



National Certificate Level: 3 in Security Services (Security Supervisor)



## National Certificate Level-5, in Security Services (Security Supervisor)



## Curriculum

National Vocational & Technical Training Commission



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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

- Develop basic computer operating skills
- Control a guard dog under operational conditions
- Prevent illegal items passing through ports
- Provide Close Protection to VIPs
- Provide secret security in retail environments
- Provide security at approved venues
- Provide Security for Cash Transit
- Assess and address risk to the environment
- Maintain weapons



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- Provide Security to Educational Institution
- Operate metal detectors / Walk through Gates
- Detect illegal items using x-ray machines

#### **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.



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

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

### **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 12 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:



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#### A. Level-3 (Security Supervisor)

Modules	Theory	Practice	Total Contact hours	Credit hours
Module 10: Develop basic computer operating skills	15	35	50	5
Module 11: Control a guard dog under operational conditions	15	25	40	4
Module 12: Prevent illegal items passing through ports	15	35	50	5
Module 13: Provide Close Protection to VIPs	20	60	80	8
Module 14: Provide secret security in retail environments	15	25	40	4
Module 15: Provide security at approved venues	15	35	50	5
Module 16: Provide Security for Cash Transit	15	35	50	5
Module 17: Assess and address risk to the environment	15	25	40	4
Module 18: Maintain weapons	15	25	40	4
Module 19: Provide Security to Educational Institution	15	45	60	6
Module 20: Operate metal detectors / Walk through Gates	15	45	60	6
Module 21: Detect illegal items Using x-ray machines	15	25	40	4
<b>Total</b>	<b>185</b>	<b>415</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 10:</b> Develop basic computer operating skills  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Developing basic computer operating skills	<b>LU1:</b> Operate MS word <b>LU2:</b> Operate MS Excel <b>LU3:</b> Operate MS Power Point <b>LU4:</b> Perform Browsing <b>LU5:</b> Print Document	15	35	50
<b>Module 11:</b> Control a guard dog under operational conditions  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Controlling a guard dog under operational conditions	<b>LU1:</b> Patrol designated areas with a guard dog <b>LU2:</b> Control entry to premises whilst handling a guard dog <b>LU3:</b> Capture suspects with the aid of a guard dog <b>LU4:</b> Deal with incidents caused by guard dog	15	25	40
<b>Module 12:</b> Prevent illegal items passing through ports <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Preventing illegal items passing through ports	<b>LU1:</b> prevent illegal items passing through ports <b>LU2:</b> screen people, and his/her baggage passing through ports <b>LU3:</b> screen and search vehicles, cargo, goods and stores passing through ports	15	35	50



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Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 13:</b> Provide Close Protection to VIPs  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Providing Close Protection to VIPs	<b>LU1:</b> Execute the special techniques used while providing close protection to VIPs  <b>LU2:</b> Ensure safe recovery of VIP from incident site	20	60	80
<b>Module 14:</b> Provide secret security in retail environments  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Providing secret security in retail environments	<b>LU1:</b> Maintain covert security presence  <b>LU2:</b> Respond to security alarms	15	25	40
<b>Module 15:</b> Provide security at approved venues  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Providing security at approved venues	<b>LU1:</b> Acquire documents relating to relevant law, regulations, codes of practice and guidelines  <b>LU2:</b> Control entry to approved venues	15	35	50
<b>Module 16:</b> Provide Security for Cash Transit  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Providing Security for Cash Transit	<b>LU1:</b> Identify the Special techniques used to counter any threats  <b>LU2:</b> Exercise drills involved in handling related incident	15	35	50



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Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 17:</b> Assess and address risk to the environment  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Assessing and address risk to the environment	<b>LU1:</b> Identify the risks to the environment arising as a result of workplace activities  <b>LU2:</b> Minimize risks to the environment arising as a result of workplace activities	15	25	40
<b>Module 18:</b> Maintain weapons  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Maintaining weapons	<b>LU1:</b> Identify relevant weapon <b>LU2:</b> Maintain functioning of weapon <b>LU3:</b> Maintain Inventory of weapon	15	25	40
<b>Module 19:</b> Provide Security to Educational Institution  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Providing Security to Educational Institution	<b>LU1:</b> Detect/prevent the risk of militant attack on educational institution. <b>LU2:</b> Control situation/ minimize Damage/Loss in case of militant attack on educational institution. <b>LU3:</b> Assist all concerned in normalization of situation after attack.	15	45	60



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Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 20:</b> Operate metal detectors / Walk through Gates  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Operating metal detectors / Walk through Gates	<b>LU1:</b> Operate detecting/searching devices Metal Detector <b>LU2:</b> Respond to finding illegal items <b>LU3:</b> Maintain inventory of illegal items.	15	45	60
<b>Module 21:</b> Detect illegal items Using x-ray  <b>Aim:</b> The aim of this module to develop advanced knowledge, skills and understanding for Maintaining x-ray machines	<b>LU1:</b> Detect suspicious items <b>LU2:</b> Respond to finding illegal items	15	25	40



