



National Certificate Level-3, in Security Services (Security Supervisor)



Competency Standards

National Vocational and Technical Training Commission
(NAVTTTC) Government of Pakistan



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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 behaviour, 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 Qualification

The purpose of this qualification is to set high professional standards for Security Services sector. The specific objectives of developing these qualifications are as under:

- 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. Core competencies of the Qualification

The Security services qualifications of level:2- 4 consists 20% of Theory and 80% of Practical, and for Level-5 consists 40% of Theory and 60% of Practical. The Core competencies of the qualification are as follows:

Codes	Competencies Standards	Category	Level
1.	Develop basic computer operating skills	Technical	3
2.	Control a guard dog under operational conditions	Technical	
3.	Prevent illegal items passing through ports	Technical	
4.	Provide Close Protection to VIPs	Technical	
5.	Provide secret security in retail environments	Technical	
6.	Provide security at approved venues	Technical	
7.	Provide Security for Cash Transit	Technical	
8.	Assess and address risk to the environment	Technical	
9.	Maintain weapons	Technical	
10.	Provide Security to Educational Institution	Technical	
11.	Operate metal detectors/Walk through Gates	Technical	
12.	Detect illegal items using X-ray machine	Technical	



4. Date of Validation

The level-5 of National qualification on Security Services has been validated by the Qualifications Validation Committee (QVC) members on 20-24 July, 2020 and will remain valid for 3 years.

5. Codes of Qualifications

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analysing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

ISCED Classification for Security Guard level: 2-5	
Code	Description
	Level 2 National Qualification Certificate, in "Security Guards"
	Level 3 National Qualification Certificate, in "Security Supervisor"
	Level 4 National Qualification Certificate, in "Security Officer"
	Level 5 National Qualification Certificate, in "Security Manager"

6. Members of Qualifications Development Committee

The following members participated in the qualification's development and validation of these qualifications:

S#	Name	Designation	Organization
1	Lt Col Sharjeel Zubair (Retd)	Owner	Security Co, Lahore
2	Lt Col. ® Zulfiqar	Principal	NLC Dina
3	Lt Col. ® Zia ur Rehman	Ex. Principal	NLC Amangarh Nowshera
4	Maj ® Khalid Hussain	Director	Security 2007, Lahore
5	Capt. ® M. Zammad Zia	Director	Eagle Security Services Lahore
6	Mr. Jabbar Ahmad	Director	Griffin Security Services Lahore
7	Engr. M. Hassan	Emergency Security officer	Safety Training Academy Rescue 1122, Lahore
8	Mr Awais Ali	Assistant Manager (CCTV Security)	Telenor, Islamabad
9	Mr. Tariq Mahmood	Emergency officer	Safety Training Academy Rescue 1122, Lahore
10	Mr. Naveed Anjum	Asstt. Security In charge	PCSIR Lahore
11	Mr. Jawaria Qazi	Web. Admin	PBTE Lahore
12	Mr. Abdul Maqsood	Principal	GPI Mardan



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13	Engr. Inayat ur Rehman	DACUM, Facilitator	Peshawar
14	Ms Mehwish Aisha	CBT expert/Certified Assessor	Consultant Lahore
15	Ms Saima Asghar	Senior Instructor/Certified Assessor	STEP Institute Lahore
16	Atif Anees	Consultant PSDF	PSDF Lahore
17	Muhammad Ishaq	QDC Coordinator	NAVTTTC, Islamabad

7. Members of Qualifications Validation Committee

The following members participated in the qualification's development and validation of these qualifications:

S#	Name	Designation	Organization
1	Lt Col ® Sharjeel Zubair	Owner	Security Co, Lahore
2	Lt Col. ® Zulfiqar	Principal	NLC Dina
3	Maj ® Khalid Hussain	Director	Security 2007, Lahore
4	Capt. ® M. Zammad Zia	Director	Eagle Security Services Lahore
5	Mr. Jabbar Ahmad	Director	Griffin Security Services Lahore
6	Mr. Rashid Ali Khan	Asstt. Professor	KP-TEVTA
7	Mr Awais Ali	Assistant Manager (CCTV Security)	Telenor, Islamabad
8	Mr. Sohail Aslam	Office Assistant	PVTC Lahore
9	Mr. Naazir Khan Niazi	Chairman	PBTE Lahore
10	Mr. Abdul Maqsood	Principal	GPI Mardan
11	Ms Mehwish Aisha	CBT expert/Certified Assessor	Consultant Lahore
12	Ms Saima Asghar	Senior Instructor/Certified Assessor	STEP Institute Lahore
13	Atif Anees	Consultant PSDF	PSDF Lahore
14	Syed Salman Shah	Dy. Manager	P-TEVTA
15	Engr. Inayat ur Rehman	DACUM, Facilitator	Peshawar
16	Muhammad Ishaq	QDC Coordinator	NAVTTTC, Islamabad

