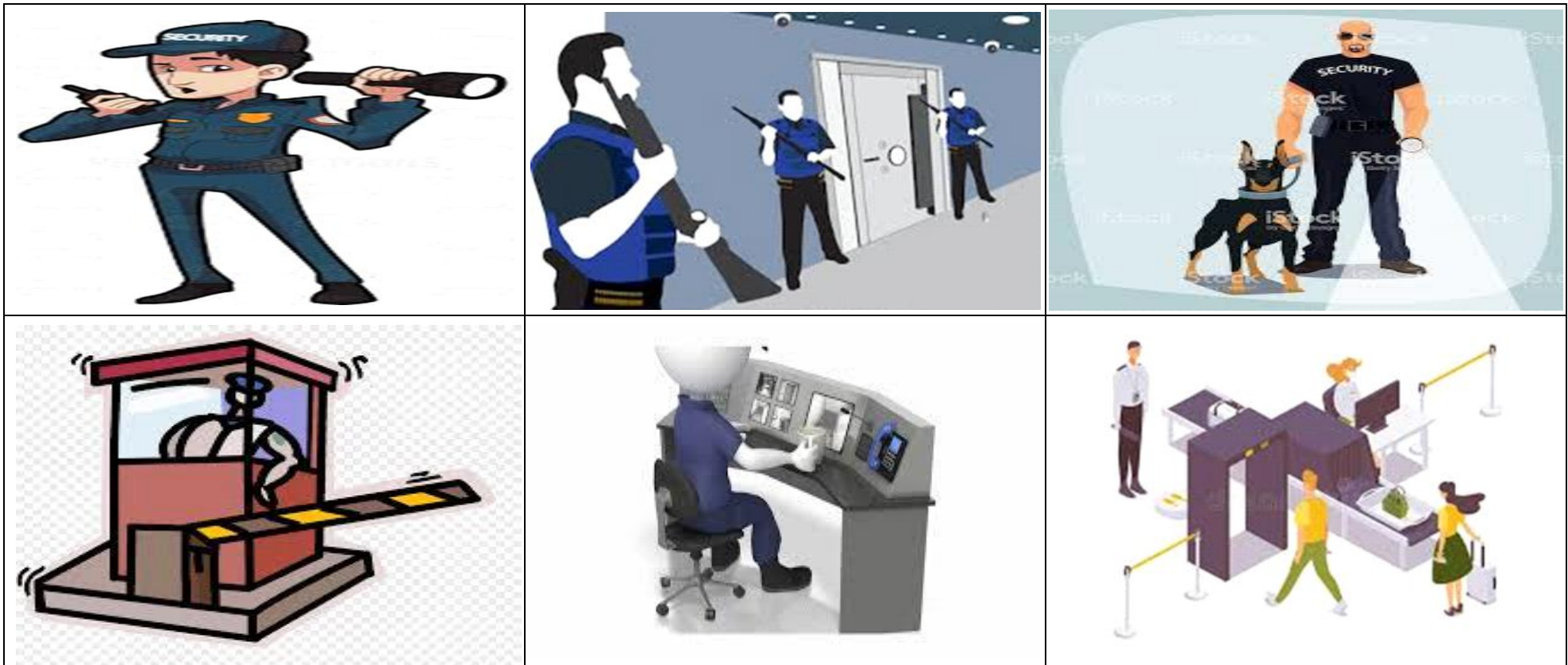




## National Certificate Level-2, in Security Services (Security Guard)



## Curriculum

National Vocational & Technical Training Commission



## National Certificate Level: 2 in Security Services (Security Guard)



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### 1. Introduction

Security services or persons provided to public / private sector to protect the assets, property and personnel etc. from a variety of hazards such as waste, damaged property, unsafe worker behavior, criminal activity such as theft, etc. by enforcing preventative measures. Security guards do this by maintaining a high-visibility presence to deter illegal and inappropriate actions, looking either directly, through patrols, or indirectly, by monitoring alarm systems or video surveillance cameras for signs of crime or other hazards such as a fire, taking action to minimize damage such as warning and escorting trespassers off property, and reporting any incidents to their clients and emergency services such as the police or paramedics. Security guards and their officers are generally uniformed to represent their lawful authority to protect private property. Security guards are generally governed by legal regulations, which set out the requirements for eligibility (e.g., a criminal record check) and the permitted authorities of a security guard in a given jurisdiction. The authorities permitted to security guards vary by country and subnational jurisdiction.

Until the 1980s, the term watchman and then night-watchman was more commonly applied to this function. Both the terms were replaced with the modern security-based titles. Security guards/officers are sometimes regarded as fulfilling a private policing function.

Security services have significant role in the life of every human being, though one may not truly sense its importance in our daily routine. Thus, the importance of Security services may be determined according to its usefulness in our daily life. Therefore, industry expectations for skilled workforce are also dynamic which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being familiar of this fact, National Vocational & Technical Training Commission (NAVTTTC) developed competency standards for Security services under National Vocational Qualifications Framework (NVQF). These competency standards have been developed by a Qualifications Development Committee (QDC) and validated by the Qualifications Validation Committee (QVC) having representation from the leading agencies of the country.

