

CPP10107 Certificate I in Security Operations

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • apply literacy skills to: <ul style="list-style-type: none"> • assess and use workplace information • interpret and understand basic legal, financial, procedural and technical requirements • process workplace documentation • read and record data • apply numeracy skills to accurately record and collate and to undertake basic computations • assess and record information from varied sources • communicate demonstrating social and cultural sensitivity and respect • communicate in a clear and concise manner, in written and verbal modes • follow procedures and instructions as they relate to legal and regulatory requirements, occupational health and safety (OHS), industry standards and codes of practice, and emergency procedures • process routine workplace documentation • report hazards, potential hazards and risks • research and access routine sources of security data • understand meanings of safety signs and symbols • understand workplace safety procedures • use basic workplace documents and user manuals
Teamwork	<ul style="list-style-type: none"> • assist in gathering basic security information • develop effective personal relationships and discusses career opportunities with relevant people

Employability Skills Qualification Summary	
	<ul style="list-style-type: none"> • participate in OHS management • relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • seek feedback and clarification where appropriate • share information with others to achieve individual and team goals • use interpersonal skills such as cooperation and flexibility • work effectively as part of a team
Problem solving	<ul style="list-style-type: none"> • follow workplace procedures for dealing with incidents and emergencies • identify and apply industry information • identify and research existing data sources for suitability • use basic problem-solving techniques
Initiative and enterprise	<ul style="list-style-type: none"> • identify opportunities for vocational development in consultation with appropriate persons
Planning and organising	<ul style="list-style-type: none"> • estimate time to complete activities and prioritise tasks • source, record and organise information
Self management	<ul style="list-style-type: none"> • demonstrate a commitment to complying with applicable legislative and procedural requirements • estimate time to complete work • identify and discuss career opportunities • prioritise tasks
Learning	<ul style="list-style-type: none"> • identify and access future career opportunities • identify terms and conditions of employment
Technology	<ul style="list-style-type: none"> • use computers and other information technology to complete tasks

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules	
To achieve this qualification, the candidate must demonstrate competency in:	
<ul style="list-style-type: none"> • 4 units of competency: • 3 core units • 1 elective unit. 	
Core units	
CPPSEC2001A	Communicate effectively in the security industry
CPPSEC2002A	Follow workplace safety procedures in the security industry
CPPSEC2003B	Work effectively in the security industry
Elective units	
CPPSEC1001A	Identify and report security risk situations
CPPSEC1002A	Apply retail security procedures
CPPSEC1003A	Apply security procedures for the responsible service of alcohol
CPPSEC1004A	Apply health care security procedures
CPPSEC1005A	Apply critical infrastructure protection procedures
CPPSEC1006A	Apply x-ray image interpretation procedures
CPPSEC1007A	Apply walk through metal detection procedures
CPPSEC1008A	Apply hand-held metal detection procedures

Packaging rules	
CPPSEC1009A	Apply Explosive Trace Detection (ETD) procedures

CPP10211 Certificate I in Cleaning Operations

Modification History

Not applicable.

Description

This qualification applies to individuals undertaking a pre-vocational program. It provides a flexible pathway for potential entrants to the industry.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • convey workplace safety information to colleagues and supervisors • listen to and understand work instructions, directions and feedback • read and interpret workplace related documentation, such as OHS requirements and material safety data sheets, manuals and labels • complete basic workplace documentation appropriately • speak clearly, courteously and effectively with others
Teamwork	<ul style="list-style-type: none"> • work as a team member • work with diverse individuals and groups • give feedback
Problem-solving	<ul style="list-style-type: none"> • apply basic numeracy skills to workplace requirements involving measuring and counting • clarify problems with others • contribute to workplace solutions • use PPE and equipment appropriately for the situation
Initiative and enterprise	<ul style="list-style-type: none"> • adapt to new situations • generate a range of options in response to workplace matters
Planning and organising	<ul style="list-style-type: none"> • collect, analyse and organise information • explore and plan career and learning opportunities
Self-management	<ul style="list-style-type: none"> • understand scope of own work role and relationship to others in the workplace • manage personal presentation and hygiene in line with workplace requirements • demonstrate understanding and commitment to own work rights and those of others, including employers
Learning	<ul style="list-style-type: none"> • be open to learning new ideas and techniques • learn in a range of settings, including informal learning • participate in ongoing learning • learn new skills and techniques • contribute to own learning

Technology	<ul style="list-style-type: none"> • use technology and related workplace equipment • apply OHS knowledge when using technology
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Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 4 units of competency:
- 3 core units
- 1 elective unit.

The elective unit is to be chosen as follows:

- from a Certificate I or II qualification in CPP07 or another current Training Package or state-accredited course, provided the integrity of the AQF alignment is ensured, and it contributes to a valid, industry-supported vocational outcome.