8. Entry Requirements

The entry for National Vocational Certificate level-5, in (Services Sector) "Security Services" are given below:

Title	Entry requirements
National Vocational Certificate level-2, in (Security Services) "Security Guard"	Entry for assessment for this qualification is open. However, entry into formal training institutes, based on this qualification



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	may require skills and knowledge equivalent to middle (Grade 8). Age: Minimum 18 years
National Vocational Certificate level-3, in (Security Services) “Security Supervisor”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification may require skills and knowledge equivalent to middle (Grade 8) or person having National Vocational Certificate level-2, in (Security Services) “Security Guard” with minimum 3 years’ experience.
National Vocational Certificate level-4, in (Security Services) “Security Officer”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification may require skills and knowledge equivalent to Matric and Middle (Grade 8) person having National Vocational Certificate level-3, in (Security Services) “Security Supervisor” with minimum 3 years’ experience.
National Vocational Certificate level-5, in (Security Services) “Security Manager”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification may require skills and knowledge equivalent to Matric and Middle (Grade 8) with National Vocational Certificate level-4, in (Security Services) “Security Officer” with minimum 5 years’ experience.

9. Proposed Scheme of Studies

Security Supervisor (Level-3)

Code	Name of Subjects	Category	Contact Hour			Credit
			Th	Pr	Total	
000000000	Develop basic computer operating skills	Digital skills	15	35	50	5
000000000	Control a guard dog under operational conditions	Technical	15	25	40	4
000000000	Prevent illegal items passing through ports	Technical	15	35	50	5
000000000	Provide Close Protection to VIPs	Technical	20	60	80	8
000000000	Provide secret security in retail environments	Technical	15	25	40	4
000000000	Provide security at approved venues	Technical	15	35	50	5
000000000	Provide Security for Cash Transit	Technical	15	35	50	5
000000000	Assess and address risk to the environment	Technical	15	25	40	4
000000000	Maintain weapons	Technical	15	25	40	4



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000000000	Provide Security to Educational Institution	Technical	15	45	60	6
000000000	Operate metal detectors / Walk through Gates	Technical	15	45	60	6
000000000	Detect illegal items using X-ray machine	Technical	15	25	40	4



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Total	185	415	600	60
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10. Qualification Packaging of Security Services

Regular Courses of Security Services (Level: 2-5)						
S #	Occupations	Competencies Standards	No of Modules	Level	Occupation Credit Hours	Training duration
1	Security Guard	CS:1 To CS:9	9	2	60	6 Months
2	Security Supervisor	CS:10 To CS: 21	12	3	60	6 Months
3	Security officer	CS:22 To CS:26	5	4	120	1 Year
4	Security Manager	CS:27 To CS:31	5	5	120	1 Year

11. Occupation Packaging of Security Services

Short Courses						
S #	Occupations	Competencies Standards	No of Modules	Level	Occupation Credit Hours	Training duration
1.	CCTV Supervisor	CS:19, CS:23 & CS:25	3	4	42	6 Months
2.	Airport Security Officer	CS:11, CS:21, CS:24, CS:27 & CS:35	5	4	44	6 Months
3.	Cash Transit Security Guard	CS: 7, CS:15, CS:16, & CS:17	4	3	25	3 Months
4.	VIP Protection Guard	CS:12, CS:16 & CS:17	3	3	25	3 Months
5.	Educational Institution Security Guard	CS:16, CS:17, CS:18, & CS:24	4	2	27	3 Months
6.	Security Guard with Guard Dog	CS:5, CS:10, CS:14, & CS:20	4	2	27	3 Months



12. Detail of Qualifications and its Competency Standards

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

10. Develop basic computer operating skills

Overview: This competency standard covers the skills and knowledge required to Operate MS word, Operate MS Excel, Operate MS Power Point, Perform Browsing and Print Document.