### 2. Purpose of the training programme

The Security Services programme is to engage young people with a programme of development that will provide them with the knowledge, skills and understanding to start this career in Pakistan. The specific objectives of developing these qualifications are as under:



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- Improve the professional competence of the trainees
- Provide opportunities for recognition of skills attained through non-formal or informal pathways
- Improve the quality and effectiveness of training and assessment for security services industry

### 3. Overall objectives of training programme

The overall objectives of the Security Services program are producing skilled staff to:

- Patrolling
- Monitoring
- Use surveillance systems
- Respond to alarms
- Investigate problems with the desire to create a safe living environment

### 4. Competencies to be gained after completion of course

- Reduce risks to health and safety at work
- Maintain Workplace Safety
- Develop basic communication Skill
- Represent a positive personal image
- Carry out searches of people and their goods
- Control Entry and Exit from premises
- Communicate through radio equipment
- Control security incidents
- Deal with lost and found property



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### **5. Possible available job opportunities available immediately and later in the future**

- Security Guard
- Security Supervisor
- Security Officers
- Security Manager
- CCTV Supervisor
- Airport Security Officer
- Cash Transit Security Guard
- VIP Protection Guard
- Educational Institution Security Guard
- Security Guard with Guard Dog

### **6. Trainee entry level**

- Middle (English, Urdu and Numeracy reading and writing skills)
- Age 18 years or above

### **7. Minimum qualification of trainer**

Teaching staff should be ex-army/ex-police personnel/Level 5-Security Services qualified. They should also hold or be working towards a formal teaching qualification/experience.

#### **Recommended trainer: trainee ratio**

The recommended maximum trainer: trainee ratio for this programme is 1 trainer for 25 trainees.



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### 8. Medium of instruction (language of instruction)

Instruction will be Urdu and English.

### 9. Duration of the course (Total time, Theory & Practical time)

This curriculum comprises 9 modules. The recommended delivery time is 600 hours. Delivery of the course could therefore be full time, 5 days a week, for 6 months. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

The full structure of the course is as follow:

#### A. Level-2 (Security Guard)

Modules	Theory	Practice	Total Contact hours	Credit hours
Module 1: Reduce risks to health and safety at work	9	36	45	4.5
Module 2: Maintain Workplace Safety	26	114	140	14
Module 3: Develop basic communication Skill	12	42	54	5.4
Module 4: Represent a positive personal image	9	36	45	4.5
Module 5: Carry out searches of people and their goods	12	42	54	5.4
Module 6: Control Entry and Exit from premises	12	42	54	5.4
Module 7: Communicate through radio equipment	12	42	54	5.4
Module 8: Control security incidents	20	80	100	10
Module 9: Deal with lost and found property	12	42	54	5.4
<b>Total</b>	<b>21</b>	<b>78</b>	<b>600</b>	<b>60</b>



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### 10. Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 1:</b> Reduce risks to health and safety at work  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Reducing risks to health and safety at work	<b>LU1:</b> Interpret roles and responsibilities in the reduction of risks to health and safety in the workplace <b>LU2:</b> Assess risks to health and safety in the workplace <b>LU3:</b> Take appropriate action when risks to health and safety in the workplace have been identified <b>LU4:</b> Maintain health and safety in workplace.	9	36	45
<b>Module 2:</b> Maintain Workplace safety  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Maintaining Workplace safety	<b>LU1:</b> Ensure use of personal protective equipment (PPE) <b>LU2:</b> Maintain First-aid Box <b>LU3:</b> Operate Fire Extinguisher <b>LU4:</b> Operate Fire Hydrants. <b>LU5:</b> Maintain Safety of Equipment <b>LU6:</b> Adopt company policies & procedures <b>LU7:</b> Respond to emergencies	26	114	140
<b>Module 3:</b> Develop Basic Communication Skill  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Developing Basic Communication Skill	<b>LU1:</b> Adopt effective listening <b>LU2:</b> Apply nonverbal communication <b>LU3:</b> Apply verbal communication <b>LU4:</b> Demonstrate interpersonal communication skills <b>LU5:</b> Practice different means of communication <b>LU6:</b> Maintain the security/confidentiality of information	12	42	54





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Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 4:</b> Represent a positive personal image  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Representing a positive personal image	<b>LU1:</b> Establish an effective relationship with customers <b>LU2:</b> Respond appropriately to customers <b>LU3:</b> Communicate information to customers <b>LU4:</b> Maintain Physical Fitness	9	36	45
<b>Module 5:</b> Carry out searches of people and their goods  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Carrying out searches of people and their goods	<b>LU1:</b> Search people and their goods for illegal items <b>LU2:</b> Respond to finding illegal items	12	42	54
<b>Module 6:</b> Control Entry to and Exit from premises  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Controlling Entry to and Exit from premises	<b>LU1:</b> Control entry and exit by employees (Manage people). <b>LU2:</b> Control entry and exit by visitors (Inspect baggage and vehicles). <b>LU3:</b> Respond to illegal entry and exit from premises (Manage vehicular traffic) <b>LU4:</b> Manage access control systems	12	42	54