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### 11. Details of Modules

#### B. National Certificate of Level-3 in Security Services. (Security Supervisor)

##### Module 10: Develop basic computer operating skills

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

**Duration:** 40 hours

**Theory:** 15 hours

**Practical:** 25 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Operate MS word	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Perform Microsoft basic commands in MS word</li> <li>2. Open File</li> <li>3. Format a file               <ol style="list-style-type: none"> <li>i. Font (Type/size/bold/Italic)</li> <li>ii. Header Footer</li> <li>iii. Page number</li> <li>iv. Insert pics / table/hyperlink</li> </ol> </li> <li>4. Save a File</li> <li>5. Save a folder</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of Basic parts of computers</li> <li>• Importance and use of MS Word</li> </ul>	<b>Total:</b> 08hrs <b>Theory:</b> 03hrs <b>Practical:</b> 05hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Computer Lab
<b>LU2:</b> Operate MS Excel	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Perform basic commands in Microsoft MS Excel</li> </ol>	<ul style="list-style-type: none"> <li>• Importance and uses of MS Excel</li> </ul>	<b>Total:</b> 08hrs <b>Theory:</b> 03hrs <b>Practical:</b> 05hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia	Computer Lab



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	<ol style="list-style-type: none"> <li>2. Open a worksheet</li> <li>3. Sum functions</li> <li>4. If functions</li> <li>5. Basic calculations</li> <li>6. Table and graphs</li> <li>7. Save a worksheet/folder</li> </ol>			Internet Computer system	
<b>LU3:</b> Operate MS Power Point	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare Microsoft power point presentation with basic commands</li> <li>2. Make a power point file</li> <li>3. Insert pics/table/hyperlink</li> <li>4. Design a theme for slides</li> <li>5. Save a power point file</li> </ol>	<ul style="list-style-type: none"> <li>• Importance and use of MS Power Point</li> </ul>	<b>Total:</b> 08hrs <b>Theory:</b> 03hrs <b>Practical:</b> 05hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Register Computer system	Computer Lab
<b>LU4:</b> Perform Browsing	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Perform browsing on the internet as per needs</li> <li>2. Perform search online on new trends in the market with the help of internet</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of Internet.</li> <li>• Use of various search engines like Google, U-tube etc.</li> </ul>	<b>Total:</b> 08hrs <b>Theory:</b> 03hrs <b>Practical:</b> 05hrs	Notebooks Pencils Erasers Sharpeners First AID box White board Multimedia Internet Computer system	Computer Lab
<b>LU5:</b> Print Document	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Select Printer</li> </ol>	<ul style="list-style-type: none"> <li>• Printing Procedure and techniques.</li> </ul>	<b>Total:</b> 08hrs <b>Theory:</b> 03hrs <b>Practical:</b> 05hrs	Notebooks Pencils Erasers Sharpeners	Computer Lab



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	2. Select page setup 3. Print relevant pages			First AID box White board Multimedia Internet Computer system	
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### Module 11: Control a Guard Dog under Operational Conditions

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to control a guard dog under operational conditions.

**Duration: 40 hours**

**Theory: 15 hours**

**Practical: 25 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Patrol designated areas with a guard dog	<b>The trainee will be able to:</b> <ol style="list-style-type: none"><li>1. Identify area of responsibility</li><li>2. Check dog training parameters</li><li>3. Control guard dogs using recognized words and gestures of command</li><li>4. Carry out patrols in line with legislation and instructions.</li><li>5. Take prompt and appropriate action when the dog's reactions indicate a possible threat to security</li><li>6. Recognize and respond to changes that could affect the effectiveness of patrolling with a guard dog</li><li>7. keep concentration of attention of dog upon his duty</li><li>8. Observe dog's reaction on any occurrence</li></ol>	<ul style="list-style-type: none"><li>• Understanding the map for identification of area</li><li>• Knowledge about guard dog training parameters</li><li>• Importance of gestures for controlling dog</li><li>• Understanding of different codes and gestures used for controlling dog</li><li>• Knowledge related to the legislations and instructions for patrolling</li><li>• Understanding of the following steps;<ul style="list-style-type: none"><li>○ Relieve dog</li><li>○ Inform relevant authority</li><li>○ Approach the threat area</li></ul></li></ul>	<b>Total:</b> 10hrs <b>Theory:</b> 4hrs <b>Practical:</b> 6hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Training area





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	<p>9. Ensure random patrolling in area of responsibility</p> <p>10. Follow SOPs on working hours for dog and himself</p>	<ul style="list-style-type: none"> <li>• Understanding of HS&amp;E regulations</li> <li>• Importance of concentration of being attentive</li> <li>• Identification of dog's reaction on different situations</li> <li>• Importance of concentration of being attentive</li> <li>• Understanding of SOPs regarding working hours</li> </ul>			
<p><b>LU2:</b> Control entry to premises whilst handling a guard dog</p>	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate how to relax the dog when it is not on duty</li> <li>2. Take prompt and appropriate action when the dog's reactions indicate possible unauthorised entry</li> <li>3. Respond to unauthorised entry in line with the given instructions</li> <li>4. Maintain safety of people as per requirement</li> <li>5. Control authorised entry by respective person only.</li> </ol>	<ul style="list-style-type: none"> <li>• Techniques to relax the dog</li> <li>• Understanding of the procedural steps in case of unauthorized entry indication</li> <li>• Procedures to maintain the safety of people</li> <li>• Understanding of the SOPs regarding authorities of different persons.</li> <li>• Procedure of searching with the help of dog</li> </ul>	<p><b>Total:</b> 10hrs  <b>Theory:</b> 4hrs  <b>Practical:</b> 6hrs</p>	<p>Notebooks  Pencils  Erasers  Sharpeners  White board  Multimedia  Internet  Computer system</p>	<p>Class room</p>



