENT CAN BE MADE THROUGH PRIOR ARRANGEMENT WITH TCS.**

*Please refer to our Refunds policy on page 11.*

**The Following are extracts intended to provide you with the relevant information to assist in meeting licensing requirements within the Western Australia Security Industry. We advise you contact Police Licensing Services directly for clarification. 297 Hay St East Perth, 6004 Telephone 9231 7199**



Western Australia Police

**~ LICENCE APPLICATION REQUIREMENTS ~**

**ALL documents presented MUST be originals, have a COPY attached and be in English. Foreign language documents MUST have an OFFICIAL English translation attached.**

➤ Birth Certificate or Extract, original **and** photocopy

**OR**

➤ Passport (*may be expired by no more than 2 years*) **and** photocopy of data page (*photograph and personal details*). Non-Australian citizens **must** also provide photocopy of a **current** Visa

**AND**

➤ Current Drivers Licence **and** photocopy. If Change of Address label is affixed to reverse of Drivers Licence, a photocopy of reverse is also required. If surname differs between Birth Certificate/Extract, Passport or Drivers Licence, applicants **must** present **original** Marriage /Divorce/Change of Name Certificates **and** photocopy.

**OR**

**(Overseas Student Applicants Only)**

➤ Other identifying documentation; eg. Student ID & photograph, Health Insurance Card, Bank ATM card

➤ If applicant has not lived in Australia for a **minimum** of five years (*date of arrival can be ascertained from Immigration "Entry" stamp on passport/travel document used to enter Australia*), a **National** Police Criminal History Check **and** photocopy from their home country is required. Australian citizens who resided overseas for at least 12 months in the immediate past five years **must** provide a **National** Police Criminal History Check (**and** photocopy) from the appropriate country/ies. **Indian Police Clearance Certificate**; only those Police Clearance Certificates issued through an Indian High Commission or Consulate or Embassy are acceptable.

Consulate General of India, 1<sup>st</sup> Floor, 15 Munro Street, COBURG 3058, Victoria. Tel 03 93867399

Consulate General of India, Level 27/25 Bligh Street, SYDNEY 2000, NSW. Tel: 02 9223 9500

High Commission of India, 3 Moonah Place, YARRALUMLA 2600, ACT. Tel: 02 62733999

➤ Four passport-sized photographs (*head and shoulders only on a white background*)

➤ Letter/s of Intent (*written offer of employment*), **original** only. *No more than four weeks old.*

➤ Training Certificates, including First Aid, **and** photocopies

➤ Application Form (*available from local Police Station, Police Licensing Services or website* <http://www.police.wa.gov.au/Forms/tabid/1093/Default.aspx>)

➤ Two **Character References** (*not Employment References*) which

**MUST:**

- Show Referee's full name, address and contact telephone number
- Be dated and signed by Referee
- State the nature of relationship; eg. friend, workmate, neighbour
- State how long Referee has known applicant
- State how, where, when etc. [*detail required; eg. "studied at the same college in Anycity." is too broad, lacks verifiable detail and therefore unacceptable*]
- Comment upon applicant's **Honesty, Integrity, Good Character** or similar
- Be of sufficient length to confirm length of claimed relationship

**MUST NOT:**

- Be more than two years old at application
- Be written by Police Officer or family member

SUITABILITY REFERENCE

**To the referee – before you sign this reference please read:**

**This Form MUST BE COMPLETED BY YOU, the Referee.**

- *The purpose of this reference is for YOU to acknowledge that the applicant is of a suitable character to hold a private security licence in Western Australia. You are not obliged to provide this reference and you should only do so if you want to and only if you can satisfy the requirements provided by law.*

**FIRSTLY:**

- You must know the applicant's character. You need to outline in what capacity you know the applicant and how that allows you to attest to his/her suitability for the industry.
- Remember you are accountable for what you write and sign your name to.
- You must provide contact details to us and you are likely to be contacted by police to verify your statements.

**SECONDLY:**

- You must have known the applicant for a minimum of 5 years prior to the date of the licence application.
- If you can not do all of the above do not supply this reference.