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Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 7:</b> Communicate through radio equipment  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Communicating with radio	<b>LU1:</b> Identify and Interpret radio communication equipment <b>LU2:</b> Operate radio communication equipment effectively.	12	42	54
<b>Module 8:</b> Control security incidents  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Controlling security incidents	<b>LU1:</b> Deal with security incidents and emergencies safely <b>LU2:</b> Deal with security threats <b>LU3:</b> Recognize and deal with actual or potential breaches of the law or security requirement <b>LU4:</b> Handle the Weapon	20	80	100
<b>Module 9:</b> Deal with lost and found property  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Dealing with lost and found property	<b>LU1:</b> Categorize lost and found property <b>LU2:</b> Deal with lost and found property	12	42	54



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### 11. Details of Modules

#### A. National Certificate of Level-2 in Security Services. (Security Guard)

##### Module 1: Reduce Risks to Health and Safety at Work

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to reduce risks to health and safety at work.

**Duration:** 45 hours

**Theory:** 9 hours

**Practical:** 36 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Interpret roles and responsibilities in the reduction of risks to health and safety in the workplace	<b>The trainee will be able to:</b> <ul style="list-style-type: none"> <li>• Adopt HS&amp;E SOP</li> <li>• Wear relevant PPEs</li> <li>• Follow organizational SOPs</li> <li>• Identify which workplace instructions are relevant to the job</li> </ul>	<ul style="list-style-type: none"> <li>• Explain personal responsibilities and legal duties in respect of health and safety in the workplace</li> </ul>	<b>Total: 11 hrs</b> <b>Theory: 02 hrs</b> <b>Practical: 09 hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU2:</b> Assess risks to health and safety in the workplace	<b>The trainee will be able to:</b> <ul style="list-style-type: none"> <li>• Identify hazards / risks / aspects of the workplace which could harm people</li> <li>• Take corrective measures to overcome / rectify the identified risk and hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Define 'hazards' and 'risks'</li> <li>• Identify / Report any differences between workplace instructions and suppliers / manufacturer's instructions</li> </ul>	<b>Total: 11 hrs</b> <b>Theory: 02 hrs</b> <b>Practical: 09 hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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	<ul style="list-style-type: none"> <li>Record the findings</li> </ul>				
<b>LU3:</b> Take appropriate action when risks to health and safety in the workplace have been identified	<b>The trainee will be able to:</b> <ul style="list-style-type: none"> <li>Inform / call the responsible people as per SOPs</li> <li>Identify workplace SOPs for managing risks which cannot be dealt with</li> <li>Demonstrate dealing with hazards in accordance with workplace instructions / SOPs and legal requirements</li> <li>Suggest measures for reducing risks</li> </ul>	<ul style="list-style-type: none"> <li>Describe the hazards which exist in the workplace and the safe working practices which must be followed</li> <li>Describe where and when to get additional health and safety assistance</li> </ul>	<b>Total: 11 hrs</b> <b>Theory: 02 hrs</b> <b>Practical: 09 hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room
<b>LU4:</b> Maintain health and safety in workplace.	<b>The trainee will be able to:</b> <ul style="list-style-type: none"> <li>Demonstrate behavior that does not endanger the health and safety of people in the workplace</li> <li>Follow / Comply with the workplace / supplier's or manufacturer's instructions and legal requirements for the safe use of equipment, materials and products</li> </ul>	<ul style="list-style-type: none"> <li>Explain the importance of remaining alert to the presence of hazards in the workplace</li> <li>Explain the importance of dealing with, or promptly reporting, risks</li> </ul>	<b>Total: 12 hrs</b> <b>Theory: 03 hrs</b> <b>Practical: 09 hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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### Module 2: Maintain Workplace Safety

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to maintain workplace safety.

**Duration:** 140 hours

**Theory:** 26 hours

**Practical:** 114 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Ensure use of personal protective equipment (PPE)	<b>The trainee will be able to:</b> 1. Arrange personal 2. Protective equipment as per requirements 3. Wear correct personal protective equipment Store PPE at appropriate place after use	<ul style="list-style-type: none"> <li>Define physical hazards</li> <li>Define chemical hazards</li> <li>Define electrical hazards</li> <li>Describe Uses of Personal Protective Equipment (PPE).</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 04hrs</b> <b>Practical: 16hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU2:</b> Maintain First-aid Box	<b>The trainee will be able to:</b> 1. Identify first aid box 2. Check first aid box for requisite emergency items 3. Check expiry of medicines 4. Demonstrate first aid treatment as per requirement 5. Demonstrate first aid treatment/bandages against minor injuries	<ul style="list-style-type: none"> <li>Knowledge of first-aid-box items.</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 03hrs</b> <b>Practical: 17hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room



