



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



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



Curriculum

National Vocational & Technical Training Commission



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



Contents

1. Introduction	4
2. Purpose of the training programme	4
3. Overall objectives of training programme	5
4. Competencies to be gained after completion of course	5
5. Possible available job opportunities available immediately and later in the future	6
6. Trainee entry level	6
7. Minimum qualification of trainer	6
8. Medium of instruction (language of instruction)	7
9. Duration of the course (Total time, Theory & Practical time)	7
10. Summary – overview of the curriculum	9
11. Details of Modules	13
B. National Certificate of Level-3 in Security Services. (Security Supervisor)	13
Module 10: Develop basic computer operating skills	13
Module 11: Control a Guard Dog under Operational Conditions	16
Module 12: Prevent Illegal Items Passing Through Ports	20
Module 13: Provide Close Protection to VIPs	24
Module 14: Provide secret security in retail environments	26
Module 15: Provide Security at Approved Venues	28
Module 16: Provide Security for Cash Transit	30
Module 17: Assess and Address Risk to the Environment	31
Module 18: Maintain Weapons	32
Module 19: Provide Security to Educational Institution	34



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



Module 20: Operate metal detectors/Walk through Gates	39
Module 21: Detect illegal items using X-ray machine	41
12. General assessment guidance for “ <i>Security Supervisor</i> ”	42
13. List of tools and equipment	46
14. List of consumable supplies	46



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



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:



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



- 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



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



- 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) or
- L2
- 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.



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



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:



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



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
Total	185	415	600	60



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



10. Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 10: Develop basic computer operating skills Aim: The aim of this module to develop advanced knowledge, skills and understanding for Developing basic computer operating skills	LU1: Operate MS word LU2: Operate MS Excel LU3: Operate MS Power Point LU4: Perform Browsing LU5: Print Document	15	35	50
Module 11: Control a guard dog under operational conditions Aim: The aim of this module to develop advanced knowledge, skills and understanding for Controlling a guard dog under operational conditions	LU1: Patrol designated areas with a guard dog LU2: Control entry to premises whilst handling a guard dog LU3: Capture suspects with the aid of a guard dog LU4: Deal with incidents caused by guard dog	15	25	40
Module 12: Prevent illegal items passing through ports Aim: The aim of this module to develop advanced knowledge, skills and understanding for Preventing illegal items passing through ports	LU1: prevent illegal items passing through ports LU2: screen people, and his/her baggage passing through ports LU3: screen and search vehicles, cargo, goods and stores passing through ports	15	35	50



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



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



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



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



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



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



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



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
LU1: Operate MS word	The trainee will be able to: 1. Perform Microsoft basic commands in MS word 2. Open File 3. Format a file i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink 4. Save a File 5. Save a folder	• Knowledge of Basic parts of computers • Importance and use of MS Word	Total: 08hrs Theory: 03hrs Practical: 05hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Computer Lab
LU2: Operate MS Excel	The trainee will be able to: 1. Perform basic commands in Microsoft MS Excel	• Importance and uses of MS Excel	Total: 08hrs Theory: 03hrs Practical: 05hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia	Computer Lab



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



	2. Open a worksheet 3. Sum functions 4. If functions 5. Basic calculations 6. Table and graphs 7. Save a worksheet/folder			Internet Computer system	
LU3: Operate MS Power Point	The trainee will be able to: 1. Prepare Microsoft power point presentation with basic commands 2. Make a power point file 3. Insert pics/table/hyperlink 4. Design a theme for slides 5. Save a power point file	• Importance and use of MS Power Point	Total: 08hrs Theory: 03hrs Practical: 05hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Register Computer system	Computer Lab
LU4: Perform Browsing	The trainee will be able to: 1. Perform browsing on the internet as per needs 2. Perform search online on new trends in the market with the help of internet	• Importance of Internet. • Use of various search engines like Google, U-tube etc.	Total: 08hrs Theory: 03hrs Practical: 05hrs	Notebooks Pencils Erasers Sharpeners First AID box White board Multimedia Internet Computer system	Computer Lab
LU5: Print Document	The trainee will be able to: 1. Select Printer	• Printing Procedure and techniques.	Total: 08hrs Theory: 03hrs Practical: 05hrs	Notebooks Pencils Erasers Sharpeners	Computer Lab