**What does "I can attest to the character of the applicant" mean?**

Explain how you know this person and how that enables you to comment on their ability, competence, honesty and integrity. Please explain the nature of your relationship to the applicant (for example but not limited to: personal, professional, family connections). This reference is about your relationship with this particular person, not his/her family or friends. Electronic knowledge such as email and chat rooms on the Internet is not sufficient knowledge.

If you do sign this document you may be called upon to stand by this statement in an Australian Court and you may be prosecuted if you provide any false or misleading information.

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(This section MUST be completed. If insufficient space attach separate sheet)

**To the Licensing Officer,**

I \_\_\_\_\_ have personally known the applicant  
 (Referee's name)

\_\_\_\_\_ for a period of \_\_\_\_\_ years \_\_\_\_\_ months.  
 (insert name YOU know the applicant by)

I am not related to the applicant by birth or marriage and I attest that the applicant is suitable to hold a Licence in Western Australia under the Security and Related Activities (Control) Act 1996.

Referee  
Signature: \_\_\_\_\_

**Referee's contact details:** (in block letters)

Work address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email address: \_\_\_\_\_

(I acknowledge that the particulars in this reference are true and correct and I make this acknowledgement knowing it is an offence against Section 51(1) of the Security and Related Activities (Control) Act 1996, to give information orally or in writing that the person knows to be, false or misleading in a material particular or likely to deceive in a material way). Section 51 carries a maximum penalty of \$15,000.

Date: \_\_\_\_\_ Referee Signature: \_\_\_\_\_

Witness \_\_\_\_\_

Witness details (Witness details must be a person other than the applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

**~ APPLICATIONS WILL BE ACCEPTED AND PROCESSED  
ONLY  
 WHEN ABOVE REQUIREMENTS ARE MET ~**

## Certificate IV in Close Personal Protection (52110) (CPP/PSD and Body Guard Course)



TCS has identified 3 categories according to recognised measures commensurate to the risk.

- Level 1. Body Guard (BG) unarmed, low risk/low threat
- Level 2. Close Personal Protection (CPP) armed, medium to high risk/medium threat, and
- Level 3. Personal Security Detail (PSD) armed, high risk/high threat.

### Level I - Certificate III in Security Operations (Body Guard) CPP30407

The agreed minimum national standard of training for Body Guarding is Certificate III in Security Operations CPP30407 Core Units, and

#### Specified Elective units

CPPSEC3013A Control persons using empty hand techniques  
CPPSEC 3017A Plan and conduct evacuation from premises  
CPPSEC3018A Provide for safety of persons at risk  
HLTFA301B Apply First Aid  
CPPSEC2011A Control access and exit from premises  
CPPSEC2012A Monitor and control individual and crowd behaviour

**NOTE\*** *Regulatory Authorities in different jurisdictions may require additional licensing and training criteria.*

#### Essential Pre-requisites:

- As per regulatory licensing requirements

**Duration 10 Days. COURSE FEES - \$750**

### Level 2 & 3 - Certificate IV in Close Personal Protection 52110

#### Essential Pre-requisites:

- Certificate III in Security Operations (Firearms & Defensive Tactics).
- Relevant security/military/law enforcement experience (min 5 years).
- Current Open Class International drivers licence.
- Medical certificate from a Medical Practitioner certifying physical and mental fitness to participate in all facets of training.  
or equivalent documentary evidence of the essential pre-requisites.

## CPP/PSD Units of Competency

### Vehicle Operations

- Vehicle Inspection, Service & Maintenance\*
- Drive & Recover 4WD#
- Drive under Operational Conditions\*
- Defensive Driving Procedures \*
- Travel Management Strategies#

### Generalist Skills

- Protocols and Working in CPP\*
- Foot Procedures & Drills \*
- Counter Surveillance and Anti Surveillance \*
- Search for Improvised Explosive Devices \*

### Specialist Skills

- Briefing and Debriefing\*
- Advance Party Security Survey\*
- Tactical Appreciation & Planning \*
- Threat Assessment\*
- Respond to Marksman Threat \*
- Advanced Tactical Weapons Systems #
- Room Entries and Clearance Tactics #
- Alternate Transportation #
- Air Travel Security #

