

Introduction to Learning Leading Towards Licence-linked Qualifications

Requirements for Awarding Organisations/Bodies and Training Providers

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Introduction

The SIA recognises that all holders of a front-line licence, with the exception of Key Holders, need to have undergone learning resulting in recognised qualifications if they are to be effective and professional in their role. Industry stakeholders also recognise that individuals who work to provide a more secure environment must have a range of skills and a clear understanding of their role. As the scope, diversity and importance of their work continues to grow, so the degree of professionalism expected from people working in the private security industry will increase.

This document provides an overview of the approach agreed between the SIA and awarding organisations in relation to the learning and resulting licence-linked qualifications needed for operatives to gain a front-line licence. The term awarding organisations in this document also refers to awarding bodies operating in Scotland. The requirements for the common industry knowledge and the specialist knowledge for each of the industry areas is detailed in the SIA documents 'Specification for learning and qualifications' and can be found on the SIA website. Each individual specification has been developed with industry and stakeholders, and reflects up to date and relevant core knowledge and skills used in industry.

1 Implications of the Private Security Industry Act 2001

Section 1 of the Private Security Industry Act 2001 specifies that the functions of the SIA include *"to set or approve standards of training"* and *"to make recommendations and proposals for the maintenance and improvements of standards in the provision of security industry services and other services involving the activities of security operatives"*.

The Act continues, in Section 7 to state that licensing criteria *"may include such criteria as the Authority considers appropriate for securing that those persons have the training and skills necessary to engage in the conduct for which they are licensed"* and later in Section 9, that the Authority may *"prescribe or impose conditions as to training"*.

The legislation applies to the whole of the UK. As a result the awarding organisations have produced content specific to the needs of the differing legal systems of the nations.

2 National Occupational Standards (NOS)

NOS are statements of competence and specify performance outcomes. A significant function of the standards has been as a key component for vocational qualifications. However, they have many other uses including training design, training needs analysis, appraisals, recruitment, skills matrices, skills benchmarking and quality assurance. The detailed specialist content of the SIA learning specifications has been mapped to the respective NOS.

3 English Language Pre-requisite for Learners

Security operatives are likely in the course of their work to be required to make calls to the emergency services, or need to communicate to resolve conflict. It is essential that security operatives are able to communicate clearly.

It is the centre's responsibility to ensure that each learner is sufficiently competent in the use of the English and/or Welsh language. All assessment must be conducted in the medium of English and/or Welsh as appropriate. Centres must ensure that all learners have sufficient reading, writing, speaking and listening language skills before putting the learners forward for assessment. Evidence must be retained by centres for all learners and made available for external review purposes.

As a guide, learners should, as a minimum, have language skills equivalent to the following;

- A B1 level qualification on the Home Office's list of recognised English tests and qualifications
[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/618323/2017-06-01 -
Approved_Secure_English_Language_Tests_and_Test_Centres.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/618323/2017-06-01_-_Approved_Secure_English_Language_Tests_and_Test_Centres.pdf)
- A B1 Common European Framework of Reference for Languages (CEFR)
<http://www.coe.int/en/web/common-european-framework-reference-languages/>
- An ESOL qualification at (Level 1) on the Ofqual register taken in England, Wales or Northern Ireland
<https://register.ofqual.gov.uk/>
- An ESOL qualification at Scottish Credit and qualifications Framework level 5 awarded by the Scottish Qualifications Authority (SQA) and taken in Scotland
<http://www.sqa.org.uk/sqa/47411.html>
- Functional Skills level 1 in English
<https://register.ofqual.gov.uk/Search?category=Qualifications&query=functional%20skills%20in%20english&sort=-None&filters%5B0%5D=level%2BLevel%201&filters%5B1%5D=status%2BAvailable%20to%20learners>
- SQA Core Skills in Communication at Scottish Credit and qualifications Framework level 5
http://www.sqa.org.uk/sqa/files_ccc/F3GB_11_ASP.pdf
- Essential Skills Wales Communication Level 1
<http://qualificationswales.org/qualifications/essential-skills-qualifications/?lang=en>