Competency Units	Performance Criteria
CU1. Operate MS word	P1. Perform Microsoft basic commands in MS word P2. Open File P3. Format a file i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink P4. Save a File P5. Save a folder
CU2. Operate MS Excel	P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder
CU3. Operate MS Power Point	P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file
CU4. Perform Browsing	P1. Perform browsing on the internet as per needs P2. Perform search online on new trends in the market with the help of internet



CU5. Print Document	P1. Select Printer P2. Select page setup P3. Print relevant pages
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Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Define Basic parts of computers
- K2.** Describe the Importance and uses of MS Word
- K3.** Describe the Importance and uses of MS Excel
- K4.** Describe the Importance and uses of MS Power Point
- K5.** Describe the importance of Internet.
- K6.** Use of various search engines like Google, U-tube etc.
- K7.** Describe Printing Procedure.

Critical Evidence(s)

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ✓ Operate MS word
- ✓ Operate MS Excel
- ✓ Operate MS Power Point

Tools & Equipment

1. Computer sets
2. Multimedia
3. Computer Tables
4. Chairs
5. Printer.
6. Internet facility.



11. Control a guard dog under operational conditions

Overview: This competency standard covers the skills and knowledge required to patrol designated areas with a guard dog, control entry to premises whilst handling a guard dog, capture suspects with the aid of a guard dog and deal with incidents caused by guard dog.

Competency Units	Performance Criteria
CU1. Patrol designated areas with a guard dog	P1 Identify area of responsibility P2 Check dog training parameters P3 Control guard dogs using recognized words and gestures of command P4 Carry out patrols in line with legislation and instructions. P5 Take prompt and appropriate action when the dog's reactions indicate a possible threat to security P6 Recognize and respond to changes that could affect the effectiveness of patrolling with a guard dog P7 keep concentration of attention of dog upon his duty P8 Observe dog's reaction on any occurrence P9 Ensure random patrolling in area of responsibility P10 Follow SOPs on working hours for dog and himself.
CU2. Control entry to premises whilst handling a guard dog	P1 Demonstrate how to relax the dog when it is not on duty P2 Take prompt and appropriate action when the dog's reactions indicate possible unauthorised entry P3 Respond to unauthorised entry in line with the given instructions P4 Maintain safety of people as per requirement P5 Control authorised entry by respective person only. P6 Search of all by guard dog as per SOPs. P7 Hold and report to management for illegal items.
CU3. Capture suspects with the aid of a guard dog	P1 Apprehend suspects as per organizational SOPs particularly using a guard dog P2 Isolate suspects immediately. P3 Carry out body search for legal / illegal items. P4 Confiscate all communicating / objectionable devices. P5 Report all apprehensions to management. P6 Keep close eye on all activities of suspect



CU4. Deal with incidents caused by guard dog	P1 Maintain safe distance between the dog and other people at all times P2 Apply first AID to the injured being bitten by dog. P3 Take effective action to prevent any attack by the dog P4 Report the situation promptly to concern person when a guard dog behaves abnormal P5 Report incident to management ASAP. P6 Evaluate reason for such incidents.
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Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Describe how changes in weather conditions, other environmental conditions can affect guard dogs' senses
- K2.** State the organisation's policies, procedures and instructions to be followed when controlling entry to premises and searching premises with a guard dog
- K3.** State the current relevant legislation, regulations, codes of practice and guidelines relating to apprehending people suspected of committing an offence with the aid of a guard dog, including:
 - criminal damage
 - offences against people
 - vagrancy
 - public order
 - misuse of drugs
- K4.** Explain why it is important to preserve evidence and record accurate details at the time a suspect is apprehended
- K5.** Identify which authorities have to be informed that a suspect has been apprehended and how to contact them
- K6.** Describe the injuries that can be caused by dogs
- K7.** Handle guard dog as per training parameters
- K8.** Know and understand the habits of guard dog to obtain assigned task.
- K9.** Explain tools and items required during patrolling with dog

Critical Evidence(s) Required



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The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Control guard dogs using recognized words and gestures of command
- Demonstrate how to keep the guard dog under control.
- Carry out patrols in line with legislation and instructions in a way that makes best use of the dog's natural senses
- Recognize and report to the appropriate person any potential hazards to the dog
- Take prompt and appropriate action when the dog's reactions indicate a possible threat to security
- Recognize and respond to changes that could affect the effectiveness of patrolling with a guard dog
- Take prompt and appropriate action when the dog's reactions indicate possible unauthorised entry
- Respond to unauthorised entry in line with instructions and in a way that makes best use of the dog

