



V I C T O R I A N S E C U R I T Y I N S T I T U T E I N C .

Victorian Security Institute
Continuous Professional Development Rules & Guidelines

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1.0 Background

Education and Continuing Professional Development at the Victorian Security Institute forms part of our overall objective as the peak professional association for the Security Industry in Victoria.

All VSI members have an obligation to keep abreast of current regulatory and legislative changes that are occurring within the Security Industry.

The major purpose of participating in continuing professional development offered by the VSI is to develop a Security Practitioner's knowledge and skills so that they are able to:

- Offer clients up-to-date and effective advice and service
- Run efficient and profitable businesses
- Meet all regulatory requirements and standards
- Meet the requirements of the Private Security Act 2004, Section 26 3a.

2.0 Introduction and Commencement

2.1 These Rules may be cited as the Continuing Professional Development Rules & Guidelines 2007.

2.2 These Rules & Guidelines come into operation on 1 July 2007.

3.0 Object of these Rules

3.1 Security practitioners have a continuing obligation under the Private Security Act 2004, section 26.3a. and to themselves to participate in professional development programs that improves their ability to engage in the practice of Security management by extending their knowledge and skills in areas that are relevant to their practice needs. These Rules are intended to assist security practitioners to discharge that obligation and to meet the requirements that are set out by the licensing services division under the above mentioned act.

3.2 Continuing professional development activities undertaken by a practitioner pursuant to these Rules must have regard to and be likely to further the objectives of these Rules.

4.0 CPD Obligations of Security Practitioners

4.1 In each CPD year in which a security practitioner holds a Private Security Business License ("PSBL") in accordance with clause 26 3a of the act and is a financial member of the Institute then the nominee of that PSBL must, unless exempted in whole or part, complete twelve (12) CPD points.

4.2 A CPD Year shall be deemed to be the equivalent of a Members financial year.

5.0 Continuous Professional Development Committee ("CPD")

The Victorian Security Institute CPD Committee:

5.1 Shall consist of not less than three persons, appointed from time to time by the executive committee from which at least two shall be representatives of the executive sub committee for education, training & Development; or

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- 5.2 Other members of the VSI who are not current members of the CPD Committee or the executive committee but have a desired involvement and appreciation for the training and development of the Security Industry.
- 5.3 A quorum of the CPD Committee is two members.

6.0 Approved CPD activities

- 6.1 Having regard to the object of these Rules, continuing professional development activities approved by these Rules:
 - (a) may consist of a seminar, workshop, lecture, conference, discussion group, multimedia or website based program, or the research and preparation of an article published in a Security Publication or a Security Industry related article in a non Security publication or a combination of those activities;
 - (b) Must be of significant intellectual or practical content and must deal primarily with matters related to the broad practice of Security & Security Management;
 - (c) must be conducted by persons who are qualified or considered experts by practical or academic experience in their field of discussion in the subject covered;
 - (d) Must extend the practitioner's knowledge and skills in areas that are relevant to the practitioner's practice needs.

A CPD table detailing point structure has been developed and issued to new and existing members prior to the commencement of these rules.

- 6.2 Engaging in Security practice is not a continuing professional development activity approved by these Rules.
- 6.3 Practitioners who successfully complete the Arlies Leadership program or a Certificate IV, Diploma or above will be deemed to have completed 8 CPD points in the year of their attempt, provided that such attempt is successful.
- 6.4 The preparation and/or presentation of material by a practitioner, to be used in a course of continuing professional development to practitioners and/or to other professionals and/or to other persons including Field Security Officers, is continuing professional development approved by these Rules. However, in any CPD year a practitioner may not claim more than five CPD points for the preparation and/or presentation of material to be used in such a course of continuing professional development.
- 6.5 The preparation of an article published in a Security Related publication or a Security Related article in a non-legal publication prepared by a practitioner is continuing professional development approved by these Rules. A practitioner is entitled to one CPD unit for every thousand words of any such article. However, in any CPD year a practitioner may not claim more than six CPD points for the preparation of an article or articles to be published in Security or non Security publications.

7.0 Exemptions

- 7.1 In a CPD year the VSI may upon application in writing from a practitioner in such form as the VSI may from time to time require exempt in whole or in part a practitioner from compliance with these Rules during that CPD year on such conditions as it may specify that if:
 - (a) The security practitioner has met the requirements of the licensing serviced division and exceeds those requirements as set in section 26 of the Private Security Act of 2004.

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- (b) By reason of the practitioner's geographical location, a physical disability or any particular exigencies of the practitioner's practice, the practitioner has experienced particular hardship or difficulty in complying with these Rules; or
 - (c) the practitioner has been substantially absent from practice because of parenting leave, unemployment or illness; or
 - (d) The VSI considers that there are special circumstances warranting it doing so.
 - (e) The security practitioner has received exemption from the Licensing Services Division.
- 7.2 A security practitioner who commences or recommences practice on or after the start of the CPD year must undertake during the balance of the CPD year such continuing professional development as is referable to the balance of the CPD year, on a pro rata basis.

