



Australian Government  
Attorney-General's Department

# PROTECTIVE SECURITY TRAINING CENTRE

## STUDENT HANDBOOK

### 2011



Registered Training Organisation  
# 88101  
(Version 1.0 May 2011)

NATIONAL SECURITY CAPABILITY DEVELOPMENT DIVISION



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## **General Information**

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The Protective Security Training Centre (PSTC) is the Australian Government's provider of protective security training to Australian Government agencies, State and Territory government agencies and government contractors.

The PSTC is a Registered Training Organisation (RTO) and complies with the Australian Quality Training Framework (AQTF).

The PSTC is committed to high standards in the provision of education, training and assessment in line with the requirements of the AQTF and the Training Centre's scope of registration.

The Training Centre training programs are aimed at staff across all levels of government – Commonwealth, State and local and all government contractors. Our programs are particularly relevant to any staff required to manage and implement the Australian Government's protective security policy.

## **Qualifications offered**

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The PSTC offers training in the following qualification from the (PSP04) Public Sector Training Package Version 4:

- PSP30504 Certificate III in Government (Security)
- PSP41504 Certificate IV in Government (Investigation)
- PSP41604 Certificate IV in Government (Security)
- PSP41704 Certificate IV in Government (Personnel Security), and
- PSP51804 Diploma of Government (Security)

Refer to National Training Information Site (NTIS) for additional information:

<http://www.ntis.gov.au/?/rto/88101>

## **Nationally Recognised Awards**

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The PSTC can award participants nationally-recognised Qualifications and Statements of Attainment. Qualifications can be undertaken through participation in training programs (courses) and completion of workplace projects and assignments or can be achieved wholly or in part through recognition.

The majority of PSTC training programs are mapped to nationally recognised qualifications and units of competency contained in the Public Sector Training Package. The training programs cover the government security and regulatory competency fields.

## **Career pathways**

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Participants can specialise in the security field most relevant to their requirements.

Security training programs contribute to a number of career pathways including:

- protective security;
- personnel security (vetting);
- security risk management;
- protective security management;
- Government investigation; and
- specialist security practitioners, including physical security and ICT security.

## **Who is eligible?**

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Our programs are particularly relevant to any staff required to manage and implement government security policy as in outlined in the Protective Security Policy Framework.

Participants must be employees of:

- Australian government agencies
- State, Territory or Local government agencies
- contractors to government, or
- organisations that make up Australia's national critical infrastructure.

In addition, participants must have access to the specific work practices and procedures required to demonstrate competency in the units of the qualification being undertaken.

The PSTC may consider attendance by individuals who do not meet the eligibility criteria above provided there is a substantiated need. Consideration of eligibility will be on a case-by-case basis.

## **Enrolment**

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Students wishing to enrol in a PSTC program must submit a fully completed course registration form. The course registration form can be downloaded from the website or obtained by following this web link:

[http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining\\_Courseregistrationform\\_Courseregistrationform](http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining_Courseregistrationform_Courseregistrationform)

The PSTC Administration Team will send an email confirming if your registration and placement on the nominated course is successful.

## **Facilitators, Trainers and Assessors**

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PSTC's facilitators, trainers and assessors are selected for their professional and academic qualifications and their current business experience. Trainer qualifications are guided by the qualifications that PSTC has on its Scope of Registration. In addition, all trainers and assessors meet the National Quality Council requirements for AQTF trainer and assessor competencies.

## **Rights and Responsibilities of Course Participants**

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As a course participant at the Protective Security Training Centre you have both rights and responsibilities. You have a right to:

- be treated fairly and with respect by other course members and staff
- learn in an environment free of discrimination and harassment
- learn in a supportive and safe environment
- study a program which meets current industry standards and accreditation requirements
- have your work assessed as promptly as possible and to receive feedback
- have personal records kept private and made available only to authorised users
- appeal results and access the review process in accordance with PSTC principles, and
- have qualifications already held, recognised under the national recognition policy where appropriate.

To ensure all participants enjoy the above rights you also have a responsibility to:

- ensure that any work submitted is your own unless the product of group work, is free from plagiarized content and has not been produced by unfair means such as cheating or copying – please refer to PSTC plagiarism policy on the next page
- treat other course participants and staff with respect and fairness
- behave in a non-discriminatory, non-harassing manner to other participants and staff
- behave so as not to offend, embarrass or threaten others, and
- ensure you do not wilfully or negligently damage or remove any property.

Sanctions including cancellation of enrolment without refund, being asked to leave the training venue, attending an interview or mediation may be imposed and will be at the sole discretion of the Director, PSTC or other PSTC staff member if the Director is absent from the building or training venue.

### **Rights and Responsibilities of Staff**

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Staff at the PSTC have a right to:

- be treated fairly and with respect by others
- expect participants to adopt acceptable training room behaviour
- exclude from any session a participant who is adversely affecting the learning of others or who is behaving in an unsafe or dangerous manner
- refer any adverse participant behaviour to the Director Protective Security Training Centre for further action. Further action may include removal from the course or premises and the Director referring the matter to the participant's agency / organisation for action where deemed necessary
- be advised of participant complaints which relate to them as a trainer or to relevant session activities
- try to resolve any complaint before it is progressed.

Training Centre Staff have a responsibility to:

- be adequately prepared for each session
- treat others with respect
- work fairly and equitably with all participants and associates
- regard and treat personal information about any participant as confidential.

All staff and course participants are expected to conduct themselves in a professional manner at all times whilst at the Training Centre. The APS Code of Conduct and APS Values are the benchmark for conduct and behaviour. These can be found at:

<http://www.apsc.gov.au/>

### **Learning Environment**

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To ensure the safety and wellbeing of participants and staff, the PSTC identifies and complies with relevant State or Territory laws including Commonwealth or State/Territory legislation with regard to:

- occupational health and safety
- workplace harassment, victimisation and bullying
- anti-discrimination, including equal opportunity, racial vilification, and disability discrimination, and
- vocational education and training.

Relevant legislation includes but is not limited to:

- Public Service Act 1999
- Privacy Act 1988
- Occupational Health and Safety Act 1985
- Anti Discrimination and Equal Opportunity Acts – State and Commonwealth

The Acts listed above and other Commonwealth legislation and regulations can be found at:

<http://www.comlaw.gov.au/>

### **Plagiarism**

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Plagiarism is using the ideas, words or work of another person and presenting it as your own. It is an unacceptable practice. PSTC has a responsibility to ensure that participants clearly understand what plagiarism is. Participants have a responsibility to complete all assessment tasks honestly and without any form of plagiarism.

PSTC does not accept collusion in assignments and/or group assignments. Assignments or evidence submitted as part of the assessment by recognition must not be identical to any other participant's assignment (or evidence) or include significant portions of another participant's work. Assignments that do may be considered to have breached the PSTC policy on plagiarism. If plagiarism is proven, this will result in a Not Yet Competent outcome for the student and the person will have to re-enrol in the program.

### **Copyright**

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All materials provided to students are subject to Australian Government © Copyright and may not be reproduced without permission of the Director, Protective Security Training Centre.

