



Information Pack

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PRIMARY CONTACTS

Training Director: Adrian Francis

Adrian has a long investigations career in both law enforcement and private investigations. Extensive experience in specialist covert electronic and physical surveillance operations coupled with many years working as both a Police Detective and Corporate investigator has given Adrian the background knowledge and hands-on experience to ensure that students receive only the most up to date and professional training available.

Student Coordinators: Christine McLeod and Michael Koenig

Christine and Michael have been members of the ASSI team since 2011. Both are responsible for student inquiries and for ensuring that all administration and assessments are in line with the national competency CPP30619 Certificate III in Investigative Services. Christine is your first line of contact ensuring that all your online and student interface enquiries are answered.

The Australian School of Security & Investigations

ASSI International Pty Ltd is a Registered Training Organization (*National Provider Number 40477*) and delivers one of the most comprehensive and professional nationally accredited investigation courses currently available.

We deliver courses in every major city in Australia and various overseas locations on an almost monthly basis.

ASSI International Pty Ltd trades under the name of Australian School of Security and Investigations and also delivers a range of other specialist courses.

The Certificate III in Investigative services delivered by ASSI is recognised by every licensing body in Australia and is the prerequisite for applying for an investigator license.

It does not matter if you do not have experience as an investigator. We will train you to a level that will provide you with recognized investigative skills and make you very competitive within the investigations industry.

ASSI is owned and operated by qualified professional investigators and technical experts, who teach income earning skills, to individuals who want to excel as Investigators or Inquiry Agents.

We also provide training to established investigators who need to obtain their certification and who maybe seeking additional training in the areas of report writing interviewing techniques and court attendance protocols.

Apart from our Certificate III in Investigative Services course, we also deliver a range of specialist courses developed to meet the challenges of the government and corporate workplace by developing skills, which enable staff to perform their duties professionally and ethically.

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YOUR START TO BECOMING AN INVESTIGATOR

A career as an Investigator is both challenging and rewarding. As a qualified investigator you will operate in the investigation industry, working in the areas of:

- Surveillance
- Public Liability Investigation
- Workers Compensation investigation
- Motor Vehicle accident
- Stolen Motor Vehicles & Home contents theft
- Company and Business Thefts and Fraud
- Anti Counterfeiting
- Locating Persons
- Copyright Infringement
- Criminal Investigations



FREQUENTLY ASKED QUESTIONS

Q1. So how do I become an Investigator?

Answer: To work as an investigator in Australia you must first complete the CPP30619 Certificate III in Investigative Services*. This is the pre requisite Course for investigators in Australia. It does not matter if you have a higher qualification, you must obtain this certification before you can apply to work as an investigator.

Once you have obtained your CPP30619 Certificate III in Investigative Services certificate you must then apply to the government department responsible for licensing in your state. In all states except Queensland it is the Police licensing services division. The Department of Fair Trading administers Queensland licensing.

You will be required to fill out an application form and then demonstrate that you are of good character and provide proof of your certification.

You will need to supply character references and criminal record checks will be conducted. Whilst serious convictions (Deception, Stealing and Fraud) may exclude you from licensing, some minor offences may be accepted however your licensing authority will be able to advise you further.

Once the checks are completed and the license fee is paid (Average of about \$450.00 for a 3 year license) you will be issued with an investigators license and you can start work.

IMPORTANT NOTE - NSW:

In NSW you can apply for a probationary investigators license prior to attending the course however under the provisions of this license, any investigations carried out must be supervised by a full licence holder or the holder of a Master (Business) License in NSW for a 12 month period.

Whilst you may obtain a probationary license prior to obtaining your Certificate III in Investigation services, many companies, which ASSI International liases with, advise that new investigators must have some prior knowledge or training of Investigation practices before they will be considered for employment. We therefore encourage new investigators to attend the training course, which will provide you with the knowledge required to increase your chances of being employed. It should also be noted that Probationary License holders must complete the CPP30619 Certificate III in Investigative Services before they can progress to a Full Investigator license.

Q2. Who makes a good Investigator?

Answer: Professional investigators are dedicated individuals who possess four major qualities:

1. Honesty and reliability
2. Good communication skills
3. An ability to make people feel comfortable
4. Common sense

Your success as an investigator does not depend on gender, age, country of birth or prior experience. Females as well as males at all ages operate equally successfully as Investigators, within the investigation industry in Australia. We currently send out investigation files to persons in the age range of 18 – 82 years old.

We currently have students from a wide range of backgrounds from Pilots to Electricians to the unemployed. You don't have to have former Police or military training to work as a successful investigator.

Q3. How much will I earn as an Investigator?