4 Criteria for Learning Delivery

4.1 Facilities

Training and assessment for approved licence-linked qualifications must be undertaken in an environment approved for training and assessment by the awarding organisation. The environment must be adequately equipped for training, conducive to effective learning and must comply with current Health and Safety requirements. Equipment for practical demonstrations must be readily available and fit for purpose. For practical scenarios, it may be necessary or desirable to set these up in a real or realistic work environment. This includes ensuring a minimum of three stairs are available for the demonstration, practice and assessment of escorting an individual up and downstairs for the physical intervention skills unit.

Arrangements for the assessment/examination environment are described on page 8.

Training facilities must comply with ongoing approval arrangements of the respective awarding organisation.

4.2 Trainers involved in the delivery of licence-linked qualifications

Approved trainers delivering programmes included in this specification must have successfully completed a formal teaching or training qualification.

Qualification requirements for Trainers

All trainers seeking to deliver licence-linked qualifications must either have achieved as a minimum the;

- Level 3 Award in Education and Training (QCF/RQF)
- or a teaching or training qualification at level 3 (or equivalent), which has been accredited by SQA/QCA/Ofqual or validated by a HEI, or equivalent such as:
 - PTLLS, CTLLS or DTLLS
 - Certificate in Education
 - Post Graduate Certificate in Education
 - SVQ levels 3 and 4 in Learning and Development
 - Scottish Training Qualification for Further Education (TQFE)
 - Professional Graduate Diploma in Education (PGDE).

Trainers who are unsure about their current qualifications or who wish to check their eligibility may do so by contacting any SIA endorsed awarding organisation.

4.3 Qualifications for Trainers of Conflict Management

The SIA requires all trainers delivering scenario-based conflict management training for licence-linked qualifications to have received relevant training. Trainers are required to hold a qualification at or above NQF/QCF/RQF Level 3 in The Delivery of Conflict Management Training.

4.4 Sector Competence for Approved Trainers

Trainers delivering the learning leading to licence-linked qualifications must demonstrate that they have the necessary experience, knowledge and understanding of the sector in which they are providing training.

Awarding organisations will require sufficient information about a trainer's occupational experience for consideration in the approval process, for example, experience of working in the private security industry or working in a role that can be mapped to the requirements of the private security industry.

To ensure that trainers have the right occupational expertise, the SIA and awarding organisations require trainers new to the sector (i.e. this is their first role as a trainer in the Security sector as identified from their CV) to have three years frontline operational experience in the last ten in the UK, relevant to the qualifications that they are delivering. This experience should have been gained in the UK, although it is recognised that some overseas experience in Close Protection may also be relevant and this will be judged on individual merit by the awarding organisation.

Existing trainers must demonstrate to the awarding organisations that they are taking sufficient steps to keep their occupational expertise up to date. Suitable steps would include attendance at relevant conferences and seminars, and continuing work experience in the sector. Trainers must be able to demonstrate evidence of a suitable level of professional development in the sector, which should include the equivalent of at least thirty hours every year spent in a combination of training, increasing professional knowledge through other means or working in the industry.

It is the responsibility of centres and awarding organisations to review the information provided.

4.5 Additional Criteria for Approved Trainers Wishing to Deliver Physical Intervention Skills Training

All trainers delivering physical intervention skills training for the door supervisor licence-linked qualifications must hold all of the following:

- a suitable teaching/training qualification as defined in 4.2
- a suitable level 3 qualification in conflict management training as defined in 4.3
- a level 3 Award for Deliverers of Physical Intervention Training in the Private Security Industry (QCF/RQF); and

- a current certificate (updated annually) from an approved level 3 programme provider that confirms the trainer's ability to deliver the skills in that approved level 2 programme. It is the responsibility of the trainer to submit this to the training provider/centre in order for the awarding organisations to check the authenticity of these on an annual basis

4.6 Delivery of content specific to the devolved nations.

Whilst the learning and assessment outcomes apply across the UK, the awarding organisations have provided indicative content that is specific to each of the devolved nations. This content mainly deals with differences between the Laws of England and Wales, and those of Scotland and of Northern Ireland. Where the indicative content allows for variations, training providers should deliver only the content that reflects the nation where the training is taking place.