## **Student Administration**

### **Assessment Methodology**

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Assessment is the general term to describe the process in which you demonstrate that you have met the Learning Outcomes/Competencies of the qualification in which you have enrolled. At PSTC, qualifications can be undertaken through participation in training programs (courses) and completion of workplace projects and assignments or can be achieved wholly, or in part, through assessment by recognition (see section below on recognition of prior learning).

You will be provided with information about the purpose of the training program, learning outcomes, assessment requirements and due dates for assessment.

Assessment Methods may include you being required to:

- Demonstrate your skills
- Produce a piece of work
- Answer written and/or oral questions
- Participate in group discussions
- Develop a portfolio of work
- Make an oral presentations to your group
- Participate in a role play / solve a case study
- Submit post-course assignments
- Complete self-assessment checklists.

### **Recognition of Prior Learning**

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Recognition is an assessment process assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

It involves identifying, collecting and evaluating a portfolio of evidence that relates to work you have personally performed while working in a protective security environment. Your evidence must also be up-to-date and relevant to industry standards.

If you would like further information on how to obtain a nationally recognised qualification, please contact the Assistant Director, Training and Development on (02) 6141 3678 or via email at [rpl.pstc@ag.gov.au](mailto:rpl.pstc@ag.gov.au)

RPL application forms can be downloaded from the website or obtained at this link:

[http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining\\_Courseregistrationform\\_RegistrationFormforAssessmentbyRecognition](http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining_Courseregistrationform_RegistrationFormforAssessmentbyRecognition)

Fees apply for assessment by recognition.

[http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining\\_Courses\\_CourseandRecognitionfees](http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining_Courses_CourseandRecognitionfees)

### **Credit Transfer**

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Credit transfer is a form of recognition based on successful completion of subjects or courses that PSTC recognises for credit transfer that are similar in content to those offered by PSTC. If you think you may be eligible for a credit transfer, please contact the Assistant Director, Training and Development on (02) 6141 3678 or via email at [rpl.pstc@ag.gov.au](mailto:rpl.pstc@ag.gov.au)

An administrative cost will be incurred where the recognition process involves an evaluation of the content of the initial course and its comparison to the content of the target course.

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### **National Recognition**

PSTC recognises Australian Qualification Framework (AQF) qualifications and Statements of Attainment issued by other RTOs. If you have successfully completed national units of competency with another RTO which are included in your new course, you will be granted recognition. No fees apply to recognition by National Recognition.

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### **Student Records**

All students will be entered onto the student information system called VETtrak. This is a secure database system designed especially for administration of AQF awards.

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### **Privacy**

The PSTC collects your personal information for the purposes of course administration, statistical analysis and evaluation of our programs. Some course administration details may be disclosed to your employer for administration and statistical/monitoring purposes if they make a written request to the PSTC. Your information will not be used for any other purpose except as required or authorised by or under law. Your information may be used to inform you about other PSTC-run or sponsored events. If you require any further information please contact the PSTC on (02) 6141 3699.

As part of the enrolment process, PSTC collects data for the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). This ensures a nationally consistent standard for the collection and analysis of vocational education and training information throughout Australia. Registered Training Organisations need to collect information about who their students are, where they study and what they study. This information is stored in VETtrak - an AVETMISS compliant student information system.

In line with the AQTF standards for Registered Training Organisations your program and assessment results will be maintained through the Centre's Administrative procedures. This information will be retained for a period of 30 years. You can access your results at any time through a written submission to the Director, PSTC. Except as stated above, none of your personal information will be released to a third party without your express written permission.

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### **Absences**

Classes usually commence at 9:00 AM and conclude by 5:00 PM. Students are expected to be available during that time period. Students arriving late for class can disrupt training activities; late arrivals and early departures are strongly discouraged. Students that need to be absent from classes due to sickness or for work or family emergencies should advise the PSTC as soon as practical. Where possible, mentoring will be provided or arrangements made for catch-up training on a subsequent course.

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### **Fees**

The fees for each course program can be found on the PSTC website [http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining\\_Courses\\_CourseandRecognitionfees](http://www.ag.gov.au/www/agd/agd.nsf/Page/Securitytraining_Courses_CourseandRecognitionfees). Students being sponsored by their agency need to advise the invoice/billing arrangements and point of contact. Awards will not be issued until fees have been settled.

## **Cancellation Policy**

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If you are unable to attend, we would welcome a substitute participant. An invoice will be issued three weeks prior to the course commencement date and you will be liable for the course fees. So as to not incur the course fees, a written cancellation must therefore be received by the PSTC at least three weeks prior to the course commencement date. In the case of non-attendance due to illness, participants may reschedule to a later program at no charge but only if a medical certificate is provided to the Director of the PSTC. If the PSTC cancels a course, participants will be offered a rescheduled course or a full refund. The PSTC reserves the right to cancel, postpone or reschedule a course.

The cost for recognition services – either full qualification or partial recognition (i.e. per unit fees) are listed on the PDF version of *PSTC Registration Form for Assessment by Recognition*.

[http://www.ag.gov.au/www/agd/agd.nsf/Page/Security\\_trainingRecognition](http://www.ag.gov.au/www/agd/agd.nsf/Page/Security_trainingRecognition)

Awards will not be issued until all fees have been settled.

## **Feedback**

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The Protective Security Training Centre welcomes your comments and feedback on the quality and relevance of the services provided. Evaluation sheets are available in your resource kit for you to make notes during the program. Your feedback is important to us, so we can ensure the quality our training programs. If you have any other comments you wish to make other than on the evaluation sheets, please email your comments directly to the Director, Protective Security Training Centre: [PSTC.TrainingCentre@ag.gov.au](mailto:PSTC.TrainingCentre@ag.gov.au)

Providing quality training and assessment solutions is a priority for the PSTC. Your comments will be greatly appreciated.

## **Academic Appeals and Complaints**

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Grievances and complaints are taken seriously by PSTC staff and every effort will be made to resolve identified problems in a timely manner. If you have a complaint, in the first instance you should speak to the Course Coordinator who will endeavour to rectify the issue. If your issue concerns the Course Coordinator and you feel uncomfortable with the Coordinator, contact another trainer or one of the Assistant Directors. If your complaint is unresolved at this level, please refer the issue to the Director, PSTC.

Complaints can be handled verbally, or in writing with the Director or Assistant Directors. Contact details are:

Telephone: 02 6141 3699  
Address: Protective Security Training Centre  
Kenneth Bailey Building  
71 State Circle  
Yarralumla ACT 2601

If after following this process your complaint remains unresolved, the Director, PSTC will provide advice to the complainant about options for external review. You may also contact the National Complaints hotline on 1800 000 674 if you choose.

An academic appeal is a grievance about an assessment outcome. PSTC clients have the right to appeal assessment decisions. If you are not happy with the outcome of assessment you should first approach your initial assessor and make

sure that the reasons for being unsuccessful are understood. Once that has been done or you are still not sure why the assessment was unsuccessful, contact any other staff member to discuss the procedure for lodging the appeal.

