New Zealand Certificate in Security (Advanced) Level 4

The New Zealand Certificate in Security (Advanced) Level 4, is designed to prepare learners to take on leadership roles in security workplaces**.** It covers all of the main functions that a leadership role requires, and graduates can confidently take on senior security, team leader or operational management roles once completed.

Module 1: Team leadership in a security workplace.

Module 1 looks specifically at the functions of a team leader in the security workplace. This includes communicating across differing levels ranging from staff/team members, through to higher management and clients; learning the basic skills of delegating, team motivation and mentoring, use of resources to meet organisational goals and monitoring team performance and the ability to self-evaluate as a team leader. Also covered are the personal attributes required at the team leader level including being organised, sympathetic, motivating, decisive, knowledgeable, discreet, fair, approachable, and effective to name a few. Operational requirements such as briefings and debriefings are taught, and graduates will be able to prepare and deliver both at the completion of the programme

Module 2: Security workforce planning.

Module 2 addresses the need for strong time management and workplace planning knowledge and skills in the security setting. Learners are exposed to these in relation to contractual obligations, operational requirements, and teamwork, and will begin to develop goal setting skills and review their own personal and work-time practices in terms of planning and effectiveness as well as learning

to minimise unproductive time and personal overload. Factors that contribute to the establishment of security plans are covered including legislative requirements, authorisation, client specific instructions, organisational policies and procedures and operating procedures specific to the site or venue at which the security work will be carried out. Other factors may include weather, time requirements, special events, limitations, and industry standards.

The module also includes the management of shift work, including affecting factors such as circadian rhythms and the effects of sleep deprivation. Learners focus on shift work management practices that include healthy eating, sleep styles, sleep environments, and exercise patterns, with a view to communicating these to their teams. They also gain skills and knowledge in best practice staff roster planning and implementation including how workplace scheduling practices can impact on shift workers, their homelife and workplace productivity.

Module 3: Risk management in the security workplace.

Module 3 focuses on the process of risk assessment using a well-recognised framework for the same. Based on the NZ and Australian standards for security risk assessment, it allows learners to gain knowledge in what risk is, how risk is assessed and what risks should be considered within a security workplace. Also covered in this module are the principles of risk analysis including potential consequences and likelihood of threats and vulnerabilities in the security workplace.

Next the learner will develop knowledge and skills in managing the identified risks in a security workplace. Again this is based around current security risk management practices – both nationally and internationally. Learners are encouraged to develop their critical thinking skills around risk management in order to apply a range of options to differing threat and vulnerability situations.

Module 4: Security workplace health and safety planning.

This module focusses specifically on health and safety planning relating to a security workplace. Learners develop an understanding of both employer and employee responsibilities arising out of current health and safety legislation as well as the application of roles and responsibilities in the workplace. They learn how to apply and monitor a health and safety plan in a security workplace as well as developing skills around formal documentation regarding workplace accidents and serious harm events.

Module 5: Managing aggressive behaviours in a security workplace.

Module 5 addresses the issues of violence and aggressive behaviour in security workplaces. Learners gain insight into the causes of violence and aggression, identification of specific security workplace situations where these may occur and recognition of factors that may indicate potential threats to themselves and others (including colleagues, bystanders, and others). This is supported by the development of skills and knowledge around advanced conflict management, and specific strategies to respond to threatening situations. Simple defensive techniques are taught to manage threatening situations as well as post event activities covering organisational, client and Police requirements. Learners also gain knowledge regarding recognition of signs of personal stress and simple management strategies for the same.

The second part of the module addresses the lawful use of force in a security context. Learners add to their knowledge regarding legal powers and critical communication techniques of Security Officers in situations where force may be required (builds on knowledge gained in the Certificate of Approval training). The use of physical techniques is taught including self-defence and control and restraint including mitigating risks to the subject in these situations (specifically positional asphyxia). Note: Module 5 is a high risk module and the management of this will be detailed later in the programme document.

Module 6: The NZ Coordinated Incident Management System (CIMS).

In emergency situations security providers may be expected to support emergency services fulfil their roles in response to an event. Module 6 provides learners with an understanding of the CIMS structure and how they might work as a team within this. Learners gain skills and knowledge in organisational pre-planning for event incident response (for example at sports venues), as well as developing emergency response plans for their organisation in desk top exercises (for example an earthquake). The module also includes the beginning development of skills and knowledge which would allow learners to lead a security team in the provision of a coordinated approach in support of a major emergency.

Module 7: Management of security incidents, breaches, and suspects.

Module 7 provides learners with knowledge around the identification, assessment and management of security incidents and security breaches. It includes the management of safety considerations, legal requirements, evidence, witnesses, and the protection of crimes scenes. Completion of post-incident reports and other organisational, Police or client requirements are covered, and learners develop beginning skills in leading a security team in support of emergency services at a crime scene.

Part 2 of this module focuses on the management of suspects at a security incident or security breach. Learners gain further knowledge regarding legal aspects of managing suspects as well as safety considerations, expectations of humane treatment, prevention of self-injury or injury to others and the destruction of evidence. Subject surveillance and lawful searches are also covered, as are information gathering and recording requirements and techniques.

Classroom days.

There are two 2 day classes that learners are required to attend which cover Defensive Tactics and the Coordinated Incident Management System (CIMS 4). Learners will be booked into a course in our main centres when they enrol or there is the option of running private courses for your company.

Enrolment.

It is really important to C4 that learners are able to successfully complete this qualification and therefore we have put in place some entry requirements that will help you do this. The requirements are:

1. You need to hold the Unit Standards 27360, 27361 and 27364 which are NZQA pre-requisite requirements for this qualification.
2. You need to be a New Zealand resident or citizen. C4 are not able to enrol international students in formal qualifications, and anyone on a visa is considered by NZQA to be an international student.
3. You must be actively employed in a security role and must have the support of your employer. There are quite a lot of the assessments that need supervisor or team leader sign off, so you need to be able to demonstrate work-based skills in order for these assessments to be signed off.

We will need to have your employer's signature on the enrolment form for you to be able to enrol with us.

4. You must have good English language skills. If English is your second language, you will need to produce a formal certificate from an accepted English Language training course. Have a look at the table below which shows what certification you will need to provide. Please note: No certification except those in the table below will be accepted.

Type of English Language Test	What level you must have
IELTS	General or Academic score of 5.5 with no band score lower than 5
TOEFL (paper-based)	Score of 530 (with an essay score of 4.5 TWE)
TOEFL (internet based)	Score of 46 (with a writing score of 14)
Cambridge English Qualifications	B2 First or B2 First for Schools with a score of 162. No less than 154 in each skill
OET	Minimum of Grade C or 200 in all sub-tests
NZCEL (after Dec 2019)	Level 3 (Applied)
Pearson Test of English (Academic)	PTE (Academic) Score of 42 with no band score lower than 36
LanguageCert	B2 Communicator IESOL (LRWS) with PASS; no less than Pass in each skill
Trinity ISE	ISE II with no less than pass in any band

Duration: 6-9 months

Delivery: Classroom

       On-line

       Distance

Price: $900 (incl GST) $1230 (incl GST) if US 27360,27361 and 27364 are required

For any further information please contact us on admin@c4group.co.nz or call us on 09 6367339