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<b>LU3:</b> Operate Fire Extinguisher	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Check expiry of fire extinguisher</li> <li>2. Select correct fire extinguisher against nature of fire</li> <li>3. Report for the replacement of empty fire extinguisher</li> </ol>	<ul style="list-style-type: none"> <li>• Types and Use of fire extinguisher according to the nature of fire</li> </ul>	<b>Total: 19hrs</b> <b>Theory: 03hrs</b> <b>Practical: 16hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU4:</b> Operate Fire Hydrants.	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify location of Fire Hydrant</li> <li>2. Identify location of Fire Hydrant Hose</li> <li>3. Join Fire Hydrant Hose with Fire Hydrant.</li> <li>4. Activate Fire Hydrant</li> </ol>	<ul style="list-style-type: none"> <li>• Describe the use of fire hydrant.</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 04hrs</b> <b>Practical: 16hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU5:</b> Maintain Safety of Equipment	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Store tools and equipment safely</li> <li>2. Clean tools on a regular basis before storing.</li> </ol>	<ul style="list-style-type: none"> <li>• Describe use of emergency equipment</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 04hrs</b> <b>Practical: 16hrs</b>	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU6:</b> Adopt company policies & procedures	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Interpret company policy and</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 04hrs</b> <b>Practical: 16hrs</b>	Notebooks Pencils Erasers	Class room



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	<p>procedures</p> <ol style="list-style-type: none"> <li>2. Follow company procedures</li> <li>3. Follow environmental regulations</li> </ol>	company policy and procedures.		<p>Sharpeners White board Multimedia Internet Computer system Power Supply</p>	
<b>LU7:</b> Respond to emergencies	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Perform emergency exercise</li> <li>2. Demonstrate first aid cardio respiratory, resuscitation and CPR</li> <li>3. Follow emergency plan</li> <li>4. Operate emergency equipment and supplies</li> </ol>	<ul style="list-style-type: none"> <li>• Know about the techniques for provision of first aid treatment.</li> <li>• Define emergency plan.</li> </ul>	<p><b>Total: 21hrs</b> <b>Theory: 04hrs</b> <b>Practical: 17hrs</b></p>	<p>Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply</p>	Class room



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### Module 3: Develop Basic Communication Skill

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to develop basic communication skill.

**Duration: 54 hours**

**Theory: 12 hours**

**Practical: 42 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Adopt effective listening	<b>The trainee will be able to:</b> 1. Practice active listening 2. Ask clarifying questions 3. Listen and empathize with another person	<ul style="list-style-type: none"> <li>Importance of active listening.</li> <li>Describe clarity of questioning</li> </ul>	Total: 08hrs Theory: 01hrs Practical: 07hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room
<b>LU2:</b> Apply nonverbal communication	<b>The trainee will be able to:</b> 1. Adopt hand gestures if required 2. Make eye contact with communicator 3. Make relaxed, open stance during communication	<ul style="list-style-type: none"> <li>Importance of hand gestures</li> <li>Importance of eye contact in communication</li> <li>Importance of open stance and relaxed communication</li> </ul>	Total: 10hrs Theory: 03hrs Practical: 07hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU3:</b> Apply verbal communication	<b>The trainee will be able to:</b> 1. Encourage others to express clearly /openly	<ul style="list-style-type: none"> <li>Knowledge of face-to-face conversation</li> </ul>	Total: 09hrs Theory: 02hrs Practical: 07hrs	Notebooks Pencils Erasers Sharpeners	Class room





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	<ol style="list-style-type: none"> <li>2. Adopt face to face conversations</li> <li>3. Adopt phrases as simple as possible</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of clarity in direct messaging</li> <li>• Use of simple phrases</li> </ul>		White board Multimedia Internet Computer system Power Supply	
<b>LU4:</b> Demonstrate interpersonal communication skills	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Communicate firmly but politely</li> <li>2. Demonstrate sound interpersonal skills</li> <li>3. Respect others and their ideas</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of sympathetic attitude</li> <li>• Importance of individual respect and their ideas</li> </ul>	Total: 08hrs Theory: 01hrs Practical: 07hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room
<b>LU5:</b> Practice different means of communication	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Convey your message in words</li> <li>2. Convey message through live phone calls.</li> <li>3. Convey text message through phone</li> <li>4. Convey message through WhatsApp</li> <li>5. Convey message through</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of briefness in messaging</li> <li>• Importance of live phone calls</li> <li>• Importance of text message through cell phone, WhatsApp and email.</li> </ul>	Total: 10hrs Theory: 03hrs Practical: 07hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room



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	email				
	<b>6.</b> Convey message through writing				
<b>LU6:</b> Maintain the security/confidentiality of information	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Follow legislation, policies and procedures related to the security of information</li> <li>2. Share the information on need-to-know basis</li> <li>3. Ensure security while recording, storing and handling</li> <li>4. Inform on breach of security as per SOPs</li> </ol>	<ul style="list-style-type: none"> <li>• Understand Security confidentiality of Information.</li> <li>• Importance of Security information during recording, storing and handling</li> </ul>	Total: 09hrs Theory: 02hrs Practical: 07hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Power Supply	Class room



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### Module 4: Represent a Positive Personal Image

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to represent a positive personal image.

