

# New Security Licence to Practise Qualifications FAQs

These FAQs relate to the new licence linked qualifications available from 1<sup>st</sup> April 2021.

1. Can we RPL the 2015 units into the new 2021 qualifications?

No, 2015 units cannot be RPL'd into the new 2021 qualifications.

2. What are the SIA mandatory contact hours for each of the units?

Unit title	SIA total learning and assessment time	SIA minimum contact time
Principles of Working in the Private Security Industry	17	9
Principles and Practices of Working as a CCTV Operator in the Private Security Industry	13	13
Principles of Working as a Door Supervisor in the Private Security Industry	11	11
Application of Conflict Management in the Private Security Industry	11	11
Application of Physical Intervention Skills in the Private Security Industry	13	13
Principles of Working as a Security Officer in the Private Security Industry	10	10
Principles of Using Equipment as a Door Supervisor in the Private Security Industry	2 hrs	15 mins
Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	2 hours if E-learning not used / 20 mins if E-learning used
Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	2 hrs	2

### 3. What are the minimum days required for delivery of the new qualifications?

Qualification Title	Minimum delivery hours if self-study <u>is not</u> used	Minimum number of days	Minimum delivery hours if self-study <u>is</u> used	Minimum number of days
Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry	30 hours	4 days	22 hours	3 days
Level 2 Award for Security Officers in the Private Security Industry	38 hours	5 days	30 hours	4 days
Level 2 Award for Door Supervisors in the Private Security Industry	52 hours	7 days	44 hours	6 days

### 4. Can we use self-study hours?

If you want to use self-study, you must tell us first. You must detail each of the following within your quality management processes:

- the areas of learning delivered by self-study
- the method of self-study to be used
- the number of hours to be covered by the self-study material
- a robust and auditable method for determining that learners have undertaken the self-study

The materials used must clearly show learners how many hours of learning they are expected to undertake. They must be given sufficient time to allow its completion before their course begins. You must check during training to ensure that appropriate learning has taken place. This will be checked through our quality assurance processes.

Self-study material must be kept for a minimum of 3 years and may be used to deliver:

- up to 8 hours of Principles of Working in the Private Security Industry (PWPSI)

Learning Outcome that can be delivered via self-study
LO1: Know the main characteristics and purposes of the private security industry (2 hours)
LO2: Understand legislation as it applies to a security operative (2 hours)

LO4: Understand the importance of safe working practices (2 hours) LO5: Understand fire procedures in the workplace (1 hour) LO11: Understand good practice for post incident management (1 hour)
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- up to 2 hours of Principles of Using Equipment as a Door Supervisor in the Private Security Industry

<b>Learning Outcome that can be delivered via self-study</b>
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LO1: Know how to use equipment relevant to a door supervisor (1.5 hours) LO2: Know what actions to take in relation to global (or critical) incidents (0.5 hours)
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- up to 0.5 hours of Principles of Minimising Personal Risk for Security Officers in the Private Security Industry

<b>Learning Outcome that can be delivered via self-study</b>
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LO2: Know what actions to take in relation to global (or critical) incidents (0.5 hours)
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## 5. What are suitable methods of self-study?

Suitable methods of self-study include prepared, high quality:

- on-line learning materials or courses that the learner must navigate
- workbooks that the learner must work through and complete
- learning materials that the learner can use to cover specified areas of content

## 6. Can we use virtual learning to deliver any of the units?

Any training provider wishing to use virtual learning and/or remote online invigilated exams must be approved to deliver and/or assess in this way. The training provider must provide evidence to us that they fully understand this guidance and have the necessary resource in place to deliver training in a virtual learning environment and/or remote online invigilated exams. Pearson must be satisfied that the training provider has fully understood this and retain an audit trail of this evidence.

As part of the approval process the training provider will submit to the AO the training dates and a detailed breakdown of the delivery and assessment times to meet the required minimum contact time for the qualification. The breakdown must include:

- the split between virtual learning and face to face delivery of training
- the split between remote online invigilated exams and face to face assessment
- the delivery time should include rest breaks for learners
- time should be factored in for technical issues.

