

IS 16.41 Pre-Enrolment Information Sheet **International Students**

Certificate II in Security Operations

Course Code: CPP20218 and CRICOS Code: 107404B

Private Security Business License Number Z04-653-20

What is the Certificate II in Security Operations and what type of employment opportunities will be available to me when I have attained this qualification:

This qualification reflects the role of a security officer, responsible for maintaining safety and security by patrolling, protecting or guarding property while unarmed, and screening entry, monitoring behaviour and removing persons from premises.

This qualification is intended to align with the following occupational licencing outcomes:

- security officer – unarmed guard
- security officer – crowd controller.

AVETA provides additional support and guidance related to licensing.

Note: You also need to be eligible to hold a Security Provider's Licence in the region/state where you wish to work. The requirements to obtain a Private security licence in Victoria can be found here:

<https://www.police.vic.gov.au/applying-new-individual-licence-or-registration>

How is this Course structured and mode of delivery?

Face to face delivery and assessment, on campus

- Weekdays: 18 days (8am – 5pm) OR
- Nights: 36 Nights (5:30pm – 10pm) OR
- Weekends: 9 Weekends (Saturday & Sunday: 8am – 5pm)
(including public holidays and re-assessment and catch-up days).

Campus:

- Level M or 10, 51 Queen Street, Melbourne 3000

What are the course entry requirements?

There are no entry requirements identified in the CPP Property Services Training Package Release 16.1 for this qualification.

AVETA Entry Requirements:

- Students must be 18 years of age or over at the time of enrolment in this qualification.
- All students will undertake a Language, Literacy, and Numeracy (LLN) Assessment.
- Completion of year 11 or equivalent (subject to the assessment and approval of AVETA staff)
- Further requirements for all international students: Must be able to demonstrate: TOEFL PB 506 / IBT 62 / PTE Academic 46 / CAE & CPE (from 2015) 152 or IELTS 5.5 or equivalent.

You do not need to provide evidence of an English test score if any of the following applies:

- You are enrolled in full-time school studies as a principal course including in a secondary exchange program, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students
- You have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- In the two years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol.

AVETA will determine any prior learning (RPL) of each student in regard to their existing skills, knowledge and experience that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015).

If RPL credit is granted, this may result in a shorter course duration for this qualification. In addition, AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).

Assessment Methods:

There is a range of assessment methods for Units of Competency in the Qualification; such as but not limited to: Projects, Reports, Case Studies, Observations, Portfolio Development and Written Tasks.

Safety & Security after 6pm and Weekends

If you are timetabled to attend classes after 6pm and/or weekends, it is in your own interest to travel to and from your transport in groups (please do not isolate yourself when travelling to and from AVETA's premises)

Application Procedure

Apply directly to AVETA or through AVETA approved Educational Agents.

Pathways from this qualification

It provides further learning and work in various security roles and settings including, but not limited to:

- armed guarding
- cash-in-transit
- close protection
- control room operations
- guard dog handling.

AVETA also offers Qualifications in Business, Hospitality and Management, specifically:

- Certificate IV in Business
- Diploma of Business
- Advanced Diploma of Business
- Certificate III in Commercial Cookery
- Certificate IV in Commercial Cookery
- Diploma of Hospitality Management
- Advanced Diploma of Hospitality Management
- Certificate IV in Leadership and Management
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management
- Graduate Diploma of Management (Learning)

Deferment, Suspension and Cancellation

Please refer to AVETA's Deferment, Suspension and Cancellation Policy for further information; available online or at our Queen St Campus.

Refunds and Fees Protection

Please refer to AVETA's Refund Policy and Procedure as well as the Student Fees Protection Policy for further information; available online, in your Student Handbooks or at our Queen St Campus.

Student Support Services

AVETA offers a range of Student Support Services upon request that cater to the needs of all students, including career counselling, resume writing and IT support.

