

Title	Transfer secure consignments		
Level	4	Credits	20

Purpose	<p>This unit standard is for security officers required to transfer cash and other valuable consignments in special purpose vehicles.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of policies and procedures related to the transfer of secure consignments; – prepare to transfer secure consignments; – demonstrate and apply knowledge of safe and secure vehicle operation; – operate security vehicle and related systems and equipment; – collect and deliver secure consignments; – maintain security during secure transfers; – demonstrate and apply knowledge of risk management; – enhance customer and public relations as a security officer; – describe and implement tasks, duties, and responsibilities related to health and safety as a security officer; and – prepare and process reports and records as a security officer.
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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 is intended for assessment in a security industry employment context. Assessment must be based on the policies and procedures specific to the secure transfer task.
- 2 Persons working or intending to work as a security officer or in related security employment may require a Security Guards Licence, or if an employee of a Security Guard Licence holder, a Certificate of Approval to be the Responsible Employee of a Security Guard. Both are issued by the Registrar of Private Investigators and Security Guards.
- 3 The candidate must hold a current driver licence for the class of vehicle being driven.

4 References

Crimes Act 1961;
Health and Safety in Employment Act 1992, and associated regulations;
New Zealand Road Code;
Private Investigators and Security Guards Act 1974;
Summary Offences Act 1981
Codes of Practice, Published by New Zealand Security Association Inc.,
PO Box 33936, Takapuna, Auckland, available at <http://www.security.org.nz>;
and their subsequent amendments and replacements.

5 Definitions

Assessed need – the need assessed by the security officer dealing with the situation to which the need relates, based on the facts of the situation evident to the officer and a reasonable and logical analysis of them, including risk assessment.

Assignment instructions – orders and/or instructions issued to govern the performance of security tasks, duties, and responsibilities on a specific assignment.

Best practice – an approved current method or way of doing something that, in the circumstances, achieves the required outcome.

Equipment operating instructions – instructions and procedures governing the operation of equipment and operator servicing and maintenance requirements.

Established risk criteria – agreed or designated standards or benchmarks against which risks are measured.

Personal equipment – includes clothing and other items carried and/or worn by the security officer, or available for their personal use, specified in relevant instructions.

Personal standards – attributes required of security officers (by industry and other stakeholders) that may include but are not limited to (demonstrations of): positive attitude, integrity, honesty, care, reliability, personal hygiene, positive communication style, unaffected by drugs and/or alcohol.

Relevant instructions – may include but are not limited to: applicable policies, procedures, manuals, and directives; oral, written, or electronically transmitted instructions, including site, assignment, and equipment operating instructions; and other legal and compliance requirements relevant to the situation, site, location, and task.

Risk – the chance of something happening that will have an impact upon objectives, measured in terms of consequences and likelihood.

Risk analysis – the systematic use of available information to determine how often specified events may occur and the magnitude of their impact on the organisation.

Risk assessment – the overall process of risk analysis and risk evaluation.

Risk evaluation – the process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels, or other criteria.

Secure consignments – valuable or sensitive goods or documents transferred from one location to another in special purpose vehicles.

Secure transfer instructions – operating guidelines and information given to security officers assigned to conduct secure transfers and or to protect specific consignments.

Secure transfers – movement of secure consignments from consignor to consignee.

Security risks and incidents – potential or actual events or occurrences of significance to security that require identification, response, treatment, or management by a security officer, especially those specified in relevant instructions.

6 Safety is the prime consideration for any action taken by a security officer.

- 7 All evidence presented and all assessment activities undertaken for this unit standard must be in accordance with relevant instructions and best practice and must be within the law.
- 8 The health and safety of the candidate, assessor and others must be maintained when assessment is being undertaken against this unit standard.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of policies and procedures related to the transfer of secure consignments.

Performance criteria

- 1.1 Security officer's role and responsibilities are described.
- 1.2 Secure transfer policies and procedures are explained.
- Range four policies and related procedures.

Outcome 2

Prepare to transfer secure consignments.

Range three separate transfers.

Performance criteria

- 2.1 The security officer reports for duty in accordance with relevant instructions.
- Range time, location, uniform, appearance, authorisation, personal standards.
- 2.2 Personal equipment is complete and in operable condition.
- 2.3 Task schedules and instructions are explained to demonstrate situational awareness.
- Range situational awareness – knowledge and understanding of the operational environment including routes between transfer points, transfer sites, localities, situation, risks, and relevant instructions.
- 2.4 Transfer locations, routes, and consignment receipt and delivery requirements are identified.

Outcome 3

Demonstrate and apply knowledge of safe and secure vehicle operation.