TOOLS AND EQUIPMENT'S

1. Stationery Items
2. Calculator
3. Torch
4. Dog Chain
5. Measuring Tape
6. Compass
7. White Chalk
8. Whistle
9. Walki Talkie set



12. Prevent illegal items passing through ports

Overview: This competency standard covers the skills and knowledge required to prevent illegal items passing through ports, screen people, and his baggage passing through ports, search people, and his baggage passing through ports and screen and search vehicles, cargo, goods and stores passing through ports

Competency Units	Performance Criteria
CU1. prevent illegal items passing through ports	P1 Identify authorized entry points at port P2 Identify illegal items P3 Identify invalid authorisations for persons and vehicles wishing to pass through ports P4 Identify current trends and techniques used to conceal unauthorised items and disguise tampering. P5 Apprehend personnel with illegal items P6 Identify the actions to be taken when unauthorised items are found and to whom this should be reported P7 Inventory of seized illegal items as per procedure P8 Inform concerned authorities. P9 Hand over items to the authorities as per procedure
CU2. screen people, and his/her baggage passing through ports	P1 Check that the screening equipment and system in use is working properly using approved procedures P2 Confirm that persons wishing to pass through ports have the valid authorization P3 Request authorized persons to pass through screening equipment in a clear and polite manner P4 Operate scanners for screening P5 Demonstrate how to ensure baggage is loaded and positioned correctly for effective screening P6 Physically search people as per procedure P7 Interpret images from the screening equipment correctly to identify potentially unauthorized items P8 Take prompt action in line with instructions and guidelines to indications from screening equipment of potentially unauthorized items P9 Take prompt and effective action to maintain safety and security if screening equipment fails or malfunctions



	P10 Record and report the details of screening in line with instructions P11 Seize illegal items / make inventory as per procedure P12 Inform concerned authorities/hand over Items / personnel as per procedure.
CU3. screen and search vehicles, cargo, goods and stores passing through ports	P4 Search vehicles, cargo, goods and stores as per procedure P5 Demonstrate how to search at frequencies and in patterns that are: • in line with instructions • appropriate to the defined level of threat • in suitable locations • in the presence of suitable witnesses • correctly recorded and reported P4 Demonstrate how to be polite, professional and courteous while searching P5 Demonstrate how to prevent anyone interfering with the search process P6 Take appropriate and permitted action if a person is attempting to avoid being searched P7 P8 Take prompt and effective action to maintain safety and security if screening equipment fails or malfunctions P9 Take prompt and appropriate action, in line with instructions and guidelines, when unauthorised items are found

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Check that the screening equipment and system in use is working properly using approved procedures
- K2.** Describe interpersonal skills and how to use them during screening of people and their property
- K3.** List the types of authorisation for persons and vehicles wishing to pass through ports
- K4.** Identify invalid authorisations for persons and vehicles wishing to pass through ports
- K5.** Explain how baggage must be loaded and positioned correctly on screening equipment



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- K6.** Describe the limitations of screening equipment to detect unauthorised items
- K7.** Describe how to respond to limitations of screening equipment to detect unauthorised items
- K8.** Identify current trends and techniques used to conceal unauthorised items and disguise tampering
- K9.** Describe the difficulties that can arise during searches and how to respect these, including:
- cultural and religious sensitivities
 - language
 - aggression
 - anxiety
 - non cooperation
- K10.** Describe how to recognise search avoidance methods and how to deal with them
- K11.** State the range of unauthorised items and their components to be looked for during screening
- K12.** Describe the procedure for seizure / inventory illegal items
- K13.** Describe concerned authorities for handing over unauthorized Items / personnel as per procedure.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify illegal items
- Identify invalid authorisations for persons and vehicles wishing to pass through ports
- Identify current trends and techniques used to conceal unauthorised items and disguise tampering
- Search procedure of baggage, vehicles, cargo, goods and stores
- Apprehension/detention of personnel carrying illegal items
- Proficiency in seizure/ inventory of illegal items.
- Identify the actions to be taken when unauthorised items and reporting procedure.

TOOLS AND EQUIPMENT'S

1. List of illegal items for entry.
2. List of authorized personnel for entry.
3. Detector/scanners of items .



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4. Tools/levers for opening containers/stores
5. Licensed pistol/gun
6. Contact numbers of concerned authorities /LEAs/police.