8.0 Certification and audit of CPD activity

- 8.1 When applying for renewal of Membership with the VSI a security practitioner must provide such information and certification as the VSI may reasonably require as to the continuing professional development in which the practitioner has participated in the CPD year prior to that renewal.
- 8.2 The VSI may at any time or times require a security practitioner to verify that the security practitioner has complied with these Rules by providing to the VSI a statement (in such form as the VSI may reasonably require) that sets out:
- (a) The number of CPD points claimed for the period covered by the statement;
 - (b) The activity undertaken by the practitioner in respect of which the CPD points have been claimed;
 - (c) The reasons for claiming that the activities for which CPD points have been claimed satisfy the criteria set out in these Rules; and
 - (d) Particulars of any exemptions granted pursuant to these Rules.
- 8.3 A CPD Points Diary is issued to all existing and new members in order to assist them in complying with the rules as outlined in 8.1 & 8.2.
- 8.4 A security practitioner shall comply with a requirement under Rule 8.2 within twenty-one days of the date of such requirement being made.
- 8.5 In the event that a security practitioner fails to comply with Rules 8.2 or 8.3 the VSI may issue a notice in writing to the practitioner:
- (a) Drawing the attention of the practitioner to the failure to comply; and
 - (b) Requiring that the practitioner file with the VSI within seven days from the date of the notice a proposal in writing that details a plan to be implemented by the practitioner to make up within ninety days from the date of the filing of the plan the deficiency in the practitioner's compliance with these Rules.
 - (c) Advising the security practitioner that failing to comply with rules 8.4a & 8.4b, the VSI must inform the licensing services division of the failure in compliance. Where membership with the VSI is sought to meet the requirements of the private security act 2004 section 26 3a the security

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practitioner may face further disciplinary action to include suspension or cancellation of membership.

8.6 If in breach of Rule 8.4:

- (a) a practitioner fails within fourteen days to file with the VSI a plan to be implemented by the practitioner to make up within ninety days from the date of the filing of the plan the deficiency in the practitioner's compliance with these Rules; or
- (b) having filed such a plan the practitioner fails to comply with the plan to be implemented by the practitioner to make up within ninety days from the date of the filing of the plan the deficiency in the practitioner's compliance with these Rules; the VSI may take any of the following steps:
 - i) Report to the LSD the practitioner's compliance deficiency;
 - ii) Suspend the Security Practitioner's membership with the Institute;
 - iii) Cancel the Security practitioner's membership with the Institute; or
 - iv) Take proceedings for unsatisfactory conduct or misconduct.

8.7 Notwithstanding Rule 8.5 the VSI may in its discretion allow a security practitioner to rectify any failure to comply with these Rules.

8.8 Failure to comply with these Rules may constitute unsatisfactory conduct or misconduct pursuant to the rules and by laws of the Victorian Security Institute.

9.0 Appeals

9.1 There shall be an Appeals Committee ("the Appeals Committee") to review decisions of the CPD Committee.

9.2 The Appeals Committee shall consist of not less than two persons, appointed from time to time by the executive committee and comprising members of the executive or the members of the VSI who are not current members of the CPD Committee. A quorum of the Appeals Committee is two members.

9.3 An appeal to the Appeals Committee shall be by way of a reconsideration of the application or matter giving rise to the decision of the CPD Committee.

9.4 A security practitioner who is aggrieved by a decision of the CPD Committee may apply for a review of that decision by the Appeals Committee by lodging notice of appeal with the secretary of the VSI.

9.5 A notice of appeal pursuant to Rule 9.4 must be lodged within fourteen days of the appellant being notified by the CPD Committee of its decision.

9.6 Unless the contrary is proved, a security practitioner is deemed to have been notified by the CPD Committee of its decision two working days after the date of the posting of the notice of decision to the security practitioner's address.

9.7 A notice of appeal must be in writing and accompanied by any documentary evidence, written submission or other material sought to be relied upon by the security practitioner.

9.8 Unless there are special circumstances:

- (a) The appellant is entitled to an oral hearing onto be present at any meeting of the Appeals Committee;

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- (b) The appellant's case and argument to the Appeals Committee must be in writing or in documentary form.
- 9.9 The decision of the Appeals Committee is final.
- 9.10 An appeal to the Appeals Committee may not be made more than once in a CPD year in respect of the same or substantially similar grounds.

10.0 Annual Report to Victoria Police – Licensing Services Division

- 10.1 At the completion of a CPD financial year the CPD committee shall compile a report on all activities undertaken by members throughout the year which relate specifically to their accumulation of CPD activities and upon written request, provide the Registrar or Deputy Registrar of the Victoria Police Licensing Services Division a written and audited report with a list of those members who are members of the Institute for the purpose of CPD under section 26.3a of the act.
- 10.2 Subject to clause 10.1 such list will detail:
 - a) Name of Security Firm
 - b) Name of Nominee
 - c) Approved CPD Activities
 - d) Points Accumulated
 - e) Evidence of how points were accumulated.

11.0 Delegation of Authority

- 11.1 The VSI may delegate any of its powers and functions under these Rules to the CPD Committee.
- 11.2 A delegation by the VSI pursuant to these Rules must be in writing.

12.0 Accreditation of CPD Activity

- 12.1 Having regard to the objects of these Rules the VSI executive and the CPD Committee may receive application for endorsement and may grant accreditation to providers of continuing professional development activities.
- 12.2 Providers of continuing professional development to security practitioners are encouraged to use the following statement on brochures in preference to the making of any specific reference to CPD points: "If this particular educational activity is relevant to your immediate or long term needs in relation to your professional development and practice of in the Security Industry, then you should claim one unit for each hour of attendance, refreshment breaks not included."