An appeal can be lodged by a client should they feel the assessment has not been conducted according to the agreed assessment plan or that the assessment judgement has been wrong.

Appeals must be lodged in writing and the outcome of the resolution will be made in writing. The application for appeal should include:

- the applicant's name and contact details
- the assessor's name
- the date of the assessment activity in question
- the grounds on which the appeal is made
- the units of competency to which the assessment relates
- any other relevant details.

The appeal should be forward to the:

Director  
Protective Security Training Centre  
Kenneth Bailey Building  
71 State Circle  
Yarralumla ACT 2601

Upon receipt of the appeal notification, the Director will convene an Appeals Panel comprising the Director, an Assistant Director and another independent qualified assessor. The Panel will meet, consider the application and make a decision in due course. The appellant will be informed of the decision in writing within 21 working days of the appeal being lodged by the applicant.

All appeals and complaints including their resolutions are reviewed at our management meetings and, if appropriate, will result in a continuous improvements activity.

### **Access and Equity**

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PSTC is committed to ensuring that we offer assessment opportunities to our students on an equal and fair basis including women who are under-represented, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote learn earners.

All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities.

All participants who meet our entry requirements will be accepted into any of our training programs. Any issues or questions regarding access and equity can be directed to the Director, PSTC.

### **Language, Literacy and Numeracy Assistance**

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PSTC does not have the expertise to conduct diagnostic assessment of each person's language, literacy and/or numeracy levels prior to each course. We ask anyone who believes that they have any learning difficulties to advise any of our staff. PSTC will meet its obligation to ensure full support is offered to a person who identifies a learning need or is assessed by our trainers as having a learning need.

## **Flexible Delivery and Assessment Procedures**

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PSTC recognises that not all participants learn in the same manner, and that with an amount of “reasonable adjustment” participants who may not learn best with traditional learning and assessment methods will still achieve good results.

PSTC will make any necessary adjustment to meet the needs of a variety of participants, the ability to complete a written assessment is not to be interpreted as a barrier to competency, provided that the participant can verbally demonstrate competency. These adjustments may include having someone read assessment materials to participants or they may include having someone record the participant’s spoken responses to assessment questions.

PSTC undertakes to assist participants achieve the required competency standards where it is within our ability. Where we cannot assist a participant, we will refer them, where possible, to an agency that can assist. Any further questions can be referred to your trainer or the Director, PSTC.

## **Qualifications and Awards**

### **Issue of AQF Awards**

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Most programs at the PSTC lead to a qualification level within the Australian Qualifications Framework (AQF) and students are eligible to receive a nationally recognised award. Awards will either be for a full qualification (for example Certificate or Diploma) or a Statement of Attainment listing a number of units of competency. Awards will be issued after the successful completion of assessment activities, which may be some time after the face-to-face component of the course. It is the student’s responsibility to return assessment workbooks to the PSTC after completion of workplace assessment activities to allow recording of results and issue of awards.

Academic transcripts listing qualifications and units completed are available on request. The replacement of lost or damaged award certificates may be arranged after submission of a Statutory Declaration. Contact PSTC for more information.

## **Qualification Completion - Time Limit**

### **Certificate and Diploma Courses**

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Participants have six months from completion of training delivery, to submit all assessment activities and complete all course assessment requirements for Certificate and Diploma courses.

Your completed assignment parts should be received at the PSTC no later than the submission dates. It is expected that all participants will classify documents appropriately. Assignments should be unclassified where possible. If the classification is higher than unclassified, please contact the Course Coordinator before transmission to ensure acceptance of documentation. Do not submit documents above the level of In-Confidence or Restricted.

You can expect to be contacted during the assessment of your assignment and be promptly advised of your results. Your results will be recorded in the PSTC VETtrak database.

If you require an extension, assignment support or clarification of the assignment requirements, please put your request in writing via the email address: [PSTCAssessment@ag.gov.au](mailto:PSTCAssessment@ag.gov.au) and mark to the attention of your Course Coordinator.

The Course Coordinator is able to offer verbal support to clarify the assignment requirements but draft assignments cannot be accepted. Therefore please submit your best work first. Only one (1) resubmit assignment will be allowed. If not yet competent, you will be asked to re-register for the course.

Completed assignments can be sent by email to [PSTCAssessment@ag.gov.au](mailto:PSTCAssessment@ag.gov.au) or by post to:

PSTC Administration  
Protective Security Training Centre  
Attorney-General's Department  
3-5 National Circuit  
BARTON ACT 2600

## Security

### Confidentiality

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Much of the subject matter included on the training programs is official Government information or may be classified and as such is protected under one or several of the following legislation or policy documents:

- *Crimes Act 1914*
- *Criminal Code Act 1995*
- *Privacy Act 1988*
- *Freedom of Information Act 1982*
- *Public Service Act 1999*
- *APS Code of Conduct*
- *Protective Security Policy Framework*
- *Protective Security Manual (PSM) – 2005 (those parts still enforce)*
- *Information Security Manual (ISM – ACSI 33)*

In addition some of the discussion will often raise sensitive agency issues which are not to be discussed further outside the classroom environment. Consequently "Chatham House Rule"<sup>1</sup> will apply to all classroom discussion. This essentially means that "what is discussed in the classroom stays in the classroom". This is particularly important in regard to visiting subject matter experts who will often be more frank in discussions if they can be assured of confidentiality.

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<sup>1</sup> "Chatham House Rule" is an undertaking by participants of a forum or discussion that nothing said during the discussion will be repeated outside or in public. The rules are normally invoked in academic institutions to encourage frank and wide ranging discussion by visiting experts.

## Student Services

### Facilities

#### Location and Map

The PSTC is located at The Kenneth Bailey Building, 71 State Circle, Yarralumla, ACT, just below Parliament House and directly behind the Chinese Embassy. **Note:** Some training programs are conducted at commercial training facilities away from the PSTC, for example courses conducted interstate. Where this occurs, venue details will be advised in the course joining instructions.

#### Map



#### Parking

There is plenty of free parking available within the grounds of the PSTC. Please park in the gravel car park.

#### Taxis

The cost of a taxi from the airport to the Training Centre is approximately \$25 and from Civic about \$15. There are no direct bus services available. Canberra has two taxi companies which can be accessed by phone bookings or from designated ranks that are clearly signposted throughout the city.

##### Canberra Cabs

For bookings phone: 13 22 27

For wheelchair bookings phone: 6126 1596

##### Cabxpress

For bookings phone: 6260 6011

For wheelchair bookings phone: 6260 6077

### **Learning services**

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To ensure that training and assessments are conducted fairly, the PSTC provides support to students and assessment candidates. If you require support with reading and writing, translation, accessing the centre, or with the provision of aids, please advise us when you enrol so that services can be tailored to your specific requirements.

If you have any special needs such as dietary requirements, you should advise the PSTC when you enrol so we can make appropriate arrangements.

### **Wheelchair Access or Other Mobility Disability Access**

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When registering, please notify the PSTC of any mobility disabilities you have so that any venue access challenges can be addressed.