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



	2. Select page setup 3. Print relevant pages			First AID box White board Multimedia Internet Computer system	
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Patrol designated areas with a guard dog	The trainee will be able to: 1. Identify area of responsibility 2. Check dog training parameters 3. Control guard dogs using recognized words and gestures of command 4. Carry out patrols in line with legislation and instructions. 5. Take prompt and appropriate action when the dog's reactions indicate a possible threat to security 6. Recognize and respond to changes that could affect the effectiveness of patrolling with a guard dog 7. keep concentration of attention of dog upon his duty 8. Observe dog's reaction on any occurrence	• Understanding the map for identification of area • Knowledge about guard dog training parameters • Importance of gestures for controlling dog • Understanding of different codes and gestures used for controlling dog • Knowledge related to the legislations and instructions for patrolling • Understanding of the following steps; ○ Relieve dog ○ Inform relevant authority ○ Approach the threat area	Total: 10hrs Theory: 4hrs Practical: 6hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Training area



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



	9. Ensure random patrolling in area of responsibility 10. Follow SOPs on working hours for dog and himself	• Understanding of HS&E regulations • Importance of concentration of being attentive • Identification of dog's reaction on different situations • Importance of concentration of being attentive • Understanding of SOPs regarding working hours			
LU2: Control entry to premises whilst handling a guard dog	The trainee will be able to: 1. Demonstrate how to relax the dog when it is not on duty 2. Take prompt and appropriate action when the dog's reactions indicate possible unauthorised entry 3. Respond to unauthorised entry in line with the given instructions 4. Maintain safety of people as per requirement 5. Control authorised entry by respective person only.	• Techniques to relax the dog • Understanding of the procedural steps in case of unauthorized entry indication • Procedures to maintain the safety of people • Understanding of the SOPs regarding authorities of different persons. • Procedure of searching with the help of dog	Total: 10hrs Theory: 4hrs Practical: 6hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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



	6. Search of all by guard dog as per SOPs. 7. Hold and report to management for illegal items.	• Methods to hold the illegal item for further processing • Recording and reporting procedure as per SOP			
LU3: Capture suspects with the aid of a guard dog	The trainee will be able to: 1. Apprehend suspects as per organizational SOPs particularly using a guard dog 2. Isolate suspects immediately. 3. Carry out body search for legal / illegal items. 4. Confiscate all communicating / objectionable devices. 5. Report all apprehensions to management. 6. Keep close eye on all activities of suspect	• Process of apprehending the suspect identified by guard dog according to SOPs • Procedure to isolate the suspect as per organizational SOPs • Description and recognition of Illegal items • Knowledge regarding the process of body search • Procedure of confiscating illegal item as per organizational policy • Record maintaining of incident • Reporting of incident as per SOP • Techniques to keep the suspect under observation	Total: 10hrs Theory: 4hrs Practical: 6hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Simulated environment



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



LU4: Deal with incidents caused by guard dog	The trainee will be able to: 1. Maintain safe distance between the dog and other people at all times 2. Apply first AID to the injured being bitten by dog. 3. Take effective action to prevent any attack by the dog 4. Report the situation promptly to concern person when a guard dog behaves abnormal 5. Report incident to management ASAP. 6. Evaluate reason for such incidents.	• Procedure to maintain the distance between dog and people • Understanding about the usage of first AID in case of injury by dog • Procedure to control any attack by dog • Reporting to the concerned authority against dog abnormal behavior • Reporting incidents to higher management	Total: 10hrs Theory: 3hrs Practical: 7hrs	Notebooks Pencils Erasers Sharpeners First AID box White board Multimedia Internet Computer system	Simulated environment
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Prevent illegal items passing through ports	The trainee will be able to: 1. Identify authorized entry points at port 2. Identify illegal items 3. Identify invalid authorisations for persons and vehicles wishing to pass through ports 4. Identify current trends and techniques used to conceal unauthorised items and disguise tampering. 5. Apprehend personnel with illegal items 6. Identify the actions to be taken when unauthorised items are found and to whom this should be reported	• Organizational SOPs regarding illegal items passing through ports • Knowledge of ports and working scenarios • Understanding of port security plan • Knowledge about legal/illegal items • Understanding of valid authorization as per SOPs • Techniques of concealing unauthorized items • Procedure to apprehend the person found with illegal items • Reporting procedure and hierarchy of the concerned person to be reported • Maintaining the inventory of seized items • Procedure for handing over the	Total: 16hrs Theory: 5hrs Practical: 11hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment



