

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Security Guard

Duration: 3 Months

Trainer Name	Mr - xyz
Course Title	Security Guard
Objectives and Expectations	<p>Employable skills and hands-on practice in Security Guard</p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform security related duties commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only theoretical skills but also practical. The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <ul style="list-style-type: none"> • Motivational Lectures • Success Stories • Case Studies <p>These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).</p> <p>Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.</p> <p>(i) Motivational Lectures</p> <p>The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the</p>

trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios.

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed.

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Entry-level of trainees

- Must be literate
- Good physique
- Have a security sense

	<ul style="list-style-type: none"> • Have basic security knowledge
Learning Outcomes of the course	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • To safeguard setups/ installations • To safeguard independent posts • To provide man and material safety
Course Execution Plan	<p>The total duration of the course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 240 hours</p>
Companies offering jobs in the respective trade	<ul style="list-style-type: none"> • All governmental / public organizations setup • Private industries / factories • Health and medical setups / hospitals • Independent posts
Job Opportunities	<ul style="list-style-type: none"> • Security guard • Security supervisor • Security attendant
No of Students	25
Learning Place	Classroom / Field setups
Instructional Resources	Lesson Plans

MODULES

Scheduled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Develop Basic Computer Operating Skills	Day 1	Hour 1	Operate Ms Word	•Task 1
			Hour 2	Operate Ms Excel	
			Hour 3	Operate Ms PowerPoint	
			Hour 4	Perform Browsing	
		Day 2	Hour 1	Operate Ms Word	
			Hour 2	Operate Ms Excel	
			Hour 3	Operate Ms PowerPoint	
			Hour 4	Perform Browsing	
		Day 3	Hour 1	Operate Ms Word	
			Hour 2	Operate Ms Excel	
			Hour 3	Operate Ms PowerPoint	
			Hour 4	Perform Browsing	
		Day 4	Hour 1	Operate Ms Word	
			Hour 2	Operate Ms Excel	
			Hour 3	Operate Ms PowerPoint	
			Hour 4	Perform Browsing	
		Day 5	Hour 1	Operate Ms Word	
			Hour 2	Operate Ms Excel	
			Hour 3	Operate Ms PowerPoint	
			Hour 4	Perform Browsing	
Week 2	Prevent illegal items passing through roads /	Day 1	Hour 1	Basic duties of security guard	•Task 2
			Hour 2	Prevent illegal items passing ports	

standing posts / gates		Hour 3	Screen people, luggage, search goods and stores
		Hour 4	Physical checkup stores / goods
	Day 2	Hour 1	Prevent illegal items passing ports
		Hour 2	Screen people and luggage
		Hour 3	Screen and search goods and stores
		Hour 4	Physical checkup stores / goods
	Day 3	Hour 1	Prevent illegal items passing ports
		Hour 2	Screen people and luggage
		Hour 3	Screen and search goods and stores
		Hour 4	Physical checkup stores / goods
	Day 4	Hour 1	Prevent illegal items passing ports
		Hour 2	Screen people and luggage
		Hour 3	Screen and search goods and stores
		Hour 4	Physical checkup stores / goods
	Day 5	Hour 1	Prevent illegal items passing ports
		Hour 2	Screen people and luggage
		Hour 3	Screen and search goods and stores
		Hour 4	Physical checkup stores / goods

Week 3	Provide close security to VIPs	Day 1	Hour 1	Execute the special techniques while providing close security to VIPs	•Task 3
			Hour 2		
			Hour 3	Ensure safe recovery of VIP from incident site	
			Hour 4		
		Day 2	Hour 1	Execute the special techniques while providing close security to VIPs	
			Hour 2		
			Hour 3	Ensure safe recovery of VIP from incident site	
			Hour 4		
		Day 3	Hour 1	Execute the special techniques while providing close security to VIPs	
			Hour 2		
			Hour 3	Ensure safe recovery of VIP from incident site	
			Hour 4		
		Day 4	Hour 1	Execute the special techniques while providing close security to VIPs	
			Hour 2		
			Hour 3	Ensure safe recovery of VIP from incident site	
			Hour 4		
		Day 5	Hour 1	Execute the special techniques while providing close security to VIPs	
			Hour 2		
			Hour 3	Ensure safe recovery of VIP from incident site	
			Hour 4		
Week 4	Provide security at approved venues	Day 1	Hour 1	Acquire documents relating to relevant law / regulator	•Task 4
			Hour 2	Control entry to approved venues	
			Hour 3	Eye vigilance physical observation	
			Hour 4		