The SIA may publish additional requirements for trainers as and when they are agreed. Trainers looking to deliver licence-linked qualifications should ensure that they are fully familiar and compliant with the requirements as communicated by the relevant awarding organisation.

4.7 Centre Insurance

In line with general insurance requirements and the Employers Liability (Compulsory Insurance Act) 1969, the minimum for an approved centre offering this unit of qualification is:

- Employers Liability- £5 million
- Public Liability
- Professional Indemnity.

5 Examination Venue Criteria

To gain approval for knowledge-based assessment, all examination venues must comply with the policy, standards and regulations specified by the appropriate Qualifications Regulatory Authority.

- The seating arrangement for candidates must ensure there can be no cheating or collusion between candidates'
- Each candidate must be a minimum of 1.25 metres (centre to centre) each way from the next candidate's chair
- Each candidate must be seated at a separate desk, table or workstation of sufficient size to undertake a written examination
- There must be a place for the invigilator to sit

- Walls must be clear of any material that would provide help to the candidates
- If the room or desks are changed after approval, this should be done in agreement with awarding organisation procedures
- Awarding organisations retain the right to make spot checks on examination days to ensure the approved room and numbers are being adhered to
- The awarding organisation must be made aware of the training and assessment venues in advance. Only these can be used; not substitutes, unless there has been an emergency, such as fire in which case this must be notified to the awarding organisation before the examination commences
- Invigilation can only be carried out by an individual that does not have an interest in any of the candidates passing the qualification. This means that a trainer may not invigilate when the learners take their exam for the subject(s) which the trainer has delivered.
- The only exception to the point above is that the trainer can facilitate the knowledge assessment for the Physical Intervention unit.
- All test papers must be stored securely in a lockable safe. A filing cabinet is not acceptable.
- All test papers are transported securely to and from the training centre and any satellite centre where tests are administered and the centre has an appropriate policy to support this

6 Additional Centre and Venue Criteria for Delivery of Physical Intervention Training

6.1 Insurance Requirements for physical intervention

In order to ensure that the insurance cover is 'fit for task', it should actively specify inclusion of the activities being carried out. In this case under 'Business activity' on the insurance documentation it must state cover for 'training in physical intervention'.

Insurance details must be evidenced to the awarding organisation by the centre prior to approval being granted, however, it is the centre's responsibility to ensure that their insurance remains valid and current. This level of insurance cover is mandatory for approved centres and individual trainers delivering physical intervention training at the approved centre. Where the individual tutor does not hold their own cover the approved centre must ensure its insurer is aware of this and extended cover secured where necessary. Documentation should clearly detail the cover for trainers.

6.2 Venue Requirements for physical intervention skills training

Training venues should be approved by the AOs and risk assessed by the centre for suitability for physical intervention training. Venues will need to be assessed for each training episode.

Centres are required to have in place a policy and procedures in relation to risk assessment.

Physical skills training must take place in safe conditions, as regards:

- size and suitability of training rooms, ensuring that learners have space to demonstrate techniques safely
- ratio of trainers to learners (1 trainer to maximum 12 learners for the delivery of practical skills).

Centres must have a first aid policy which must include:

- access to staff with first aid at work qualifications during physical skills training
- first aid equipment available during physical skills training
- access to water
- access to a telephone in an emergency.

The centre must furnish candidates with safety information prior to attendance that includes;

- informing them that physical activity will be involved and that this carries risk
- what is expected from them in terms of behaviour
- what they should wear
- what they should do if they have any concerns about their health or fitness to participate in this training.

7 Rules for the use of Physical Intervention Training Programmes

Only those physical intervention programmes that appear on the SIA website on the list 'Physical Intervention Skills: Trainer Training' can be used to train learners registered to achieve the licence-linked physical intervention unit. Centres are advised to check the list on the SIA website on a regular basis.

