

Security Officer Trainee to Level 1

Sign Off Requirements

1. Minimum 12 months experience at Trainee Level
2. Obtained a CoA within the first 3 months
3. Enrolled in New Zealand Certificate in Security (Foundation) Level 3
4. Has obtained a Restricted or holds Full Driver's License
5. Holds current certifications
6. Has a good understanding of:
 - a. Health and Safety requirements
 - b. 5 Step Process
 - c. Security procedures
 - d. Car Parking Policy, Procedures, and enforcement
 - e. Building control systems
 - f. Types of alarm activations
 - g. Incident Trailer and Equipment
7. Able to produce a good level of Incident Reports
8. Has good work ethics

Security Officer Trainee: _____

Date Employment Commenced: _____

Assessor: _____

Date Assessment Started: _____

Date Assessment Completed: _____

Comments:

Level Achieved: Yes No (circle one)

Safety and Security Manager: _____

Position Number: _____

Request ID Number: _____

Service Request Number: _____

Date Processed: _____

Sign Off Requirements

Objectives	Objective Requirement / Achievement	Certified by	Achieved / Not achieved	Assessor Signature	Date
1. Experience	Minimum 12 months experience at Trainee Level	Assessor			
2. COA	<ul style="list-style-type: none"> • Mandatory unit certification • Enrolled and completing NZ Certificate in Security (Foundation) Level 3 • Current full COA sighted 	External training provider Assessor			
3. Drivers Licence	Current NZTA Restricted / Full Licence sighted.	Assessor			
4. Certifications	<ul style="list-style-type: none"> • First Aid • Fire Extinguisher 	External training provider			
5. Health and Safety	<ul style="list-style-type: none"> • Able to identify risks and hazards; notify and complete an Incident and Accident report • Issuance of Appointments 	Assessor			
6. 5 Step Process	Able to demonstrate an understanding and application of the processes	Assessor			
7. Security Procedures	Able to demonstrate an understanding and application of the processes	Assessor			
8. Car Parking policy and procedures	Able to demonstrate an understanding and application of the processes	Assessor			
9. Building Control systems	Able to demonstrate an understanding and application of the systems	Assessor			
10. Alarm types	Able to demonstrate an understanding and application of the processes	Assessor			
11. Incident Trailer	Able to demonstrate an understanding and use of the equipment	Assessor			
12. Incident Reports	Incident Reports are detailed and complete.	Assessor			
13. Work ethic	Obtained an outstanding in attendance, punctuality, appearance and attitude	Assessor	<ul style="list-style-type: none"> • Attendance Yes / No • Punctuality Yes / No • Appearance Yes / No • Attitude Yes / No 		