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	<p>6. Search of all by guard dog as per SOPs.</p> <p>7. Hold and report to management for illegal items.</p>	<ul style="list-style-type: none"> <li>• Methods to hold the illegal item for further processing</li> <li>• Recording and reporting procedure as per SOP</li> </ul>			
<p><b>LU3:</b> Capture suspects with the aid of a guard dog</p>	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Apprehend suspects as per organizational SOPs particularly using a guard dog</li> <li>2. Isolate suspects immediately.</li> <li>3. Carry out body search for legal / illegal items.</li> <li>4. Confiscate all communicating / objectionable devices.</li> <li>5. Report all apprehensions to management.</li> <li>6. Keep close eye on all activities of suspect</li> </ol>	<ul style="list-style-type: none"> <li>• Process of apprehending the suspect identified by guard dog according to SOPs</li> <li>• Procedure to isolate the suspect as per organizational SOPs</li> <li>• Description and recognition of Illegal items</li> <li>• Knowledge regarding the process of body search</li> <li>• Procedure of confiscating illegal item as per organizational policy</li> <li>• Record maintaining of incident</li> <li>• Reporting of incident as per SOP</li> <li>• Techniques to keep the suspect under observation</li> </ul>	<p><b>Total:</b> 10hrs  <b>Theory:</b> 4hrs  <b>Practical:</b> 6hrs</p>	<p>Notebooks  Pencils  Erasers  Sharpeners  White board  Multimedia  Internet  Computer system</p>	<p>Simulated environment</p>



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<b>LU4:</b> Deal with incidents caused by guard dog	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Maintain safe distance between the dog and other people at all times</li> <li>2. Apply first AID to the injured being bitten by dog.</li> <li>3. Take effective action to prevent any attack by the dog</li> <li>4. Report the situation promptly to concern person when a guard dog behaves abnormal</li> <li>5. Report incident to management ASAP.</li> <li>6. Evaluate reason for such incidents.</li> </ol>	<ul style="list-style-type: none"> <li>• Procedure to maintain the distance between dog and people</li> <li>• Understanding about the usage of first AID in case of injury by dog</li> <li>• Procedure to control any attack by dog</li> <li>• Reporting to the concerned authority against dog abnormal behavior</li> <li>• Reporting incidents to higher management</li> </ul>	<b>Total:</b> 10hrs <b>Theory:</b> 3hrs <b>Practical:</b> 7hrs	Notebooks Pencils Erasers Sharpeners First AID box White board Multimedia Internet Computer system	Simulated environment
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### Module 12: Prevent Illegal Items Passing Through Ports

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Prevent illegal items passing through ports

**Duration:** 50 hours

**Theory:** 15 hours

**Practical:** 35hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Prevent illegal items passing through ports	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify authorized entry points at port</li> <li>2. Identify illegal items</li> <li>3. Identify invalid authorisations for persons and vehicles wishing to pass through ports</li> <li>4. Identify current trends and techniques used to conceal unauthorised items and disguise tampering.</li> <li>5. Apprehend personnel with illegal items</li> <li>6. Identify the actions to be taken when unauthorised items are found and to whom this should be reported</li> </ol>	<ul style="list-style-type: none"> <li>• Organizational SOPs regarding illegal items passing through ports</li> <li>• Knowledge of ports and working scenarios</li> <li>• Understanding of port security plan</li> <li>• Knowledge about legal/illegal items</li> <li>• Understanding of valid authorization as per SOPs</li> <li>• Techniques of concealing unauthorized items</li> <li>• Procedure to apprehend the person found with illegal items</li> <li>• Reporting procedure and hierarchy of the concerned person to be reported</li> <li>• Maintaining the inventory of seized items</li> <li>• Procedure for handing over the</li> </ul>	<b>Total:</b> 16hrs <b>Theory:</b> 5hrs <b>Practical:</b> 11hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment



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	<p>7. Make inventory of seized illegal items as per procedure</p> <p>8. Hand over items to the authorities as per procedure</p>	recovered items to concerned authority			
<p><b>LU2:</b> Screen people, and his/her baggage passing through ports</p>	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Check that the screening equipment and system in use is working properly using approved procedures</li> <li>2. Confirm that persons wishing to pass through ports have the valid authorization</li> <li>3. Request authorized persons to pass through screening equipment in a clear and polite manner</li> <li>4. Operate scanners for screening</li> <li>5. Demonstrate how to ensure baggage is loaded and positioned correctly for effective screening</li> <li>6. Physically search people as per procedure</li> <li>7. Interpret images from the screening equipment correctly to identify</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of screening equipment <ul style="list-style-type: none"> <li>○ Types of screening equipment</li> <li>○ Functionality</li> </ul> </li> <li>• Methods of screening</li> <li>• Visitors checking procedure as per SOPs</li> <li>• Recognition of valid authorization for passing through the ports</li> <li>• Loading techniques of baggage for effective screening</li> <li>• Understanding of searching techniques for people as per SOP.</li> <li>• Recognition of unauthorized items</li> <li>• Interpretation of images from the screening equipment correctly to identify potentially unauthorized items</li> <li>• Initiation of necessary measures in</li> </ul>	<p><b>Total:</b> 17hrs  <b>Theory:</b> 5hrs  <b>Practical:</b> 12hrs</p>	<p>Notebooks</p> <p>Pencils</p> <p>Erasers</p> <p>Sharpeners</p> <p>White board</p> <p>Multimedia</p> <p>Internet</p> <p>Computer system</p> <p>Walk through gate</p> <p>Metal detector</p>	<p>Class room</p> <p>Simulated environment</p>