WHERE CAN I GET FURTHER INFORMATION?

Mezzanine Floor, 51 Queen Street, Melbourne 3000

Phone: **03 9629 8835** Or visit AVETA's website at www.aveta.edu.au

UNITS OF COMPETENCY

CPP20218: Certificate II in Security Operations	
Unit Code	Unit Description
Core Units	
CPPSEC2101	Apply effective communication skills to maintain security
CPPSEC2102	Apply legal and procedural requirements to work effectively within a security team
CPPSEC2103	Apply WHS, emergency response and evacuation procedures to maintain security
CPPSEC2104	Apply risk assessment to select and carry out response to security risk situations
CPPSEC2105	Provide quality services to a range of security clients
CPPSEC2106	Protect self and others using basic defensive techniques
CPPSEC2107	Patrol premises to monitor property and maintain security
CPPSEC2108	Screen people, personal effects and items to maintain security
CPPSEC2109	Monitor and control access and exit of persons and vehicles from premises
CPPSEC2110	Monitor and control individual and crowd behaviour to maintain security
CPPSEC2111	Apply security procedures to manage intoxicated persons
CPPSEC2112	Apply security procedures to remove persons from premises
CPPSEC2113	Escort and protect persons and valuables
HLTAID011	Provide first aid
The above Units of Competency in this Qualification will be timetabled over 18 Days / 9 Weekend / 36 Nights (Including public holidays and re-assessment and catch-up days)	

AVETA's Course Progress Monitoring Strategy - Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8 Overseas student visa requirements: AVETA will:

- Clearly outline and inform overseas student before they commence this course, of the requirement to achieve satisfactory course progress; by attending all timetabled classes.
- AVETA will use its Web-site, Education Agents, Brochure and Pre-enrolment Information Sheets (for each course on its scope of registration) to inform prospective students of this requirement
- Ensure that expected duration of study specified in the overseas student's CoE will not exceed the CRICOS registered duration for this course i.e. 10 Weeks
- Monitor overseas students' course progress for this course (in which the overseas student is enrolled) to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will regularly monitor course progress of their students
- Identify, notify and assist an overseas student at risk of not meeting their course progress requirements, in sufficient time for students to achieve satisfactory course progress, where there is evidence from the overseas student's Assessment Tasks (i.e. not submitting all the evidence for a Unit of Competency by the timetabled end date for a Unit of Competency) that this determines that the overseas student is at risk of not meeting this requirements i.e. the overseas being unlikely to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will initiate AVETA's Intervention strategy for these students to assist them so that they can complete their course within the expected duration specified on the overseas student's CoE. The Trainer/Assessor will initially utilise the re-assessment and catch-up days provided in each timetable for this purpose. The Intervention strategy will be documented, signed and dated and placed on the particular overseas student's file; with a copy provided to the student.
- Continue to assess the overseas student and if they continue to be at risk of not meeting their course progress and attendance requirements, AVETA will give the overseas student a written notice as soon as practicable which:
- Will notify the overseas student that AVETA intends to report the student for unsatisfactory course progress; and will inform the student of the reasons for the intention to report; and will advise the student of their right to access AVETA's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Only report unsatisfactory course progress or in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports AVETA, or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the overseas student withdraws from the internal or external appeals processes by notifying AVETA in writing.
 - AVETA may decide not to report the overseas student if the student is maintaining satisfactory course progress.
- With regards to the ESOS Regulations 2019 (from 1 October 2019), where a student has breached a condition of their student visa with respect to course attendance or progress requirements; AVETA will give the following information in the Provider Registration and International Student Management System (PRISMS) specifically - the student's contact details, their residential address in Australia and their residential address overseas.
- Not extend the duration of an overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - there are compassionate or compelling circumstances, as assessed by AVETA on the basis of demonstrable evidence, or
 - where AVETA has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- If AVETA extends the duration of the student's enrolment, AVETA will advise the student to contact Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.