Only centres who are approved to offer the full qualification may offer this unit as a standalone and centres must adhere to the following conditions:

The SIA regulations state that this unit may only be delivered as a standalone unit under the following conditions:

- Learners need to hold a current SIA licence in one of the following: Door Supervision, Security Guarding, Vehicle Immobilising or Close Protection.

or

- Learners need to have the relevant SIA licence-linked certificate / qualification which is under three years old in one of the following: Door Supervision, Security guarding, Vehicle immobilising or Close Protection.

It is the centres responsibility to ensure that all learners sitting this unit as a standalone unit meet these requirements and to keep and maintain the relevant records.

8 Additional requirements for the Delivery of Level 2 Award for Upskilling a Door Supervisor Working within the Private Security Industry and the Award for Upskilling a Door Supervisor Working within the Private Security Industry (Scotland)

All learners must have a Door Supervisors SIA licence. It is the centres responsibility to check this and ensure that relevant records are available for audit purposes.

9 Additional requirements for the Delivery of Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry

It is an SIA requirement that centres must confirm that each learner has a valid first aid qualification at Level 3 or above such as;

- Level 3 Award in First Aid Response
- Level 3 Award in First Person on Scene

Learners should present their valid first aid certificate to their training provider before they start training. If the learner does not have a recognised first aid award and cannot demonstrate equivalent experience they will need to get an award. This is in addition to the minimum 139.5 hours knowledge and practical skills training.

It is the centre's responsibility to check the learners' first aid certificate and maintain relevant records of how a learner meets this requirement for audit purposes.

Centres are permitted to deliver suitable first aid qualifications together with the close protection qualification as part of a training package.

10 Additional Requirements for the Delivery of Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry and the Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry (Scotland)

To be able to deliver and assess the learning outcomes and assessment criteria of the unit : Practical Operation of CCTV Equipment for the Private Security Industry, centres must have at the minimum a control room environment and a CCTV system with at least two PTZ cameras and associated recording and monitoring equipment.

11 Standard Delivery Times for Units in Licence-linked Qualifications

Please refer to Annex A/B for details on qualification delivery times

Contact time is defined as time where the learner is in the same room as the tutor or invigilator and receiving training or undertaking assessment. This time DOES NOT include;

- Breaks in the delivery of the course
- Assessing English language skills
- Course Registration / Checking ID.

Annex A details the minimum number of days over which the learning for the qualifications must be delivered England, Wales and Northern Ireland and Annex B has the details for Scotland. Both Annexes show the days with and without the use of distance learning and awarding organisations must ensure that centres are delivering over the correct number of hours and days if distance learning is not used.

Each day should not exceed eight hours of contact time.

Centres should retain detailed registers that include start/end times of training for each day and should be signed daily by the learners. This should include a record of any late arrivals/early leavers and how these learners made up the required hours which they missed. These should be retained for audit purposes.

12 Use of Flexible and/or Distance Learning in the Delivery of Licence-linked Qualifications

The SIA and the awarding organisations recognise that there is some learning that contributes to the achievement of the licence-linked qualifications that can be delivered by flexible and/or distance learning.

Where a centre wishes to use distance learning in this way, they should firstly inform their awarding organisation. The centre must detail within their quality management processes each of the following:

- Which areas of learning are to be delivered by distance learning
- The method of distance learning to be used
- The number of hours to be covered by the distance learning material
- A robust and auditable method for determining that learners have undertaken the distance learning.

It is important the materials used clearly show learners how many hours learning they are expected to undertake and that they are given sufficient time to allow them to complete it before their course begins. It is also the requirement of the centre to check these during training to ensure appropriate learning has occurred.

This will be quality assured through the awarding organisations external quality assurance processes.

Distance learning may be used to deliver some or all of the following:

- The learning (NOT assessment) for the unit Working in the Private Security Industry
- Thirty minutes of learning for preparation for training for the Conflict Management unit
- Three hours learning for preparation for training for the Physical Intervention unit
- The learning for the Safety Awareness for Door Supervisors unit.