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	<p>potentially unauthorized items</p> <p><b>8.</b> Take prompt action in line with instructions and guidelines to indications from screening equipment of potentially unauthorized items</p> <p><b>9.</b> Take prompt and effective action to maintain safety and security if screening equipment fails or malfunctions</p> <p><b>10.</b> Record and report the details of screening in line with instructions</p> <p><b>11.</b> Seize illegal items / make inventory as per procedure</p> <p><b>12.</b> Inform concerned authorities/hand over Items / personnel as per procedure.</p>	<p>line with instructions and guidelines to indications from screening equipment of potentially unauthorized items</p> <ul style="list-style-type: none"> <li>• Procedure to maintain safety and security of equipment in case of failure/malfunctioning</li> <li>• Reporting techniques in line with the instructions</li> <li>• Procedure to seize illegal items</li> <li>• Maintaining inventory of illegal items as per SOPs.</li> <li>• Procedure for handing over the recovered items to concerned authority</li> </ul>			
<b>LU3:</b> Screen and search vehicles, cargo, goods and stores passing through ports	<p><b>The trainee will be able to:</b></p> <p><b>1.</b> Search vehicles, cargo, goods and stores as per procedure</p> <p><b>2.</b> Demonstrate how to search at frequencies and in patterns that are:</p> <ul style="list-style-type: none"> <li>▪ In line with instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of vehicle checking procedure as per (SOPs)</li> <li>• Knowledge of searching frequencies and in pattern while keeping in view the following parameters: <ul style="list-style-type: none"> <li>○ In line with instructions</li> </ul> </li> </ul>	<p><b>Total:</b> 17hrs  <b>Theory:</b> 5hrs  <b>Practical:</b> 12hrs</p>	<p>Notebooks</p> <p>Pencils</p> <p>Erasers</p> <p>Sharpeners</p> <p>White board</p> <p>Multimedia</p> <p>Internet</p>	<p>Class room</p> <p>Simulated environment</p>



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	<ul style="list-style-type: none"> <li>▪ Appropriate to the defined level of threat</li> <li>▪ In suitable locations</li> <li>▪ In the presence of suitable witnesses</li> <li>▪ Correctly recorded and reported</li> </ul> <p>3. Demonstrate how to prevent anyone interfering with the search process</p> <p>4. Take appropriate and permitted action if a person is attempting to avoid being searched</p> <p>5. Take prompt and effective action to maintain safety and security if screening equipment fails or malfunctions</p> <p>6. Take prompt and appropriate action, in line with instructions and guidelines, when unauthorized items are found</p>	<ul style="list-style-type: none"> <li>○ Appropriate to the defined level of threat</li> <li>○ In suitable locations</li> <li>○ In the presence of suitable witnesses</li> <li>○ Correctly recorded</li> <li>• Methods to prevent people from interfering in searching process</li> <li>• Understanding of instruction for taking appropriate and permitted action if person deny searching</li> <li>• Initiation of necessary measures in line with instructions and guidelines to indications from screening equipment of potentially unauthorized items</li> </ul>		<p>Computer system</p> <p>Walkthrough gate</p> <p>Metal detector</p> <p>X-ray machine</p> <p>Vehicle mirror</p> <p>Vehicle scanner</p>	
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### Module 13: Provide Close Protection to VIPs

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Provide Close Protection to VIPs

**Duration: 80 hours**

**Theory: 20 hours**

**Practical: 60 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Execute the special techniques used while providing close protection to VIPs	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Demonstrate skills for Close Quarter combat.</li> <li>2. Check special clearance of personnel of VIP squad.</li> <li>3. Calculate travelling time and halts if any.</li> <li>4. Identify bottle necks on route and take correct action as per requirement.</li> <li>5. Provide cover by follow up squad and ambulance.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of the political, social and economic environments of the area of visit</li> <li>• Information regarding types of vehicle used by the VIP</li> <li>• Types of weapon required for close protection</li> <li>• Understanding of security plans</li> <li>• Understanding of coordination process with concerned person regarding movement cover</li> <li>• Steps needs to be taken in case of bottle necks enroute</li> </ul>	<b>Total:</b> 40hrs <b>Theory:</b> 10hrs <b>Practical:</b> 30hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment
<b>LU2:</b> Ensure safe recovery of VIP from incident site	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Provide safe passage to VIP in case of any incident.</li> <li>2. Handover site to fighting party</li> </ol>	<ul style="list-style-type: none"> <li>• Procedure of providing safe passage in case of incident</li> <li>• Procedure of handing over the incident site</li> <li>• Procedure to extricate with VIP</li> </ul>	<b>Total:</b> 40hrs <b>Theory:</b> 10hrs <b>Practical:</b> 30hrs	Notebooks Pencils Erasers Sharpeners White board	Class room Simulated environment