Performance criteria

- 3.1 Vehicle is inspected and evident faults or deficiencies are identified, remedied, and/or reported.
- Range may include but is not limited to – fluids, lighting, tyres, fittings, windows, mirrors, instrumentation and warning devices, exhaust system, load, registration, limits and licensing, certificates, safety equipment including restraints.
- 3.2 Equipment and systems are inspected and tested, and faults or deficiencies are identified, remedied and/or reported.
- Range may include but is not limited to – first aid equipment, navigation, tracking, and location systems, maps, logbook, locks, loading and unloading systems, vehicle security systems and equipment, communications and alarm warning systems, security partitioning, container security systems.
- 3.3 Actions to be taken in the event of incidents, accidents, breakdowns, and other contingencies are explained.
- Range contingencies may include but are not limited to – delay, suspicious activities or behaviour, attack, medical emergencies, unscheduled tasking.
- 3.4 Vehicle is driven in accordance with relevant instructions, conditions, best practice, and in compliance with traffic regulations.
- Range conditions – weather, visibility, time of day, road and traffic conditions, vehicle type.
- 3.5 Fitted safety equipment is used.
- 3.6 Risk reduction techniques for dealing with driving hazards are described.
- Range three hazards and related techniques.
- 3.7 Safe driving practices are maintained while equipment is operated.
- 3.8 Responses to vehicle accidents are in accordance with law and relevant instructions, and actions are taken to minimise further risk, effects of injury, loss, and damage.
- 3.9 Causes and effects of driver fatigue are explained to demonstrate risk awareness, and treatment options are identified.
- 3.10 Vehicle is operated, positioned when stopped, and parked in accordance with the New Zealand Road Code, safe driving practices, assessed need, and relevant instructions.

3.11 Vehicle is secured.

Range during operation, unattended.

Outcome 4

Operate security vehicle and related systems and equipment.

Range systems and equipment may include but are not limited to – loading, unloading, and docking systems, vehicle security systems and equipment, communications, tracking, and alarm warning systems, security partitioning, container security systems.

Performance criteria

4.1 Vehicle, systems, and equipment deficiencies, malfunctions, and damage are identified, remedied, and/or reported in accordance with assessed need and relevant instructions.

4.2 Vehicle and related systems and equipment, including communications and safety equipment, are operated in accordance with relevant instructions.

Outcome 5

Collect and deliver secure consignments.

Range collection and delivery include but are not limited to – receipt on collection and delivery, movement between point of collection or delivery and vehicle, vehicle loading and unloading; evidence relating to three separate secure collections and deliveries is required.

Performance criteria

5.1 Collections and deliveries, including crew teamwork and coordination with consignors and consignees, are in accordance with secure transfer instructions and other relevant instructions.

5.2 Collections and deliveries are made in accordance with task schedules.

5.3 Procedure is varied to enhance security within constraints imposed by conditions and task schedules.

Range parking, location, time, routes, crew procedure.

5.4 Consignments are stored and secured when loaded, and vehicle doors and loading hatches are secured.

Outcome 6

Maintain security during secure transfers.

Range three separate transfers.

Performance criteria

- 6.1 Continuous and active observation is maintained.
- 6.2 Status and condition of transfers are verified to identify any change, indications of risk, and task priorities.
- 6.3 Security systems and equipment are operated and tested in accordance with assessed need and relevant instructions.
- 6.4 Security risks and incidents are identified and managed to minimise risk.
- 6.5 Advice, information, and assistance are sought in accordance with assessed need and relevant instructions.
- 6.6 Communications are made as required using appropriate media, and in accordance with assessed need and relevant instructions.
- 6.7 Surveillance of suspicious activities, events, objects, and persons is maintained and reported in accordance with assessed need and relevant instructions.

Outcome 7

Demonstrate and apply knowledge of risk management.

Range risks may include but are not limited to – accident, driver fatigue, fraud, non-compliance with load limits, loss, robbery, theft, vehicle hijack, crew hostage situations.

Performance criteria

- 7.1 Risks are identified and explained in terms of nature, likelihood, and consequence.
- 7.2 Identified risks are analysed and evaluated against established risk criteria.
- 7.3 Risk treatment options are identified, selected, and their implementation planned in accordance with risk assessment and relevant instructions.

Outcome 8

Enhance customer and public relations as a security officer.

Performance criteria

- 8.1 Responses to comments, enquiries, and complaints are prompt, courteous, and appropriate, and are reported and/or recorded in accordance with assessed need and relevant instructions.

Outcome 9

Describe and implement tasks, duties, and responsibilities related to health and safety as a security officer.

Range health and safety of, or related to – secure transfer crews, others involved in collection and delivery.

Performance criteria

- 9.1 Health and safety related tasks, duties, and responsibilities are described in accordance with relevant instructions.
- 9.2 Health and safety related tasks, duties, and responsibilities are implemented in accordance with relevant instructions.

Outcome 10

Prepare and process reports and records as a security officer.

Range oral report; and three different electronic or paper-based reports or records from – notebook, log, formatted report, incident report, internal memorandum, health and safety report, evidential statement.

Performance criteria

- 10.1 Reports and records are completed and processed in accordance with relevant instructions.
- 10.2 Information is complete, concise, logically organised, factual, unambiguous, and clear to intended recipients.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 1996	31 December 2021
Revision	2	24 September 1998	31 December 2021
Review	3	25 November 2000	31 December 2021
Revision	4	3 April 2001	31 December 2021
Review	5	25 July 2006	31 November 2021
Review	6	24 January 2019	31 December 2021

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>.

This unit standard is Expiring