Suitable methods of distance learning include;

- Prepared, high quality on-line learning materials or courses that the learner must navigate
- Prepared, high-quality work-books that the learner must work through and complete
- Prepared, high quality learning materials that the learner can use to cover specified areas of content.

Centres are reminded that if distance learning is not used or appropriate evidence is not retained for audit purposes for every learner delivery days for courses are:

Qualification Title	Minimum hours if Distance Learning is not used	Minimum days if Distance Learning is not used
Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	32 hours	4 days
Level 2 Award for Working as a Security Officer within the Private Security Industry	28 hours	4 days
Level 2 Award for Working as a Vehicle Immobiliser within the Private Security Industry	27 hours	4 days
Level 2 Award for Upskilling a Door Supervisor working within the Private Security Industry	18 hours	2.5 days
Level 2 Award for Working as a Door Supervisor within the Private Security Industry	45 hours	6 days

13 Order of Delivery of the Units

It is a requirement that learners on the Door Supervision licence-linked qualification are trained in Conflict Management before Physical Intervention. The assessment of Conflict Management can be done after Physical Intervention has been delivered.

14 Identification Checking

The training provider must check the ID of learners before assessment. Copies of these documents should be retained for a minimum of three years and be made available for audit purposes. Centres are reminded to ensure all data is stored to comply with current Data Protection legislation and that they are aware of the new General Data Protection Rules (GDPR) that come into effect from May 2018. Awarding organisations should provide confirmation of acceptable ID to centres. This will reflect the SIA list of acceptable Group A and Group B ID documents.

A learner unable to produce the correct documents to satisfy the SIA ID may write to the SIA at the following address with an explanation of why they do not possess the required documents, and an explanation of the documents that they do have. The SIA will assess this evidence on a case-by-case basis.

Learners can write to:

Department RA 2
PO Box 49768
London
WC1V 6WY.

15 Reasonable Adjustments

Awarding organisations require each training provider to operate an appropriate reasonable adjustments policy appropriate to licence-linked programmes and their assessment.

16 Age Restrictions for Qualifications

Only those aged 18 or over may hold an SIA licence.

Due to the nature of the work and training, only those aged 18 or over should be enrolled to licenced-linked qualifications for Cash and Valuables in Transit, Door Supervision and Close Protection. However, 16-17 year olds may enrol on Security Guarding, CCTV and Vehicle Immobilisation qualifications' providing it is made clear to them, that they cannot possess a licence until the age of 18.

17 Use of Role Play in Training

Awarding organisations will ensure that all training providers are providing practical learning in Conflict Management and Searching that is delivered as part of the Close Protection, Door Supervision, Security Guarding and Vehicle Immobilisation qualifications. Awarding organisations must satisfy themselves that each centre is delivering these areas of learning through role-play, practical demonstrations and other means to ensure that each learner is able to acquire the skills required.

18 Assessment of Qualifications

Each awarding organisation will provide suitable mechanisms for assessment of the qualifications. The following are descriptions of the MINIMUM standards of assessment awarding organisations must fulfil for each unit.

These rules apply to the units in use in England, Wales, Northern Ireland and Scotland.

Working within the Private Security Industry

This unit will be assessed by an externally set and marked multiple choice question paper consisting of a minimum of 40 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Working as a Security Officer within the Private Security

This unit will be assessed by an externally set and marked multiple choice question paper containing a minimum of 40 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Conflict Management within the Private Security Industry

This unit will be assessed by an externally set and marked multiple choice question paper containing a minimum of 20 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Physical Intervention

Knowledge Assessment - Physical Intervention

These learning outcomes will be assessed by an externally set assessment. This can be marked internally or externally. The internal assessment will be externally quality assured.

The knowledge assessment will comprise of multiple Choice questions and/or short answer questions. A learner must pass all of the assessment criteria.