Answer: Currently in Australia, Surveillance Investigators earn between \$40.00 and \$95.00 per hour and Factual Investigators earn \$45.00 to \$150.00 per hour. The rate you receive is relevant to your experience and the type of investigations you conduct.

This equates to an experienced factual investigator working a 40-hour week being able to on average earn up to \$2000.00 per week. We must emphasize that this rate is only a guide and is dependant on a number of factors, which will be discussed during your training. Some investigators can earn far more than the amounts mentioned.

Q4. What equipment do I need as an Investigator?

Answer: As a guide you will need to have access to, a laptop computer, video camera not more than five years old, a mobile phone with decent camera, a motor vehicle and a hand held digital recorder.

You do not need to purchase this equipment, until you become a licensed investigator however you will need access to a laptop computer for a few days to use during some of the scenario sessions.

The major investigation companies often dictate the equipment requirements for investigators. That equipment will depend upon, how the client wants an investigation carried out.

For example, some insurers want typed statements taken on the spot, printed and signed by a witness immediately after the statement is obtained. Thus, a laptop computer and a portable printer would be required.

Others will accept recorded interviews, but they require the use of Verifiable Digital Recorders. In this case, statements can be taken, emailed to a transcriber, typed and sent back at a later date for checking.

Q5. What are my employment prospects after the course?

Answer: As with any career, this is a competitive field. It is a dynamic industry, with investigators being transferred or promoted, reach retirement or leave the industry. Training, persistence and a willingness to succeed will assist you to build a successful career as an investigator.

We are often asked if we can guarantee employment after the course. As we are unable to assess how competent you are prior to training it would not be possible to give any undertaking however once you have completed the course we regularly recommend students to the large investigation firms for employment.

We also operate our own investigations arm, ASSI Investigations which is presently one of the leaders in criminal and anti-counterfeiting investigations. You will receive extensive assistance in commencing your career and some students may be offered employment with ASSI Investigations.

Q6. I'm a serving or former serving member of the Armed Services. Will this course assist me?

Answer: Yes definitely. We have many current serving members of the armed services enrolled in our online courses and the reasons are endless. Some complete the course to enhance their skills, others because they are looking for a career change.

The great thing about our courses is you can study in your spare time whilst still working or home isolating.



We employ a number of former armed service personnel in our investigations arm and find the work they submit is at a high level due to the disciplinary environment they have worked within.

The armed services redeployment section has assisted many of our students financially and we would advise you to seek further information from your HR department.

Q7. I am a Security Officer but I want to work as an Investigator or apply for a position as a Security Manager.

Will the Investigations course assist me?

Answer: Yes, most definitely, most security officers complete a basic security officer course, which does not include any type of investigational component. Any person who approaches a security company or business inquiring about work and then produces a Certificate III in Investigative Services would be most attractive to that company because of the range of services he/she could provide.

SO HOW DO I GET STARTED?

The Australian School of Security and Investigations delivers the Certificate III in Investigative Services course through a unique blended delivery of online and video assessment training. Students enrolling in the CPP30619 Certificate III in Investigative Services course are required to complete 16 units of competency through a two step process.

STEP 1

Due to the current restrictions in Australia concerning the Covid 19 virus, it is possible that on some occasions ASSI would not be in a position to deliver face to face training however approval has been provided to allow students to complete the course online with a live streaming/video linkup requirement which is delivered after you complete the online unit component. So to commence the course simply enrol at the website www.assi.com.au and select the ONLINE UNIT ACCESS option when requested and pay the required fee through our secure payment server or by EFT.

You will then be provided with a login and password, which allow you to access the ASSI training interface where you can download and research assignments that you will need to complete during the course.

Students receive:

- Investigations Manual (Book form) - "Investigating Made Simple" by Garry Maher
- An online course manual which provides additional research material.

You can then login to the unique ASSI web interface and download the 12 units of competency assignments which you complete in any order in your own time using resources such as the hard copy Investigating Made Simple book, the Online Investigations manual and other resources available through the internet.

ASSI instructors and assessors are available 7 days a week to answer any questions and will provide detailed feedback on every assignment to ensure you are staying on track with your course.

These assignments are designed to enhance your skills as an investigator and prepare you for your career as an investigator in an exciting and mentally stimulating industry.

"What if I already have some experience in customer service or problem solving or dealing with people in my past or current employment?"

If you have extensive customer relations experience or a law enforcement background or you have worked closely with people in an environment where you are problem solving and talking to people for instance, or you have an IT, sales or customer service background, then the time to complete the online assignments may be reduced, quite significantly in some cases.

Upon enrolment we will ask you to provide us your CV or an outline of your past experience and we will take this into consideration to determine, what we refer to as, the volume of learning required to complete the course.