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



	7. Make inventory of seized illegal items as per procedure 8. Hand over items to the authorities as per procedure	recovered items to concerned authority			
LU2: Screen people, and his/her baggage passing through ports	The trainee will be able to: 1. Check that the screening equipment and system in use is working properly using approved procedures 2. Confirm that persons wishing to pass through ports have the valid authorization 3. Request authorized persons to pass through screening equipment in a clear and polite manner 4. Operate scanners for screening 5. Demonstrate how to ensure baggage is loaded and positioned correctly for effective screening 6. Physically search people as per procedure 7. Interpret images from the screening equipment correctly to identify	• Knowledge of screening equipment ◦ Types of screening equipment ◦ Functionality • Methods of screening • Visitors checking procedure as per SOPs • Recognition of valid authorization for passing through the ports • Loading techniques of baggage for effective screening • Understanding of searching techniques for people as per SOP. • Recognition of unauthorized items • Interpretation of images from the screening equipment correctly to identify potentially unauthorized items • Initiation of necessary measures in	Total: 17hrs Theory: 5hrs Practical: 12hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system Walk through gate Metal detector	Class room Simulated environment



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



	potentially unauthorized items 8. Take prompt action in line with instructions and guidelines to indications from screening equipment of potentially unauthorized items 9. Take prompt and effective action to maintain safety and security if screening equipment fails or malfunctions 10. Record and report the details of screening in line with instructions 11. Seize illegal items / make inventory as per procedure 12. Inform concerned authorities/hand over Items / personnel as per procedure.	line with instructions and guidelines to indications from screening equipment of potentially unauthorized items • Procedure to maintain safety and security of equipment in case of failure/malfunctioning • Reporting techniques in line with the instructions • Procedure to seize illegal items • Maintaining inventory of illegal items as per SOPs. • Procedure for handing over the recovered items to concerned authority			
LU3: Screen and search vehicles, cargo, goods and stores passing through ports	The trainee will be able to: 1. Search vehicles, cargo, goods and stores as per procedure 2. Demonstrate how to search at frequencies and in patterns that are: ▪ In line with instructions	• Understanding of vehicle checking procedure as per (SOPs) • Knowledge of searching frequencies and in pattern while keeping in view the following parameters: ○ In line with instructions	Total: 17hrs Theory: 5hrs Practical: 12hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet	Class room Simulated environment



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



	▪ Appropriate to the defined level of threat ▪ In suitable locations ▪ In the presence of suitable witnesses ▪ Correctly recorded and reported 3. Demonstrate how to prevent anyone interfering with the search process 4. Take appropriate and permitted action if a person is attempting to avoid being searched 5. Take prompt and effective action to maintain safety and security if screening equipment fails or malfunctions 6. Take prompt and appropriate action, in line with instructions and guidelines, when unauthorized items are found	○ Appropriate to the defined level of threat ○ In suitable locations ○ In the presence of suitable witnesses ○ Correctly recorded • Methods to prevent people from interfering in searching process • Understanding of instruction for taking appropriate and permitted action if person deny searching • Initiation of necessary measures in line with instructions and guidelines to indications from screening equipment of potentially unauthorized items		Computer system Walkthrough gate Metal detector X-ray machine Vehicle mirror Vehicle scanner	
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Execute the special techniques used while providing close protection to VIPs	The trainee will be able to: 1. Demonstrate skills for Close Quarter combat. 2. Check special clearance of personnel of VIP squad. 3. Calculate travelling time and halts if any. 4. Identify bottle necks on route and take correct action as per requirement. 5. Provide cover by follow up squad and ambulance.	• Knowledge of the political, social and economic environments of the area of visit • Information regarding types of vehicle used by the VIP • Types of weapon required for close protection • Understanding of security plans • Understanding of coordination process with concerned person regarding movement cover • Steps needs to be taken in case of bottle necks enroute	Total: 40hrs Theory: 10hrs Practical: 30hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated environment
LU2: Ensure safe recovery of VIP from incident site	The trainee will be able to: 1. Provide safe passage to VIP in case of any incident. 2. Handover site to fighting party	• Procedure of providing safe passage in case of incident • Procedure of handing over the incident site • Procedure to extricate with VIP	Total: 40hrs Theory: 10hrs Practical: 30hrs	Notebooks Pencils Erasers Sharpeners White board	Class room Simulated environment