No learner should pass the knowledge assessment without correctly answering all questions on the risks involved in physical intervention (including positional

asphyxia). It is the responsibility of the centre to keep records of how this is achieved and it must be maintained for audit purposes.

Practical Assessment - Physical Intervention

Learners will be assessed performing each of the techniques listed in the assessment criteria. The tutor will only pass them when all of the techniques have been demonstrated satisfactorily. All of the assessment criteria must be passed.

The practical assessment will be externally quality assured. It is the responsibility of the centre to keep records of how this is achieved and it must be maintained for audit purposes.

Working as a Close Protection Operative

This unit can be assessed by either of the following methods:

- externally set and marked multiple choice question papers, short answer question papers and practical tasks. The multiple choice question paper will contain at minimum of 25 questions. The short answer question/portfolio will contain a minimum of 13 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above. The practical task can only be passed by those demonstrating 100% achievement
- internally or externally set, internally marked and externally quality assured assignments and practical tasks. The practical task can only be passed by those demonstrating 100% achievement

Planning, Preparing and Supporting a Close Protection Operation

This unit can be assessed by either of the following methods:

- externally set and marked multiple choice question papers, short answer question papers and practical tasks. The multiple choice question paper will contain a minimum of 28 questions. The short answer question/portfolio will contain a minimum of 21 questions. The assessment can only be passed by those demonstrating 70% achievement or above.
- internally or externally set, internally marked and externally quality assured assignments and practical tasks. The practical task can only be passed by those demonstrating 100% achievement

Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry

Assessment for this unit will be by an externally set and marked multiple choice question paper containing a minimum of 40 questions. The assessment can only

be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Practical Operation of CCTV Equipment within the Private Security Industry

This unit will be assessed by an externally set and internally marked practical assessment. The practical assessment will be externally quality assured. The learner should achieve all the assessment criteria.

Working as a Door Supervisor within the Private Security Industry

Assessment of this unit will be by an externally set and marked multiple choice question paper containing a minimum of 45 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Introduction to the Cash and Valuables in Transit Industry

Assessment of this unit will be by an externally set and marked multiple choice question paper containing a minimum of 30 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Working as a Cash and Valuables in Transit Operative within the Private Security Industry

Assessment of this unit will be by an externally set and marked multiple choice paper containing a minimum of 25 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

Vehicle Immobilisation

This unit will be assessed by a review of a learner's portfolio containing externally-set, internally-marked and externally verified assignments.

Safety Awareness for Door Supervisors

This unit will be assessed by an externally-set and externally-marked multiple choice question paper containing a minimum of 15 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above.

19 Certification

Only full certification from an SIA approved awarding organisation or an SIA approved QAA higher education body will be acceptable evidence of successful achievement of licence-linked qualifications.

20 Audit Criteria

Centres offering this training are required to allow representatives from the SIA, awarding organisations and associated organisations including relevant qualifications regulators to inspect and/or audit training venues and/or training

delivery and/or assessment at any time without notice, in order to ensure consistent quality and full compliance of delivery and assessment.

Each awarding organisation, as part of the process of gaining SIA endorsement, will have given assurances as to the quality assurance processes that they intend to run, which include the commitment that every new centre is visited. The SIA will also regularly review the quality assurance processes through a range of activities including quarterly meetings.

Each awarding organisation will also ensure they continue to monitor all centres regularly. The awarding organisation reserves the right to withdraw the approval of trainers and/or centres if quality assurance processes including all the requirements in this document are not complied with.

21 Exemption from Core Competency Training

Learners with previous relevant qualifications, training and/or experience may be exempt from part or all of the licence-linked qualifications. Details of specific exemptions, and the SIA Exemptions policy, can be viewed within the Get Licenced document <https://www.sia.homeoffice.gov.uk/Pages/licensing-applicants.aspx>.

22 Legal Systems and Local Laws

The legal systems of Scotland and Northern Ireland differ from that of England and Wales. Differences in the legal systems are reflected in the delivery of relevant sections of the qualifications. Employers however may not know which version of the qualification an employee may have taken, so the SIA advises that operatives and their employers remain responsible for being familiar with the laws and legal system relating to the area in which they will be working.