We are confident that the new learning style we use due to the government requirements, will result in you gaining the experience to work as a Professional investigator in an exciting and diverse industry more satisfying than anything you have experienced before.

Based on the feedback we have received, this is one of the most informative and enjoyable courses you could hope to attend and prepares you for work as an investigator or covert operative once you become licensed.

STEP 2

When you have completed your online assignments you then enrol in Part 2 of the course through the website at www.assi.com.au and pay the balance of your fees.

You will then be contacted by your instructor/assessor who will provide information about viewing a number of training videos prior to you downloading our bespoke live streaming app where you will be asked to conduct 5 assessment exercises including taking a statement from another person, conducting surveillance, setting up a surveillance vehicle, conducting a Recorded Interview and Locating a person using the internet.

We can say that under the present circumstances it's the most efficient way to understand how an investigation is conducted. It gives you a head-start over others, which will allow you to work as an investigator more efficiently and effectively, as you will be exposed to hands on investigations experience in a true to life environment. ASSI knows that hands on learning is the only way to truly learn the required skills.

Full support is offered throughout the course by phone or through our unique web-based email system and ASSI prides itself on our quick response time to questions.

Course Content and Units Covered

A total of **16 units** are required; the **5 core units** and **11 electives**. The compulsory core units are applicable to both licensable activities.

With your elective units, you must complete:

- All 8 units in Group A plus 3 units from any other group not already selected, OR
- All 7 units in Group B plus 4 units from any other group not already selection

Up to 1 unit may be selected from any training package as long as it contributes to a valid, industry-supported vocational outcome and maintains the Australian Qualifications Framework for this course.

Core units

CPPINV3026	Work effectively in investigative services
CPPINV3027	Develop investigation plans
CPPINV3028	Investigate and locate subjects
CPPINV3029	Provide quality investigative services to clients
CPPSEC3124	Prepare and present evidence in court

Elective units

Group A: Factual Investigation

BSBESB305	Address compliance requirements for new business ventures
CPPINV3030	Conduct factual investigations
CPPINV3031	Conduct interviews and take statements to support investigations
CPPINV3032	Develop factual investigation reports
HLTWHS003	Maintain work health and safety
PSPCRT007	Compile and use official notes
PSPREG006	Produce formal record of interview
PSPSEC009	Handle sensitive information

Group B: Surveillance

BSBESB305	Address compliance requirements for new business ventures
CPPINV3033	Conduct surveillance operations
CPPINV3034	Organise and operate surveillance vehicles
CPPINV3035	Develop surveillance investigation reports
HLTWHS003	Maintain work health and safety
PSPCRT007	Compile and use official notes
PSPSEC009	Handle sensitive information

Elective units

Group C: General electives

AVIY3075	Control remote pilot aircraft systems in normal flight
BSBMB301	Investigate micro business opportunities
BSBESB401	Research and develop business plans
BSBESB402	Establish legal and risk management requirements of new business ventures
CPPSEC3101	Manage conflict and security risks using negotiation
FNSMCA303	Serve legal process

Each unit requires you to complete one or more assignments, which will be assessed by our trainers.

Course Length

The online section of the course is dependent on how much work you want to put into completing the assignments. In total most students complete around 320 hrs of training however this is dependent on your current and previous employment and background as this amount of hours may be reduced.

The live stream/video component of the course is completed at a time that is convenient to you and your instructor and can be staggered over a number of days. As long as you complete the 5 video assignments successfully this is all that is required.

HOW DO I ENROL?

To enrol, simply fill out the online enrolment form by clicking 'Enrol Online' from the main school web page www.assi.com.au. From here students will be taken to the payment options page, where you can choose the method of payment that suits you.

Once payment has cleared on our end, our Student Administrator will contact you as to how to log into your web interface.

The Investigating Made Simple text book will be express posted to you on enrolment and you will have access to the additional online training manual within 24 – 48 hrs of enrolment.

RECOGNITION OF PRIOR LEARNING AND RECOGNITION OF CURRENT COMPETENCY

The Australian School of Security and Investigations recognises Prior Learning experience (RPL) and Current Competency (RCC).

If you have been working in the investigative industry including Police, Government and or Corporate, we can consider an RPL. You will need to forward us a summary of your work history and qualifications by email.

If we are satisfied that you have the necessary experience then we will ask you to forward certified copies of all your qualifications and certificates to us for an assessment to be made. RPL can only be given to those investigators who have adequate experience in the industry.

For more information regarding RPL's or if you wish to apply for an RPL with us, please email Adrian at adrian@assi.com.au

LICENSING

Licensing is a system introduced nationally by Australian State Governments, to ensure that only persons, suitable to be investigators, are able to operate within the industry.