		Day 2	Hour 1	Acquire documents relating to relevant law / regulator				
			Hour 2	Control entry to approved venues				
			Hour 3	Eye vigilance physical observation				
			Hour 4					
		Day 3	Hour 1	Acquire documents relating to relevant law / regulator				
			Hour 2	Control entry to approved venues				
			Hour 3	Eye vigilance physical observation				
			Hour 4					
		Day 4	Hour 1	Acquire documents relating to relevant law / regulator				
			Hour 2	Control entry to approved venues				
			Hour 3	Eye vigilance physical observation				
			Hour 4					
		Day 5	Hour 1	Acquire documents relating to relevant law / regulator				
			Hour 2	Control entry to approved venues				
			Hour 3	Eye vigilance physical observation				
			Hour 4					
		Week 5	Provide security for cash transit	Day 1		Hour 1	Identify the special techniques used to counter any threat	•Task 5
						Hour 2	Exercise drills involved in handling related incident	
						Hour 3	Safe custody of documents	

			Hour 4	Provision and monitoring of lockers
		Day 2	Hour 1	Identify the special techniques used to counter any threat
			Hour 2	Exercise drills involved in handling related incident
			Hour 3	Safe custody of documents
			Hour 4	Provision and monitoring of lockers
		Day 3	Hour 1	Identify the special techniques used to counter any threat
			Hour 2	Exercise drills involved in handling related incident
			Hour 3	Safe custody of documents
			Hour 4	Provision and monitoring of lockers
		Day 4	Hour 1	Identify the special techniques used to counter any threat
			Hour 2	Exercise drills involved in handling related incident
			Hour 3	Safe custody of documents
			Hour 4	Provision and monitoring of lockers
		Day 5	Hour 1	Identify the special techniques used to counter any threat
			Hour 2	Exercise drills involved in handling related incident
			Hour 3	Safe custody of documents
			Hour 4	Provision and monitoring of lockers

Week 6	Assess and address risk to the environment	Day 1	Hour 1	Identify the risks to the environment arising as a result of workplace activities	• Task 6
			Hour 2		
			Hour 3	Minimize risks to the environment arising as a result of workplace activities	
			Hour 4		
		Day 2	Hour 1	Identify the risks to the environment arising as a result of workplace activities	
			Hour 2		
			Hour 3	Minimize risks to the environment arising as a result of workplace activities	
			Hour 4		
		Day 3	Hour 1	Identify the risks to the environment arising as a result of workplace activities	
			Hour 2		
			Hour 3	Minimize risks to the environment arising as a result of workplace activities	
			Hour 4		
		Day 4	Hour 1	Identify the risks to the environment arising as a result of workplace activities	
			Hour 2		
			Hour 3	Minimize risks to the environment arising as a result of workplace activities	
			Hour 4		
		Day 5	Hour 1	Identify the risks to the environment arising as a result of workplace activities	
			Hour 2		
			Hour 3	Minimize risks to the environment arising as a result of workplace activities	
			Hour 4		
Week 7	Maintain weapons	Day 1	Hour 1	Identify relevant weapon	• Task 7
			Hour 2	Maintain functioning of weapon	
			Hour 3	Maintain Inventory of weapon	
			Hour 4		
		Day 2	Hour 1	Identify relevant weapon	
			Hour 2	Maintain functioning of weapon	

			Hour 3	Maintain Inventory of weapon	
			Hour 4		
		Day 3	Hour 1	Identify relevant weapon	
			Hour 2	Maintain functioning of weapon	
			Hour 3	Maintain Inventory of weapon	
			Hour 4		
		Day 4	Hour 1	Identify relevant weapon	
			Hour 2	Maintain functioning of weapon	
			Hour 3	Maintain Inventory of weapon	
			Hour 4	How to use weapon	
		Day 5	Hour 1	Identify relevant weapon	
			Hour 2	Maintain functioning of weapon	
			Hour 3	Maintain Inventory of weapon	
			Hour 4		
Week 8	Provide Security to setups / organizations / educational Institution	Day 1	Hour 1	Detect/prevent the risk of militant attack on educational institution	• Task 8
			Hour 2	Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	
			Hour 3	Assist all concerned in normalization of situation after attack	
			Hour 4		
		Day 2	Hour 1	Detect/prevent the risk of militant attack on educational institution	
			Hour 2	Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	
			Hour 3	Assist all concerned in	

			Hour 4	normalization of situation after attack	
		Day 3	Hour 1	Detect/prevent the risk of militant attack on educational institution	
			Hour 2	Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	
			Hour 3	Assist all concerned in normalization of situation after attack	
			Hour 4		
		Day 4	Hour 1	Detect/prevent the risk of militant attack on educational institution	
			Hour 2	Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	
			Hour 3	Assist all concerned in normalization of situation after attack	
			Hour 4		
		Day 5	Hour 1	Detect/prevent the risk of militant attack on educational institution	
			Hour 2	Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	
			Hour 3	Assist all concerned in normalization of situation after attack	
			Hour 4		
Week 9	Operate metal detectors / Walk through Gates	Day 1	Hour 1	Operate detecting/searching devices Metal Detector	•Task 9
			Hour 2	Respond to finding illegal items	
			Hour 3	Maintain inventory of illegal items.	
			Hour 4		
		Day 2	Hour 1	Operate detecting/searching	