23 Regulated Qualification Frameworks

The SIA requires licence-linked qualifications to be regulated by the relevant national qualifications regulator. The SIA works closely with qualification regulators in England, Wales, Scotland and Northern Ireland to ensure that only qualifications that provide sufficient coverage of the learning and qualifications specifications become accredited, licence-linked qualifications. The SIA may look at other approaches when considering exemption arrangements and suitable methods to reflect a learner's prior learning and experience.



Security Industry Authority

Annex A - Guided Learning Hours, required contact time and credit value for units (England, Wales and Northern Ireland)

Qualification Title	Unit Title	SIA total learning time	SIA minimum contact time	SIA permitted distance learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry <i>Note: minimum of 3 days only where distance learning can be evidenced. See section 12 of guidance No distance learning means a minimum of 32 hours over 4 days</i>	Working as a CCTV Operator within the Private Security Industry	14	14	not permitted	14
	Practical Operation of CCTV Equipment within the Private Security Industry	8	8	not permitted	8
	Working within the Private Security Industry	10	1	9	10
	Total	32 (min 4 days)	23 (min 3 days)	9	32
Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry** <i>Note: minimum of 12 days only where distance learning can be evidenced. See sections 11/12 of guidance No distance learning still means a minimum of 12 days</i>	Working as a Close Protection Operative	56	56	not permitted	70
	Planning, Preparing and Supporting a Close Protection Operation	76	76	not permitted	90
	Conflict Management within the Private Security Industry	8	7.5	0.5	8
	Total	140 (min 12 days)	139.5 (min 12 days)	0.5	168



Qualification Title	Unit Title	SIA total learning time	SIA minimum contact time	SIA permitted distance learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
Level 2 Award for Working as a Cash and Valuables in Transit Operative within the Private Security Industry	Introduction to the CViT industry	10	10	not permitted	12
	Working as a CViT operative within the Private Security Industry	18	18	not permitted	20
	Total	28 (min 4 days)	28 (min 4 days)	0	32

Level 2 Award for Working as a Door Supervisor within the Private Security Industry	Working as a Door Supervisor within the Private Security Industry	12	12	not permitted	12
	Working within the Private Security Industry	10	1	9	10
	Physical Intervention Skills within the Private Security Industry	15	12	3	15
	Conflict Management within the Private Security Industry	8	7.5	0.5	8
	Total	45 (min 6 days)	32.5 (min 4 days)	12.5	45

*Note: minimum of 4 days only where distance learning can be evidenced. See section 12 of guidance **No distance learning means a minimum of 45 hours over 6 days***



Qualification Title	Unit Title	SIA total learning time	SIA minimum contact time	SIA permitted distance learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
Level 2 Award for Working as a Security Officer within the Private Security Industry <i>Note: minimum of 3 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 28 hours over 4 days</i>	Working as a Security Officer within the Private Security Industry	10	10	not permitted	10
	Working within the Private Security Industry	10	1	9	10
	Conflict Management within the Private Security Industry	8	7.5	0.5	8
	Total	28 (min 4 days)	18.5 (min 3 days)	0.5	28

Level 2 Award for Working as a Vehicle Immobiliser within the Private Security Industry <i>Note: minimum of 3 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 27 hours over 4 days</i>	Working as a Vehicle Immobiliser within the Private Security Industry	9	9	not permitted	9
	Working within the Private Security Industry	10	1	9	10
	Conflict Management within the Private Security Industry	8	7.5	0.5	8
	Total	27 (min 4 days)	17.5 (min 3 days)	0.5	27



Security Industry Authority

Qualification Title	Unit Title	SIA total learning time	SIA minimum contact time	SIA permitted distance learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
Level 2 Award for Upskilling a Door Supervisor Working within the Private Security Industry <i>Note: minimum of 2 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 18 hours over 2.5 days</i>	Safety Awareness unit for Door Supervisors within the Private Security Industry	3	0.5	2.5	3
	Physical Intervention Skills within the Private Security Industry	15	12	3	15
	Total	18 (min 2.5 days)	12.5 (min 2 days)	5.5	18



SIA total learning time – this is the minimum time, as stipulated by the SIA, that learners must be engaged in learning and assessment, and which must be evidenced. In some units this includes permitted distance learning as well time spent under the immediate guidance or supervision of a tutor, assessor or invigilator (including assessment). The difference between these hours and SIA minimum contact time may be delivered by distance learning, however the requirements outlined in sections 11 and 12 must be followed.