### **Emergency Information**

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Procedures are in place to ensure your safety in the event of an evacuation. You will find emergency evacuation procedures on every floor. These procedures can also be found at Annex A.

A briefing on safety and emergency procedures will also be given at the introduction to all courses.

## Useful Information

### Accommodation

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Information on Canberra including accommodation and events can be obtained through the Canberra and Region Visitors Centre:

<http://www.visitcanberra.com.au/en.aspx>

Canberra and Region Visitors Centre operates a telephone accommodation information service on 1800 100 660. Please note that accommodation shortages are common in Canberra, particularly around festivals, holidays, and long weekends.

### Banking

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All major banks are represented in Civic, and electronic banking facilities are available. Some banks are located in the Manuka and Kingston shopping centres. Banking hours are:

- Monday to Thursday 9.30 am to 4.00 pm
- Friday 9.30 am to 5.00 pm

Most branches have 24 hour automatic teller machines.

### Mail and Telephone

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Postal facilities are available in Civic, or Parliament House which are relatively near to the training centre.

A telephone is provided in the student dining area.

### Transport

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The following local telephone numbers may be useful:

- |              |         |
|--------------|---------|
| ▪ Qantas     | 131 313 |
| ▪ ACTION Bus | 131 710 |
| ▪ Taxis      | 132 227 |

Travel time by car from Canberra airport to the Training Centre is approximately 15 minutes.

### Medical

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An after-hours dispensary and emergency pharmacy service is situated in the Canberra After Hours Dispensary, 9 Sargood Street O'Connor, telephone 6249 1919. It is open 0900 until 2300 hours every day. 24 hour medical services are available from Canberra and Calvary Hospitals.

Students should note that OH&S regulations prohibit the PSTC from dispensing any types of non-prescription medication including Aspirin and Paracetamol etc. Arrangements will be made for students to visit a chemist if required.

### Entertainment

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Restaurants, hotels and cinemas can be easily found in the Civic, Manuka and Kingston areas. Canberra also offers many excellent sight-seeing opportunities. Contact Canberra Tourism on (02) 6205 0044 for further details.

## Miscellaneous

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The Canberra climate can be extreme; very hot in mid-summer to sub-zero temperatures on winter mornings.

Season	Average Minimum*	Average Maximum*
Spring	5	19
Summer	12	27
Autumn	7	20
Winter	1	12

\* *Degrees Celsius*

Course participants intending to arrive by air for courses scheduled April to August may encounter delays due to fog. Therefore, it is strongly recommended that participants plan to arrive the day previous to the course commencement. It is also advisable to book air travel early and confirm your flights.

PSTC strongly recommends that course participants' book air travel on a fully flexible ticket (i.e. a full refund is available) in the event that a course is cancelled or rescheduled at short notice.

## Qualification Program Delivery Strategy & Course Information

Qualifications are achieved through completion of vocational training and education training programs (courses), in-class exercises, tests and presentations, post-course workplace assignments and/or recognition of prior learning assessment in the workplace.

### **PSP30504 Certificate III in Government (Security)**

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This specialist qualification covers the entry-level competencies required for a career in the government security area of the public sector. There are 2 discrete streams catered for within the qualification - government security and personnel security.

The **Certificate III in Government (Security) – Government Security Stream** is achieved through completion of two course modules and a recognition phase. The components are as follows:

- [Introduction to Protective Security](#) course;
- [Introduction to Security Risk Management](#) course;
- in-class exercises, tests and presentations;
- post-course workplace assignments; and/or
- recognition / assessment in the workplace.

The **Certificate III in Government (Security) – Personnel Security Stream** is achieved through completion of two course modules and a recognition phase. The components are as follows:

- [Introduction to Personnel Security](#) course;
- [Introduction to Security Risk Management](#) course;
- in-class exercises, tests and presentations;
- post-course workplace assignments; and/or
- recognition / assessment in the workplace

### **PSP41604 Certificate IV in Government (Security)**

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This specialist qualification covers the competencies required for working without supervision in the government security area of the public sector.

The **Certificate IV in Government (Security)** is achieved through completion of three course modules and a recognition phase. The components are as follows:

- [Introduction to Protective Security](#) course;
- [Introduction to Security Risk Management](#) course;
- [Protective Security Practice](#) course;
- in-class exercises, tests and presentations;
- post-course workplace assignments; and/or
- recognition / assessment in the workplace.

### **PSP41704 Certificate IV in Government (Personnel Security)**

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This specialist qualification covers the competencies required for working without supervision in the personnel security area of the public sector.

The **Certificate IV in Government (Personnel Security)** is achieved through completion of three course modules and a recognition phase. The components are as follows:

- [Introduction to Personnel Security](#) course;
- [Introduction to Security Risk Management](#) course;
- [Advanced Personnel Security](#) course;
- in-class exercises, tests and presentations;
- post-course workplace assignments; and/or
- recognition / assessment in the workplace.

### **PSP51804 Diploma of Government (Security)**

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This specialist qualification covers the competencies required for independent and self-directed work in the public sector as a practitioner in government security management.

The **Diploma of Government (Security)** is achieved through completion of two course modules and a recognition phase. The components are as follows:

- [Managing Protective Security](#) course;
- [Advanced Security Risk Management](#) course;
- in-class exercises, tests and presentations;
- post-course workplace assignments; and/or
- recognition / assessment in the workplace.

### **PSP41504 Certificate IV in Government (Investigation)**

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This specialist qualification covers the competencies required by those responsible for statutory investigation under a range of legislation, regulations, mandated government and organisational policy and instructions.

The **Certificate IV in Government (Investigation)** is achieved through completion of two course modules and a recognition phase. The components are as follows:

- [Government Investigation Module 1](#)
- [Government Investigation Module 2](#)
- in-class exercises, tests and presentations;
- post-course workplace assignments, and/or
- recognition / assessment in the workplace.

## **Course Modules and Competencies**

### **Introduction to Protective Security (IPS)**

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This two day course is a requirement of the qualification: Certificate III in Government (Security) – Government Security Stream and Certificate IV in Government (Security).

Four units of competency are delivered and partially assessed on the two day Introduction to Protective Security course:

- PSPLEGN301B – Comply with legislation in the public sector (also in IPERS)
- PSPSEC301A – Secure government assets (also in IPERS)
- PSPSEC302A – Respond to government security incidents
- PSPSEC405A – Handle security classified information (also in IPERS)

Students may go on to obtain the Certificate III in Government (Security) – Government Security Stream by a process of recognition of prior learning (RPL). Alternatively, the student may choose to work towards obtaining the Certificate IV in Government (Security). The additional course requirements for the Certificate IV in Government (Security) qualification are the Introduction to Security Risk Management and the Protective Security Practice courses.

### **Introduction to Personnel Security (IPERS)**

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This five day course is a requirement of the Certificate III in Government (Security) – Personnel Security Stream qualification.