The granting of a license is proof, that your background and suitability have been checked, and you are an appropriate person to hold a license. It is unlikely that you will be granted a license if you have recent major criminal convictions, or are bankrupt.

To work an investigator, you must firstly be over the age of 18, be a fit and proper person, complete a Nationally Recognised Investigation Qualification and meet any additional requirements as set by the various state licensing authorities.

After completing the required course and meeting all requirements, you can apply for a license through your state licensing authority. The granting of a license takes about 21 days.

Please Note: *Courses offered by ASSI International are approved as Nationally Recognised Training units in almost every Australian State and Territory.*

If you feel you may have any problem in receiving a license, we urge you to discuss this with your local licensing authority prior to commencing the course with us. Please visit our website at <http://www.trainingschool.com.au/licensing.html> for additional state licensing requirements.

CORPORATE COURSES

Is there a number of staff in your company who need training or wish to enhance their skills? The core business of the Australian School of Security and Investigations is training investigators in all states of Australia and overseas.

ASSI trains inexperienced or professional investigators to conduct a wide range of private and corporate investigations.

We also train in-house investigative staff in specialist investigative techniques. We hold training contracts with some of the largest companies in Australia including the banking, mining and government sectors and are considered leaders in this industry due to our unique training delivery methods.

Whether your investigators take simple statements regarding incidents such as workers compensation, whistle blowing or harassment or they engage in complex investigations that may result in possible legal action or prosecution, the Australian School of Security and Investigations is your solution by providing professional, cost effective investigation training to your staff.

We don't lecture to your staff; we teach hands on methodology and techniques both in the training room and out in the field in true to life situations.

WHAT CAN WE DO FOR YOU?

We can tailor a Workshop to suit your company and the Industry you work within and our Trainers will assess your workplace and discuss with you what areas you require training in.

We can also issue your employees with a Statement of Attainment of each Unit they successfully complete within the CPP30619 Certificate III in Investigative Services.

The cost of the course will be dependent on the number of participants as well as the length of the course. For more information, or if you would like to speak with our Director regarding what we can do for you, **please call Adrian Francis on 1300 656 735**

ASSI can provide details of numerous training providers that can deliver the Certificate III in Investigations course cheaper and faster and if it is only the Certificate you want then we invite you to sign up with these companies.

However, if you want to know how the investigations industry works, gain access to a network of professional investigators, be taught by working investigators who know exactly what you need to know to gain employment in the industry, then talk with us.

We get numerous calls each week from ex students of other schools and colleges who have tried to obtain work and who have been told that there is no work as they are not experienced enough.

Whilst these persons are walking around trying to get work, we are providing students with opportunities including on the job training, employment referrals to some of the leading investigation companies in Australia and to the top students, casual employment with our investigations arm, ASSI Investigations, one of the leaders in criminal and anti counterfeit investigations.

COST

The cost of courses run through ASSI International are as follows:

- CPPSEC30619 Certificate III in Investigative Services **\$1,595.00**

We also run the following Short courses:

- 5 Day Advanced Covert Surveillance Workshop POA
- Advanced Statement and Interview Workshop **\$320.00 (TBA)**
- Locating Persons **\$395.00 (TBA)**

A reduction in these fees is available to corporate clients wanting to train more than 5 staff members.

Payment Plan – Certificate III in Investigative Services

You do not have to pay the full cost up front as we have a payment option scheme operating. A breakdown of the fees is listed below.

In order to commence the course and receive your training package, we will **need initial fees of \$900 paid in full**. You will then receive all the materials you need and can progress with the pre reading at your own pace prior to attending the practical sessions.

After completing the online units you can then enrol in Part 2 of the course to complete your live stream/video assignments which can be complete over a period of time suitable to you and your instructor.

A refund policy does apply and this policy is available in the ASSI Student Handbook which you must read and download as part of the enrolment process.

Payments Required

- | | |
|--|-------|
| ▪ Part 1 - Access to Online Units | \$900 |
| ▪ Part 2 – Completion of Live stream/Video units | \$900 |

TOTAL **\$1,595**

The Australian School of Security and Investigations can accept payment through a number of means to suit you.

- PayMate (Secure Online Credit Card Payment Facility)
- Bank Deposit / Transfer
- Credit Card via our office

For ease and convenience, we have eftpos Facilities in the office if you wish for us to process your credit card payment manually. For specific details of options, please visit our payment page directly at: http://www.trainingschool.com.au/payment_choices.html

The Australian School of Security and Investigations does have a Refund Policy that applies to all Students.

Please refer to the Student Handbook before paying to ensure you understand the policy.

A copy of this handbook can be found on the enrol tab of the website

Thank you for taking the time to read this document. If you have any further questions, please feel free to contact our office at any time.