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



	and extricate with VIP. 3. Provide first aid in case of injuries to VIP. 4. Conduct post operation analysis of situation	• Procedure for providing first aid process in case of injury • Process to analyses post operation situation		Multimedia Internet Computer system	
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Maintain covert security presence	The trainee will be able to: 1. Identify key persons who can be utilized as source. 2. Seek reports frequently 3. Avoid frequent interaction 4. Avoid exposure of source to others 5. Ensure backing up of source 6. Carry out covert security observations in line with: • organizational policies and procedures • Relevant legal requirements • codes of practice 7. Act in a way that maintains the covert security role 8. Dress appropriately for the retail	• Knowledge about retail environment and importance of security • Process of identification of key resource person • Process of maintaining reports • Knowledge about avoiding interaction • Methods to avoid interaction • Understanding of process to avoid exposure of source • Procedure of maintaining back up for the source • Knowledge for covert security observation according to legal requirements and SOPs. • Techniques of maintaining covert security role. • Knowledge about the proper dressing for	Total: 19hrs Theory: 7hrs Practical: 12hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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



	environments in which the covert security is being provided 9. Communicate with colleagues and the relevant authorities in ways that maintains the covert security role 10. Record activities as potential evidence in line with: - the organizational policies and procedure - relevant legal requirements	covert security - Understanding regarding communication with colleagues and authorities for covert security - Recording of evidences as per SOP and legal requirements.			
LU2: Respond to security alarms	The trainee will be able to: - Respond to security alarms that does not compromise the covert security role, in line with the organizational policies and procedures - Take appropriate action after alarm - Report defective or ineffective security alarm systems to the appropriate person	- Identification of security alarms on the basis of location and type - Steps needs to be taken in response of ranged alarms to maintain covert security according to SOP - Procedure to activate the concerned team - Reporting regarding proper working of alarms to relevant person	Total: 21hrs Theory: 8hrs Practical: 13hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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



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
LU1: Acquire documents relating to relevant law, regulations, codes of practice and guidelines	The trainee will be able to: 1. Interpret the law, regulations, codes of practice and guidelines as they apply to approved premises. 2. Consult relevant documents whenever in doubt / need.	• Knowledge about laws, regulations, codes of practice and guidelines	Total: 18hrs Theory: 8hrs Practical: 10hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room
LU2: Control entry to approved venues	The trainee will be able to: 1. Identify authorized personnel for entry. 2. Confirm and record that security and protection equipment is functioning correctly. 3. Carry out necessary checks before entry. 4. Prevent/resist unauthorized entry. 5. Prevent adverse behaviour at approved venues	• Understanding of entry and exit points of approved venues • Enlisting authorized personnel • Maintaining record of proper functioning equipment • Understanding of process of communication with customers • Knowledge about authorized persons entry from valid points • Checking process at entry • Steps needs to be taken to prevent	Total: 32hrs Theory: 7hrs Practical: 25hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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



	6. Report unauthorized entry to concerned authority.	unauthorized entry. • Reporting to relevant person/authority about unauthorized entry			
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Identify the Special techniques used to counter any threats	The trainee will be able to: 1. Identify the risks/ threats to Cash during its transit 2. Ensure cash transit bags are sealed appropriately. 3. Complete the documentation for cash transit. 4. Secure cash bags according to the given instructions 5. Manage special slots for cash storage in vehicles.	• Types of bags for cash transit • Types of seals used • Understand documentation regarding cash transit • SOPs regarding cash transaction • Recognition of the special slots in vehicle	Total: 20hrs Theory: 5hrs Practical: 15hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system	Class room
LU2: Exercise drills involved in handling related incident	The trainee will be able to: 1. Ensure maximum resistance while staying in vehicle. 2. Contact local police for coverage. 3. Contact backup force of Security Company. 4. Do not risk life for cash as it would be ensured.	• Explain emergency situations • Explain relevant PPE's • Use communication device in case of any incident/emergency.	Total: 30hrs Theory: 10hrs Practical: 20hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system	Class room Simulated environment