The unit CPCCOHS1001A Work safely in the construction industry is the nationally recognised unit that underpins the awarding of the ‘white card’ that is mandatory for entering any construction worksite.

Core units of competency

Unit code	Unit title
CPCCOHS1001A	Work safely in the construction industry
CPPCLO1040A	Prepare for work in the cleaning industry
CPPCLO1041A	Apply basic communication skills

Custom Content Section

Not applicable.

CPP20112 Certificate II in Surveying and Spatial Information Services

Modification History

Changed outcome for some native CPP07 core units. Native and imported elective units updated.

Description

Qualification requirements

This qualification applies to those undertaking pre-vocational programs or entering the workforce who, while possibly responsible for routine surveying or spatial information services (SSIS) activity, would be under close supervision.

The qualification is suitable for VET in Schools programs and an Australian Apprenticeship pathway.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • assess and record information from varied sources • communicate in a clear and concise manner, in written and verbal modes • apply literacy skills to: <ul style="list-style-type: none"> • assess and use workplace information • interpret and understand basic legal, financial, procedural and technical requirements • process workplace documentation • read and record data • research and access routine sources of spatial data • use basic workplace documents and user manuals • document metadata according to accepted industry standards • maintain and update records according to workplace procedures • record data according to organisational guidelines • report to the appropriate personnel any occurrence in the work area that may affect the safety and efficiency of operations • use basic workplace documents and user manuals
Teamwork	<ul style="list-style-type: none"> • assist in gathering basic spatial data and finalising the collection process • carry out support tasks under direction, often in a team environment, and according to specifications • present spatial data to relevant personnel • relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • use interpersonal skills such as cooperation and flexibility • work within a team in a range of SSIS activities • work effectively as part of a team
Problem solving	<ul style="list-style-type: none"> • address minor technical vehicle problems as directed, using problem-solving techniques • apply appreciation of height, depth, breadth, dimension and position to basic virtual representation • apply understanding of height, depth, breadth, dimension and position to actual operational activity (basic) • assess procedural requirements and OHS issues relevant to

Employability skill	Industry/enterprise requirements for this qualification include:
	<p>employment in the SSIS industry</p> <ul style="list-style-type: none"> • identify and apply industry information • identify and research existing data sources for suitability • report contingencies that may affect equipment usage • select and assess appropriate categories of data sources • use basic problem-solving techniques
Initiative and enterprise	<ul style="list-style-type: none"> • identify opportunities for vocational development in consultation with appropriate persons • use analytical skills in relation to a limited range of routine areas
Planning and organising	<ul style="list-style-type: none"> • assist in accessing, retrieving and storing spatial data • estimate time to complete activities and prioritise tasks • compile and record basic spatial data administrative, legal and operational requirements for data collection • prepare to collect basic spatial data • collect spatial and aspatial data using electronic equipment and SSIS technologies • store all data and documentation according to organisational guidelines
Self-management	<ul style="list-style-type: none"> • apply organisational skills to prioritise daily activities • comply with all legislation associated with job specifications and procedures • prioritise daily activities • take into account personal values and attitudes regarding work and business when planning for future work/career directions • work on an individual basis
Learning	<ul style="list-style-type: none"> • apply knowledge of terms and conditions of employment • identify future career opportunities • update skills and knowledge to accommodate the vocational needs of the SSIS sector • update skills and knowledge to accommodate changes in work environment
Technology	<ul style="list-style-type: none"> • select equipment, resources and SSIS technologies according to the task requirements • store tools, resources and equipment, and SIS technologies safely and in appropriate locations, and according to manufacturer specifications

Employability skill	Industry/enterprise requirements for this qualification include:
	<ul style="list-style-type: none"> • use computers to perform basic data collection • use and maintain equipment under supervision • use a range of equipment in the field safely and accurately, as required for the task

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 8 units of competency:
 - 4 core units
 - 4 elective units.

The elective units must ensure the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome and are to be chosen as follows:

- up to 4 units from the elective units listed below
- up to 2 units may be chosen from other Certificate II or III qualifications in CPP07 or another current Training Package or accredited course.

Core units

CPPCMN2002 A	Participate in workplace safety arrangements
CPPSIS2011A	Prepare for work in the spatial information services industry
CPPSIS2012A	Assist in the collection of spatial data

CPPSIS2013A	Assist in the storage and retrieval of spatial data
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Elective units

BSBSUS201A	Participate in environmentally sustainable work practices
CPPCMN2003 A	Provide effective client service
CPPSIS2014A	Assist in the selection, operation and maintenance of equipment and supplies
CPPSIS2015A	Assist in field activity
CPPSIS2016A	Assist with load transfer
CPPSIS2017A	Use information technology for spatial information services activity
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word processing applications
ICAICT105A	Operate spreadsheet applications
ICAICT203A	Operate application software packages
ICAICT210A	Operate database applications
PSPGOV202B	Use routine workplace communication techniques
RIIRIS201B	Conduct local risk control

Custom Content Section

Not applicable.