13. Provide Close Protection to VIPs

Overview: This competency standard covers the skills and knowledge required to identify the risks/ threats to which VIP is vulnerable, identify the special techniques used while providing close protection to VIPs, take measures to ensure safety cover to VIP and ensure safe recovery of VIP from incident site.

Competency Units	Performance Criteria
CU1. Execute the special techniques used while providing close protection to VIPs	P1. P2. Demonstrate skills for Close Quarter combat. P3. P4. Check special clearance of personnel of VIP squad. P5. Calculate travelling time and halts if any. P6. Identify bottle necks on route and take correct action as per requirement. P7. Provide cover by follow up squad and ambulance.
	P1.
CU2. Ensure safe recovery of VIP from incident site	P1. Provide safe passage to VIP in case of any incident. P2. Handover site to fighting party and extricate with VIP. P3. Provide first aid in case of injuries to VIP. P4. Conduct post operation analysis of situation.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Explain techniques of Close Protection of VIP.
- K2. Explain categorization of VIP.
- K2. Explain Socio-political environments of specific area of operation.
- K3. Explain capabilities of various equipment used in Close protection operations.
- K4. Explain drills involved in extrication of VIP from incident site.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Understand Techniques involved in Close Protection operations.



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- Knows types of various equipment used in close Protection operation.
- Knows drills for extrication of VIP from incident site.
- Familiarization of various alternative routes in area of operation.

TOOLS AND EQUIPMENT'S

1. Appropriate weapons
2. Wireles Equipment
3. First aid kit



14. Provide secret security in retail environments

Overview: This competency standard covers the skills and knowledge required to maintain covert security presence and respond to security alarms.

Competency Units	Performance Criteria
CU-1 Maintain covert security presence	P1 Seek reports frequently P2 Avoid frequent interaction P3 Avoid exposure of source to others P4 Ensure backing up of source P5 Carry out covert security observations in line with: - Organizational policies and procedures - Relevant legal requirements - Codes of practice P6 Communicate with colleagues and the relevant authorities in ways that maintains the covert security role P7 Record activities as potential evidence as per SOPs
CU-2 Respond to security alarms	P1 Respond to security alarms that does not compromise the covert security role, in line with the organisation's policies and procedures P2 Take appropriate action after alarm P3 Report defective security alarm systems to the appropriate person

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Give examples of suspicious behaviour in a retail environment
- K2.** Describe how to dress, behave and communicate with others to preserve the covert role
- K3.** Explain sources which can be used for covert security.
- K4.** Understand the report of source, its analysis and its authenticity/ credibility.
- K5.** Explain techniques to hire a source
- K6.** Explain types of various alarms
- K7.** Explain drills in response to various alarms.
- K8.** Explain why it is important to record and maintain all observations and report

Critical Evidence(s) Required



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The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Dress appropriately for the retail environments in which the covert security is being provided
- Communicate with colleagues and the relevant authorities in ways that maintains the covert security role
- Record activities as potential evidence
- Identify the type and locations of security alarm systems to which a response is required
- Switch off alarm after activation of concerned team

TOOLS AND EQUIPMENT'S

1. Stationery Items
2. Calculator



15. Provide security at approved venues

Overview: This competency standard covers the skills and knowledge required to interpret the law, regulations, codes of practice and guidelines as they apply to approved premises, control entry to approved venues and prevent adverse behaviour at approved venues

Competency Units	Performance Criteria
CU1. Acquire documents relating to relevant law, regulations, codes of practice and guidelines	P1. Interpret the law, regulations, codes of practice and guidelines as they apply to approved premises. P2. P3. Consult relevant documents whenever in doubt / need.
CU2. Control entry to approved venues	P1 Identify authorized personnel for entry. P2 Confirm and record that security and protection equipment is functioning correctly. P3 Carry out necessary checks before entry. P4 Prevent/resist unauthorized entry. P5 Prevent adverse behavior at approved venues P6 Report unauthorized entry to concerned authority.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** State the current relevant legislation, regulations, codes of practice and guidelines relating to licensed venues and implications for the security operative
- K2.** Outline the requirements for equal opportunities, including freedom from:
- prejudice
 - discrimination
 - harassment
 - stereotyping
- K3.** State the conditions attached to the authorized entry
- K4.** Describe the limits of personal authority and responsibility relating to entry to and exit from licensed venues
- K5.** Understand language /terminology used in documents relating to relevant law, regulations, codes of practice and guidelines
- K6.** State the site instructions for controlling entry to the authorized venue.
- K7.** Describe how to get immediate help from other people when it is needed to maintain control of



entry

- K8.** State the reason for recording opening and closing checks
- K9.** State the limits of personal authority and responsibility relating to dealing with adverse behaviour at licensed venues
- K10.** Describe how to maintain goodwill and remain professional when dealing with incidents
- K11.** Describe the implications of any unprofessional behaviour when monitoring and controlling behaviour at authorized venues
- K12.** Describe how to get immediate help from concerned authority in order to deal with adverse behaviour