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	and extricate with VIP. <b>3.</b> Provide first aid in case of injuries to VIP. <b>4.</b> Conduct post operation analysis of situation	<ul style="list-style-type: none"><li>• Procedure for providing first aid process in case of injury</li><li>• Process to analyses post operation situation</li></ul>		Multimedia Internet Computer system	
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### Module 14: Provide secret security in retail environments

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Provide secret security in retail environments

**Duration:** 40 hrs.

**Theory:** 15 hrs.

**Practical:** 25 hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Maintain covert security presence	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Identify key persons who can be utilized as source.</li> <li>2. Seek reports frequently</li> <li>3. Avoid frequent interaction</li> <li>4. Avoid exposure of source to others</li> <li>5. Ensure backing up of source</li> <li>6. Carry out covert security observations in line with: <ul style="list-style-type: none"> <li>• organizational policies and procedures</li> <li>• Relevant legal requirements</li> <li>• codes of practice</li> </ul> </li> <li>7. Act in a way that maintains the covert security role</li> <li>8. Dress appropriately for the retail</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about retail environment and importance of security</li> <li>• Process of identification of key resource person</li> <li>• Process of maintaining reports</li> <li>• Knowledge about avoiding interaction</li> <li>• Methods to avoid interaction</li> <li>• Understanding of process to avoid exposure of source</li> <li>• Procedure of maintaining back up for the source</li> <li>• Knowledge for covert security observation according to legal requirements and SOPs.</li> <li>• Techniques of maintaining covert security role.</li> <li>• Knowledge about the proper dressing for</li> </ul>	<p><b>Total:</b> 19hrs  <b>Theory:</b> 7hrs  <b>Practical:</b> 12hrs</p>	<p>Notebooks  Pencils  Erasers  Sharpeners  White board  Multimedia  Internet  Computer system</p>	Class room



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	<p>environments in which the covert security is being provided</p> <p><b>9.</b> Communicate with colleagues and the relevant authorities in ways that maintains the covert security role</p> <p><b>10.</b> Record activities as potential evidence in line with:</p> <ul style="list-style-type: none"> <li>the organizational policies and procedure</li> <li>relevant legal requirements</li> </ul>	<p>covert security</p> <ul style="list-style-type: none"> <li>Understanding regarding communication with colleagues and authorities for covert security</li> <li>Recording of evidences as per SOP and legal requirements.</li> </ul>			
<b>LU2:</b> Respond to security alarms	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>Respond to security alarms that does not compromise the covert security role, in line with the organizational policies and procedures</li> <li>Take appropriate action after alarm</li> <li>Report defective or ineffective security alarm systems to the appropriate person</li> </ol>	<ul style="list-style-type: none"> <li>Identification of security alarms on the basis of location and type</li> <li>Steps needs to be taken in response of ranged alarms to maintain covert security according to SOP</li> <li>Procedure to activate the concerned team</li> <li>Reporting regarding proper working of alarms to relevant person</li> </ul>	<p><b>Total:</b> 21hrs <b>Theory:</b> 8hrs <b>Practical:</b> 13hrs</p>	<p>Notebooks</p> <p>Pencils</p> <p>Erasers</p> <p>Sharpeners</p> <p>White board</p> <p>Multimedia</p> <p>Internet</p> <p>Computer system</p>	<p>Class room</p>



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### Module 15: Provide Security at Approved Venues

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Provide security at approved venues

**Duration: 50 hours**

**Theory: 15 hours**

**Practical: 35 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Acquire documents relating to relevant law, regulations, codes of practice and guidelines	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Interpret the law, regulations, codes of practice and guidelines as they apply to approved premises.</li> <li>2. Consult relevant documents whenever in doubt / need.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about laws, regulations, codes of practice and guidelines</li> </ul>	<b>Total:</b> 18hrs <b>Theory:</b> 8hrs <b>Practical:</b> 10hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room
<b>LU2:</b> Control entry to approved venues	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify authorized personnel for entry.</li> <li>2. Confirm and record that security and protection equipment is functioning correctly.</li> <li>3. Carry out necessary checks before entry.</li> <li>4. Prevent/resist unauthorized entry.</li> <li>5. Prevent adverse behaviour at approved venues</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of entry and exit points of approved venues</li> <li>• Enlisting authorized personnel</li> <li>• Maintaining record of proper functioning equipment</li> <li>• Understanding of process of communication with customers</li> <li>• Knowledge about authorized persons entry from valid points</li> <li>• Checking process at entry</li> <li>• Steps needs to be taken to prevent</li> </ul>	<b>Total:</b> 32hrs <b>Theory:</b> 7hrs <b>Practical:</b> 25hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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	6. Report unauthorized entry to concerned authority.	unauthorized entry. <ul style="list-style-type: none"><li>• Reporting to relevant person/authority about unauthorized entry</li></ul>			
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### Module 16: Provide Security for Cash Transit

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Provide Security for Cash Transit