Please see the *Requirements when using virtual learning and assessment with SIA licence-linked qualifications from 1 April 2021* document for full information

## 7. What are the First Aid pre-requisite requirements for learners?

From 01 April 2021 learners taking their Door Supervision or Security Officer training for the first time will need to show that they hold a current and valid First Aid or Emergency First Aid certificate.

From 01 October 2021 if you wish to renew your Door Supervisor or Security Officer licence you will also be required to hold a current and valid First Aid or Emergency First Aid certificate.

The First Aid or Emergency First Aid certificate must meet the requirements of the Health and Safety (First Aid) Regulations 1981. Training centres must confirm that each learner is sufficiently qualified in First Aid or Emergency First Aid. **It is the centre's responsibility to check the learner's First Aid certificate and maintain relevant records of how a learner meets this requirement.**

Please see the qualification specifications for full information on what qualifications are acceptable.

## 8. Can we deliver First Aid and Security qualifications together as a package?

Yes, centres can deliver suitable First Aid qualifications together with security qualifications as part of a training package. All First Aid training must be completed and passed prior to the commencement of the security training.

## 9. What are the English language skills pre-requisite requirements for learners?

The centre must ensure that every learner is sufficiently competent in the use of the English and/or Welsh language. All assessment must take place in English and/or Welsh.

Please see the specifications for the full requirements and a list of what qualifications can be used to demonstrate proficiency.

## 10. Where can I find the documents for the internal assessments?

They are available on our website:

<https://qualifications.pearson.com/en/qualifications/secure-tests/btec-security-qualifications.html>

There will be two versions of each internal assessment: one for the learners' first attempt and a second to be used for any resits.

## 11. Is practical assessment included in the new qualifications?

Yes – details of the assessment of the new units are below.

2021 Unit title	Knowledge assessment	Practical assessment
Principles of Working in the Private Security Industry	Externally set and marked MCQ exam made up of 72 questions (110 minutes)  Pass mark = 70%	Externally set, internally assessed activity based on the completion of an evidential statement
Principles of Working as a Security Officer in the Private Security Industry	Externally set and marked MCQ exam made up of 60 questions (90 minutes)  Pass mark = 70%	Externally set, internally assessed observation of searching with observation sheet  and  Externally set and internally assessed observation of using communications devices  The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner  Pass mark = 100%

<p>Principles and Practices of Working as a CCTV Operator in the Private Security Industry</p>	<p>Externally set and marked MCQ exam made up of 40 questions (60 minutes)</p> <p>Pass mark = 70%</p>	<p>Externally set and internally assessed practical CCTV scenario with portfolio and observation sheet</p> <p>The practical assessment and portfolio completion should take approximately 25 minutes per learner</p> <p>Pass mark = 100%</p> <p>and</p> <p>Externally set and internally assessed workbook</p> <p>Pass mark = 80% for the short answer element of workbook</p>
<p>Principles of Working as a Door Supervisor in the Private Security Industry</p>	<p>Externally set and marked MCQ exam made up of 50 questions (75 minutes)</p> <p>Pass mark = 70%</p>	<p>Externally set, internally assessed observation of searching with observation sheet</p> <p>and</p> <p>Externally set and internally assessed observation of using communications devices</p> <p>The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner</p> <p>Pass mark = 100%</p>

Application of Conflict Management in the Private Security Industry	Externally set and marked MCQ exam made up of 20 questions (30 minutes)  Pass mark = 70%	Externally set, internally assessed of one practical scenario with observation sheet per learner  The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner  Pass mark = 100%
Application of Physical Intervention Skills in the Private Security Industry	Externally set and marked MCQ exam made up of 30 questions (45 minutes)  Pass mark = 80%	Externally set, internally assessed observation of each learner performing every technique with observation sheet  and  Q/A session to cover critical areas of PI knowledge  The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner  Pass mark = 100%

## 12. Do you offer Vehicle Immobilisation?

We will not be offering the new Vehicle Immobiliser qualification.