Five units of competencies are delivered and partially assessed on the five day Introduction to Personnel Security course:

- PSPLEGN301B – Comply with legislation in the public sector
- PSPSEC301A – Secure government assets
- PSPSEC404A – Conduct personnel security assessments
- PSPSEC405A – Handle security classified information
- PSPREG415A – Receive and validate data

### **Advanced Personnel Security (APERS)**

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This five day course is a requirement of the Certificate IV in Government (Personnel Security) qualification. The course participant will complete on course a face-to-face security vetting interview.

The aim of the APERS course is to develop work-ready senior vetting case officers who can, under general supervision conduct security clearances up to and including Top Secret level (negative vetting); and conduct security assessment interviews.

Six units of competency are delivered and partially assessed on the five day Advanced Personnel Security course:

- PSPGOV412A – Use advanced workplace communications strategies
- PSPGOV413A – Compose complex workplace documents
- PSPGOV422A – Apply government processes
- PSPREG411A – Gather information through interviews
- PSPREG416A – Conduct data analysis
- PSPSEC406A – Provide government security briefings

## **Introduction to Security Risk Management (ISRM)**

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This two day course is a requirement of the Certificate III in Government (Security) – Personnel Security Stream or Government Security Stream and the Certificate IV in Government (Security) and Certificate IV in Government (Personnel Security) qualifications.

Two units of competency are delivered and partially assessed on the two day Introduction to Security Risk Management course:

- PSPSEC401A - Undertake government security risk analysis
- PSPSEC402A - Implement security risk treatments

Through attendance on course, successful completion of in-class and post-course assessment, a Statement of Attainment is issued for these two units of competency.

## **Advanced Security Risk Management (ASRM)**

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This five day course is a requirement of the Diploma of Government (Security) qualification. The entry requirement is successful completion of the ISRM course or equivalent skills and workplace knowledge.

The aim of the Advanced Security Risk Management course is to develop and enhance key security risk practitioner (assessor) skills for the workplace.

Five units of competency are delivered and partially assessed on the five day Advanced Security Risk Management course:

- PSPGOV413A - Compose complex workplace documents
- PSPGOV504B – Undertake research and analysis
- PSPSEC501A – Assess security risks
- PSPSEC502A – Develop security risk management plans
- PSPSEC503A – Implement and monitor security risk management plans

Through attendance on course, successful completion of in-class and post-course assessment, a Statement of Attainment is issued for these five units of competency.

## **Protective Security Practice (PSP)**

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This five day course is a requirement of the Certificate IV in Government (Security) qualification. This course also offers a Statement of Attainment upon successful completion of a post-course workplace-based assignment.

The aim of the course is to provide a detailed knowledge of protective security principles, structure, policy and procedures. It is designed for security practitioners such as members of an organisations' security team, including Agency Security Advisers (ASA) from smaller agencies, and senior security practitioners working in larger organisations.

Six units of competency are covered on the five day Protective Security Practice course:

- PSPSEC403A - Develop and advise on government security procedures
- PSPSEC406A - Provide government security briefings
- PSPGOV405B - Provide input to change processes
- PSPGOV406B - Gather and analyse information
- PSPGOV412A - Use advanced workplace communication strategies
- PSPREG413A - Undertake inspections and monitoring

## **Managing Protective Security (MPS)**

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This five day course is a requirement of the Diploma of Government (Security) qualification. The entry requirement is successful completion of the PSP course or equivalent skills and workplace knowledge. This course also offers a Statement of Attainment upon successful completion of a post-course workplace-based assignment.

Five units of competency are covered on the five day Managing Protective Security course:

- PSPLEGN501B – Promote compliance with legislation in the public sector
- PSPGOV512A – Use complex workplace communication strategies
- PSPSEC504A – Coordinate protective security
- PSPSEC505A – Protect security classified information
- PSPSEC506A – Communicate security awareness

## **Government Investigation Module 1 and 2 (GI Mod 1 & GI Mod 2)**

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The Certificate IV in Government (Investigation) qualification is delivered in two course modules plus completion of in-class and post-course assessments and a Recognition Assessment Workbook:

Government Investigation Module 1 (GI Mod 1) and Government Investigation Module 2 (GI Mod 2) are both 5 day courses.

There are 11 specialist units delivered and assessed on the Government Investigation courses:

- PSPREG401C - Exercise regulatory powers
- PSPREG404C - Investigate non-compliance
- PSPREG407B - Produce formal record of interview
- PSPREG411A - Gather information through interviews
- PSPREG412A - Gather and manage evidence
- PSPREG418A - Advise on progress of investigations
- PSPREG419A - Finalise and report on investigations
- PSPREG416A - Conduct data analysis
- PSPREG409B - Prepare a brief of evidence
- PSPSEC405A - Handle security classified information
- PSPREG415A - Receive and Validate Data

Additional information about the Protective Security Training Centre courses, costs and training calendar dates can be obtained at the website:

<http://www.ag.gov.au/pstc>

Further information on the units of competency within the PSP04: Public Sector Training Package can be obtained at the National Training Information Site (NTIS) website: <http://www.ntis.gov.au/Default.aspx?trainingpackage/PSP04>

## Summary of PSTC Training Programs and Assessment

### PSP30504 Certificate III in Government (Security) – Government Security Stream.

To be eligible for this award you will need to demonstrate your competency in at least 11 units of competency of which 8 units are required and 3 units are required chosen electives. In the Protective Security Training Centre qualification, you will obtain 12 units of competency.

Unit of competency	Assessment Strategy
PSPETHC301B - Uphold the values and principles of public service * PSPGOV301B – Work effectively in the organisation * PSPGOV302B – Contribute to workgroup activities * PSPGOV308B – Work effectively with diversity * PSPGOV312A – Use workplace communication strategies * PSPOHS301A – Contribute to workplace safety *	Generalist units assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports. <i>(Most of these units are usually covered in training conducted within government agencies. A special distance package will be made available for private sector candidates or those who have not done training through their agency.)</i>
PSPLEGN301B – Comply with legislation in the public sector * PSPSEC301A – Secure government assets ** PSPSEC302A – Respond to government security incidents ** PSPSEC405A - Handle security classified information *	Delivered and partially assessed through the Introduction to Protective Security course. Also assessed by recognition and confirmed by third party referee reports.
PSPSEC401A - Undertake government security risk analysis ** PSPSEC402A - Implement security risk treatments **	Delivered through the Introduction to Security Risk Management course and formally assessed through submission of post-course workplace assignment.

Note: Units marked with an asterisk (\*) are required. Units marked with double asterisk (\*\*) are the required chosen electives as determined by our ongoing consultation with stakeholders.

### PSP30504 Certificate III in Government (Security) – Personnel Security Stream

To be eligible for this award you will need to demonstrate your competency in at least 11 units of competency of which 10 units are required and 1 unit is a chosen elective. In the Protective Security Training Centre qualification, you will obtain 13 units of competency.