**Duration: 50 hours**

**Theory: 15 hours**

**Practical: 35 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Identify the Special techniques used to counter any threats	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify the risks/ threats to Cash during its transit</li> <li>2. Ensure cash transit bags are sealed appropriately.</li> <li>3. Complete the documentation for cash transit.</li> <li>4. Secure cash bags according to the given instructions</li> <li>5. Manage special slots for cash storage in vehicles.</li> </ol>	<ul style="list-style-type: none"> <li>• Types of bags for cash transit</li> <li>• Types of seals used</li> <li>• Understand documentation regarding cash transit</li> <li>• SOPs regarding cash transaction</li> <li>• Recognition of the special slots in vehicle</li> </ul>	<b>Total:</b> 20hrs <b>Theory:</b> 5hrs <b>Practical:</b> 15hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Class room
<b>LU2:</b> Exercise drills involved in handling related incident	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Ensure maximum resistance while staying in vehicle.</li> <li>2. Contact local police for coverage.</li> <li>3. Contact backup force of Security Company.</li> <li>4. Do not risk life for cash as it would be ensured.</li> </ol>	<ul style="list-style-type: none"> <li>• Explain emergency situations</li> <li>• Explain relevant PPE's</li> <li>• Use communication device in case of any incident/emergency.</li> </ul>	<b>Total:</b> 30hrs <b>Theory:</b> 10hrs <b>Practical:</b> 20hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Class room Simulated environment



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### Module 17: Assess and Address Risk to the Environment

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Assess and address risk to the environment

**Duration: 40 hours**

**Theory: 15 hours**

**Practical: 25 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Identify the risks to the environment arising as a result of workplace activities	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify workplace instructions, precautions and procedures relating to the control of risks to the environment</li> <li>2. Identify the people in the hierarchy to whom environmental matters are reported</li> <li>3. Report any occurrences that cause harm to the environment</li> </ol>	<ul style="list-style-type: none"> <li>• Organizational SOPs/Instructions regarding risks to the environment</li> <li>• Organizational hierarchy</li> <li>• Procedure for reporting risks to the environment</li> </ul>	<b>Total:</b> 16hrs <b>Theory:</b> 6hrs <b>Practical:</b> 10hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated Environment
<b>LU2:</b> Minimize risks to the environment arising as a result of workplace activities	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Practice correct use of resources and materials as per SOPs</li> <li>2. Follow suppliers', manufacturers' instructions for the safe use and storage of materials, products and equipment</li> <li>3. Follow the correct instructions for disposal of materials and products which can be hazardous to the environment</li> </ol>	<ul style="list-style-type: none"> <li>• Understand workplace hazards as per SOPs.</li> <li>• Understand manufacturer instruction regarding safe use and storage of materials, products and equipment</li> <li>• Types of hazardous material</li> <li>• Procedure for the disposal of hazardous material</li> </ul>	<b>Total:</b> 24hrs <b>Theory:</b> 8hrs <b>Practical:</b> 16hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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### Module 18: Maintain Weapons

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Maintain weapons

**Duration: 40 hours**

**Theory: 15 hours**

**Practical: 25 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Identify relevant weapon	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Follow safety precautions for safe handling of weapon as per SOPs</li> <li>2. Identify capacity and capability of weapon</li> <li>3. Select correct weapon with accessories and ammunition</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of safe handling of weapons as per SOPs</li> <li>• Knowledge of different weapons used by security guard</li> <li>• Types of weapons and ammunition</li> </ul>	<b>Total:</b> 10hrs <b>Theory:</b> 5hrs <b>Practical:</b> 5hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Class room
<b>LU2:</b> Maintain functioning of weapon	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Clean weapon before and after use</li> <li>2. Operate weapon</li> </ol>	<ul style="list-style-type: none"> <li>• Cleaning techniques of weapons</li> <li>• Cleaning materials/tools</li> <li>• Loading/unloading techniques of magazine</li> </ul>	<b>Total:</b> 20hrs <b>Theory:</b> 5hrs <b>Practical:</b> 15hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Security Weapon with ammunition</li> </ul>	Class room Firing range
<b>LU3:</b> Maintain Inventory of weapon	<b>The trainee will be able to:</b>	<ul style="list-style-type: none"> <li>• Procedure for record keeping</li> </ul>	<b>Total:</b> 10hrs <b>Theory:</b> 5hrs <b>Practical:</b> 5hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> </ul>	Class room





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	<ol style="list-style-type: none"> <li>1. Keep license and records pertaining to weapon and ammunition</li> <li>2. Record all the data of spares</li> <li>3. Maintain record of proper handing / taking over</li> <li>4. Maintain firing and repairing record of weapon</li> </ol>	<p>license of weapon with ammunition</p> <ul style="list-style-type: none"> <li>• Maintaining record of spares</li> <li>• Record keeping pertaining handing /taking over weapons /ammunition/spares</li> <li>• Record keeping of firing &amp; repairing of weapons</li> </ul>		<ul style="list-style-type: none"> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	
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### Module 19: Provide Security to Educational Institution

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to Provide Security to Educational Institution

**Duration: 60 hours**

**Theory: 15 hours**

**Practical: 45 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Detect/prevent the risk of militant attack on educational institution.	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school.</li> <li>2. Carry out a visual check of the entire area of responsibility before the children start arriving in the morning.</li> <li>3. Identify all entry and exit points and gaps in wall/fencing area of responsibility.</li> <li>4. Assist in proper illumination along the wall/fence in order to deny access to unauthorized persons in the night.</li> </ol>	<ul style="list-style-type: none"> <li>• Professional behavior and ethics</li> <li>• Procedure for checking of area prior to arrival of children</li> <li>• Knowledge of gaps in wall/fencing area</li> <li>• Knowledge of entry and exit points</li> <li>• Knowledge of proper illumination</li> <li>• Understanding of barb wire fence</li> <li>• Types of barriers usage and operational knowledge</li> <li>• Importance of security of doors/gates and windows</li> <li>• Types of security doors</li> <li>• Understanding of relevant identification materials</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 5hrs</b> <b>Practical: 15hrs</b>	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Class room