CPP20212 Certificate II in Security Operations

Modification History

Revised qualification deemed equivalent.

Change to elective unit:

- addition of HLTCSD306D Respond effectively to behaviours of concern

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

This is a licensed occupation. Check with relevant state and territory licensing and regulatory authorities. State and territory jurisdictions may have different regulatory requirements.

Entry Requirements

Not Applicable

Employability Skills Summary

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • apply literacy skills to: <ul style="list-style-type: none"> • assess and use workplace information • interpret and understand basic legal, financial, procedural and technical requirements • process workplace documentation • read and record data • apply numeracy skills to accurately record and collate and to undertake basic computations • ask for advice, clarification and verification of instructions where appropriate • communicate demonstrating social and cultural sensitivity and respect • communicate in a clear and concise manner, in written and verbal modes • follow procedures and instructions as they relate to legal and regulatory requirements, occupational health and safety, industry standards and codes of practice, manufacturer specifications, emergency procedures • give and receive information accurately • interact with customers and handle complaints appropriately • negotiate and communicate effectively to defuse conflict • prepare and present evidential information suitable for use in legal proceedings • provide clear instructions and directions to others • report and record faulty equipment • report and/or record routine workplace information as well as incidents that cause injury, are dangerous or potentially dangerous or are emergencies, and breaches of assignment instructions • report hazards, potential hazards and risks • understand meanings of safety signs and symbols, call signs and codes, phonetic alphabet, security alarm signals, and basic technical terminology
Teamwork	<ul style="list-style-type: none"> • develop effective relationships with others and take steps to reduce or resolve conflict • participate in and encourage others' contributions to WHS

Employability skill	Industry/enterprise requirements for this qualification include:
	<p>management</p> <ul style="list-style-type: none"> • provide assistance to team members including back-up as required • relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • seek feedback from team members • seek specialist advice where appropriate • seek support to improve own performance • understand own and team members' roles and responsibilities • use interpersonal skills such as cooperation and flexibility • work effectively as part of a team • work within a team in a range of security activities
Problem solving	<ul style="list-style-type: none"> • apply understanding of height, depth, breadth, dimension and position to operational activities • assess legislation, procedural requirements and WHS issues relevant to own role and work activities • identify and control workplace risks and hazards • manage and resolve conflict • report contingencies that may affect equipment usage • respond appropriately to changing security circumstances • respond appropriately to emergencies, security risks and threats, prohibited and hazardous items, security alarms, and situations requiring first aid • solve routine problems and fix faulty or damaged equipment • understand emergency evacuation procedures • use basic problem-solving techniques • use lawful defensive techniques to protect self and others
Initiative and enterprise	<ul style="list-style-type: none"> • decide appropriate first aid response • identify areas for improvement of WHS • identify opportunities for vocational development in consultation with appropriate persons • tailor service to meet clients' particular needs • use analytical skills in relation to a limited range of routine areas
Planning and organising	<ul style="list-style-type: none"> • estimate time to complete activities and prioritise tasks • maintain inventory of equipment and consumables • manage access control systems • prepare evidence for presentation in legal proceedings

Employability skill	Industry/enterprise requirements for this qualification include:
	<ul style="list-style-type: none"> • prepare necessary equipment for use • source, organise and record information • store all information and documentation according to organisational and legislative guidelines
Self management	<ul style="list-style-type: none"> • comply with all legislation associated with assignment instructions • contribute to improving work practices • demonstrate a commitment to complying with applicable legislative and procedural requirements • estimate time to complete work tasks • identify opportunities for professional development • maintain expected standards of work and personal presentation • organise, prioritise and complete daily work activities • seek feedback to improve own work performance • use relevant techniques to manage own stress • work effectively on an individual basis
Learning	<ul style="list-style-type: none"> • apply knowledge of terms and conditions of employment • encourages and supports others to identify and organise professional development opportunities • identify future career opportunities • notifies others of equipment training needs • update skills and knowledge to accommodate changes in work environment
Technology	<ul style="list-style-type: none"> • drive vehicles • operate and maintain a range of security equipment including communication equipment, alarm systems and entry barriers • operate traffic control equipment • program and configure basic security equipment • select and operate electronic reporting facility software and resources • use computers and other information technology to communicate and prepare reports and documentation

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 12 units of competency:
 - 7 core units
 - 5 elective units.

The elective units are chosen as follows:

- 5 units from the elective units listed below
- 2 of the units may be chosen from Certificate I, II or III qualifications in CPP07 or another current Training Package, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome and no more than 1 unit is from Certificate I.

