



- You must be an Australian Permanent Resident or Citizen or hold a Visa that entitles you to full work rights in Australia (persons on Student or Holiday Visa are not permitted to undergo security training)
- You must have had NO criminal convictions and NO non convictions in the past 10 years.
- Fact Sheet No. 6:  
[https://www.police.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0011/286139/SEC\\_-\\_Fact\\_Sheet\\_6\\_-\\_Am\\_I\\_Eligible\\_for\\_a\\_NSW\\_Security\\_Licence.pdf](https://www.police.nsw.gov.au/__data/assets/pdf_file/0011/286139/SEC_-_Fact_Sheet_6_-_Am_I_Eligible_for_a_NSW_Security_Licence.pdf)
- You MUST have a USI (Unique Student Identifier Number) before enrolling. To obtain your USI number here: <https://www.usi.gov.au/>

## HOW DO I ENROL INTO THE CPP20218 Certificate II in Security Operations Course?

### Please follow the following steps to secure a booking:

- You book on-line into the course date that best suits you. Payment is not required until you complete the Pre-Enrolment Induction Session. See below.
- Once you have made your booking you will then receive an email inviting you to attend one of the SECTA Pre-Enrolment Induction Sessions which are conducted over 4 hours. This session will be conducted usually 2 to 3 weeks before you are due to commence your training. You must respond to this email detailing your preferred date. The email will also outline exactly what you are required to bring with you at that Session, namely:

100 Points of ID - original documents ONLY Drivers Licence (40 points) and Passport or Australian Birth Certificate (70 points).

Full payment for the course once you have satisfactorily completed the LLN assessment

- A current HLTAID003 Provide First Aid Certificate – if you hold one. Otherwise SECTA can arrange for you to complete this course. <https://secta.com.au/events/categories/first-aid-courses/>
- A Resume outlining your previous work and/or qualifications.
- If possible, Copies of previous Training Qualifications
- At this Pre-Enrolment Induction Session, you will undergo the Mandated SLED LLN Assessment. This LLN Assessment will take about 2 hours to complete and covers the minimum written, listening, oral and comprehension skills required to complete the course. Should you not pass this LLN Test, then SECTA will refer you to undertake further English training before being able to resist this test later
- The session what also explain in detail what the course involves, what job opportunities are available to you by using the SECTA Free Job Agency <https://jobpedal.com.au/>
- How to use the SECTA on-line self -study component of the course.
- Once you pass the LLN you will be issued with your Learner Guide, self-paced workbook and additional resources required for your studies.
- To finalise your enrolment, you must bring your original 100 Points of ID, your 1st aid certificate (if you have one), your USI number and a full Resume, together with any previous training certificates. (NB: These Certificates do not have to be related to the security industry.) This information will assist the Trainers and Assessors in determining your learning needs.

- Full payment will be required at the completion of this Pre-Enrolment Process.

### **Course Duration and Method of Delivery**

The course will be conducted over 15 days face to face from 8.00am to 5.00pm each day including a 1-hour break - Monday to Friday for 3 weeks. This face-to-face learning is in addition to the self-paced learning required both and during the course.

Timetable is shown below.

The 13 Units of Competency for CPP20218 have been grouped into 4 Clusters. It is expected that you attend and complete all sessions for the 4 clusters listed below.

Training Location: **SECTA Training Rooms**

**Level 1/44 South Street GRANVILLE (3 mins walk from Granville Station – above the LJ Hooker Building)**

What to Bring to the Course?

Pen and a Notebook

Your Learner Guides

SECTA can assist you with employment through the FREE Job Agency. During the course you will be offered the opportunity of undergoing a Video Job Interview which is then made available to over 600 security companies that use the SECTA Job Agency.

<https://jobpedal.com.au/jp/>

The jobs available through this agency include mobile and static work, crowd control duties, airport and retail security, marine security, concierge work as well as schools and hospitals.

**SECTA PTY LTD - CPP20218 FULL-TIME TIMETABLE GRANVILLE - SLED Approval No:**

**SECTA Training Rooms - Level 1, 44 South Street GRANVILLE 96372200**

**ALL TIMES MUST BE STRICTLY ADHERED TO**

<b>WEEK ONE</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
	<b>Start time: 0800 hours - End time: 1700hours</b>			<b>Start time: 0800 hours - End time: 1700hours</b>	
	<b>Cluster 1 - Day 1</b> Break Time: 1200 to 1300hrs	<b>Cluster 1 - Day 2</b> Break Time: 1200 to 1300hrs	<b>Cluster 1 - Day 3</b> Break Time: 1200 to 1300hrs	<b>Cluster 2 - Day 1</b> Break Time: 1200 to 1300hrs	<b>Cluster 2 - Day 2</b> Break Time: 1200 to 1300hrs

**YOU MUST COMPLETE THE CLUSTERS IN THE ORDER THEY APPEAR BEFORE MOVING TO THE NEXT CLUSTER**

<b>WEEK TWO</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
	<b>Start time: 0800 hours End time: 1700hours</b>		<b>Start time: 0800 hours - End time: 1700 hours</b>		
	<b>Cluster 2 - Day 3</b> Break Time:1200 to 1300hrs	<b>Cluster 3 - Day 1</b> Break Time: 1200 to 1300hrs	<b>Cluster 3 - Day 2</b> Break Time: 1200 to 1300hrs	<b>Cluster 3 - Day 3</b> BreakTime: 1200 to 1300hrs	<b>Cluster 4 - Day 2</b> Break Time; 1200 to 1300hrs

<b>WEEK THREE</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
	<b>Start time: 0800 hours End time: 1700hours</b>		<b>Start time: 0800 hours End time: 1700hours</b>		
	<b>Cluster 4 - Day 3</b> Break Time:1200 to 1300hrs	<b>Cluster 4 - Day 4</b> Break Time: 1200 to 1300hrs	<b>Cluster 4 - Day 5</b> Break Time: 1200 to 1300hrs	<b>Cluster 4 - Day 6</b> Break Time: 1200 to 1300hrs	<b>Cluster 4 - Day 6</b> Break Time: 1200 to 1300hrs

**Units of Competency to be covered in each of the Clusters**

<b>CLUSTER 1</b>	<b>CLUSTER 2</b>	<b>CLUSTER 3</b>	<b>CLUSTER 4</b>
<b>CPPSEC2102</b> Apply legal and procedural requiremetns to work effectively within a security team <b>CPPSEC2103</b> Apply WHS, emergency response and evacuation procedures to maintain security <b>CPPSEC2104</b> Apply risk assessment to select and carry out response to security risk situations	<b>CPPSEC2107</b> Patrol premises to monitor property and maintain security <b>CPPSEC2109</b> Monitor and control access and exit of persons and vehicles from premises <b>CPPSEC2108</b> Screen people, personal effects and items to maintain security	<b>CPPSEC2106</b> Protect self and others using basic defensive techniques	<b>CPPSEC2101</b> Apply effective communication skills to maintain security <b>CPPSEC2110</b> Monitor and control individual and crowd behaviour to maintain security <b>CPPSEC2111</b> Apply security procedures to manage intoxicated persons <b>CPPSEC2112</b> Apply security procedures to remove persons from premises <b>CPPSEC2113</b> Escort and protect persons and valuables <b>CPPSEC2105</b> Provide quality services to a range of security clients