



# CPP20218 Certificate II in Security Operations

This course covers the mandatory requirements for both new entrants and those entrants returning to the security sector after an absence, to gain entrance into the security industry in New South Wales as a security officer. (Class 1A – Unarmed Guard and Class 1C – Crowd Controller)

The course will provide you with the skills, knowledge and attributes required to work as the following: security officer unarmed, crowd controller, a loss prevention officer, mobile security officer as well as control room and CCTV operative.

The training course will cover the 14 Core units of competency as prescribed by the NSW Police Force from the Security Licensing and Enforcement Directorate (SLED).

[https://www.police.nsw.gov.au/online\\_services/sled/security\\_licences](https://www.police.nsw.gov.au/online_services/sled/security_licences)

This course is a Nationally Accredited Training course which means that your qualifications will be recognised across all Australian States and Territories.

To obtain your CPP20218 Certificate II in Security Operations you are required to complete the security training course **plus** HLTAID011 Provide First Aid.

## ENTRY REQUIREMENTS TO THE SECURITY COURSE

- Students must be over 18 years of age
- You must have had NO criminal convictions or non-convictions in the past 10 years – Check Fact Sheet 6 below:

[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)

- Must hold a current HLTAID011 Provide First Aid certificate. If you do not hold this qualification, you may book on-line into one of SECTA's first aid courses which are held every Saturday. Please use the following link: <https://secta.com.au/events/categories/first-aid-courses/>
- You must successfully complete the SLED Mandated Language, Literacy and Numeracy (LLN) assessment.
- You must provide your USI (Unique Student Identifier Number) before enrolling. To obtain your USI number here: <https://www.usi.gov.au/>
- 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 provide 100 points of Identification at the time of your pre-registration session:
  - a. **If Australian Citizen** - Either a Birth Certificate, Passport or Citizenship Certificate **PLUS** NSW Photo ID or NSW Driver's Licence
  - b. **If an Overseas Valid Visa Holder** – Current Overseas Passport, VISA **PLUS** NSW Drivers' Licence or NSW Photo ID Card.

All Identification Documents must be originals.

SAMPLES BELOW



Births, Deaths and Marriages Registration Act 1996

SOUTH AUSTRALIA

**BIRTH CERTIFICATE**

|  |  |                       |
|--|--|-----------------------|
| CHILD<br>Surname<br>Given Names  | [Redacted]   |                       |
| Sex  | FEMALE   |                       |
| Date of Birth  | [Redacted]   |                       |
| Place of Birth   | BURNSIDE WAR MEMORIAL HOSPITAL, TOORAK GARDENS   |                       |
| MOTHER<br>Surname<br>Maiden Surname<br>Given Names<br>Date of Birth<br>Place of Birth<br>Occupation<br>Address | CLARKE<br>BAILEY<br>MICHELLE ANNE<br>14/07/1956<br>ADELAIDE, SOUTH AUSTRALIA<br>BANK MANAGER<br>135 NOVA AVE<br>MODBURY HEIGHTS 5092 |                       |
| FATHER<br>Surname<br>Given Names<br>Date of Birth<br>Place of Birth<br>Occupation<br>Address                   | CLARKE<br>DARREN JOHN<br>23/06/1962<br>ADELAIDE, SOUTH AUSTRALIA<br>COMPUTER TECHNICIAN<br>15 GERTRUDE STREET<br>BROOKLYN PARK 5032  |                       |
| MARRIAGE OF PARENTS<br>Date of Marriage<br>Place of Marriage   | 23/02/1993<br>KENT TOWN, SOUTH AUSTRALIA   |                       |
| PREVIOUS CHILDREN OF PARENTS<br>(Given Names (sex, date of birth))   |  |                       |
| INFORMANTS<br>Name<br>Relationship to Child  | M.A. CLARKE<br>MOTHER  | D.J. CLARKE<br>FATHER |
| REGISTRATION<br>Registration Number<br>Date  | 09099988 Registration Number. A Digit 1* indicates a change certificate.<br>14/3/2021  |                       |

REGISTRAR

## **How do I enrol in the CPP20218 Certificate II in Security Operations Course?**

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

- Book into the course date that best suits you. Remember, payment is not required until you complete the Enrolment Assessment Session – detailed below.
- Once you have made your booking you will then receive an email inviting you to attend one of the 4-hour Enrolment Assessment Sessions. This session is usually held 2 to 3 weeks prior to the commencement of your training. You must respond immediately to this email if you wish to secure a place in the course of your choice.  
This email will also outline exactly what you are required to bring with you at the session. Please read your email carefully.

### **The Enrolment Assessment Session**

- This session will run for a period of 4 hours.
- You must bring with your 100 points of Identification as specified above. These must be the original copies only.
- Bring you HLTAID011 Provide 1<sup>st</sup> Aid certificate if you already have one.
- You will undertake the mandated SLED literacy and numeracy test for 2 hours.
- If you do not pass this LLN Test, then you will not be able to commence the security course as planned. SECTA may refer you to take further English training before being able to resit the test again with SECTA.
- If you pass the LLN Assessment you will then proceed to complete the SECTA Enrolment Form and make your full payment for the course.
- You will be advised about the course – details as to the length of the course, timings and what to expect during your training programme.
- You will be then sent a link to the SECTA on-line Learning Programme which must be completed prior to commencing you training.
- Should you require 1<sup>st</sup> aid training you will then be advised how to make this booking as well.

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

The full-time course will be conducted over 10 days face to face - Monday to Friday 0830 to 1730 each day. The weekend course will be conducted over 5 weekends (10 days) from 0830 to 1730 each day.

The 13 units of competency have been grouped into 4 Clusters and you must complete the Clusters in the order they appear on your Timetable.

If you miss any one day of any Cluster, you will have to stop your training at that point and then rebook into the next available course to continue. Head Office will organise this for you. There will be no extra cost involved.

## **Course Location**

The courses will all be held at:

### **SECTA**

#### **Level 1**

**44 South Street GRANVILLE. (3 minutes' walk from the Granville Railway Station – just above the LJ Hooker Building)**

## **Employment Opportunities**

SECTA can assist you with employment through our FREE Job Agency - **Jobpedal**. During the course you will be offered the opportunity of undergoing a video Job Interview which is then available to over 600 security companies which liaise with SECTA seeking security personnel.

## **FOR FURTHER DETAILS:**

Contact SECTA on 96372200 or email us at: [info@secta.com.au](mailto:info@secta.com.au)

[www.secta.com.au](http://www.secta.com.au)