



# Head Security Officer

## Course Fee

AUD \$ 2,300

## Includes:

- AMC Search writing materials
- Course notes
- Morning and afternoon tea
- Catered lunch
- ISPS Code booklet

## Course Duration

3 days

## Venue

The venue is determined by the location of the majority of the course participants. Participants are advised of the location approximately 4 weeks prior to the scheduled date.

## Contact Details

- Catherine Wilson  
General Manager-Operations  
C.Wilson@amc.edu.au  
(03) 6324 9852
- Emilie Donovan  
Course Administration Manager  
E.Donovan@amc.edu.au  
(03) 6324-9863
- Estelle Hudson  
Training Administrator  
E.Hudson@amc.edu.au  
(03) 6324-9853
- Anita Robson  
Training Administrator  
A.Robson@amc.edu.au  
(03) 6324-9858
- Website:  
[www.amcsearch.com.au](http://www.amcsearch.com.au)
- Postal address:  
AMC Search Ltd  
Locked Bag 1400 Launceston  
Tas 7250
- Delivery address:  
University of Tasmania

## Course Aim

Under the terms of the MTOFSA and Maritime Transport and Offshore Facilities Regulations (MTOFSR), offshore facilities are required to designate a Head Security Officer (HSO) and an Offshore Facility Security Officer (OFSO) for each of its facilities together with an Offshore Service Provider (OSP) who must appoint an Offshore Service Provider Security Officer (OSPSO). These courses are designed to provide Qualifications, Training and Certification in compliance with the regulations for Head Security Officers, Offshore Facility Security Officer and Offshore Service Provider Security Officer.

## Content

A participant successfully completing the Head Security Officer programme will be able to:

- Answer any questions about the plan
- Act as contact officer during the approval process
- Implement and maintain the plan for the facility or facilities
- Liaise with the OFSO for each facility and with Offshore service provider Security Officer
- Perform any additional duties and responsibilities set out in the plan

## Course Times

Days 1 and 2: 0900-1700, Day 3: 0900-1600 (*May vary on individual timetables*)

## Certificate

An AMC Certificate will be issued to participants who satisfactorily complete the course.

## Delivery Strategy

The course will be delivered by classroom theory sessions.

## Assessment Strategy

Assessment is undertaken over a 2.5 day period, via the following procedures:

- Role play: Participants are presented with the opportunity of displaying behavioural and inter-personal skills in a simulated context. Role play exercises are usually open-ended and person-centred.
- Practical display: The completion of a specified task, set of procedures normally performed under close supervision using a checklist, or an examination.
- Oral questioning: A response is provided to a series of oral questions presented in order to demonstrate understanding of principles or reasoning behind the action taken.
- Written examination: An open book examination is conducted in which a 70% pass mark is required.



# Head Security Officer

## Course Fee

AUD \$ 2,300

## Includes:

- AMC Search writing materials
- Course notes
- Morning and afternoon tea
- Catered lunch
- ISPS Code booklet

## Course Duration

3 days

## Venue

The venue is determined by the location of the majority of the course participants. Participants are advised of the location approximately 4 weeks prior to the scheduled date.

## Contact Details

- Catherine Wilson  
General Manager-Operations  
C.Wilson@amc.edu.au  
(03) 6324 9852
- Emilie Donovan  
Course Administration Manager  
E.Donovan@amc.edu.au  
(03) 6324-9863
- Estelle Hudson  
Training Administrator  
E.Hudson@amc.edu.au  
(03) 6324-9853
- Anita Robson  
Training Administrator  
A.Robson@amc.edu.au  
(03) 6324-9858
- Website:  
[www.amcsearch.com.au](http://www.amcsearch.com.au)
- Postal address:  
AMC Search Ltd  
Locked Bag 1400 Launceston  
Tas 7250
- Delivery address:  
University of Tasmania

## Safety Information

Course participants are requested to note the following safety information: Enclosed footwear must be worn at all times. The AMC Occupational Health & Safety requirements will be adhered to throughout the course. Government regulations prohibit smoking in classrooms or within 10 metres of buildings.

## Application

Online via: <http://www.amcsearch.com.au/courses/>

This facility provides for course fees to be paid by a secure online transmission of your credit card details. Credit card payments are processed using eWAY secure online payment technology. Mastercard, Visa, Amex and Diners are accepted.

## On-Campus Accommodation

Norfolk Hall is self check-in, and offers motel style accommodation with queen or king size beds, television, fridge and ensuite bathroom facilities. Rates are: \$85 per night. All meals are available for purchase from AMC Cafeteria. For further information and to make a reservation, please contact a short course team member, or refer to:

<http://www.amcsearch.com.au/home/accommodation/>

## Terms

1. To secure your enrolment, payment of 50% of the course fee is required. Cancellations up to 15 working days prior to the scheduled date will be accepted without penalty. Cancellations less than 15 working days will be subject to 100% cancellation fee.
2. AMC Search reserves the right to cancel the course if insufficient registrations have been received by seven days from commencement of course. Any fees paid for cancelled courses will be refunded in full.
3. When making flight bookings please ensure you book on a fully refundable basis.