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Ensure accurate/precise understanding of all documents
- Identify approved venues and their entry points.
- Identify authorized personnel for entry.
- Confirm and record that the security and protection equipment is functioning correctly.
- Identify promptly indications like adverse behaviour, illegal substances and dangerous items
- Describe how to get immediate help from concerned authority in order to deal with adverse behaviour

TOOLS AND EQUIPMENT'S

1. Documents relating to relevant law, regulations, codes of practice and guidelines.
2. List of authorized personnel.
3. Metal detector/scanner
4. Licensed pistol/gun
5. Contact numbers of local police/LEAs



16. Provide Security for Cash Transit

Overview: This competency standard covers the skills and knowledge required to identify the risks/ threats to Cash during its transit, Identify the special techniques used to counter any threats and exercise drills involved in handling related incident.

Competency Units	Performance Criteria
CU1. Identify the Special techniques used to counter any threats	P1. Identify the risks/ threats to Cash during its transit P2. Ensure cash transit bags are sealed appropriately. P3. Complete the documentation for cash transit. P4. Secure cash bags according to the given instructions P5. Manage special slots for cash storage in vehicles.
CU2. Exercise drills involved in handling related incident	P1. Ensure maximum resistance while staying in vehicle. P2. Contact local police for coverage. P3. Contact backup force of security company. P4. Do not risk life for cash as it would be ensured. P5.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Explain recognition of bullet proof van for cash transit.
- K2.** Explain cash handling limits announced by banks.
- K3.** Explain political- Socio environments of specific area of operation.
- K4.** Explain crime rate in area of operation to analyse threat expectancy.
- K5.** Explain method of destruction of cash as per SOP of the bank.
- K6.** Possession of contact details of local police and other important offices.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Understand Techniques involved in Cash transit.
- Knows types of various seals and type of vehicles used for cash transit.
- Exercise drill and procedures in case of real threat.
- Familiarization of various alternative routes in area of operation.



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TOOLS AND EQUIPMENT'S

1. Appropriate weapons
2. Wireles Equipment
3. First Aid Kit



17. Assess and address risk to the environment

Overview: This competency standard covers the skills and knowledge required to identify the risks to the environment arising as a result of workplace activities and minimize risks to the environment arising as a result of workplace activities

Competency Units	Performance Criteria
CU-1 Identify the risks to the environment arising as a result of workplace activities	P1 Identify workplace instructions, precautions and procedures relating to the control of risks to the environment P2 Identify the people in the hierarchy to whom environmental matters are reported P3 Report any occurrences that cause harm to the environment
CU-2 Minimize risks to the environment arising as a result of workplace activities	P1 Practice correct use of resources and materials as per SOPs P2 Follow suppliers', manufacturers' instructions for the safe use and storage of materials, products and equipment P3 Follow the correct instructions for disposal of materials and products which can be hazardous to the environment P4 Coordinate with staff to utilize solid waste management systems to avoid land pollution

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Describe environment friendly working practices relevant to the workplace
- K2.** Explain the importance of remaining alert to the presence of hazards to the environment in the whole workplace
- K3.** Explain the importance of dealing with, or promptly reporting, risks to the environment
- K4.** Explain Health Safety Environments parameters.
- K5.** Explain factors causing risk to environment.
- K6.** Explain measures to avoid or minimize pollution.
- K7.** Explain types of various pollutions
- K8.** Explain measures to environment protection authorities.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the people in the workplace to whom environmental matters should be reported



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- Comply with the relevant legal requirements and workplace environmental instructions for the job role
- Practice resources and materials effectively and efficiently
- Follow suppliers', manufacturers' and workplace instructions for the safe use and storage of materials, products and equipment
- Communicate suggestions for limiting risks to the environment to the responsible person

TOOLS AND EQUIPMENT'S

1. Equipment to measure pollution ratio in environments,
2. PH meter,
3. Stethoscope to measure noises



18. Maintain weapons

Overview: This competency standard covers the skills and knowledge required to identify nature and level of fire, Identify nature and level of fire and inventory of relevant weapon.