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



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
LU1: Identify the risks to the environment arising as a result of workplace activities	The trainee will be able to: 1. Identify workplace instructions, precautions and procedures relating to the control of risks to the environment 2. Identify the people in the hierarchy to whom environmental matters are reported 3. Report any occurrences that cause harm to the environment	• Organizational SOPs/Instructions regarding risks to the environment • Organizational hierarchy • Procedure for reporting risks to the environment	Total: 16hrs Theory: 6hrs Practical: 10hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room Simulated Environment
LU2: Minimize risks to the environment arising as a result of workplace activities	The trainee will be able to: 1. Practice correct use of resources and materials as per SOPs 2. Follow suppliers', manufacturers' instructions for the safe use and storage of materials, products and equipment 3. Follow the correct instructions for disposal of materials and products which can be hazardous to the environment	• Understand workplace hazards as per SOPs. • Understand manufacturer instruction regarding safe use and storage of materials, products and equipment • Types of hazardous material • Procedure for the disposal of hazardous material	Total: 24hrs Theory: 8hrs Practical: 16hrs	Notebooks Pencils Erasers Sharpeners White board Multimedia Internet Computer system	Class room



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



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
LU1: Identify relevant weapon	The trainee will be able to: 1. Follow safety precautions for safe handling of weapon as per SOPs 2. Identify capacity and capability of weapon 3. Select correct weapon with accessories and ammunition	• Understanding of safe handling of weapons as per SOPs • Knowledge of different weapons used by security guard • Types of weapons and ammunition	Total: 10hrs Theory: 5hrs Practical: 5hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system	Class room
LU2: Maintain functioning of weapon	The trainee will be able to: 1. Clean weapon before and after use 2. Operate weapon	• Cleaning techniques of weapons • Cleaning materials/tools • Loading/unloading techniques of magazine	Total: 20hrs Theory: 5hrs Practical: 15hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system • Security Weapon with ammunition	Class room Firing range
LU3: Maintain Inventory of weapon	The trainee will be able to:	• Procedure for record keeping	Total: 10hrs Theory: 5hrs Practical: 5hrs	• Notebooks • Pencils	Class room



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



	1. Keep license and records pertaining to weapon and ammunition 2. Record all the data of spares 3. Maintain record of proper handing / taking over 4. Maintain firing and repairing record of weapon	license of weapon with ammunition • Maintaining record of spares • Record keeping pertaining handing /taking over weapons /ammunition/spares • Record keeping of firing & repairing of weapons		• Erasers • Sharpeners • White board • Multimedia • Internet • Computer system	
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Detect/prevent the risk of militant attack on educational institution.	The trainee will be able to: 1. Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school. 2. Carry out a visual check of the entire area of responsibility before the children start arriving in the morning. 3. Identify all entry and exit points and gaps in wall/fencing area of responsibility. 4. Assist in proper illumination along the wall/fence in order to deny access to unauthorized persons in the night.	• Professional behavior and ethics • Procedure for checking of area prior to arrival of children • Knowledge of gaps in wall/fencing area • Knowledge of entry and exit points • Knowledge of proper illumination • Understanding of barb wire fence • Types of barriers usage and operational knowledge • Importance of security of doors/gates and windows • Types of security doors • Understanding of relevant identification materials	Total: 20hrs Theory: 5hrs Practical: 15hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system	Class room



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



	5. Check the concertina wire on the iron grills above the boundary wall to deter anyone from jumping over. 6. Ensure availability and placement of all necessary barriers at entry points to deny unauthorized access /entry. 7. Inspect and monitor the security of doors, windows and gates; check alarm systems and test for proper operation as necessary. 8. Identify/recognize students, teachers and staff. 9. Maintain keen observation of all personnel and their movements /actions visually and/or using CCTV cameras. 10. Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures. 11. Assist with traffic flow and crowd control before and after school and	• Understanding of the working of CCTV software and cameras • Monitoring Procedure of parking areas • Suspicious persons • Suspicious activities • Illegal items • Vehicles • SOPs/Instructions regarding special events • Record keeping • Types of common communication devices ○ intercom ○ Walkie talkie ○ Telephone ○ Mobile • Procedure to contact LEAs • Understanding of safety issues ○ Explosion ○ Fire ○ Earthquake			
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National Certificate Level: 3 in Security Services (Security Supervisor)



	at special events as assigned. 12. Maintain proper log/record of all visitors. 13. Escort students and visitors as needed. 14. Conduct vehicle, property and person searches as assigned. 15. Identify/detect /watch for unauthorized persons, suspicious/ criminal activity, discipline infractions, school rule violations and report to proper authorities using walkie talkie/ telephone. 16. 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	○ Unforeseen incidence etc.			
LU2: Control situation/ minimize Damage/Loss in	The trainee will be able to: 1. Stop /restrict movement of suspect	• Procedure for restricting movement of suspect by:	Total: 20hrs Theory: 5hrs Practical: 15hrs	• Notebooks • Pencils • Erasers	Class room