**Duration:** 45 hours

**Theory:** 9 hours

**Practical:** 36 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Establish an effective relationship with customers	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Demonstrate a standard of appearance and behavior that complies with the organization's requirements</li> <li>2. Demonstrate how to greet a customer respectfully</li> <li>3. Communicate with customers in a way that makes them feel valued and respected</li> <li>4. Demonstrate the way to treat customer politely and helpfully</li> <li>5. Ensure to keep the customer well informed about present situation</li> <li>6. Demonstrate how to respond effectively to different customer behavior</li> </ol>	<ul style="list-style-type: none"> <li>• Define a system which comply with human behaviors.</li> <li>• Describe valuable information for better <i>understanding</i></li> </ul>	Total: 10hrs Theory: 02hrs Practical: 08hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Variable Power Supply	Computer Lab
<b>LU2:</b> Respond appropriately to customers	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Create folders/subfolders with suitable names</li> <li>2. Save files in relevant folders.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about to create folders, save files, rename and move folders, Delete and restore</li> </ul>	Total: 10hrs Theory: 02hrs Practical: 08hrs	Notebooks Pencils Erasers Sharpeners	Computer Lab



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	<ol style="list-style-type: none"> <li>3. Rename and move folders in different drives.</li> <li>4. Move folders and files using drag and drop techniques</li> <li>5. Save folders and files on different media</li> <li>6. Search for folders/subfolders and files using appropriate tool bars</li> <li>7. Delete Folder files</li> <li>8. Restore deleted folder files</li> </ol>	deleted folders		White board Internet Computer system Power Supply	
<b>LU3:</b> Communicate information to customers	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Provide essential information to customer</li> <li>2. Ensure clarity of complicated information to customer if any</li> <li>3. Identify the reasons of non-compliance to customer's requirements</li> </ol>	<ul style="list-style-type: none"> <li>• Describe customer's expectations from a security guard.</li> </ul>	Total: 07hrs Theory: 01hrs Practical: 06hrs	Notebooks Pencils Erasers Sharpeners White board Computer system	Computer Lab
<b>LU4:</b> Maintain Physical Fitness	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Perform 1.6 km running in 10 minutes</li> <li>2. Perform 10 push ups in 1 minute</li> <li>3. Perform 10 sit-ups in 1 minute</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of physical fitness</li> <li>• The Components of Physical Fitness include:               <ul style="list-style-type: none"> <li>○ Agility</li> <li>○ Balance</li> <li>○ Body Composition</li> <li>○ Cardiovascular Endurance</li> <li>○ Coordination</li> <li>○ Flexibility</li> <li>○ Muscular Endurance</li> <li>○ Muscular Strength</li> </ul> </li> </ul>	Total: 18hrs Theory: 4hrs Practical: 14hrs	Notebooks Pencils Erasers Sharpeners White board Internet Computer system	



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### Module 5: Carry Out Searches of People and Their Goods

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to carry out searches of people and their goods

**Duration: 54 hours**

**Theory: 12 hours**

**Practical: 42 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Search people and their goods for illegal items	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Carryout searches at frequencies and in patterns as per SOP</li> <li>2. Confirm that individuals have understood the reasons given for why they have been selected for search</li> <li>3. Ensure consent to search has been given before searching individuals</li> <li>4. Take appropriate and permitted action as per SOP, if consent to search is refused</li> <li>5. Carry out searches in suitable locations, in the presence of suitable witnesses, and in a polite, professional and courteous manner</li> <li>6. Maintain personal HS&amp;E while carrying out searches</li> <li>7. Record and report the details of</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of Standard Operating Procedures (SOPs) regarding search</li> <li>• Sample SOPs</li> <li>• Importance of security search</li> <li>• Procedure for security search of individual according to the SOPs</li> <li>• Knowledge of Suitable locations/witnesses</li> <li>• Importance of Polite professional conduct</li> <li>• Understanding of HS&amp;E regulations</li> <li>• Importance of maintaining the records of reports</li> </ul>	<p><b>Total:</b> 27hrs  <b>Theory:</b> 6hrs  <b>Practical:</b> 21hrs</p>	<p>Notebooks  Pencils  Erasers  Sharpeners  White board  Multimedia  Internet  Computer system</p>	Class room



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	searches as per SOP.				
<b>LU2:</b> Respond to finding illegal items	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify any illegal imports items.</li> <li>2. Take prompt and appropriate action as per SOP, when unauthorized items are found</li> <li>3. Demonstrate how to deal safely with unauthorized items found during a search and retain them securely as evidence</li> <li>4. Demonstrate how to apprehend people suspected of having unauthorized items, following instructions and approved policies and procedures</li> <li>5. Record and report the relevant details relating to the unauthorized items, clearly and accurately, to the appropriate person within required timescales</li> </ol>	<ul style="list-style-type: none"> <li>• Description and recognition of Illegal items</li> <li>• Importance of taking appropriate action according to SOPs</li> <li>• Procedure for initiation of appropriate action</li> <li>• Procedure of safe dealing unauthorized items</li> <li>• Procedure for apprehension of suspects as per given instructions (SOPs)</li> <li>• Understanding procedures of maintaining records</li> <li>• Understanding procedures of reporting</li> <li>• Importance of record keeping and in time reporting</li> </ul>	<b>Total:</b> 27hrs <b>Theory:</b> 6hrs <b>Practical:</b> 21hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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### Module 6: Control Entry and Exit from premises