Unit of competency	Assessment Strategy
PSPETHC301B - Uphold the values and principles of public service * PSPGOV301B – Work effectively in the organisation * PSPGOV302B – Contribute to workgroup activities * PSPGOV308B – Work effectively with diversity * PSPGOV312A – Use workplace communication strategies * PSPOHS301A – Contribute to workplace safety *	Generalist units assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports. <i>(Most of these units are usually covered in training conducted within government agencies. A special distance package will be made available for private sector candidates or those who have not done training through their agency.)</i>
PSPLEGN301B – Comply with legislation in the public sector * PSPSEC301A – Secure government assets ** PSPSEC404A – Conduct personnel security assessments ** PSPSEC405A - Handle security classified information * PSPREG415A – Receive and validate data *	Delivered and partially assessed through the Introduction to Personnel Security course. Also assessed by recognition and confirmed by third party referee reports.
PSPSEC401A - Undertake government security risk analysis * PSPSEC402A - Implement security risk treatments **	Delivered through the Introduction to Security Risk Management course and formally assessed through submission of post-course workplace assignment.

Note: Units marked with an asterisk (\*) are required. Units marked with double asterisk (\*\*) are the required chosen electives as determined by our ongoing consultation with stakeholders.

## PSP41604 Certificate IV in Government (Security)

To be eligible for this award you will need to demonstrate your competency in at least 15 units of competency of which 11 units are required and 4 units are chosen electives. In the Protective Security Training Centre qualification you will obtain 16 units of competency.

Unit of competency	Assessment Strategy
PSPETHC401A - Uphold & support the values and principles of public service * PSPGOV402B - Deliver and monitor service to clients * PSPGOV408A - Value diversity * PSPOHS301A - Contribute to workplace safety **	Assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports. <i>(These units are usually covered in training conducted within government agencies. A special distance package will be made available for private sector candidates or those who have not done training through their agency.)</i>
PSPLEGN401A - Encourage compliance with legislation in the public sector* PSPGOV422A - Apply government processes * PSPPOL404A - Support policy implementation * PSPSEC405A - Handle security classified information *	Assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports.
PSPSEC403A - Develop and advise on government security procedures * PSPSEC406A - Provide government security briefings ** PSPGOV405B - Provide input to change processes ** PSPGOV406B - Gather and analyse information ** PSPGOV412A - Use advanced workplace communication strategies * PSPREG413A - Undertake inspections and monitoring **	Delivered through the Protective Security Practice course and partially assessed through submission of post course workplace assignment. Also assessed by recognition and confirmed by third party referee reports.
PSPSEC401A - Undertake government security risk analysis * PSPSEC402A - Implement security risk treatments *	Delivered through the Introduction to Security Risk Management course and formally assessed through submission of post-course workplace assignment.

Note: Units marked with an asterisk (\*) are required. Units marked with double asterisk (\*\*) are the required chosen electives as determined by our ongoing consultation with stakeholders.

## PSP41704 Certificate IV in Government (Personnel Security)

To be eligible for this award you will need to demonstrate your competency in at least 15 units of competency of which 12 units are required and 3 units are chosen electives.

Unit of competency	Assessment Strategy
<p>PSPETHC401A - Uphold &amp; support the values and principles of public service *</p> <p>PSPGOV408A - Value diversity *</p> <p>PSPLEGN401A - Encourage compliance with legislation in the public sector *</p> <p>PSPOHS301A - Contribute to workplace safety **</p>	<p>Assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports. <i>(These units are usually covered in training conducted within government agencies. A special distance package will be made available for private sector candidates or those who have not done training through their agency.)</i></p>
<p>PSPREG415A – Receive and validate data **</p> <p>PSPSEC404A – Conduct personnel security assessments *</p> <p>PSPSEC405A - Handle security classified information *</p>	<p>Partially delivered and assessed through the Introduction to Personnel Security course. Also assessed by recognition and confirmed by third party referee reports.</p>
<p>PSPGOV412A – Use advanced workplace communication strategies *</p> <p>PSPGOV413A – Compose complex workplace documents **</p> <p>PSPGOV422A - Apply government processes *</p> <p>PSPREG411A - Gather information through interviews *</p> <p>PSPREG416A – Conduct data analysis *</p> <p>PSPSEC406A - Provide government security briefings *</p>	<p>Partially delivered and assessed through the Advanced Personnel Security course. Also assessed by recognition and confirmed by third party referee reports.</p>
<p>PSPSEC401A - Undertake government security risk analysis *</p> <p>PSPSEC402A - Implement security risk treatments *</p>	<p>Delivered through the Introduction to Security Risk Management course and formally assessed through <b>submission</b> of post-course workplace assignment.</p>

Note: Units marked with an asterisk (\*) are required. Units marked with double asterisk (\*\*) are the required chosen electives as determined by our ongoing consultation with stakeholders.

## PSP41504 Certificate IV in Government (Investigation)

To be eligible for this award you will need to demonstrate your competency in at least 15 units of competency of which 10 units are required and 5 units are chosen electives.

Unit of competency	Assessment Strategy
<p>PSPETHC401A - Uphold &amp; support the values and principles of public service *</p> <p>PSPLEGN401A - Encourage compliance with legislation in the public sector *</p> <p>PSPOHS301A - Contribute to workplace safety **</p> <p>PSPGOV412A - Use advanced workplace communication strategies *</p>	<p>Assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports. <i>(These units are usually covered in training conducted within government agencies. A special distance package will be made available for private sector candidates or those who have not done training through their agency.)</i></p>
<p>PSPREG401C – Exercise regulatory powers *</p> <p>PSPREG404C – Investigate non-compliance *</p> <p>PSPREG407B – Produce formal record of interview *</p> <p>PSPREG409B – Prepare a brief of evidence **</p> <p>PSPREG411A – Gather information through interviews *</p> <p>PSPREG412A – Gather and manage evidence *</p> <p>PSPREG415A – Receive and validate data **</p> <p>PSPREG416A – Conduct data analysis **</p> <p>PSPREG418A – Advise on progress of investigations *</p> <p>PSPREG419A – Finalise and report on investigations *</p> <p>PSPSEC405A – Handle security classified information **</p>	<p>Delivered through the Government Investigation Courses – Modules 1 and 2 - and partially assessed through submission of post-course workplace assignment. Also assessed by recognition and confirmed by third party referee reports.</p>

Note: Units marked with an asterisk (\*) are required. Units marked with double asterisk (\*\*) are the required chosen electives as determined by our ongoing consultation with stakeholders.