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	<ol style="list-style-type: none"> <li>5. Check the concertina wire on the iron grills above the boundary wall to deter anyone from jumping over.</li> <li>6. Ensure availability and placement of all necessary barriers at entry points to deny unauthorized access /entry.</li> <li>7. Inspect and monitor the security of doors, windows and gates; check alarm systems and test for proper operation as necessary.</li> <li>8. Identify/recognize students, teachers and staff.</li> <li>9. Maintain keen observation of all personnel and their movements /actions visually and/or using CCTV cameras.</li> <li>10. Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures.</li> <li>11. Assist with traffic flow and crowd control before and after school and</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of the working of CCTV software and cameras</li> <li>• Monitoring Procedure of parking areas</li> <li>• Suspicious persons</li> <li>• Suspicious activities</li> <li>• Illegal items</li> <li>• Vehicles</li> <li>• SOPs/Instructions regarding special events</li> <li>• Record keeping</li> <li>• Types of common communication devices               <ul style="list-style-type: none"> <li>○ intercom</li> <li>○ Walkie talkie</li> <li>○ Telephone</li> <li>○ Mobile</li> </ul> </li> <li>• Procedure to contact LEAs</li> <li>• Understanding of safety issues               <ul style="list-style-type: none"> <li>○ Explosion</li> <li>○ Fire</li> <li>○ Earthquake</li> </ul> </li> </ul>			
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	<p>at special events as assigned.</p> <p><b>12.</b> Maintain proper log/record of all visitors.</p> <p><b>13.</b> Escort students and visitors as needed.</p> <p><b>14.</b> Conduct vehicle, property and person searches as assigned.</p> <p><b>15.</b> Identify/detect /watch for unauthorized persons, suspicious/ criminal activity, discipline infractions, school rule violations and report to proper authorities using walkie talkie/ telephone.</p> <p><b>16.</b> Communicate with local police and law enforcement Agencies (LEAs) to receive and exchange information related to security, crimes, investigations, school activities and safety issues as needed</p>	<ul style="list-style-type: none"> <li>o Unforeseen incidence etc.</li> </ul>			
<b>LU2:</b> Control situation/ minimize Damage/Loss in	<p><b>The trainee will be able to:</b></p> <p><b>1.</b> Stop /restrict movement of suspect</p>	<ul style="list-style-type: none"> <li>• Procedure for restricting movement of suspect by:</li> </ul>	<p><b>Total:</b> 20hrs <b>Theory:</b> 5hrs <b>Practical:</b> 15hrs</p>	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> </ul>	Class room



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<p>case of militant attack on educational institution.</p>	<p>as far away as possible from the entrance/building by verbal warning/s or use of force as necessary.</p> <ol style="list-style-type: none"> <li>2. Immediately activate/press the alarm bell and close the gate to segregate and secure the children/teachers/staff inside the school.</li> <li>3. Rush the children already on the road/near entrance inside the school and close the school gates.</li> <li>4. Gesture/indicate to those who are still in the cars and buses to move forward and leave the area.</li> <li>5. Use armed force if suspect/militant ignores repeated warnings.</li> <li>6. Assist with evacuation of area/buildings and protection of students, teachers and staff in case of forced entry /access of militant/s.</li> <li>7. Assist the school administration, police/LEAs and emergency</li> </ol>	<ul style="list-style-type: none"> <li>○ Verbal warnings</li> <li>○ Use of force</li> <li>• Types of alarm devices</li> <li>• Emergency contingency plan</li> <li>• Understanding of school SOPs</li> <li>• Knowledge of building evacuation emergency plan as per SOPs</li> </ul>		<ul style="list-style-type: none"> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>•</li> </ul>	
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	personnel in handling the situation.				
<b>LU3:</b> Assist all concerned in normalization of situation after attack.	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Provide first aid/CPR as required.</li> <li>2. Assist in evacuation of wounded/casualties if needed.</li> <li>3. Assist in damage /fire control as necessary.</li> <li>4. Prepare occurrence/incident reports as requested.</li> <li>5. Assist school administration in restoring normal functioning.</li> <li>6. Assist administration and police/LEAs with investigations as assigned.</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of CPR process first aid knowledge</li> <li>• Knowledge of evacuation plan for injured people</li> <li>• Knowledge of firefighting techniques</li> <li>• Classification of fire</li> <li>• Working of fire extinguishers</li> <li>• Report (incident report) writing techniques</li> <li>• Understanding of SOPs regarding restoration of situation</li> <li>• Helping aids during investigation</li> </ul>	<b>Total: 20hrs</b> <b>Theory: 5hrs</b> <b>Practical: 15hrs</b>	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Class room



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### Module 20: Operate metal detectors/Walk through Gates

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to operate metal detectors / walk through gates