Core units

CPPSEC2001A	Communicate effectively in the security industry
CPPSEC2002A	Follow workplace safety procedures in the security industry
CPPSEC2003B	Work effectively in the security industry
CPPSEC2004B	Respond to security risk situation
CPPSEC2005A	Work as part of a security team
CPPSEC2006B	Provide security services to clients
HLTFA311A	Apply first aid

Elective units

CPPCMN2001B	Control and direct traffic
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CPPSEC2007A	Screen people
CPPSEC2008A	Screen items
CPPSEC2009A	Give evidence in court
CPPSEC2010A	Protect safety of persons
CPPSEC2011B	Control access to and exit from premises
CPPSEC2012A	Monitor and control individual and crowd behaviour
CPPSEC2013A	Protect valuables in transit
CPPSEC2014A	Operate basic security equipment
CPPSEC2015A	Patrol premises
CPPSEC2016A	Contribute to investigative activities
CPPSEC2017A	Protect self and others using basic defensive techniques
CPPSEC2018A	Monitor electronic reporting facility
CPPSEC2019A	Monitor biometrics equipment and systems
CPPSEC2027A	Load and unload cash in transit in a secured environment
CPPSEC3002A	Manage conflict through negotiation
CPPSEC3010A	Manage dogs for security functions
CPPSEC3011A	Handle dogs for security patrol
CPPSEC3013A	Control persons using empty hand techniques
CPPSEC3020A	Monitor security from control room
CPPSEC3021A	Maintain and use security database
HLTCSD306D	Respond effectively to behaviours of concern
TLIB2004A	Carry out vehicle inspection
TLIE2007A	Use communication systems

CPP20307 Certificate II in Technical Security

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • apply literacy skills to: • assess and use workplace information • communicate in a clear and concise manner, in written and verbal modes • interpret and understand basic legal, financial, procedural and technical requirements • process workplace documentation • read and record data • apply numeracy skills to accurately record and collate and to undertake basic computations • ask for advice and clarification where appropriate • clearly and appropriately articulate product and service information to clients • communicate demonstrating social and cultural sensitivity and respect • communicate in a clear and concise manner, in written and verbal modes • give and receive information accurately • interpret and follow procedures and instructions as they relate to legal, regulatory and licensing requirements; occupational health and safety (OHS); industry standards and codes; work orders; plans and specifications; manufacturers' specifications; and emergency procedures • maintain and update records according to workplace procedures • provide clear quotes to clients • report and/or record routine workplace information such as client details, wear and damage to tools, system and equipment faults, as well as incidents that cause injury, are dangerous or potentially dangerous or are

Employability Skills Qualification Summary

	<p>emergencies</p> <ul style="list-style-type: none">• report hazards, potential hazards and risks• report to the appropriate personnel any occurrence in the work area which may affect the safety and efficiency of operations• understand technical industry terminology as well as meanings of safety signs and symbols and call signs• use basic workplace documents and user manuals
Teamwork	<ul style="list-style-type: none">• participate in and encourage others' contributions to OHS management• relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities• seek feedback from team members• seek specialist advice where appropriate• seek support to improve own performance• understand roles and responsibilities of self and team members• use interpersonal skills such as cooperation and flexibility• work effectively as part of a team• work within a team in a range of technical security activities
Problem solving	<ul style="list-style-type: none">• anticipate potential security equipment installation problems and take appropriate action• apply understanding of height, depth, breadth, dimension and position to actual operational activity• assess legislation, procedural requirements and OHS issues relevant to own work role and activities• identify and control workplace risks and hazards• identify and resolve customer service

Employability Skills Qualification Summary

	<p>problems</p> <ul style="list-style-type: none">• perform various calculations relating to pricing estimates for labour, equipment and materials, time and quantities• repair and adjust security equipment and systems• respond appropriately to emergencies• solve routine problems• use basic problem-solving techniques
Initiative and enterprise	<ul style="list-style-type: none">• identify areas for improvement of OHS• identify opportunities for vocational development in consultation with appropriate persons• maximise sales opportunities• recognise situations requiring variations to security system installation plans• respond appropriately to changing circumstances as indicated by security information• use analytical skills in relation to a limited range of routine areas
Planning and organising	<ul style="list-style-type: none">• estimate time to complete activities and prioritise tasks• maintain an inventory of resources• maintain information and records system• obtain information necessary to address clients' inquiries• prepare for routine maintenance and installation work• prioritise security responses• source, organise and record information• store all information and documentation according to organisational and legislative guidelines
Self management	<ul style="list-style-type: none">• apply organisational skills to prioritise daily activities• comply with all legislation associated with job