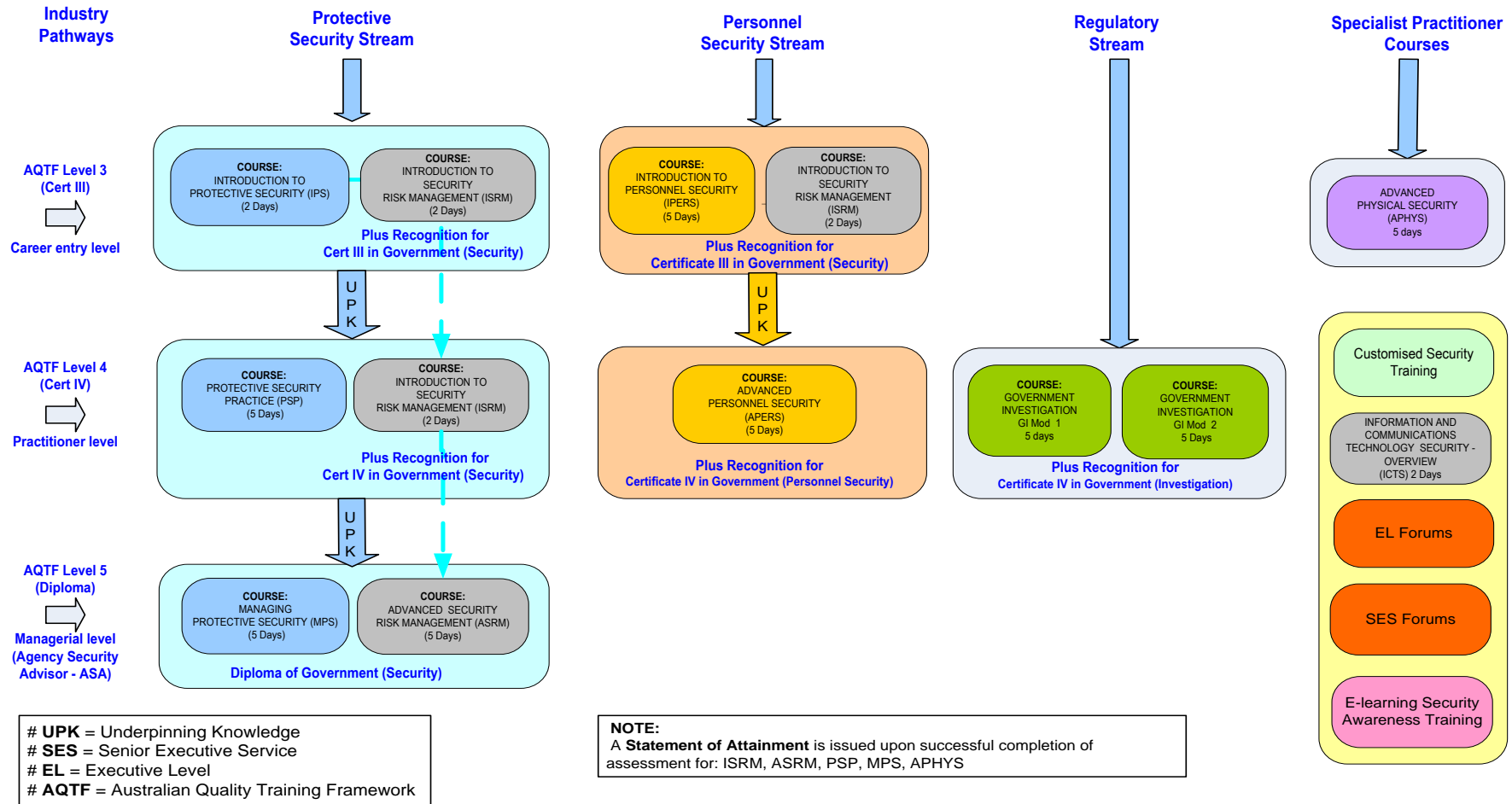
## PSP51804 Diploma of Government (Security)

To be eligible for this award you will need to demonstrate your competency in at least 11 units of competency of which 9 units are required and 2 units are chosen electives. In the Protective Security Training Centre qualification, you will obtain 12 units of competency.

Unit of competency	Assessment Strategy
PSPETHC501B - Promote the values and ethos of public service* PSPGOV505A – Promote diversity*	Generalist units assessed by recognition of your knowledge and skills in the workplace and confirmed by third party referee reports.
PSPGOV413A – Compose complex workplace documents** PSPGOV504B – Undertake research and analysis* PSPSEC501A – Assess security risks* PSPSEC502A – Develop security risk management plans* PSPSEC503A – Implement and monitor security risk management plans*	Delivered and partially assessed through the Advanced Security Risk Management course and formally assessed through submission of a post-course workplace assignment. Also assessed by recognition and confirmed by third party referee reports.
PSPLEGN501B – Promote compliance with legislation in the public sector* PSPGOV512A – Use complex workplace communication strategies* PSPSEC504A – Coordinate protective security* PSPSEC505A – Protect security classified information** PSPSEC506A – Communicate security awareness**	Delivered through the Managing Protective Security course and formally assessed through submission of a post-course workplace assignment. Also assessed by recognition and confirmed by third party referee reports.

Note: Units marked with an asterisk (\*) are required. Units marked with double asterisk (\*\*) are the required chosen electives as determined by our ongoing consultation with stakeholders.

# OVERVIEW OF NATIONALLY ACCREDITED TRAINING PROGRAMS AND CUSTOMISED TRAINING



# Training and Assessment Pathways – Personnel Security

## QUALIFICATION

## QUALIFICATION DESCRIPTOR

## COURSES

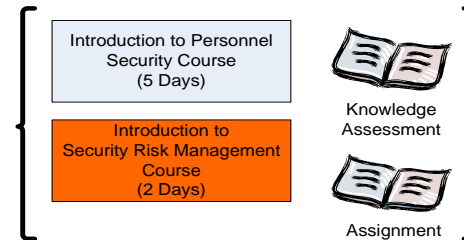
## PORTFOLIO OF DOCUMENTARY EVIDENCE

## AWARD

**PSP30504**

**Certificate III in Government (Security) - Personnel Security Stream**

This specialist qualification covers the entry-level competencies required for a career in the government security area of the public sector in the personnel security stream



Recognition Assessment Workbook



Certificate III in Government (Security) - Personnel Security Stream

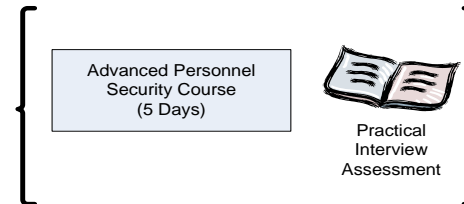
*Underpinning Qualifications or Skills*



**PSP41704**

**Certificate IV in Government (Personnel Security)**

This specialist qualification covers the competencies required for working without supervision in the personnel security area of the public sector