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to control Entry to and Exit from premises

**Duration: 54 hours**

**Theory: 12 hours**

**Practical: 42 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Control entry and exit of employees (Manage people).	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Confirm that persons wishing to enter premises have the required authority to do so</li> <li>2. Admit authorized persons in accordance with organization's policies and procedures</li> <li>3. Take action when anyone attempts to gain entry without acceptable identification when required</li> <li>4. Record the credentials of the entrant</li> <li>5. Report unauthorized entry to concerned authority</li> <li>6. Maintain the security of keys.</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of checking procedures</li> <li>• Understanding of checking procedure as per (SOPs)</li> <li>• Sample SOPs</li> <li>• Procedure to take appropriate action as per SOPs</li> <li>• Techniques for recording credentials of the entrant</li> <li>• Techniques for reporting of unauthorized entry</li> <li>• Procedure of proper placement and withdrawal of keys</li> <li>• Record keeping of placement and withdrawal of keys</li> </ul>	<b>Total:</b> 14.5hrs <b>Theory:</b> 4hrs <b>Practical:</b> 10.5hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment
<b>LU2:</b> Control entry and exit of visitors (Inspect	<b>The trainee will be able to:</b>	<ul style="list-style-type: none"> <li>• Importance of visitors checking</li> </ul>	<b>Total:</b> 14.5hrs <b>Theory:</b> 4hrs <b>Practical:</b> 10.5hrs	Notebooks Pencils	Class room Simulated environment



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baggage and vehicles).	<ol style="list-style-type: none"> <li>1. Confirm the identity of visitors, the purpose of their visit, and whether they have authority to enter the premises</li> <li>2. Inform quickly the concerned authority to whom visitors should be directed or escorted</li> <li>3. Direct visitors to the appropriate location, in line with organizational SOPs.</li> <li>4. Demonstrate how to deal with incidents involving visitors.</li> <li>5. Complete the required documentation, including visitor pass and visitor register, in line with organization SOPs.</li> <li>6. Search baggage as per SOPs.</li> <li>7. Inspect vehicles as per SOPs.</li> <li>8. Follow special codes for special visitors.</li> <li>9. Store and tag the suspicious items found during search as per SOPs.</li> </ol>	<p>procedures</p> <ul style="list-style-type: none"> <li>• Understanding of visitors checking procedure as per (SOPs)</li> <li>• Hierarchy/organogram of organization</li> <li>• List of contact numbers</li> <li>• Appropriate location as per the nature of visit</li> <li>• Types of incidents</li> <li>• Procedures to deal with incidents</li> <li>• Record keeping/data entry procedures</li> <li>• Searching techniques of baggage</li> <li>• Equipment for searching vehicles</li> <li>• Searching techniques of vehicles</li> <li>• Knowledge of organizational security codes</li> <li>• Recognition of suspicious items</li> <li>• Tagging and storage techniques of suspicious items</li> </ul>		Erasers Sharpeners White board Multimedia Internet Computer system	
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<b>LU3:</b> Control entry and exit of visitors (Inspect baggage and vehicles).	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Check Vehicle entry validations.</li> <li>2. Take appropriate action when discovering indications of unauthorized entry, in line with organization's policies and procedures</li> <li>3. Record and report the details of unauthorized entry in line with instructions</li> <li>4. Check dispatched product against the shipment log in a vehicle.</li> <li>5. Guide incoming vehicles to the designated area.</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of vehicle checking procedures</li> <li>• Understanding of vehicle checking procedure as per (SOPs)</li> <li>• Hierarchy/organogram of organization</li> <li>• List of contact numbers</li> <li>• Record keeping/data entry procedures</li> <li>• Knowledge of entries and shipment log</li> <li>• Recognition of items of shipment log</li> <li>• Appropriate location as per the nature of visit</li> </ul>	<b>Total:</b> 14.5hrs <b>Theory:</b> 4hrs <b>Practical:</b> 10.5hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment
<b>LU4:</b> Manage access control systems	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Operate access control systems as per SOPs.</li> <li>2. Identify unauthorized vehicle at entry.</li> <li>3. Record relevant documentation.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of access control systems</li> <li>• Procedures to operate access control systems as per SOPs.</li> <li>• Record keeping/data entry procedures</li> </ul>	<b>Total:</b> 14.5hrs <b>Theory:</b> 4hrs <b>Practical:</b> 10.5hrs	Notebooks Pencils Erasers Sharpeners White board Internet Computer system	Class room Simulated environment



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### Module 7: Communicate Through Radio Equipment