**Duration 20 Days. COURSE FEES AUD\$5000**

*Core Units \* must be taken with a minimum selection of Four (4) # Elective Units.  
We will help you select the Modules most suited to your skills sets and intended field of employment.*

### Advanced Training Programs – Firearms and Defensive Tactics

- Tactics, Techniques and Procedures
- Active Shooter
- Range Management
- Combative Shooting
- Low Level Light Shooting
- Use of Category C Firearms (Shotgun)
- Use of Category A B Firearms (Rifle)

### Essential Pre-Requisites:

- Medical clearance from a Medical Practitioner certifying that they are physically and mentally fit.
- Successfully completed certified Firearms and Defensive Tactics course/training.
- Security/military/law enforcement experience (min 5 years); or equivalent.

Participants will be required to provide own weapons, ammunition and PPE. **Cost each Unit is AUD\$350.00 per module.**

### OTHER COURSES & TRAINING

- **Suicide Homicide Bomber Awareness Workshop**
- **Electronic Incapacitation Devices** (ie TASER & Stun Gun type devices)  
*Restrictions and conditions apply. Please contact TCS for details & information.*
- **Riot Control & Command Course**
- **Cell Extraction & Prisoner Escort**
- **Travel Awareness & Security Training**

## GENERAL INFORMATION

### Recognition of Prior Learning (RPL)

RPL involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individuals non formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

### Recognition of Current Competency (RCC)

applies if a client has previously successfully completed the requirements for a unit of competency or qualification and is now required (eg by a licensing authority) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are nationally recognised. An unsuccessful RCC assessment does not invalidate the previous competent assessment outcome.

**The information in this Student Handbook has been designed to provide you with the information you may need to make a decision as to whether to participate in any of our training courses.**

**LANGUAGE, LITERACY & NUMERACY:** The Student will be required to possess Literacy skills commensurate with the expected duties to be performed. That is having the ability to READ, WRITE, LISTEN, SPEAK, UNDERSTANDING & PROBLEM SOLVING in context within the field of Industry in which you work.

**IMPORTANT NOTICE:** It is the responsibility of the individual to be familiar with the regulatory, licensing, restrictions and conditions applicable to the relevant state, territory and or country.

Referral to STUDENT SUPPORT prior to enrolment is recommended for Students with special needs. Any associated cost will be at the expense of the participant. Whilst TCS endeavours to provide timely and accurate information, cost of services provided may be subject to change. TCS will endeavour to maintain fair and equitable access for all of its Clients and Students and the professional delivery of the services advertised. If you require further information please contact TCS.

### STUDENT SUPPORT.

Here are some useful numbers and contacts for you;

POLICE LICENSING SERVICES (08) 9233 7000  
INDIGENOUS EDUCATION (08) 9464 4000.  
ADULT MIGRATION EDUCATION SERVICE (08) 9229 3600.  
LANGUAGE & LITERACY AND INTERPRETER SERVICES 13 1450.  
DEPARTMENT OF EDUCATION, TRAINING & YOUTH AFFAIRS (08) 9464 4000.  
EDUCATION DEPARTMENT OF WESTERN AUSTRALIA (08) 9264 5005.

Employability Skills Summaries for Training Package qualifications can be downloaded from  
[www.employabilityskills.training.com.au](http://www.employabilityskills.training.com.au)

A summary of the employability skills developed through this qualification can be downloaded from  
[www.employabilityskills.training.com.au](http://www.employabilityskills.training.com.au)

### Student rights

TCS recognizes it has a diverse student and staff body. We ask that you respect your fellow students and staff members and their beliefs and customs. This document provides details for both you and TCS staff, to assist all students to make the most of the opportunities provided by TCS.

You have the right to:

- Be treated fairly and with respect.
- Learn in a supportive environment, free of discrimination and harassment.
- Have personal records kept private, subject to statutory requirements.
- Have access to your personal records on request.
- Be given information about assessment procedures at the beginning of training courses.
- Have your existing skills and knowledge recognised.
- Receive feedback on your progress.
- Appeal academic decisions or procedural matters.
- Make a complaint to or about any staff member without fear of victimisation.
- Have complaints dealt with fairly, promptly, confidentially and without retribution

## **Student Records**

### Privacy – student personal information

TCS will collect information from you at enrolment for general student administration. Your personal information is stored securely and only authorised TCS staff have access to your information. TCS will manage your personal information according to West Australian and Federal Law. If you are an employee of a company providing training as part of your workplace development, your personal information, attendance details, progress and results will be disclosed to your employer. In accordance with the Information Privacy Principles, no further access to your enrolment information will be provided to any other organisation or persons without your consent unless authorised or required by law. It is important that you advise any change of address or other relevant personal details that occur during the time you are enrolled. If you need to change your personal details, contact TCS staff.

