

Title	Demonstrate and apply knowledge of entry and exit control in a security context		
Level	3	Credits	4

Purpose	<p>This unit standard covers the basic skills and knowledge required by security personnel in controlling access to and exit from premises.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of entry and exit control in a security context; describe searching procedures in a security context; and implement entry and exit control measures in a security context.</p>
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Classification	Security > Security Staff Services
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Available grade	Achieved
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Guidance Information

- 1 This unit standard has been developed for learning and assessment in a security context, on-job or off-job.
- 2 Legislation relevant to this unit standard
 - Civil Defence Emergency Management Act 2002;
 - Crimes Act 1961;
 - Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018;
 - Fire and Emergency Act 2017;
 - Health and Safety at Work Act 2015;
 - Local Government Act 1974;
 - New Zealand Bill of Rights Act 1990;
 - Private Security Personnel and Private Investigators Act 2010;
 - Sale and Supply of Liquor Act 2012;
 - Summary Offences Act 1981;
 - Trespass Act 1980;
 - Privacy Act 1993;
 - Evidence Act 2006;
 - Smoke Free Environments Act 1990;
 - Human Rights Act 1993;
 - Mental Health (Compulsory Assessment & Treatment) Act 1992 (and amendment 1999);
 - Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996;
 - The Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003

Section 111 Mental Health Act – SMHS;
and their subsequent amendments or replacements.

3 Definitions

PPE – personal protective equipment.

Relevant instructions – oral, written or electronically transmitted instructions issued to govern the performance of security tasks, duties, and responsibilities. These may be in the form of policies, procedures, manuals, directives, or legal and compliance requirements. They may relate to a particular assignment, organisation, site or operation of equipment.

Search equipment – equipment such as wands and metal detectors.

4 Assessment range

If this unit standard is being assessed off-job the relevant instructions can be supplied in a simulated situation.

5 Where applicable in a security work context, the *Memorandum of Understanding* between the Ministry of Justice and the Ministry of Health applies.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of entry and exit control in a security context.

Performance criteria

1.1 Describe authority of security personnel to enforce restrictions on entry to premises in accordance with legal and venue requirements.

Range legal and venue requirements include – law; and also one of – local body by-laws, venue capacity, conditions of entry.

1.2 Describe identity and authority documents that may be required on entry to premises with reference to a workplace example.

Range identity and authority documents may include – pass, ticket, access authorisation, evidence of age documents as specified in the Sale and Supply of Liquor Act 2012; evidence of two is required.

1.3 Describe obvious signs that entry documents may be invalid.

1.4 Identify health and safety considerations in controlling entry to premises.

Range considerations include – venue capacity; and may include but is not limited to – wearing PPE, site induction requirements; evidence of two considerations is required.

- 1.5 Describe a document that may be required on exit from premises with reference to a workplace example.
- Range document may include but is not limited to – receipt, pass.
- 1.6 Describe restrictions, prohibitions and requirements on entry and exit with reference to one or more workplace examples.
- Range restrictions, prohibitions and requirements may include but are not limited to – liquor, drugs, glass, cameras, food, bags, clothing, PPE;
evidence of two for entry and one for exit is required.
- 1.7 Describe procedures related to entry restrictions, prohibitions and requirements in accordance with relevant instructions.
- Range procedures include – conditions of entry;
and may include – limits on capacity and how this is maintained;
trespass notices and how these are issued, retained, and implemented; and search requirements;
evidence of two is required.

Outcome 2

Describe searching procedures in a security context.

Performance criteria

- 2.1 Describe the legal authority of security personnel to search people and their property and the appropriate application of this authority.
- 2.2 Describe procedures for searching people and their property effectively, safely and within legal authority.
- Range procedures include – informing person of purpose and procedures to be used in search, consent to search, subject involvement in search, suitability of location, presence of witnesses, searching of males and females, searching of children and young persons, use of search equipment.
- 2.3 Describe possible subject reactions to the request to submit to a search and identify appropriate security personnel responses.
- 2.4 Describe potential implications of carrying out a search incorrectly in terms of a personal and an organisational effect.
- 2.5 Describe potential safety hazards when conducting a search.
- Range hazards include – infectious diseases, injury.

2.6 Describe procedure for seeking assistance with search in accordance with relevant instructions.

Range procedure may include but is not limited to – requirements for contacting operations staff, contact details and location of security support staff, procedure for contacting emergency services.

Outcome 3

Implement entry and exit control measures in a security context.

Range two demonstrations of implementation of entry control measures are required; one demonstration of implementation of exit control measures is required.

Performance criteria

3.1 Confirm authority of person to enter or exit premises in accordance with relevant instructions.

Range authority may include – evidence of identity, evidence of age, pass, ticket, invitation, receipt.

3.2 Implement procedures for identifying persons seeking entry or exit who are in breach of entry or exit requirements in accordance with legal authority and relevant instructions.

Range breach of entry or exit requirements may include – lost or stolen pass or identification, invalid entry or exit documents, age, possession of prohibited or restricted items, wearing prohibited or restricted clothing.
procedures may include – observation, questioning, searching people and/or their property, scanning.

3.3 Take action when a person refuses to give consent to a search in accordance with legal authority and relevant instructions.

Range actions may include but are not limited to – notification to appropriate personnel, directing subject to another location or other personnel, request to exit premises, refusal for entry; evidence of one refusal to consent to search is required across the three demonstrations.

3.4 Take action when breach of entry or exit requirements is suspected or confirmed in accordance with legal authority and relevant instructions.

Range actions may include but are not limited to – notification to appropriate personnel, directing subject to another location or other personnel, request to exit premises, request for prohibited or restricted items to be surrendered; evidence of two breaches of requirements is required across the three demonstrations.

3.5 Process prohibited or restricted items found during inspection in accordance with legal authority and relevant instructions.

Range processing may include but is not limited to – recording and reporting details of items to relevant persons, disposal, safekeeping, notification to police or other authorities; evidence of two prohibited or restricted items is required across the three demonstrations.

3.6 Deal with any incidents regarding entry or exit in a professional and courteous manner.

3.7 Deal with persons requiring special treatment in accordance with legal requirements and relevant instructions.

Range persons requiring special treatment may include – persons on who trespass notices have been served, disruptive or disturbed persons, persons who have breached conditions of entry; evidence of two persons requiring special treatment across the three demonstrations is required.

3.8 Maintain security of any keys, access cards and site information in accordance with relevant instructions.

3.9 Complete verbal and written reporting requirements in accordance with relevant instructions.

Range written reporting requirements may include but are not limited to – documentation of unauthorised items retained, search forms, incident report.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 May 2011	31 December 2021
Review	2	24 January 2019	N/A

Consent and Moderation Requirements (CMR) reference	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.