Employability Skills Qualification Summary

	<p>specifications and procedures</p> <ul style="list-style-type: none">• demonstrate a commitment to complying with applicable legislative and procedural requirements• identify opportunities for professional development• organise, prioritise and complete daily work activities• seek feedback to improve own work performance• understand limitations of own role and abilities• understand required standards of uniform and personal grooming• use feedback and reflection to improve own work performance• work on an individual basis
Learning	<ul style="list-style-type: none">• apply knowledge of terms and conditions of employment• identify future career opportunities• update skills and knowledge to accommodate changes in work environment and security equipment and systems
Technology	<ul style="list-style-type: none">• install a range of security equipment, components and systems• operate and check a range of tools and equipment to install security systems• store tools, resources and equipment safely and in appropriate locations, and according to manufacturer specifications• use computers and other information technology to communicate, prepare documentation and to operate security monitoring functions

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules	
To achieve recognition at the Certificate II level, the candidate must demonstrate competency in the seven core units, plus one elective unit (total eight units). The required elective unit may be selected from other qualifications aligned at the Certificate I, II or III level in this Training Package or from other relevant endorsed Training Package qualifications aligned at the Certificate I, II or III level.	
Core units	
CPPSEC2001A	Communicate effectively in the security industry
CPPSEC2002A	Follow workplace safety procedures in the security industry
CPPSEC2003B	Work effectively in the security industry
CPPSEC2020A	Provide technical security services to clients
CPPSEC2021A	Install security equipment and systems
CPPSEC2026A	Perform routine maintenance on security equipment and system
ICTCBL2136A	Install, maintain and modify customer premises communication cabling: ACA Restricted Rule
Elective units	
CPPSEC2022A	Install mechanical lock and locking system
CPPSEC2023A	Install CCTV equipment and system
CPPSEC2024A	Implement electronic monitoring procedures
CPPSEC2025A	Sell security products and services

CPP20411 Certificate II in Waste Management

Modification History

Not applicable.

Description

This qualification applies to individuals undertaking pre-vocational programs or those entering the workforce. They may be responsible for routine waste management activities, but work under close supervision.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listen to and understand work instructions, directions and feedback • speak clearly and directly to relay information • read and interpret workplace related documentation, such as OHS requirements • write for record keeping and documentation • interpret the needs of team members from clear interaction • apply basic numeracy skills to workplace requirements involving measuring and counting • establish and use networks • share information, e.g. with other staff • negotiate responsively, e.g. regarding own work role and conditions • be appropriately assertive, e.g. in relation to OHS issues
Teamwork	<ul style="list-style-type: none"> • work as an individual and a team member • work with diverse individuals and groups • apply knowledge of own role as part of a team • identify and use the strengths of other team members • give feedback
Problem-solving	<ul style="list-style-type: none"> • develop practical and creative solutions to workplace problems • show independence and initiative in identifying problems • solve problems individually or in teams • use numeracy skills to solve problems, such as managing time and using resources • test assumptions and take context into account • listen to and resolve concerns in relation to workplace issues • resolve client concerns relative to workplace responsibilities
Initiative and enterprise	<ul style="list-style-type: none"> • adapt to new situations • be creative in response to workplace challenges, within relevant guidelines and protocols • identify opportunities that might not be obvious to others within a team or supervised work context and in line with

	<p>guidelines</p> <ul style="list-style-type: none"> • generate a range of options in response to workplace matters • translate ideas into action • develop innovative solutions • develop a strategic, creative and long-term vision
Planning and organising	<ul style="list-style-type: none"> • collect, analyse and organise information • use basic business systems for planning and organising • be appropriately resourceful • take limited initiative and make decisions within workplace role • participate in continuous improvement and planning processes • work within or establish clear work goals and deliverables • determine or apply required resources • allocate people and other resources to tasks and workplace requirements • manage time and priorities • adapt resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • be self-motivated • articulate own ideas and vision within a team or supervised work context • balance own ideas, values and vision with workplace values and requirements • monitor and evaluate own performance • take responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • be open to learning new ideas and techniques • learn in a range of settings, including informal learning • participate in ongoing learning • learn in order to accommodate change • learn new skills and techniques • take responsibility for own learning • contribute to the learning of others, for example by sharing information • apply a range of learning approaches • develop own learning pathways • participate in developing own learning plans, e.g. as part of performance management

Technology	<ul style="list-style-type: none">• use technology and related workplace equipment• use basic technology skills to organise data• adapt to new technology skill requirements• apply OHS knowledge when using technology
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Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 9 units of competency:
 - 4 core units
 - 5 elective units.

The elective units are to be chosen as follows:

- a minimum of 2 units from Group A
- up to 3 units from Group A or Group B

up to 2 units from Certificate II or III qualifications in CPP07 or another current Training Package or state-accredited course, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome.