				devices Metal Detector	
			Hour 2	Respond to finding illegal items	
			Hour 3	Maintain inventory of illegal items.	
			Hour 4		
		Day 3	Hour 1	Operate detecting/searching devices Metal Detector	
			Hour 2	Respond to finding illegal items	
			Hour 3	Maintain inventory of illegal items.	
			Hour 4		
		Day 4	Hour 1	Operate detecting/searching devices Metal Detector	
			Hour 2	Respond to finding illegal items	
			Hour 3	Maintain inventory of illegal items.	
			Hour 4		
		Day 5	Hour 1	Operate detecting/searching devices Metal Detector	
			Hour 2	Respond to finding illegal items	
			Hour 3	Maintain inventory of illegal items.	
			Hour 4		
Week 10	Patrolling / Control a guard dog under operational conditions	Day 1	Hour 1	Patrol designated areas with a guard dog	• Task 10
			Hour 2	Control entry to premises whilst handling a guard dog	
			Hour 3	Capture suspects with the aid of a guard dog	
			Hour 4	Deal with incidents caused by guard dog	
		Day 2	Hour 1	Patrol designated areas with a guard dog	

			Hour 2	Control entry to premises whilst handling a guard dog	
			Hour 3	Capture suspects with the aid of a guard dog	
			Hour 4	Deal with incidents caused by guard dog	
		Day 3	Hour 1	Patrol designated areas with a guard dog	
			Hour 2	Control entry to premises whilst handling a guard dog	
			Hour 3	Capture suspects with the aid of a guard dog	
			Hour 4	Deal with incidents caused by guard dog	
		Day 4	Hour 1	Patrol designated areas with a guard dog	
			Hour 2	Control entry to premises whilst handling a guard dog	
			Hour 3	Capture suspects with the aid of a guard dog	
			Hour 4	Deal with incidents caused by guard dog	
		Day 5	Hour 1	Patrol designated areas with a guard dog	
			Hour 2	Control entry to premises whilst handling a guard dog	
			Hour 3	Capture suspects with the aid of a guard dog	
			Hour 4	Deal with incidents caused by guard dog	
Week 11	On Job Security Training	Day 1	Hour 1	Practical security hazard environment	•Task 11
			Hour 2		
			Hour 3	Practical evaluations of performance in risk environment	
			Hour 4		

		Day 2	Hour 1	Practical security hazard environment		
			Hour 2			
		Day 3	Hour 3	Practical evaluations of performance in risk environment		
			Hour 4			
		Day 4	Hour 1	Practical security hazard environment		
			Hour 2			
		Day 5	Hour 3	Practical evaluations of performance in risk environment		
			Hour 4			
		Day 5	Hour 1	Practical security hazard environment		
			Hour 2			
		Day 5	Hour 3	Practical evaluations of performance in risk environment		
			Hour 4			
Week 12	Use of weapons	Day 1	Hour 1	Practical use of weapons in simulated environment	•Task 12	
			Hour 2			
			Hour 3	Actions during stoppage of weapon		
			Hour 4			
		Day 2	Hour 1	Practical use of weapons in simulated environment		
			Hour 2			
			Hour 3	Actions during stoppage of weapon		
			Hour 4			
		Day 3	Hour 1	Practical use of weapons in		

			Hour 2	simulated environment
			Hour 3	Actions during stoppage of weapon
			Hour 4	
		Day 4	Hour 1	Practical use of weapons in simulated environment
			Hour 2	
			Hour 3	Actions during stoppage of weapon
			Hour 4	
		Day 5	Hour 1	Practical use of weapons in simulated environment
			Hour 2	
			Hour 3	Actions during stoppage of weapon
			Hour 4	

Tasks for Certificate in Security Guard

Task No.	Task	Description	Week
1.	Develop Basic Computer Operating Skills	To equip trainees with basic computer skills	Week 1
2.	Prevent illegal items passing through ports	To educate trainees on safe custody of items and stores	Week 2
3.	Provide close security to VIPs	To educate trainees on provision of close security to VIPs	Week 3
4.	Provide security at approved venues	To enable trainees for ensuring all essential security at permitted places and approved venues	Week 4
5.	Provide security for cash transit	Transportation and transit of cash emoluments to planned places	Week 5
6.	Assess and address risk to the environment	To make trainees enough conscious about risks confronted to the environment	Week 6
7.	Maintain weapons	To enhanced practical handling and maintenance of weapon by the trainees	Week 7
8.	Provide Security to Educational Institution	To equip trainees with necessary security cognizance about security of education institution	Week 8
9.	Operate metal detectors / Walk through Gates	To educate trainees on practical operation of metal detector and walk through gates	Week 9
10.	Control a guard dog under operational conditions	Enhancement of knowledge of trainees on controlling a guard dog under operational condition	Week10
11.	On Job Security Training	Practical simulated environments for trainees	Week11
12.	Use of weapons	Practical simulated environments for trainees	Week12

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take

pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.