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to communicate with radio

**Duration: 54 hours**

**Theory: 12 hours**

**Practical: 42 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Identify and Interpret radio communication equipment	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify the frequency.</li> <li>2. Capability of the radio.</li> <li>3. Identify the proper functioning of the device</li> <li>4. Identify the ranges of frequency.</li> <li>5. Ensure the secrets codes while using the device.</li> <li>6. Identify the call sign.</li> <li>7. Identify the network.</li> </ol>	<ul style="list-style-type: none"> <li>• Define Radio communication</li> <li>• Different types of radio communication equipment</li> <li>• Knowledge of Frequency ranges</li> <li>• Knowledge of Secret codes</li> <li>• Knowledge of Call signs</li> <li>• Explain radio communication network</li> </ul>	<b>Total:</b> 24hrs <b>Theory:</b> 4hrs <b>Practical:</b> 20hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Radio communication equipment with accessories: Walkie Talkie Wireless set, etc.	Class room Radio Lab
<b>LU2:</b> Operate radio communication equipment effectively.	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Ensure the squelch pressing time.</li> <li>2. Identify the battery timing. And use alternative battery.</li> <li>3. Ensure the range of the radio.</li> <li>4. Interpret code lists.</li> </ol>	<ul style="list-style-type: none"> <li>• Organizational SOPs regarding Radio communication</li> <li>• Procedure to operate radio communication equipment               <ul style="list-style-type: none"> <li>○ Frequency ranges</li> </ul> </li> </ul>	<b>Total:</b> 30hrs <b>Theory:</b> 8hrs <b>Practical:</b> 22hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Radio	Class room Radio Lab



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	<p>5. Operate radio equipment in line with manufacturers' instructions and statutory regulations</p> <p>6. Respond to incoming communications promptly and appropriately in line with organization's procedures</p> <p>7. Pass on information to the appropriate people, who are authorized to receive it, within agreed timescales</p> <p>8. Operate outgoing communication equipment in line with organizational SOP</p> <p>9. Maintain complete and accurate records of transmitted and received communications</p>	<ul style="list-style-type: none"> <li>○ Secret codes</li> <li>○ Call signs</li> <li>○ Squelch pressing time</li> <li>○ Battery timing/alternate battery usage</li> <li>● Knowledge of manufacturer's instructions and statutory regulations</li> <li>● Radio communication procedure as per organizational SOPs</li> <li>● Procedures to maintain radio log accurately.</li> </ul>		<p>communication equipment with accessories: Walkie Talkie Wireless set, etc.</p>	
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### Module 8: Control Security Incidents

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to control security incidents

**Duration:** 100 hours

**Theory:** 20 hours

**Practical:** 80 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Deal with security incidents and emergencies safely	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Confirm that the details relating to emergencies are accurate</li> <li>2. Take appropriate action in an emergency situation which is within personal responsibility, authority and competence.</li> <li>3. Demonstrate how to preserve the integrity of an emergency scene in line with the organizational SOPs.</li> <li>4. Ensure communication of complete and accurate details to the emergency services and other stakeholders, in line with the organizational SOP</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of accurate details regarding emergencies</li> <li>• Procedure for taking appropriate action in line with personal responsibilities and authority</li> <li>• Organizational SOPs regarding emergency scene</li> <li>• Importance of preservation of integrity of an emergency scene</li> </ul>	<b>Total:</b> 18hrs <b>Theory:</b> 4hrs <b>Practical:</b> 14hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment
<b>LU2:</b> Deal with security threats	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Assess a security threat logically and methodically to decide its severity and</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of logical and methodical threat assessment with reference to severity and nature</li> </ul>	<b>Total:</b> 18hrs <b>Theory:</b> 4hrs <b>Practical:</b> 14hrs	Notebooks Pencils Erasers Sharpeners White board	Class room Simulated environment



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	<p>nature.</p> <ol style="list-style-type: none"> <li>Record all relevant details related to threats accurately and clearly.</li> <li>Provide full and accurate details of threats to the relevant person as soon as possible.</li> <li>Complete the required documentation in line with the organisational SOPs.</li> </ol>	<ul style="list-style-type: none"> <li>Procedure for recording and reporting accurate details of threats</li> <li>Organizational SOPs regarding documentation of security threats</li> </ul>		Multimedia Internet Computer system	
<b>LU3:</b> Recognize and deal with actual or potential breaches of the law or security requirement	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>Identify actual or potential breaches of the law correctly and promptly</li> <li>Take action to minimise or prevent the breach or incident in line with instructions and the organisational SOPs.</li> <li>Record full and accurate details of breaches.</li> <li>Complete the required documentation in line with the organisational SOPs.</li> </ol>	<ul style="list-style-type: none"> <li>Knowledge of actual or potential breaches of law</li> <li>Organizational SOPs to minimize or prevent the breach/ incident</li> <li>Procedure for recording full and accurate details of breaches in line with the organizational SOPs.</li> </ul>	<b>Total:</b> 16hrs <b>Theory:</b> 4hrs <b>Practical:</b> 12hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment
<b>LU4:</b> Handle the Weapon	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>Load the weapon</li> </ol>	<ul style="list-style-type: none"> <li>Types of weapons used by security</li> </ul>	<b>Total:</b> 48hrs <b>Theory:</b> 8hrs <b>Practical:</b> 40hrs	Notebooks Pencils Erasers Sharpeners	Class room Firing range