Core units of competency

Unit code	Unit title
CPPCMN2002A	Participate in workplace safety arrangements
CPPCMN3001B	Participate in environmentally sustainable work practices
CPPWMT2001A	Prepare for work in the waste management industry
CPPWMT3044A	Identify wastes and hazards

Elective units of competency

Group A elective units

Unit code	Unit title
BSBWOR203A	Work effectively with others

CPPCMN2001B	Control and direct traffic
CPPCMN2003A	Provide effective client service
CPPWMT2034A	Maintain equipment and consumables storage area
CPPWMT2047A	Assist with resource recovery
CPPWMT2048A	Prepare work areas for waste sorting
CPPWMT2049A	Identify waste emergency

Group B elective units

Unit code	Unit title
BSBCM201A	Communicate in the workplace
BSBIN201A	Contribute to workplace innovation
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
TLIB2003A	Carry out vehicle servicing and maintenance
TLIB2004A	Carry out vehicle inspection
TLIC2002A	Drive light rigid vehicle
TLIC3003A	Drive medium rigid vehicle
TLID2003A	Handle dangerous goods/hazardous substances
TLID2004A	Load and unload goods/cargo
TLID2021A	Use specialised bulk transfer equipment (dry)
TLIE2007A	Use communication systems

TLIF2010A	Apply fatigue management strategies
TLILIC2014A	Licence to drive light rigid vehicle
TLILIC2015A	Licence to drive medium rigid vehicle

Custom Content Section

Not applicable.

CPP20511 Certificate II in Fire Protection Inspection and Testing

Modification History

Unit HLTF301C Apply first aid - updated and equivalent

Description

This qualification applies to fire protection technicians responsible for non-trade installation and regular servicing of fire protection equipment and systems.

Fire protection technicians may specialise in activities relating to certain groups of equipment or systems, such as:

- inspect and test fire protection equipment in the field
- maintain, test and refill extinguishers in the workshop
- inspect, test and maintain pre-engineered fire-suppression systems
- inspect and test water-based fire-suppression systems
- inspect, test and maintain gaseous fire-suppression systems
- inspect, test and maintain passive fire and smoke containment products and systems
- inspect and test fire detection and warning systems
- recover, reclaim, fill and store scheduled gaseous fire-extinguishing agents

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • be appropriately assertive, e.g. in relation to OHS issues • establish and use networks • interpret the needs of team members from clear interaction • listen to and understand work instructions, directions and feedback • negotiate responsively, for example own work role and conditions • read and interpret workplace related documentation, such as OHS requirements • share information, e.g. with other staff • speak clearly and directly to relay information • write for record keeping and documentation
Teamwork	<ul style="list-style-type: none"> • work as an individual and a team member • work with diverse individuals and groups • apply knowledge of own role as part of a team • identify and use the strengths of other team members • give feedback
Problem-solving	<ul style="list-style-type: none"> • apply basic numeracy skills to workplace requirements involving measuring and counting • develop practical and creative solutions to workplace problems • show independence and initiative in identifying problems • solve problems individually or in teams • apply a range of strategies in problem solving • use numeracy skills to solve problems, e.g. time management, using resources • test assumptions and take context into account • listen to and resolve concerns in relation to workplace issues • resolve client concerns relative to workplace responsibilities
Initiative and enterprise	<ul style="list-style-type: none"> • adapt to new situations

	<ul style="list-style-type: none"> • be creative in response to workplace challenges within relevant guidelines and protocols • identify opportunities that might not be obvious to others, e.g. within a team or supervised work context and in line with guidelines • generate a range of options in response to workplace matters • translate ideas into action within scope of own work role • develop innovative solutions within established guidelines, e.g. within a team or supervised work context • develop a strategic, creative and long-term vision
Planning and organising	<ul style="list-style-type: none"> • collect, analyse and organise information • use basic business systems for planning and organising • be appropriately resourceful • take limited initiative and make decisions within workplace role and authorised limits • participate in continuous improvement and planning processes • work within or establish clear work goals and deliverables • determine or apply required resources • allocate people and other resources to tasks and workplace requirements • manage time and priorities • adapt resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • be self-motivated in relation to requirements of own work role • articulate own ideas and vision within a team or supervised work context • balance own ideas, values and vision with workplace values and requirements • monitor and evaluate own performance within a team or supervised work context • take responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • be open to learning new ideas and techniques • learn in a range of settings, including informal learning • participate in ongoing learning • learn in order to accommodate change • learn new skills and techniques

	<ul style="list-style-type: none"> • take responsibility for own learning • contribute to the learning of others, e.g. by sharing information • apply a range of learning approaches • develop own learning pathways • participate in developing own learning plans, e.g. as part of performance management
Technology	<ul style="list-style-type: none"> • use technology and related workplace equipment • use basic technology skills to organise data • adapt to new technology skill requirements • apply OHS knowledge when using technology

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 13 units of competency:
 - 7 core units
 - 6 elective units.

