



**CPP20218**  
**CERTIFICATE II**  
**IN SECURITY OPERATIONS**  
**STUDENT MANUAL**

# WELCOME TO YOUR CP20218 TRAINING PORTAL

## LOGIN DETAILS

Your username and password will have been emailed to you in preparation for this course. If you have not received them, please check your SPAM folder. Alternatively, you can click on 'Lost your password' on the login page and a reset code will be sent to your email address.

To login please visit:

[www.securitytrainersassociation.com.au/lms-login](http://www.securitytrainersassociation.com.au/lms-login)

Navigate to the 'Login Form' to the left of the page and enter your:

Username: your email address

Password: as per the registration email

Then click log in.

← → ↻ securitytrainersassociation.com.au/login/ ⌵ ☆ 📄 🗂️ 🌈 🌐 🛠️ 🛑 Paused ⋮

 CALENDAR MEMBERS RESOURCES PUBLICATIONS CONTACT  Login | Register

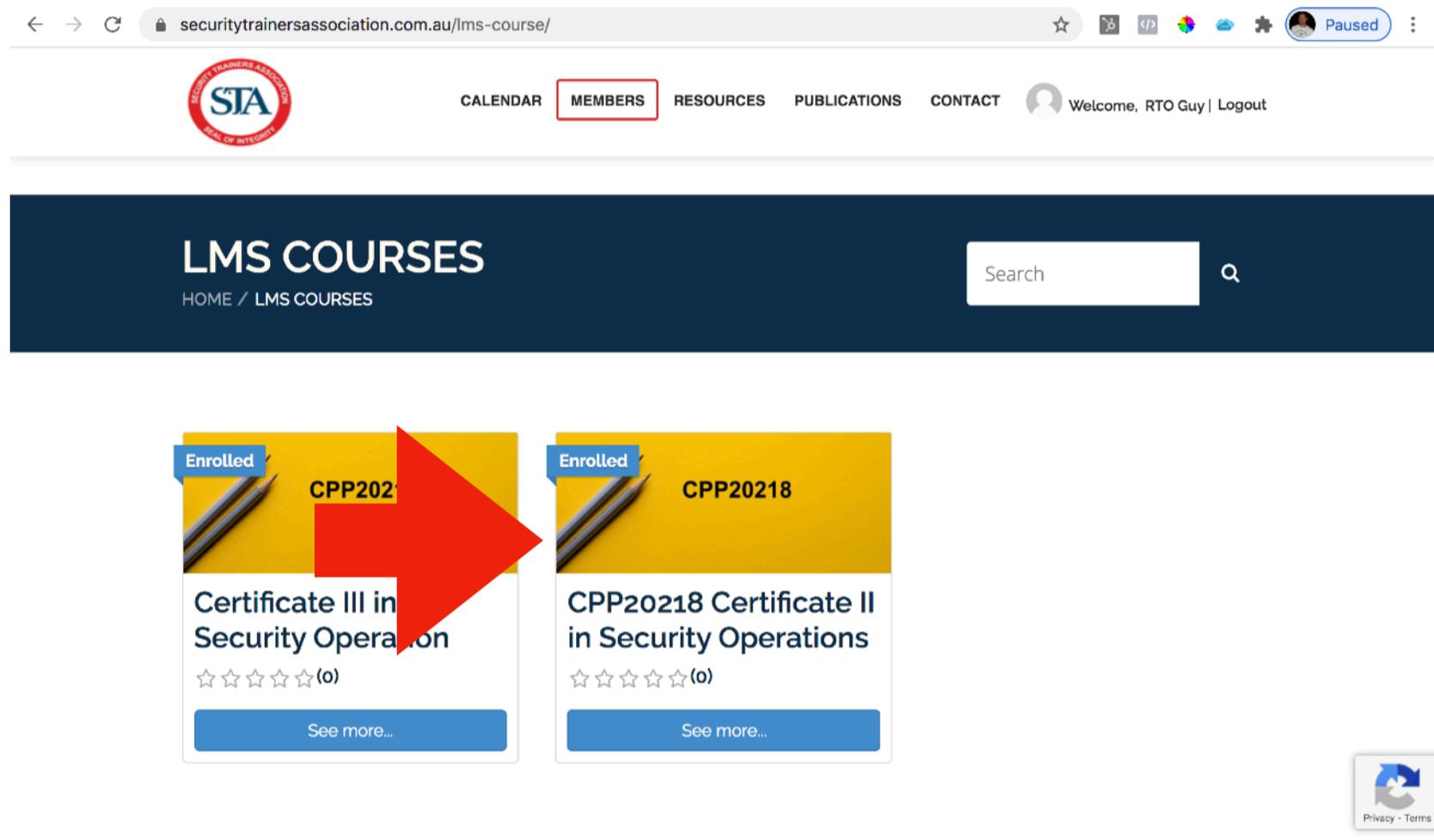
**LOGIN**  
HOME / LOGIN  🔍

**Login Form**  
Already a Member? Log in here.  
Username or Email Address  
  
Password  
  
 Remember Me  
**LOG IN** [Lost your password?](#)

**Register Form**  
Do not have an account? Register here  
Username \*  
  
Email Id \*  
  
Role \*  
  
[Privacy - Terms](#)

# DASHBOARD

Upon login you will be directed to the Courses page. You will only have access to your enrolled course so simply select Course: **Simple Training CPP20218 Certificate II in Security Operations**. If in doubt, you will be able to tell as there will be an 'enrolled' banner across the image.