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	<ol style="list-style-type: none"><li>2. Unload the weapon</li><li>3. Perform firing</li></ol>	<p>guards</p> <ul style="list-style-type: none"><li>• Types of calibers used by security guards</li><li>• Capabilities of weapons used by security guards</li><li>• Procedure for loading the weapon</li><li>• Procedure for unloading the weapon</li><li>• Procedure of firing the weapon</li></ul>		<p>White board Multimedia Internet Computer system Pistols Rifles Ammunition</p>	
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### Module 9: Deal with Lost and Found Property

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to dealing with lost and found property

**Duration:** 54 hours

**Theory:** 12 hours

**Practical:** 42 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Categorize lost and found property	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify the item for its worthiness</li> <li>2. Identify the other services to be contacted regarding lost property</li> <li>3. Contact other authorities and what information they should be conveyed</li> <li>4. Identify suspicious bag for any potential/bomb threat</li> </ol>	<ul style="list-style-type: none"> <li>• Accurate assessment of worth of item</li> <li>• Organizational SOPs for lost/found items</li> <li>• Procedure for contacting concerned authorities according to the SOPs</li> <li>• Recognition of suspicious bag for any potential/bomb threat</li> </ul>	<b>Total:</b> 22hrs <b>Theory:</b> 4hrs <b>Practical:</b> 18hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room
<b>LU2:</b> Deal with lost and found property	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Gather information regarding lost and found property in line with the organizational SOPs</li> <li>2. Record details of lost and found property</li> <li>3. Report lost / found property to management</li> <li>4. Keep items / property in safe custody</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of key information regarding lost/found items</li> <li>• Procedure for reporting for lost/found item</li> <li>• Procedure for safe custody of found items</li> </ul>	<b>Total:</b> 32hrs <b>Theory:</b> 8hrs <b>Practical:</b> 24hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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### 12. General assessment guidance for “Security Guard”

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

**Sessional assessment** is going on all the time. Its purpose is to provide feedback on what students are learning:

- To the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

**Final assessment** is the assessment, usually on completion of a course or module, which says whether or not the student has "passed". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

#### Methods of assessment

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of Security Services:

- Work performances, for example maintaining security of property and premises to include: monitoring property and premises using security and protective systems as well as response to breaches in security.
- Work Performances, for example Manage security plans to include: managing activities within the area of responsibility and designing systems for security reports.





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- Demonstrations, for example Execution of security plan.
- Direct questioning, where the assessor would ask the student why he is preparing for a particular application.
- Paper-based tests, such as short answer questions on health and safety, communication skills etc.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of Security Services include:

- Work products, such as different procedures of First Aids etc.
- Workplace documents, such as a report on health and safety etc.

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

### Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess For example, if Monitor areas Through CCTV systems needs to be analyzed and certificated, the assessment should be involved according to performance criteria that are directly related to that particular monitoring task.

Reliability means that the assessment is consistent and reproducible. The results for the particular application should be the same.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.



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### Assessment strategy for “Security Guard”

This curriculum consists of 9 modules:

Module 1: Reduce risks to health and safety at work

Module 2: Maintain Workplace Safety

Module 3: Develop basic communication Skill

Module 4: Represent a positive personal image

Module 5: Carry out searches of people and their goods

Module 6: Control Entry and Exit from premises

Module 7: Communicate through radio equipment

Module 8: Control security incidents

Module 9: Deal with lost and found property

### Sessional assessment

The Sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The Sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least half-hour per module. This can be short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

### Final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.



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The final theoretical assessment shall consist of short-answer questions. This part shall cover the technical, functional and generic modules:

### For Level -2 (Security Guard)

- Module 1: Reduce risks to health and safety at work
- Module 2: Maintain Workplace Safety
- Module 3: Develop basic communication Skill
- Module 4: Represent a positive personal image
- Module 5: Carry out searches of people and their goods
- Module 6: Control Entry and Exit from premises
- Module 7: Communicate through radio equipment
- Module 8: Control security incidents
- Module 9: Deal with lost and found property

For the final practical assessment each student shall be assessed over a period of one day, with Four hours sessions for each student. During this period, each student must be assessed on his/her ability to the following parameters of security services;

- Area of responsibility
- Tasks
- Guards
- Resources and duties



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### 13. List of tools and equipment

Sr #	Description	Quantity
1.	Computer with software –Word, Excel, Power point	25
2.	Printer	1
3.	Multimedia	1
4.	Power supply	5
5.	White board	1
6.	Walkthrough gate	1
7.	Metal detector	1
8.	First Aid Box	5
9.	Vehicle searching mirror	5
10.	Radio communication equipment with accessories (Antennas, batteries and cables, etc.):	
	• Walkie Talkie	5
	• Wireless set	5
11.	Pistol with ammunition	5
12.	Rifle with ammunition	5
13.	Short Gun	5

### 14. List of consumable supplies

1. Note books
2. Inventory registers
3. Pen
4. Pencils
5. White board markers (Different colors)
6. A4 papers
7. Ammunition