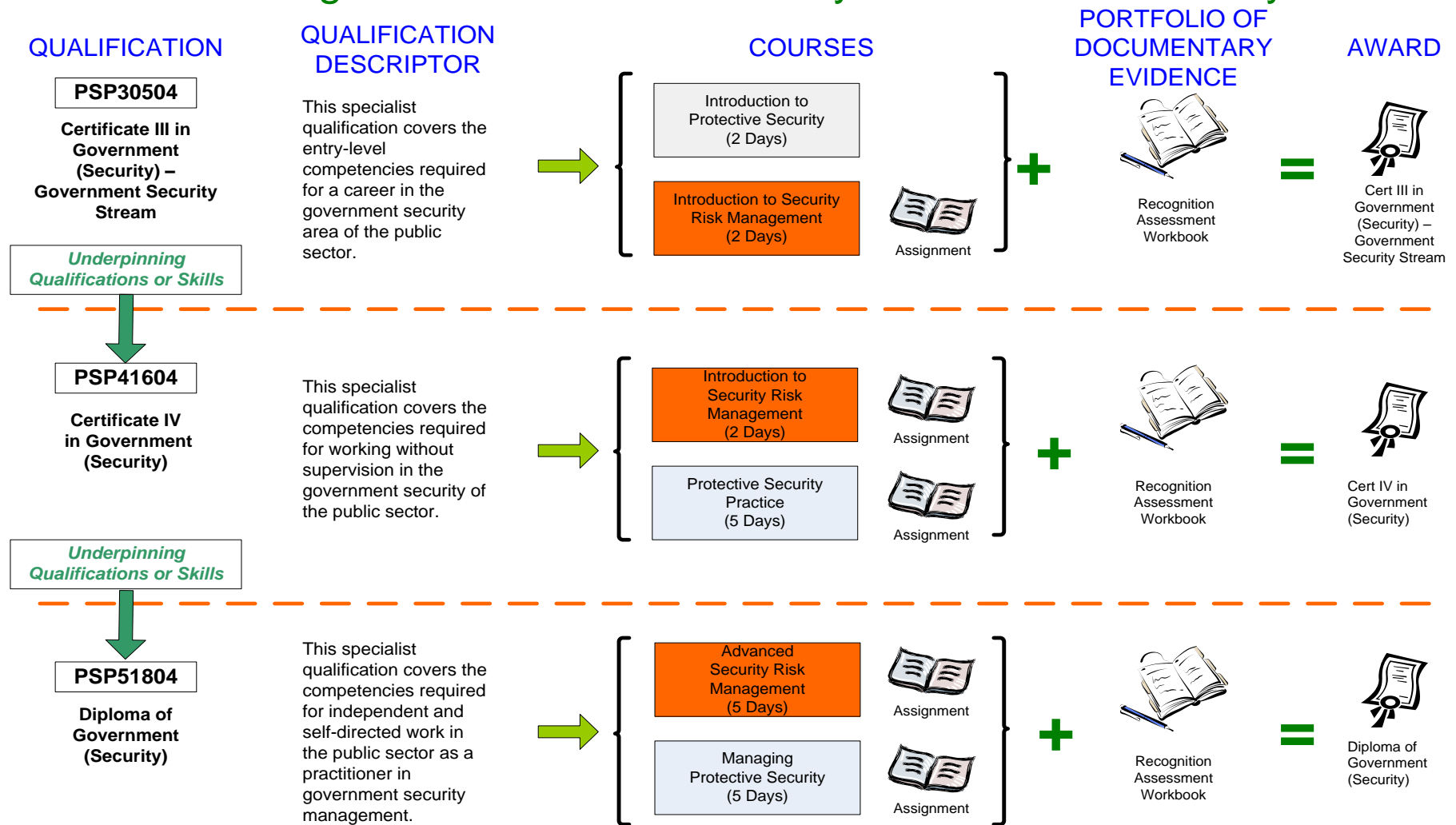


Recognition Assessment Workbook

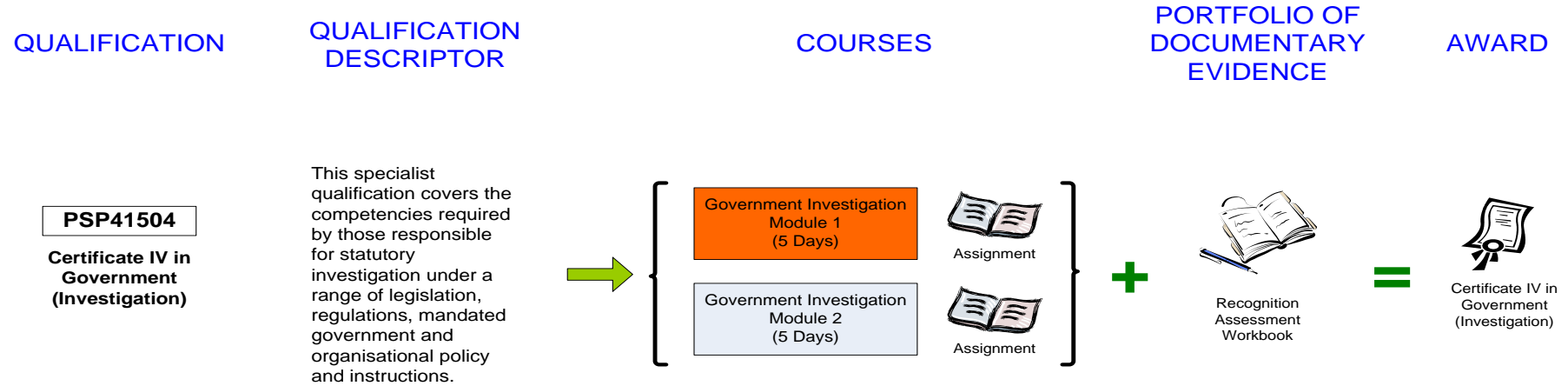


Certificate IV in Government (Personnel Security)

# Training and Assessment Pathways – Protective Security



# Training and Assessment Pathways – Government Investigation



## **PSTC Emergency Evacuation Procedures**

### **Kenneth Bailey Building – 71 State Circle, Yarralumla, ACT**

A copy of the Protective Security Training Centre's emergency evacuation procedures are posted on each floor.

- When you hear the **standby alarm (fast beeping) - prepare to evacuate.** A Training Centre warden or staff member will provide you with directions. Listen to their instructions and do what you are told.
- In the event of a fire, do not take anything in your hands or that may interfere with movement out of the building. In a smoke filled building you may need your hands free to feel your way or to assist others to evacuate the building.
- In the event of a suspected bomb or IED, you are to collect your personal property – the things you brought with you into the Training Centre – and prepare to evacuate. **A Training Centre warden or staff member will tell you the location of the assembly area, how to get there, and what to do when you arrive in the assembly area.**
- You are not to evacuate until directed to do so by a Training Centre warden or staff member except in circumstances where Training Centre warden or staff members are incapacitated or unavailable and it is necessary to prevent loss of life or serious injury due to impending danger.

When you hear the **evacuation alarm (long whooping)**, follow the procedures below:

1. **Leave the building immediately by the nearest safe emergency exit** following the route as directed by a Training Centre warden or staff member.
2. Concentrate and remain in the assembly area as directed by a Training Centre warden or staff member, or as indicated on the Emergency Evacuation plan located in your classroom. Do not leave the assembly area unless instructed to do so by a Training Centre warden, staff member, or emergency services personnel.
3. Confirm that all your course members or work mates are with you and a roll call will be conducted. Advise the Training Centre warden or staff member immediately in the event that someone is missing. They will advise the Training Centre Chief Warden who will liaise with the Fire Brigade to determine an appropriate course of action.
4. All staff and students are to return to the building when the "All Clear" signal is given by the Training Centre Chief Warden.
5. A debrief will be conducted and your input will be sought to ensure that our procedures are safe, simple and effective.