



*INFORMATION
PACK*

Offered by

ASSI International Pty Ltd
trading as
Australian School of Security and Investigations
(Provider Number 40477)

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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 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 a 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 CPP30607, 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 Security related 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.

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
- Stalking
- Missing Persons
- Copyright Infringement
- Criminal Investigations



FREQUENTLY ASKED QUESTIONS

Q1: So how do I become an Investigator?

To work as an investigator in Australia you must first complete the CPP30607 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 CPP30607 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 Gaming and Racing 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 police will be able to advise you further in regards to this.

Once the checks are completed and the license fee is paid (Average of about \$400.00 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 under the direct supervision of a Master License Holder for a period of 12 months.

Whilst you may obtain a probationary license prior to obtaining your Certificate III in Investigation services, many companies, which ASSI International deals 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 CPP30607 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 \$30.00 and \$85.00 per hour and Factual Investigators earn \$35.00 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 typist, typed and sent back at a later date for signing.

Q5: What are my employment prospects after the course?

Answer: ASSI International runs "The Investigators Forum" on its website www.trainingschool.com.au.

One of the forum areas is a positions vacant section where positions are regularly advertised. This is a very important area for networking.

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. 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.

Q8: I am residing overseas but would like to do your course. Is this OK?

Answer: We train Investigators from all over the world through our unique online classroom delivery interface. We currently have students from the USA, South Korea, Singapore, United Kingdom, India, New Zealand, Canada and Ireland.

We have had overseas students studying with the school with the intention of gaining their certificate before arriving in Australia. The only practical training you would need to do is the covert surveillance and statement course. Please contact our office for more information.

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 both fully practical and online training.

Students enrolling in the **CPP30607 Certificate III in Investigative Services** course are required to complete 15 units of competency through a two step process.

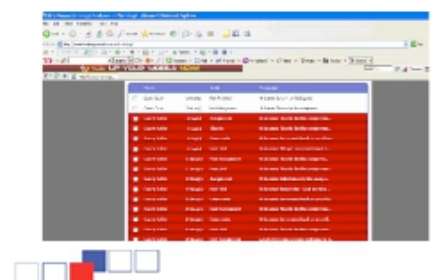
STEP 1

Students sign up and pay for the course using one of our easy payment methods described below. Once your enrolment form has been submitted and payment made, an online manual will be made accessible with a secondary manual provided to you by express post. This means you can start reading through them to familiarize yourself with the training material.

You will also 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 may need to complete during the course.

Students receive:

- Investigations Manual (Book form) - "Investigating Made Simple" by Garry Maher



- Course manual containing all units covered throughout the CPPSEC30607 Certificate III in Investigative Services.

STEP 2

The first part of the Certificate III in Investigative Service course consists of five days Practical Learning which will give you a solid start in learning about the investigations industry. We do this by firstly giving you a comprehensive understanding of what an investigator actually does and how the industry works.

The 5 day workshops are held approximately every 2 months in Sydney, Melbourne with one course held each year in Adelaide and Brisbane. In house training can be delivered on request in any state including WA and please email adrian@assi.com.au for further information.

You then learn about information and evidence gathering and how to use that information in an investigation. You will learn how to interview people and take statements. You will also take part in covert surveillance training where we will take you to various locations in the metropolitan area learning covert photography and surveillance skills all under the guidance of an experienced instructor.

One of these exercises you will conduct is an actual live investigation where you work as a team to gather evidence of fraudulent activity.

You become proficient in finding missing persons and conducting factual investigations by actually doing those investigations during the course.

We can say 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 complete the entire course 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.

STEP 3

When you first enrol in the course you will be provided access to our unique online learning interface where you will need to complete a number of online assignments which relate to the practical training you undertake.

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

The assignments can be completed in your own time and we provide full support and feedback as you work through them.

"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 learning style we use will result in you gaining the experience to work as a Professional investigator in an exciting and diverse industry more exciting 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.

There is also no sequence in which you should attend the workshops however you must complete all three including the assignments prior to a certificate being awarded.

As previously mentioned, after enrolment each student is asked to login to their own web space which is provided by the school. Students then retrieve and submit any written assignments through the web server as advised by their instructor.

The training is not purely classroom based. There are also a number of practical exercises that each student needs to conduct through the course, which allows the instructor to assess progress. This allows Students to get hands on training in what they will be doing as part of day-to-day work as an Investigator.

Student learning is assessed at all stages throughout the course and detailed feedback is always provided to ensure students fully understand the material they are studying and reporting on.

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

The following units are covered in CPPSEC30607 Certificate III in Investigative Services;

1. CPPSEC3026A Work effectively in the investigative services industry
2. CPPSEC3027A Develop investigative plan
3. CPPSEC3028A Compile investigative report
4. CPPSEC3029A Provide quality investigative services to clients
5. CPPSEC3032A Gather information by factual investigation
6. CPPSEC3033A Conduct interviews and take statements
7. CPPSEC3001A Maintain workplace safety in the security industry
8. BSBFLM303C Contribute to effective workplace relationships
9. BSBWOR301A Organise personal work priorities and development
10. CPPSEC3009A Prepare and present evidence in court
11. CPPSEC3012A Store and protect information
12. FNSMCA304 Locate Subjects
13. CPPSEC3030A Conduct Surveillance
14. CPPSEC3031A Organise and operate a surveillance vehicle
15. CPPSEC3034A Operate information gathering equipment



Course Length

The pre reading phase of the course should take you 1 – 2 weeks to familiarize yourself with the training material and have an understanding of how the industry works. This is done in your own time at home or work.



The practical training will require you to spend 5 full days in the training room from 9am until 4pm each day.

The online section of the course is dependant 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 dependant on your current and previous employment and background as this amount of hours may be reduced.

How Do I Enrol?

To enrol, simply fill out the online enrolment form by clicking 'Enrol Online' from the main school web page www.trainingschool.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.

Training Materials will also be sent out via express post so you can get started on the course as quickly as possible.

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.

The school 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 make 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 CPP30607 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.

Alternatively, you can email Adrian at adrian@assi.com.au with your details and he can draw up a proposal to suit your training needs.

Why Train With ASSI as opposed to other Training Providers?

The first thing you should ask any training provider is:

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- Is there a practical component to your training to help me learn?
- Is your course accredited for investigator licensing in all states?
- Will you assist me with any problems or questions I may have after the course?
- Will you assist in finding me employment?



If there is any hesitation or the answer is no then you are wasting your money.

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.

Please also feel free to browse the School Forum, which is used regularly by current and past Students as well as established Investigators. In order to use the Forum, we will need you to be activated to ensure genuine persons only use it.

Cost

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

- ☐ **CPPSEC30607 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**
- ☐ **Locating Persons \$395.00**

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 \$695.00 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.

As you progress through the course you will be required to pay the fees in full before you can have access to your final online training units and finish your training.



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

- | | |
|--|-------|
| <input type="checkbox"/> 5 Day Practical Component | \$695 |
| <input type="checkbox"/> Access to Online 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
- Cheque / Money Order
- 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.