## **Complaints/grievance procedures**

A grievance may arise if you believe that an incorrect decision or inappropriate behaviour has adversely affected your rights. Examples include: Inappropriate application of a TCS policy, such as access and equity, health and safety, fees and charges, skills recognition. Inappropriate application of Western Australian Government legislation. Being unfairly assessed. Having an enrolment unreasonably terminated. Being required to meet unreasonable requirements for a qualification that extend beyond the normal requirements. Being the subject of retaliation for exercising your rights under this policy. Being the subject of misconduct by a TCS staff member. The grievance process is made up of an informal and formal appeals processes.

### Informal appeal process

You should first try to achieve resolution of any grievance (academic or non-academic) through an informal approach to the staff member or person responsible for the action. Alternatively, you can provide feedback to TCS through the feedback mechanism. If all or part of the grievance remains unresolved, you may wish to submit a formal appeal to resolve the grievance.

### Formal appeal process

If you have been unable to resolve your grievance through an informal process, you have the right to submit a written complaint to TCS's Independent Party. TCS's Independent Party will notify the relevant staff member of the grievance and, depending on the nature of the complaint, will decide the appropriate action to resolve the grievance. TCS's Independent Party will respond to you within 14 days of receiving your written complaint.

TCS's Independent Party's decision is final and no correspondence shall be entered into.

### Complaints and suggestions

If you would like to suggest how we might improve any activities, please complete an evaluation form at the end of a training program. These assist in the evaluation of the effectiveness of the course/program and the teaching. The information you provide will be used to improve future courses and teaching effectiveness. The evaluation forms are available on the premises, and where applicable, will be sent to your employer for you to fill out. If you have a complaint this is the appropriate format in which to lodge.

## **Recognition of qualifications issued by other RTO's**

This process recognises qualifications or statements of attainment issued by another registered training organisation that are the same as the competencies in the program you are enrolled in. TCS recognises qualifications issued by other RTOs through its internal processes.

## **Admissions/Enrolment**

You are required to apply through the regular entry mechanism of TCS, unless otherwise enrolled by your employer. You must meet all specified entry requirements to be eligible for consideration for admission.

*Note:* TCS reserves the right to withdraw any offer of admission or cancel the enrolment of any person when the offer was made for whatever reasons deemed appropriate or necessary by TCS, and no correspondence will be entered into.

## **Fees and charges**

All fees and charges are as outlined in the Student Handbook. You must pay your tuition fee in full when you enrol at TCS.

## **Refunds**

You may be eligible for a refund of enrolment fees if the program has been cancelled or you have cancelled your enrolment.

### Cancellation of training

You are entitled to a refund of fees paid for training if TCS cancels the program before it starts.

#### Refunds – Cancellation of enrolment before training starts

You are entitled to a refund if you cancel your enrolment in a TCS training course 14 days before it starts. Please note that an administration charge of \$50 for all courses cancelled at the same time will be deducted from the refund amount.

#### Refund after start of training

You can apply to a TCS Director in writing for a refund of fees paid in regard to a training course, or credit for a later course for the following reasons:

- (1) You have an illness or injury that prevents you from completing the training; or,
- (2) Exceptional circumstances have prevented you from completing the training

#### Refund if enrolment is cancelled less than 14 days before training starts

You are not entitled to a refund if you cancel your enrolment less than 14 days before it starts. Please note: You must still honour any outstanding payments relating to this enrolment.

### **General behaviour**

When communicating and interacting with TCS staff and other students you have a responsibility to:

1. Treat people with respect and fairness regardless of their background or culture;
2. Show respect for others by not swearing, using obscenities or making offensive remarks;
3. Avoid behaviour that could offend, embarrass or threaten others;
4. Refrain from harassing or disrupting others in the performance of their duties or studies; and,
5. Avoid unacceptable behaviour - including bullying, aggressive, threatening or abusive behaviour.

