

## **HINTS AND TIPS ON SELECTING A TRAINING ORGANISATION.**

When you decide to undertake security training your first move will usually be to check websites or advertisements in news papers for a training organisation. You will find that there are many training organisation offering the training you require. You are then faced with the choice of which training organisation to use, how to get the best value for your dollar, how to ensure that you get the correct industry knowledge and obtain the correct qualification for the type of work that you want to do. The cheapest or the dearest training offered may not be the best for you. You want training that enables you to gain a security licence but more importantly you want quality training that gives you the greatest chance of employment.

The following are some hints and tips that may help you in selecting a training organisation.

1. **REGISTERED TRAINING ORGANISATIONS:**

In order to obtain a security licence the training you undertake must be from a nationally recognised training package and must be taught by a Registered Training Organisation (RTO). It is a simple process to find out if the training organisation you are considering is an RTO. To check go to the National Training Information Service (NTIS) web site. [www.ntis.gov.au](http://www.ntis.gov.au) and make a search of the training organisations name. If it is a genuine RTO it will be listed and it will give you all the details of the organisation, the key staff, their address and what units of competency it is registered to teach. This last matter is very important as the organisation must be approved to teach the qualification.

2. **THE TRAINING PACKAGE:**

Check that the training package that it is being taught by the RTO is the current one for the security licence you wish to gain. The current qualification is from the CPP07 Property Services Training Package - Security Units of Competency.

3. **REQUIRED UNITS OF COMPETENCY:**

You must also check that the units of competency that you will study are the ones that are required to obtain the relevant Queensland security licence. The Office of Fair Trading specifies what units are required for each licence class. You can check what is required for each class of licence by clicking the Office of Fair Trading link on our web site.

4. **STAFF QUALIFICATIONS AND BACKGROUND:**

Check that the instructors/ tutors at the organisation you are considering are qualified and have the necessary industry background to provide you with the background knowledge and hands on experience. Ask yourself this question, 'would you want to be trained by a person who has only read a book on the subject?'

5. **ADVERTISING CLAIMS:**

In their advertising some training organisations make claims such as "employers always want our students" or "we are the preferred trainers for XYZ security company" etc. To confirm these statements telephone the training organisation and ask them to give you the names of security companies who they supply students to or alternatively telephone the security company if it is named and ask them if the statement is correct.