The screenshot shows a web browser at the URL [securitytrainersassociation.com.au/lms-course/](https://securitytrainersassociation.com.au/lms-course/). The page features a navigation menu with 'MEMBERS' highlighted. Below the menu is a dark blue header with the text 'LMS COURSES' and a search bar. The main content area displays two course cards. The left card is partially obscured by a red arrow pointing to the right card. Both cards are labeled 'Enrolled' and show the course title 'Certificate II in Security Operations' and 'CPP20218 Certificate II in Security Operations' respectively. A 'See more...' button is visible on each card. A 'Privacy - Terms' link is located in the bottom right corner.

This will take you to the course dashboard. When you scroll down you will be able to see all of the Lessons and Assessments, however a couple of notes:

- the course is to be taken at a certain pace and so future modules/lessons will only be available on the date listed.
- The course is to be taken in a linear fashion starting with Induction, Cluster 1, then Cluster 2 and so forth. Please try to take the course in the order provided.



08 Apr

## CPP20218 Certificate II in Security Operations

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0% COMPLETE Last activity on April 8, 2020 5:14 am

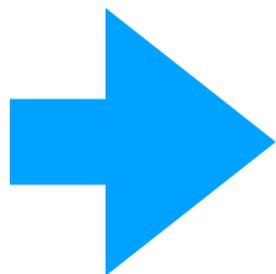
Welcome to CPP20218 Certificate II in Security Operations. To ensure full compliance, each lesson will need to be completed in order to access the next and lessons will be released on a regular basis.

Please work your way through the individual topics and when you are ready you may take the knowledge assessment.

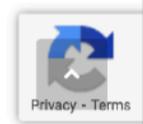
Any questions should be referred to your RTO.

### Course Content

Expand All



Induction to Security



## ACCESSING YOUR LESSONS

To access your first lesson, click on 'Induction to Security'

You will now see two headings - Lesson and Materials

- Lesson is all lessons documents that are needed to pass the quiz
- Materials include any resource documents that will help in understanding the lesson content or to act as an example.

Once you have finished the lesson please click '**Mark Complete**' and this will take you to your next lesson. Alternatively you can click 'Back to Course' to return to your dashboard.

## TAKING A QUIZ

At the end of each lesson is one or more quizzes that need to be taken. To access simply click on the first quiz. For example, Cluster 1 - Knowledge Assessment.

The quiz will open automatically with one question per page. Once you have answered the question click on 'NEXT' to see the next question.

Once you complete the assessment you will be see your score, and if you have not passed you will have an opportunity to retake the quiz up to 2 times.

### QUIZ QUESTION TYPES

You may encounter a number of different question types whilst undertaking the quiz. These include:

1. Single Choice - Single choice means there is **only one correct answer**.

What are contemporaneous notes? Tick the correct response.

Contemporaneous Notes are notes made at the time or shortly after an event occurs.

Contemporaneous Notes are notes made at the conclusion of an event

Contemporaneous Notes are notes prepared for use in court.

2. Multi Choice - Multiple choice questions **may have multiple correct answers**. In order for the question to be marked correct, you must select **ALL** of the correct answers (this may be one or multiple).

Records and reports maybe used for legal purposes. Let's assume there was a fight at a protest. Police now need footage and reports. You have to write a report, what information would you apply in a formal incident report let alone your security officer note book? Choose the 6 critical pieces of information required in your report.

WHO

WHAT

PERSON

PLACE

3. Free Choice - There are no options available to select, you must write the correct word or words for a correct answer. For example:

Question: What colour is the sun?

Answer: Yellow (note that capitalisation is ignored)

4. Fill in the blank - These questions allow you to insert a word or words in the middle of a sentence or paragraph. You are scored by typing the correct answer into this empty field. For this field please type in the full word (including when there is a letter prior to the field).

$10 - 5 = 5$

$8 - 4 = 4$

$3 - 2 = 1$

$6 - 6 = 0$

5. Short Answer - This question type requires an essay/written response that will be reviewed by an assessor.

This is a free-form essay question. Type anything you'd like

Type your response here

## NEXT STEPS

If you have any questions please see your instructor.