SIA minimum contact time – this is the minimum time, as stipulated by the SIA, that a learner **must** spend under the immediate guidance or supervision of a tutor, assessor or invigilator (including assessment). It does not include time spent checking ID or assessing English language skills, or breaks. This time is monitored and **enforced** by Awarding Organisations.

SIA permitted distance learning- for some units distance learning is permitted by the SIA. This could be, for example, pre-course workbooks that learners are required to work through and complete, or, suitable e-learning programmes. Where distance learning is used, centres **must** ensure that there is auditable evidence confirming that learning has taken place. This will be monitored by Awarding Organisations.

Ofqual Total Qualification Time – this value is based on consultation with deliverers of the qualifications and represents the total time a learner may take to achieve the qualification, including both guided learning and all other learning. Other learning includes self-study, independent research and preparation. TQT is also provided as a **recommendation** as to the time an average learner may take to achieve a qualification under the supervision of a tutor and through completion of any other independent learning.

****Close protection:** No hours from the SIA minimum contact time of 140 hours are permitted to be delivered by distance learning. However it is recommend as good practice that the additional 28 hours (14 hours per unit) identified by the TQT time is provided to the learner. This can be delivered by distance learning or by any other method as deemed most appropriate by the centre.



Annex B - Guided Learning Hours, required contact time and credit value for units (Scotland)

Qualification Title	Unit Title	SIA total learning time	SIA minimum contact time	SIA permitted distance learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry (Scotland) at SCQF level tbc <i>Note: minimum of 3 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 32 hours over 4 days</i>	Working as a CCTV Operator within the Private Security Industry	14	14	not permitted	14
	Practical Operation of CCTV Equipment within the Private Security Industry	8	8	not permitted	8
	Working within the Private Security Industry	10	1	9	10
	Total	32 (min 4 days)	23 (min 3 days)	9	32
Award for Working as a Security Officer within the Private Security Industry (Scotland) at SCQF level tbc <i>Note: minimum of 3 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 28 hours 4 days</i>	Working as a Security Officer within the Private Security Industry	10	10	not permitted	10
	Working within the Private Security Industry	10	1	9	10
	Conflict Management within the Private Security Industry	8	7.5	0.5	8
	Total	28 (min 4 days)	18.5 (min 3 days)	0.5	28



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Qualification Title	Unit Title	SIA total learning time	SIA minimum contact time	SIA permitted distance learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
Award for Working as a Door Supervisor within the Private Security Industry (Scotland) at SCQF level tbc <i>Note: minimum of 4 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 45 hours over 6 days</i>	Working as a Door Supervisor within the Private Security Industry	12	12	not permitted	12
	Working within the Private Security Industry	10	1	9	10
	Physical Intervention Skills within the Private Security Industry	15	12	3	15
	Conflict Management within the Private Security Industry	8	7.5	0.5	8
	Total	45 (min 6 days)	32.5 (min 4 days)	0.5	45
Award for Upskilling a Door Supervisor Working within the Private Security Industry (Scotland) at SCQF level tbc <i>Note: minimum of 2 days only where distance learning can be evidenced. See section 9 of guidance No distance learning means a minimum of 18 hours over 2.5 days</i>	Safety Awareness unit for Door Supervisors within the Private Security Industry	3	0.5	2.5	3
	Physical Intervention Skills within the Private Security Industry	15	12	3	15
	Total	18 (min 2.5 days)	12.5 (min 2 days)	5.5	18