The elective units are chosen as follows:

- up to 6 units from the elective units listed below
- up to 2 fire industry units from Certificate III qualifications in CPP07 or another current Training Package, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome.

Core units of competency

Unit code	Unit title
BSBWOR202A	Organise and complete daily work activities
CPPCMN2002A	Participate in workplace safety arrangements
CPPCMN2003A	Provide effective client service
CPPFES2004A	Identify types of installed fire safety equipment and systems
CPPFES2005A	Demonstrate first attack firefighting equipment
CPPFES2006A	Prepare for installation and servicing operations
CPPFES2007A	Maintain quality of work and promote continuous improvement

Elective units of competency

Unit code	Unit title
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CPCPFS3020A	Conduct basic functional testing of water-based fire-suppression systems
CPCPFS3021A	Inspect and test fire pumpsets
CPPFES2003A	Safely move loads and dangerous goods
CPPFES2010A	Inspect and test fire hose reels
CPPFES2011A	Install portable fire extinguishers and fire blankets
CPPFES2016A	Inspect, test and maintain delivery lay flat fire hoses
CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets
CPPFES2021A	Inspect, test and maintain fire extinguishers
CPPFES2025A	Inspect, test and maintain gaseous fire-suppression systems
CPPFES2026A	Inspect and test emergency and exit lighting systems
CPPFES2027A	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems
CPPFES2029A	Conduct functional tests on fire detection, warning and intercommunication devices
CPPFES2035A	Identify, inspect and test fire and smoke doors
CPPFES2037A	Inspect and test fire hydrant systems
CPPFES2039A	Identify, inspect and test passive fire and smoke containment products and systems
CPPFES2043A	Prevent ozone depleting substance and synthetic greenhouse gas emissions
CPPFES2047A	Inspect and test control and indicating equipment
CPPFES2048A	Receive and dispatch scheduled gaseous fire-extinguishing agents
CPPFES2049A	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents

CPPFES2050A	Monitor storage operations for scheduled gaseous fire-extinguishing agents
HLTFA301C	Apply first aid

Custom Content Section

Not applicable.

CPP20611 Certificate II in Cleaning Operations

Modification History

Unit HLTF301C Apply first aid - updated and equivalent

Description

This qualification applies to individuals undertaking pre-vocational programs or those in the workforce responsible for routine cleaning work under supervision.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • convey workplace safety information to colleagues and supervisors • interpret the requirements of clients • listen to and understand work instructions, directions and feedback • read and interpret workplace related documentation, such as manufacturer instructions, manuals and OHS requirements • share information, e.g. with other staff • speak clearly and directly to relay information
Teamwork	<ul style="list-style-type: none"> • work as an individual and a team member • work with diverse individuals and groups • identify and use the strengths of other team members • give feedback
Problem-solving	<ul style="list-style-type: none"> • identify materials, stains and appropriate cleaning methods • assess and apply environmentally sustainable solutions • apply basic numeracy skills to workplace requirements involving measuring and counting • develop practical and creative solutions to workplace problems • show independence and initiative in identifying problems • solve problems individually or in teams • use numeracy skills to solve problems, for example time management, using resources • resolve client concerns relative to workplace responsibilities
Initiative and enterprise	<ul style="list-style-type: none"> • adapt to new situations • be creative in response to workplace challenges, for example within relevant guidelines and protocols • generate a range of options in response to workplace matters • translate ideas into action within scope of own work role

	<ul style="list-style-type: none"> • develop innovative solutions, for example within a team or supervised work context and within established guidelines
Planning and organising	<ul style="list-style-type: none"> • collect, analyse and organise information • plan and organise work spaces and work • be appropriately resourceful • take initiative and make decisions within workplace role and authorised limits • determine or apply required resources • adapt resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • be self-motivated in relation to requirements of own work role • articulate own ideas and vision within a team or supervised work context • monitor and evaluate own performance within a team or supervised work context • take responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • be open to learning new ideas and techniques • learn in a range of settings, including informal learning • participate in ongoing learning • learn in order to accommodate change • learn new skills and techniques • take responsibility for own learning • contribute to the learning of others, for example by sharing information
Technology	<ul style="list-style-type: none"> • use technology and related workplace equipment • use basic technology skills to organise data • adapt to new technology skill requirements • apply OHS knowledge when using technology

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 11 units of competency:
 - 3 core units
 - 8 elective units.

The elective units are to be chosen as follows:

- a minimum of 6 units from the elective units listed below
- up to 2 units from CPP31011 Certificate III in Cleaning Operations
- up to 2 units from Certificate II qualifications in CPP07 or another current Training Package or state-accredited course, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome.

