

# RPL PROCESS FOR THE SECURITY INDUSTRY

The NSW Police Security Industry Registry (SIR) informed all licensees of the need to upgrade their existing licences. Licence holders with a Class 1A have until 1 September 2009, Class 1C have until 1 November 2008 and Class 1G have until 1 March 2009 to upgrade their licences. Individuals are required to upgrade their training qualifications and have their current skills and knowledge validated to meet the new requirements for each licence class. This can be achieved through a process of RPL and Gap Training or by attending a full course.

All Licence Holders are required to hold a current WorkCover approved Senior First Aid qualification.

Class 1C Licence holders are required to hold a Responsible Service of Alcohol (RSA) qualification if working in a licence premises.

Both of these qualifications can also be arranged through Lennox Institute.

## WHY USE LENNOX INSTITUTE?

- Lennox has an excellent reputation and proven track record as a leading provider of training in Facilities Services
- Our trainers are well known and respected within the security industry
- As a Registered Training Organization (RTO), we have developed an efficient RPL process and 'Gap Training' delivery to bring licence holders up to the new licence requirements
- Lennox will guide you through this process

## CHANGES IN LICENCE CATEGORIES ARE SHOWN IN THE TABLE BELOW

For a Class 1 licence, applicants will need to be assessed against the relevant units of competency from the Certificate II in Security Operations and / or the Certificate III in Security Operations.

Old Licence Categories	New Licence Categories	
<b>1A</b> To patrol, guard, watch or protect property (includes cash in transit)	<b>1A</b> Unarmed Static, Mobile Guard	<b>1G</b> Retail Loss Prevention
<b>1B</b> To act as a bodyguard	Not currently delivered by Lennox	
<b>1C</b> To act as a crowd controller	<b>1C</b> Crowd/venue control	

## WHAT IS RPL & GAP TRAINING?

RPL (Recognition of Prior Learning) is the process that recognizes previous qualifications, skills and / or work experience and matches them to a new qualification. This process identifies any 'gaps' in existing skills and additional training required to bridge those gaps.

To assist employers and employees through this process, Lennox Institute has developed a detailed RPL program including an RPL kit for each applicant. The onus is upon the applicant to provide sufficient evidence to be found competent.

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### **STEP 1 & 2: BRIEFING SESSION, INTERVIEW, ENROLMENT (APPROX.1.5 HRS)**

- Explanation and details of the RPL process
- Face to face interview to commence process
- Advice on evidence required, how to get it, how to present and return the evidence to Lennox
- Payment to be made
- Issue of the RPL kit and templates to meet licence requirements
- Master Licensee / Employers role and responsibilities
- Application for RPL
- Timeframes for completion
- Completion of enrolment documentation

*Please note that applicants are required to undertake a mandatory LLN test to be eligible to apply for this process*

### **STEP 3: TRAINING IN ADDITIONAL UNITS**

Applicants attend two gap training sessions of 4 hours each to cover the new units and the requirements of the LEPR Act 2002:

- Manage conflict through negotiation PRSSO305A
- Give evidence in court PRSSO208A

### **STEP 4: GATHER EVIDENCE AND COMPLETE RPL KIT**

This step is where the major effort is required and it is time well spent. The Lennox trainer is available for mentoring during this process either by telephone or during on site visits.

#### Employer support

The employer can assist by compiling a portfolio including a copy of the following documents which will be held on file at the Lennox Institute Office and may be referred to by each RPL applicant:

- A copy of Standard Operating Procedures
- Job Descriptions
- Work Instructions

### **STEP 5: SUBMIT RPL KIT TO THE ASSESSOR FOR EVALUATION**

*The Master Licensee / Employer should perform a detailed check of the completed RPL kit using the checklist provided, prior to submission to Lennox Assessor.*

- Applicant returns completed RPL Kit and supporting evidence
- Assessor evaluates the evidence and make an assessment decision
- Assessor sets dates with applicants to conduct the practical assessment and demonstration of skills and knowledge
- If insufficient evidence is supplied, applicants will have an opportunity to re – submit additional evidence within a stated time period
- If sufficient evidence can not be provided, the applicant will be recommended to attend the full certificate course with a fee credit for the RPL fee paid

### **STEP 6: ISSUE OF NEW CERTIFICATE**

Upon completion of the process Lennox will issue the upgraded qualifications to enable the applicant to apply for their new licence. This process could take up to one month from final submission of required evidence.