Competency Units	Performance Criteria
CU1. Identify relevant weapon	P1. Follow safety precautions for safe handling of weapon as per SOPs P2. Identify capacity and capability of weapon P3. Select correct weapon with accessories and ammunition
CU2. Maintain functioning of weapon	P1. Clean weapon before and after use P2. P3. Operate weapon
CU3. Maintain Inventory of weapon	P1. Keep license and records pertaining to weapon and ammunition P2. Record all the data of spares P3. Maintain record of proper handing / taking over P4. Maintain firing and repairing record of weapon

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Describe organizational SOPs regarding possession, safe custody and carriage of weapon and ammunition
- K2.** Describe organizational SOPs with regard to maintenance of weapon
- K3.** Describe types of weapons permitted for armed security duties

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Follow safety precautions for safe handling of weapon as per SOPs
- Select correct weapon with accessories and ammunition
- Operate weapon without ammunition
- Maintain firing and repairing record of weapon



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TOOLS AND EQUIPMENT'S

1. Weapon
2. Ammunition
3. Weapon cleaning kit
4. Authority Letter / licence



19. Provide Security to Educational Institution

Overview: This competency standard covers the skills and knowledge required to detect/prevent the risk of militant attack on educational institution, control situation/minimize damage/loss in case of militant attack on educational institution, assist all concerned in normalization of situation after attack.

Competency Units	Performance Criteria
CU1. Detect/prevent the risk of militant attack on educational institution.	P1. Display ethical and professional behaviour in working with students, parents, school personnel and outside agencies associated with the school. P2. Carry out a visual check of the entire area of responsibility before the children start arriving in the morning. P3. Identify all entry and exit points and gaps in wall /fencing in area or responsibility. P4. Assist in proper illumination along the wall/fence in order to deny access to unauthorized persons in the night. P5. Check the concertina wire on the iron grills above the boundary wall to deter anyone from jumping over. P6. Ensure availability and placement of all necessary barriers at entry points to deny unauthorized access /entry. P7. Inspect and monitor the security of doors, windows and gates; check alarm systems and test for proper operation as necessary. P8. Identify/recognize students, teachers and staff. P9. Maintain keen observation of all personnel and their movements /actions visually and/or using CCTV cameras. P10. Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures. P11. Assist with traffic flow and crowd control before and after school and at special events as assigned. P12. Maintain proper log/record of all visitors. P13. Escort students and visitors as needed. P14. Conduct vehicle, property and person searches as assigned. P15. Identify/detect /watch for unauthorized persons, suspicious/ criminal activity, discipline infractions, school rule violations and report to proper authorities using walkie talkie/



	telephone. P16. 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.
CU2. Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	P1. Stop /restrict movement of suspect as far away as possible from the entrance/building by verbal warning/s or use of force as necessary. P2. Immediately activate/press the alarm bell and close the gate to segregate and secure the children/teachers/staff inside the school. P3. Rush the children already on the road/near entrance inside the school and close the school gates. P4. Gesture/indicate to those who are still in the cars and buses to move forward and leave the area. P5. Use armed force if suspect/militant ignores repeated warnings. P6. Assist with evacuation of area/buildings and protection of students, teachers and staff in case of forced entry /access of militant/s. P7. Assist the school administration, police/LEAs and emergency personnel in handling the situation.
CU3. Assist all concerned in normalization of situation after attack.	P1. Provide first aid/CPR as required. P2. Assist in evacuation of wounded/casualties if needed. P3. Assist in damage /fire control as necessary. P4. Prepare occurrence/incident reports as requested. P5. Assist school administration in restoring normal functioning. P6. Assist administration and police/LEAs with investigations as assigned.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Explain ethical and professional behaviour while interacting with others.
- K2. Explain procedure for anti-sabotage checking of area.



