

ASIAL CPD Program for Licensed Security Businesses in Victoria

Licensing requirements of the *Private Security Act 2004*, Section 26 (3)

To qualify a security business for licensing, the Nominee must:

(a) possess the qualifications, knowledge, training or experience approved by the Chief Commissioner in relation to each activity or any aspect of each activity authorised under the licence (which is a Certificate IV in Security & Risk Management qualification)

or

(b) be a member of one or more approved security industry organisations, membership of which the Chief Commissioner considers is relevant to each activity or any aspect of each activity authorised under the licence (which includes agreeing to supply a CV outlining a minimum of five years experience in the security industry and committing to a Continuing Professional Development program).

Continuing Professional Development requirements proposal

ASIAL proposes that CPD for licensed Security Business in Victoria be composed of the following elements –

1. NUMBER OF POINTS TO BE COMPLETED

A nominee with a licence condition requiring Continuing Professional Development must complete 12 points of professional development in the 12 month period following the granting or renewal of the licence.

Should the nominee attain the qualification of Certificate IV in Security & Risk Management the requirement for CPD will cease. If the qualified nominee ceases with the relevant security business, the new nominee will be subject to the licensing requirements as stipulated in Section 26 (3) of the *Private Security Act 2004*.

2. TYPES OF CPD TO BE COMPLETED

Continuing Professional Development must consist of any combination of **at least two** of the following:

Notes:

PPH = points per hour; **Cap** indicates the maximum number of points a nominee can earn by this method in a given CPD year (1st July XX – 30th June XX)

Fractional points – the minimum number of points that can be allocated is .5; points below .25 will be rounded down; points at .25 and above will be rounded up.

Category 1: professional activities

This includes –

Item	PPH	Cap
Participation in committees (committee membership)	.5 per meeting	3
Presenting/teaching/lecturing (1 st occurrence only – no repeats)	3	3
Articles published in industry specific journals or national media	2 per article	4

Category 2: an activity with a stated development outcome.

This includes self-paced learning which does not require formal assessment.

Typical examples of these types of activities are –

Item	PPH	Cap
Workshops	1	3
Seminars	1	3
Conferences	1	3
Participating in forums	1	3

For seminars, conferences and forums, only the hours of the actual presentations may be counted.

Category 3: A learning activity which is conducted by a Registered Training Organisation accredited to conduct training for the security industry sector and which includes formal assessment of learning outcomes.

The learner must be assessed as competent to be entitled to claim the relevant points in this category. Learners assessed as not yet competent will be entitled to claim the points relevant to category 2. These activities must be either –

1. units of competency aligned to the PRS03 Asset Security Training Package and providing a pathway to achieving a qualification

or

2. a unit of competency or accredited course that that contributes to the nominees development in area of business management or compliance, governance and ethical conduct

or

3. courses developed by an Approved Security Organisation specifically for the security industry.

A list of proposed courses is at Attachment A.

Item	PPH	Cap
Unit of competency or accredited course aligned to CCP07	1	6
Unit of competency or accredited course	1	6
Courses developed by ASOs	1	6

Attachment A

NB: Licensing Services Division (LSD) have advised that although the following units contribute towards obtaining CPD points they will not be recognised for licensing purposes in Victoria (i.e. units do not contribute to achieving the qualification Certificate IV in Security & Risk Management).

For a list of LSD accredited Registered Training Organisation in Victoria go to www.asial.com.au, centre for compliance/licensing and then click on Licensing Services Division.

1. Units of competency aligned to the CCP07 Asset Security Training Package.

Points Allocation – generally 1 CPD point per hour of on-line training

CORE UNITS – 1 to 11

1.	PRSSM401A	Manage a safe workplace	Core
2.	PRSSM402A	Implement effective communication techniques	Core
3.	BSBFLM403B	Manage effective workplace relationships	Core
4.	PRSSM404A	Advise on security needs	Core
5.	BSBCMN402A	Develop work priorities	Core
6.	PRSSM406A	Monitor and review security operations	Core
7.	PRSSM407A	Facilitate workplace briefing and debriefing processes	Core
8.	PRSSM414A	Identify and assess assets	Core
9.	PRSSM413A	Assess threat	Core
10.	PRSSM409A	Assess risks	Core
11.	BSBFLM402A	Show leadership in the workplace	Core

ELECTIVE UNITS – 1 to 19

1.	PRSSM408A	Lead work teams	Elective
2.	PRSSM410A	Interpret information from advanced security equipment	Elective
3.	PRSSM411A	Manage monitor centres	Elective
4.	PRSSM412A	Coordinate field staff activity from control room	Elective
5.	PRSSM415A	Undertake case management of investigations	Elective
6.	PRSSM416A	Prepare a detailed tender	Elective
7.	BSBCMN410A	Co-ordinate implementation of customer service strategies	Elective
8.	BSBFLM409B	Implement continuous improvement	Elective
9.	BSBCMN412A	Promote innovation and change	Elective
10.	BSBSBM401A	Establish business and legal requirements	Elective
11.	BSBCMN406A	Maintain business technology	Elective
12.	BSBCMN407A	Coordinate business resources	Elective
13.	BSBCMN408A	Report on financial activity	Elective

14.	PRSSM417A	Commission or decommission networked security system	Elective
15.	PRSSM418A	Maintain networked security system	Elective
16.	PRSSM419A	Install networked security system	Elective
17.	PRSSM420A	Determine security system configurations	Elective
18.	PRSSM421A	Configure security devices on IT networks	Elective
19.	PRSSM422A	Identify and diagnose security systems or network fault	Elective