### **Safety**

Workplace safety is everyone's responsibility. Any breach or accident on site must be reported immediately to a staff member. The *Workplace Health and Safety Act 1995* applies to all staff and students of TCS. All staff and students have a responsibility to ensure that they work safely, without risk of injury to themselves or people around them. When on TCS premises or any premises used by TCS (including sites used for live work or field work), you have the additional responsibility to:

(i) follow any safety practices required, for example, wear approved clothing and protective equipment and follow directions, both written and spoken, given by TCS staff. You are entitled to challenge, respectfully, directions or decisions if they appear to be unlawful or unreasonable or endanger a person's health or safety. (ii) not enter these premises with illegal drugs, alcohol, weapons or be under the influence of drugs or alcohol. Your teacher will advise you of the safety requirements for your class. All machinery is to be used in accordance with these safety procedures.

### **TCS Premises and resources**

You are required to assist in maintaining serviceable facilities, resources and equipment by:

- (i) Reporting breakage and/or faults with equipment to TCS staff; and,
- (ii) Leaving training areas neat and tidy after classes and ensuring equipment and tools are cleaned and correctly stored.

### **Compliance with legislation and policies**

As a student of TCS, you are required to abide by State and Commonwealth legislation as well as TCS policies and rules.

#### Alcohol and or Drugs

You are not allowed on TCS premises or to use TCS facilities when under the influence of drugs and or alcohol. Consumption of drugs and or alcohol on TCS premises, including sites used for excursions, field trips and live work, is prohibited.

#### Drugs

The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens or marijuana) is against the law and will be reported to the police. If you are taking prescription medication it is your responsibility to report it to TCS staff and to ensure that it does not affect your safety or the safety of others.

#### Weapons

You are not to bring knives or weapons of any other sort to TCS premises. It is an offence under the *Weapons Act 1990* to be in possession of a knife or other weapon unless the weapon is to be used for educational purposes. Any threats to staff, students or property will be reported to the police immediately.

#### Smoking

The *Tobacco and Other Smoking Products Act 1998* prohibits you from smoking in or around buildings. It is an offence to smoke within four (4) metres of any part of the entrance to a building.

### Anti-discrimination

Discrimination whether direct or indirect is unlawful and will not be tolerated by TCS.

### Mobile phones and sound and photographic equipment

The use of mobile phones, sound and photographic equipment by students is strictly not permitted during class times.

## **Misconduct**

### Behavioural misconduct

Behavioural misconduct is broadly defined as actions that breach these student rules or TCS policies. This includes but is not limited to:

1. Breaches of commonwealth or state law which impinge on TCS operations.
2. Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of TCS.
3. Refusing or failing to identify yourself truthfully.
4. Any act or failure to act that endangers the safety or health of any other person.
5. Actions that impair any person's participation in a legitimate TCS activity or, by act or omission disrupts the peace or good order of the TCS.
6. Acting in a way that causes students or staff or other persons within TCS to fear for their personal safety.
7. Acting in a way that causes damage to TCS property.

### Immediate consequences of misconduct

Where state or Commonwealth laws appear to have been breached, the matter will be referred to the police or other appropriate authority immediately.

A member of the teaching staff or any senior staff member may, in respect to any misconduct by you committed in a class, training area or TCS premises under their management or control, immediately suspend you from attendance at such class or from use of such place or premises for a period deemed fit by the board of TCS. Such actions will be reported to the Board of TCS.

### Formal disciplinary process

Following receipt of advice of an act of misconduct, the Board of TCS will advise you in writing of the alleged incident of misconduct and you have five working days to make an oral or written representation regarding the alleged incident of misconduct.

Following the outcome of the Board, a report will be submitted to the Director of TCS and the decision of the Director shall be final and correspondence will not be entered into.

## **Copyright**

TCS materials, including pages, documents, online graphics and web pages, audio and video, are protected by copyright law. Copyright of TCS materials resides with TCS. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under copyright legislation, no part may be reproduced or re-used for any commercial purposes whatsoever without written permission.