**Duration: 60 hours**

**Theory: 15 hours**

**Practical: 45 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Operate Detecting/searching devices	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Operate Metal Detector</li> <li>2. Check sound signals of metal detector</li> <li>3. Operate Walk through gates.</li> <li>4. Check sound signals of walk-through gates.</li> </ol>	<ul style="list-style-type: none"> <li>• Types of Metal Detectors</li> <li>• Operations of Metal Detectors</li> <li>• Types of Walkthrough gates</li> <li>• Operations of Walkthrough gates</li> <li>• Detection of faults/errors of metal detector</li> </ul>	<b>Total:</b> 15hrs <b>Theory:</b> 5hrs <b>Practical:</b> 10hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Walkthrough Gates</li> <li>• Metal Detector</li> </ul>	Class room
<b>LU3:</b> Respond to finding illegal items	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identification of legal/illegal items by Metal detector/walk through gate.</li> <li>2. Carry out detailed Search.</li> <li>3. Detain the person having illegal items.</li> <li>4. Inform the relevant authorities.</li> </ol>	<ul style="list-style-type: none"> <li>• Recognition of illegal items</li> <li>• Understanding of searching guide line/SOPs</li> <li>• Procedure to detaining a person as per SOPs</li> </ul>	<b>Total:</b> 25hrs <b>Theory:</b> 5hrs <b>Practical:</b> 20hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Walkthrough Gates</li> <li>• Metal Detector</li> </ul>	Class room



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<p><b>LU3:</b> Maintain inventory of illegal items.</p>	<p><b>The trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Confiscate illegal items.</li> <li>2. Maintain inventory.</li> <li>3. Perform Tagging of illegal item.</li> <li>4. Perform Handing and taking over of illegal items.</li> </ol>	<ul style="list-style-type: none"> <li>• Recognition of illegal items</li> <li>• Procedure to maintain inventory</li> <li>• Procedure to takeover/hand over illegal items</li> </ul>	<p><b>Total:</b> 20hrs  <b>Theory:</b> 5hrs  <b>Practical:</b> 15hrs</p>	<p>Notebooks</p> <ul style="list-style-type: none"> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Walkthrough Gates</li> <li>• Metal Detector</li> </ul>	
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### Module 21: Detect illegal items using X-ray machine

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to detect illegal items using X-ray machine

**Duration: 40 hours**

**Theory: 15 hours**

**Practical: 25 hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Detect suspicious items	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify various illegal items by X-ray machine</li> <li>2. Follow safety measure</li> <li>3. Identify nature of suspicious items by X-ray scanner</li> <li>4. Identify different suspicious package/luggage by X-ray scanner.</li> <li>5. Carryout a detail manual search of suspicious package</li> </ol>	<ul style="list-style-type: none"> <li>• Working principle of x-ray machines</li> <li>• Physical searching</li> <li>• Types of suspicious items</li> <li>• Searching process of suspicious items</li> </ul>	<b>Total:</b> 20hrs <b>Theory:</b> 7.5hrs <b>Practical:</b> 12.5hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• X-ray Machines</li> </ul>	Class room
<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 illegal items by X-ray scanner</li> <li>2. Detain the person having illegal items.</li> <li>3. Inform the relevant authorities</li> <li>4. Report to the concerned authorities.</li> </ol>	<ul style="list-style-type: none"> <li>• Procedure to detaining a person as per SOPs</li> <li>• Reporting techniques</li> </ul>	<b>Total:</b> 20hrs <b>Theory:</b> 7.5hrs <b>Practical:</b> 12.5hrs	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• X-ray Machines</li> </ul>	Class room



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

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 analysed 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 Supervisor”

This curriculum consists of 12 modules:

- Module 10: Develop basic computer operating skills
- Module 11: Control a guard dog under operational conditions
- Module 12: Prevent illegal items passing through ports
- Module 13: Provide Close Protection to VIPs
- Module 14: Provide secret security in retail environments
- Module 15: Provide security at approved venues
- Module 16: Provide Security for Cash Transit
- Module 17: Assess and address risk to the environment
- Module 18: Maintain weapons
- Module 19: Provide Security to Educational Institution
- Module 20: Operate metal detectors / Walk through Gates
- Module 21: Detect illegal items using x-ray machines

### 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.



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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.

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

#### For Level -3 (Security Supervisor)

- Module 10: Develop basic computer operating skills
- Module 11: Control a guard dog under operational conditions
- Module 12: Prevent illegal items passing through ports
- Module 13: Provide Close Protection to VIPs
- Module 14: Provide secret security in retail environments
- Module 15: Provide security at approved venues
- Module 16: Provide Security for Cash Transit
- Module 17: Assess and address risk to the environment
- Module 18: Maintain weapons
- Module 19: Provide Security to Educational Institution
- Module 20: Operate metal detectors / Walk through Gates
- Module 21: Detect illegal items using x-ray machines

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.	CCTV equipment (DVR, Monitor, Cameras, Wire)	5
9.	X-Ray machine	1
10.	Vehicle searching mirror	5
11.	Radio communication equipment with accessories (Antennas, batteries and cables, etc.): <ul style="list-style-type: none"><li>• Walkie Talkie</li></ul>	5
	<ul style="list-style-type: none"><li>• Wireless set</li></ul>	5
12.	First Aid Box	5
13.	Pistol with ammunition	5
14.	Rifle with ammunition	5
15.	Short Gun	5

#### 14. List of consumable supplies

1. Note books
2. Inventory registers
3. Pen
4. Pencils
5. Sharpeners
6. Erasers



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7. White board markers (Different colors)
8. A4 papers
9. Internet
10. Ammunition