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



case of militant attack on educational institution.	as far away as possible from the entrance/building by verbal warning/s or use of force as necessary. 2. Immediately activate/press the alarm bell and close the gate to segregate and secure the children/teachers/staff inside the school. 3. Rush the children already on the road/near entrance inside the school and close the school gates. 4. Gesture/indicate to those who are still in the cars and buses to move forward and leave the area. 5. Use armed force if suspect/militant ignores repeated warnings. 6. Assist with evacuation of area/buildings and protection of students, teachers and staff in case of forced entry /access of militant/s. 7. Assist the school administration, police/LEAs and emergency	○ Verbal warnings ○ Use of force • Types of alarm devices • Emergency contingency plan • Understanding of school SOPs • Knowledge of building evacuation emergency plan as per SOPs		• Sharpeners • White board • Multimedia • Internet • Computer system •	
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National Certificate Level: 3 in Security Services (Security Supervisor)



	personnel in handling the situation.				
LU3: Assist all concerned in normalization of situation after attack.	The trainee will be able to: 1. Provide first aid/CPR as required. 2. Assist in evacuation of wounded/casualties if needed. 3. Assist in damage /fire control as necessary. 4. Prepare occurrence/incident reports as requested. 5. Assist school administration in restoring normal functioning. 6. Assist administration and police/LEAs with investigations as assigned.	• Understanding of CPR process first aid knowledge • Knowledge of evacuation plan for injured people • Knowledge of firefighting techniques • Classification of fire • Working of fire extinguishers • Report (incident report) writing techniques • Understanding of SOPs regarding restoration of situation • Helping aids during investigation	Total: 20hrs Theory: 5hrs Practical: 15hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system	Class room



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



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
LU1: Operate Detecting/searching devices	The trainee will be able to: 1. Operate Metal Detector 2. Check sound signals of metal detector 3. Operate Walk through gates. 4. Check sound signals of walk-through gates.	• Types of Metal Detectors • Operations of Metal Detectors • Types of Walkthrough gates • Operations of Walkthrough gates • Detection of faults/errors of metal detector	Total: 15hrs Theory: 5hrs Practical: 10hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system • Walkthrough Gates • Metal Detector	Class room
LU3: Respond to finding illegal items	The trainee will be able to: 1. Identification of legal/illegal items by Metal detector/walk through gate. 2. Carry out detailed Search. 3. Detain the person having illegal items. 4. Inform the relevant authorities.	• Recognition of illegal items • Understanding of searching guide line/SOPs • Procedure to detaining a person as per SOPs	Total: 25hrs Theory: 5hrs Practical: 20hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system • Walkthrough Gates • Metal Detector	Class room



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



LU3: Maintain inventory of illegal items.	The trainee will be able to: 1. Confiscate illegal items. 2. Maintain inventory. 3. Perform Tagging of illegal item. 4. Perform Handing and taking over of illegal items.	• Recognition of illegal items • Procedure to maintain inventory • Procedure to takeover/hand over illegal items	Total: 20hrs Theory: 5hrs Practical: 15hrs	Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system • Walkthrough Gates • Metal Detector	
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National Certificate Level: 3 in Security Services (Security Supervisor)



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
LU1: Detect suspicious items	The trainee will be able to: 1. Identify various illegal items by X-ray machine 2. Follow safety measure 3. Identify nature of suspicious items by X-ray scanner 4. Identify different suspicious package/luggage by X-ray scanner. 5. Carryout a detail manual search of suspicious package	• Working principle of x-ray machines • Physical searching • Types of suspicious items • Searching process of suspicious items	Total: 20hrs Theory: 7.5hrs Practical: 12.5hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system • X-ray Machines	Class room
LU2: Respond to finding illegal items	The trainee will be able to: 1. Identify illegal items by X-ray scanner 2. Detain the person having illegal items. 3. Inform the relevant authorities 4. Report to the concerned authorities.	• Procedure to detaining a person as per SOPs • Reporting techniques	Total: 20hrs Theory: 7.5hrs Practical: 12.5hrs	• Notebooks • Pencils • Erasers • Sharpeners • White board • Multimedia • Internet • Computer system • X-ray Machines	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.



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



- 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.



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



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.



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



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



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



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.): • Walkie Talkie	5
	• Wireless set	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



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



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