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- K3. Explain location of all entry and exit points and gaps in wall /fencing in area or responsibility.
- K4. Explain methods of monitoring area of responsibility.
- K5. Explain procedure for maintaining keen observation of all personnel and their movements /actions visually and/or using CCTV cameras.
- K6. Explain procedure for inspection of security of doors, windows and gates; checking alarm systems/bell.
- K7. Explain procedure for monitoring vehicles and parking lots.
- K8. Explain procedure of facilitating traffic flow and crowd control.
- K9. Explain procedure of maintaining log/record of all visitors.
- K10. Explain methods of conducting property, vehicle and person searches.
- K11. Explain signs/indications of suspicious personnel/movement.
- K12. Explain procedure for restricting suspicious person/movement.
- K13. Explain procedure for warning militant/s.
- K14. Explain procedure for isolating militant/s.
- K15. Explain procedure for armed action against militant/s.
- K16. Explain local police and law enforcement agencies and communication procedure.
- K17. Explain procedure for first aid/CPR.
- P18. Explain procedure for evacuation of wounded/casualties.
- P19. Explain methods of fire control.
- K20. Explain preparation of incident/occurrence reports.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Basic reading, writing and interpersonal skills.
- Keen observation of all personnel and their movements/actions in area of responsibility.
- Proficiency in Detection/recognition of suspicious movement/behavior in area of responsibility.
- Ability to restrict/isolate militant.
- Proficiency in armed action against militant.
- Proficiency in contacting authorities concerned /accurate and detailed reporting of incident.
- Ability to administer first aid/CPR.
- Ability to assist in casualty evacuation.



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- Ability to assist in fire control.
- Proficiency in handling handling/use of weapons.

TOOLS AND EQUIPMENT'S

1. List of telephone numbers of local/nearest police stations,LEAs and hospital(s).
2. Alarm system/suitable electric bell.
3. Telephone
4. Walkie Talkie.
5. Loudhailer.
6. Metal detector/Scanner.
7. CCTV cameras
8. Licenced Pistol/gun.
9. Bulletproof jacket, if available.



20. Operate metal detectors/ Walk through Gates

Overview: This competency standard covers the skills and knowledge required to Operate Metal Detector, Operate Walk through gates, respond to finding illegal items and Maintain inventory of legal items.

Competency Units	Performance Criteria
CU1. Operate Detecting/searching devices	P1. Operate Metal Detector P2. Check sound signals of metal detector P3. Operate Walk through gates. P4. Check sound signals of walk-through gates.
CU2. Respond to finding illegal items	P1. Identification of legal / illegal items by Metal detector / walk through gate. P2. Carry out detailed Search. P3. Detain the person having illegal items. P4. Inform the relevant authorities.
CU3. Maintain inventory of illegal items.	P1. Confiscate illegal items. P2. Maintain inventory. P3. Perform Tagging of illegal item. P4. Perform Handing and taking over of illegal items.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Describe Steps required for use of metal detector.
- K2.** Explain the list of metal which are not detected by detector.
- K3.** Explain the uses of walk-through gates.
- K4.** What are the steps of operating walk-through gates?
- K5.** Explain the process of maintaining inventory
- K6.** Explain the tagging process.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Operation of metals detector.
- Know the use of metal detector.



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- Knowledge of detectable and non-detectable metals.
- Steps for proper and whole search of a person.
- Knowledge about tagging.
- Process of handing and taking over of illegal items.

TOOLS AND EQUIPMENT'S

1. Metal detector
2. Walk through gate
3. Log books
4. Tags
5. Inventory Book
6. CCTV Record



21. Detect illegal items using X-ray machine

Overview: This competency standard covers the skills and knowledge required to, Operate X- Ray Machine, detect suspicious items and Report to concerned authorities.

Competency Units	Performance Criteria
CU1. Detect suspicious items	P1 Identify various illegal items by X-ray machine P2 Follow safety measure P3 Identify nature of suspicious items by X-ray scanner P4 Identify different suspicious package/luggage by X-ray scanner. P5 Carryout a detail manual search of suspicious package
CU2. Respond to finding illegal items	P1 Identify illegal items by X-ray scanner. P2 Detain the person having illegal items. P3 Inform the relevant authorities P4 Report to the concerned authorities.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1.** Explain the working techniques of X-rays Scanner.
- K2.** Describe Steps required to Operate X-rays Scanner.
- K3.** Explain the uses of X-ray machine.
- K4.** What are the safety measurements of X-ray scanner?
- K5.** Describe the suspicion item.
- K6.** Explain the steps to report any suspicious item.
- K7.** Describe the process of reporting to concerned authorities.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Details related about working of X-ray Scanner.
- Knowledge about use of X-ray scanner.
- Steps for Safety measure.
- Detail Knowledge about suspicious item.
- Knowledge about reporting the concerned authorities



TOOLS AND EQUIPMENT'S

1. X-ray Scanner/ machine
2. bags
3. metal piece
4. log book