Units that ASIAL currently has available for delivery via on-line training

BSBCMN402A Develop work priorities	Nominal Hours
BSBCMN402A /01 Plan and Complete Own Work Schedule	1
BSBCMN402A /02 Monitor Own Work Performance	1
BSBCMN402A /03 Coordinate Professional Development	1
Total	3
CPD points eligibility	3

BSBFLM402A Show leadership in the workplace	Nominal Hours
BSBFLM402A/01 Model high standards of management performance and behaviour	1
BSBFLM402A/01 Enhance the organisation's image	1
BSBFLM402A/01 Influence individuals and teams positively	1
BSBFLM402A/01 Make informed decisions	1
Total	4
CPD points eligibility	4

BSBFLM403B Manage effective workplace relationships	Nominal Hours
BSBFLM403B /01 Collect, Analyse and Communicate	1
BSBFLM403B /02 Develop Trust and Confidence	1.5
BSBFLM403B /03 Develop and Maintain Networks and Relationships	1.5
BSBFLM403B /04 Manage Difficulties into Positive Outcomes	1
Total	5
CPD points eligibility	5

BSBCM410A Co-ordinate implementation of customer service strategies	Nominal Hours
BSBCM410A /01 Advise on Customer Service Needs	1
BSBCM410A /02 Support Implementation of Customer Service Strategies	1
BSBCM410A /03 Evaluate and Report on Customer Service	1
Total	3
CPD points eligibility	3

BSBFLM409B Implement Continuous Improvement	Nominal Hours
BSBFLM409B /01 Implement Continuous Improvement	1
BSBFLM409B /02 Monitor and Review Performance	.75
BSBFLM409B /03 Implement Opportunities for Further Improvement	.5
Total	2.25
CPD points eligibility	2.5

2. Units of competency or accredited courses that that contribute to the nominees development in an area of business management or ethical conduct

Points Allocation – generally 1 CPD point per hour of on-line training

BUSINESS MANAGEMENT

Managing People And Business

- Conflict Management
- Contracts – The Essentials
- Key Account Management - Essentials
- Managing And Developing Teams
- Recruitment And Selection

Business / Frontline Management – Diploma BSB51004

- Manage Personal Work Priorities And Professional Development BSBFLM501B
- Manage Effective Workplace Relationships BSBFLM503B
- Manage Operational Plan BSBFLM505B
- Manage Workplace Information Systems BSBFLM506B
- Manage Quality Customer Service BSBFLM507B

Facilitate Continuous Improvement BSBCM509B
Ensure Team Effectiveness BSBFLM512A
Manage People BSBFLM514A
Ensure A Safe Workplace BSBMGT505A
Identify Risk And Apply Risk Management Processes BSBCM416A
Manage Projects BSBCM419A

Business / Frontline Management – Certificate IV BSB41004

Develop Work Priorities BSBCM402A
Implement Effective Workplace Relationships BSBFLM403B
Implement Operational Plan BSBCM405B
Monitor A Safe Workplace BSBCM411A
Promote Team Effectiveness BSBFLM412A
Coordinate Implementation Of Customer Service Strategies BSBCM410A
Identify Risk And Apply Risk Management Processes BSBCM416A
Implement Continuous Improvement BSBFLM409B

Business/ Frontline Management – Certificate III

Maintain Workplace Safety BSBCM311A

Procurement And Contract Management

Plan Procurement CPM1
Request And Receive Offers CPM2
Award Contracts CMP3
Award Contracts CMP4

Project Management

Project Management – An Introduction
Project Management – Essentials

Project Management – Formal Qualifications

Certificate IV In Project Management BSB41504
PM1 Understanding Project Management
PM2 Project Scope Management BSBPM401A
PM3 Project Time Management BSBPM402A
PM4 Project Cost Management BSBPM403A
PM5 Project Quality Management BSBPM404A
PM6 Project Risk Management BSBPM407A
PM7 Project Human Resource Management BSBPM405A
PM8 Project Communications Management BSBPM406A
PM9 Project Procurement Management BSBPM408A

COMPLIANCE, GOVERNANCE AND ETHICAL CONDUCT

Equal Employment & Sexual Harassment

Equal Employment Opportunity
Sexual Harassment
EEO – Best Practice Recruitment Guidelines

Ethics & Conduct

Ethics And Conduct
Introduction To Ethical Theory

Corporate Governance

Applied Corporate Governance
Corporate Governance – An Induction
Duties Of Officers And Directors

Financial Analysis For Officers And Directors

Health And Safety In The Workplace

OH&S For Australian Industry

OH&S In The Office V2

OH&S Manual Handling

OH&S Personal Protective Equipment

Bullying

Emergency Management

Ensure A Safe Workplace

Privacy

Privacy

Privacy - The Victorian Information Privacy Act

Trades Practices And Consumer Affairs

Trade Practices – An Introduction

Trade Practices And Consumer Protection

3. courses developed by an Approved Security Organisation specifically for the security industry.

Courses developed by ASIAL specifically for the security industry

	CPD points eligibility
Your Security Business Fundamentals	1
Managing Your Security Business	1
Electronic Security Project Management	2
Fitness For Work Tutorial – Employee	0.5
Fitness For Work Tutorial – Supervisor	0.5