Core units of competency

Unit code	Unit title
CPPCLO2033A	Plan for safe and efficient cleaning activities
CPPCLO2035A	Maintain cleaning storage areas
CPPCMN2002A	Participate in workplace safety arrangements

Elective units of competency

Unit code	Unit title
CPPCCL2007A	Perform basic stain removal
CPPCLO2001A	Maintain hard floor surfaces
CPPCLO2004A	Maintain carpeted floors
CPPCLO2009A	Clean glass surfaces

CPPCLO2010A	Clean ceiling surfaces and fittings
CPPCLO2015A	Maintain furniture, fittings and room dressing
CPPCLO2017A	Clean wet areas
CPPCLO2019A	Sort and remove waste and recyclable materials
CPPCLO2037A	Clean external surfaces
CPPCLO2043A	Clean using microfibre techniques
CPPCLO2044A	Prepare rooms for guests and residents
CPPCMN2003A	Provide effective client service
HLTFA301C	Apply first aid
MTMP2192A	Clean carcass hanging equipment
MTMP2196B	Overview cleaning program
MTMP2197B	Clean after operations – boning room
MTMP2198B	Clean after operations – slaughter floor
MTMPS201B	Clean work area during operations
MTMPS205B	Clean chillers

Custom Content Section

Not applicable.

CPP20711 Certificate II in Carpet Cleaning Operations

Modification History

Not applicable.

Description

This qualification applies to candidates undertaking pre-vocational programs or those responsible for routine carpet cleaning work under supervision.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • convey workplace safety information to colleagues and supervisors • interpret the requirements of clients • listen to and understand work instructions, directions and feedback • read and interpret workplace related documentation, such as manufacturer instructions, manuals and OHS requirements • share information, for example with other staff • speak clearly and directly to relay information
Teamwork	<ul style="list-style-type: none"> • work as an individual and a team member • work with diverse individuals and groups • identify and use the strengths of other team members • give feedback
Problem-solving	<ul style="list-style-type: none"> • identify materials, stains and appropriate cleaning methods • assess and apply environmentally sustainable solutions • apply basic numeracy skills to workplace requirements involving measuring and counting • develop practical and creative solutions to workplace problems • show independence and initiative in identifying problems • solve problems individually or in teams • use numeracy skills to solve problems, e.g. time management, use of resources • resolve client concerns relative to workplace responsibilities
Initiative and enterprise	<ul style="list-style-type: none"> • adapt to new situations • be creative in response to workplace challenges within relevant guidelines and protocols • generate a range of options in response to workplace matters • translate ideas into action within scope of own work role • develop innovative solutions within established guidelines, e.g. within a team or supervised work context

<p>Planning and organising</p>	<ul style="list-style-type: none"> • collect, analyse and organise information • plan and organise work spaces and work • be appropriately resourceful • take initiative and make decisions within workplace role and authorised limits • determine or apply required resources • adapt resource allocations to cope with contingencies
<p>Self-management</p>	<ul style="list-style-type: none"> • be self-motivated in relation to requirements of own work role • articulate own ideas and vision within a team or supervised work context • monitor and evaluate own performance within a team or supervised work context • take responsibility at the appropriate level
<p>Learning</p>	<ul style="list-style-type: none"> • be open to learning new ideas and techniques • learn in a range of settings, including informal learning • participate in ongoing learning • learn in order to accommodate change • learn new skills and techniques • take responsibility for own learning • contribute to the learning of others, e.g. by sharing information
<p>Technology</p>	<ul style="list-style-type: none"> • use technology and related workplace equipment • use basic technology skills to organise data • adapt to new technology skill requirements • apply OHS knowledge when using technology

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 9 units of competency:
- 6 core units
- 3 elective units.

The elective units are to be chosen as follows:

- a minimum of 2 units from the elective units listed below

1 unit from CPP31111 Certificate III in Carpet Cleaning Operations or from Certificate II or III qualifications in CPP07 or another current Training Package or state-accredited course, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome.

Core units of competency

Unit code	Unit title
CPPCCL2006A	Identify carpet fibre and construction
CPPCCL2007A	Perform basic stain removal
CPPCLO2033A	Plan for safe and efficient cleaning activities
CPPCLO2035A	Maintain cleaning storage areas
CPPCMN2002A	Participate in workplace safety arrangements
CPPCMN2003A	Provide effective client service

Elective units of competency

Unit code	Unit title
CPPCCL2001A	Use hot water extraction

CPPCCL2002A	Use bonnet cleaning
CPPCCL2003A	Use dry foam shampoo
CPPCCL2004A	Use dry absorbent compound
CPPCCL2005A	Use wet foam shampoo

Custom Content Section

Not applicable.