## 13. What are the new Top Up qualifications?

From 1<sup>st</sup> October 2021 anyone wanting to renew their SIA Door Supervisor or Security Officer licence will be required to complete the relevant Top Up qualification before they can renew their licence. The Top Up qualifications will be available for registration from 1<sup>st</sup> April 2021. Tests will be available from 1<sup>st</sup> June 2021:

Pearson BTEC Level 2 Award for Door Supervisors in the Private Security Industry (Top up)

Pearson BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up)

## 14. Can ACT E-learning be used as evidence of learning for the Terror Threat Awareness unit in the Top Up qualifications?

Yes: if a learner has completed the ACT e-learning and ACT for Security (available from

July 2021) e-learning and provides certificates dated after January 2020, this can be used to evidence that learning has taken place for the Principles of Terror Threat Awareness in the Private Security Industry unit. Learners are still required to complete the external assessment for this unit.

### 15. Are trainers/assessors now required to complete counter terrorism training?

Yes. All trainers and assessors delivering licence linked qualifications must have achieved a National Counter Terrorism Security Office (NaCTSO) / SIA endorsed counter-terrorism programme such as the ACT (Action Counters Terrorism) Awareness training, which must be completed every year.

### 16. What are the assessor requirements?

**All trainers/assessors** must have achieved as a minimum:

- Award in Education and Training (Level 3 QCF/RQF) (Level 6 SCQF) or a teaching or training qualification at Level 3 (QCF/RQF) Level 6 (SCQF) (or equivalent or above), which has been accredited by SQA/QCA/Ofqual or validated by a HEI, or equivalent such as:
  - Level 4 Award in Education and Training (QCF/RQF)
  - Certificate in Education
  - Post Graduate Certificate in Education
  - SVQ/NVQ Levels 3 and 4 in Learning and Development
  - Scottish Training Qualification for Further Education (TQFE)
  - PTLLS, CTLLS or DTLLS
  - Master's in Education
- and A National Counter Terrorism Security Office (NaCTSO) / SIA endorsed counter-terrorism programme such as the ACT (Action Counters Terrorism) Awareness training which must be done every year.

**Assessors** must hold any of the following qualifications:

- Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)
- Level 3 Award in Assessing Competence in the Work Environment (RQF)
- Level 3 Award in Assessing Vocationally Related Achievement (RQF)
- A1 Assessing Learners Using a Range of Methods
- D32 Assess Learner Performance
- D33 Assess Learner Using Different sources of Evidence

Or the following unit from an assessor qualification:

- Unit 1 Understanding the Principles and Practices of Assessment



Or the following units from a teaching qualification:

- Understanding Assessment in Education and Training unit from a Level 3 Award in Education and Training
- Understand the Principles and Practices of Assessment from a 12 credit Preparing to Teach in the Lifelong Learning Sector
- Principles of Assessment in Lifelong Learning from a 12 credit Preparing to Teach in the Lifelong Learning Sector
- Understanding the Principles and Practices of Assessment from a Level 3 Certificate/Level 4 Diploma in Learning and Development
- Assess Occupational Competence in the Work Environment from a Level 3 Certificate/Level 4 Diploma in Learning and Development
- Assess Vocational Skills, Knowledge and Understanding Level 3 Certificate/Level 4 Diploma in Learning and Development

It is expected that in most cases the trainer and the assessor will be the same person. If assessors do not hold any of these qualifications/units, they will have until **30 September 2022** to achieve them.

## 17. What are the IQA requirements?

Internal quality assurers (IQA) are required to hold any of the following qualifications:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices (RQF)
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices (RQF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practices (RQF)
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Or the following unit from an IQA qualification:

- Unit 2/Unit 4 Understanding the principles and practices of internally assuring the quality of assessment

If IQAs do not hold any of these qualification/units, they will have until **30 September 2022** to achieve one.

## 18. Will existing Security centres be auto-approved for the new qualifications?

Yes, current, active centres will be auto-approved for the equivalent new qualifications. Centres approved and active for the Door Supervision qualification will be auto-approved for the Door Supervisor Top Up qualification. Centres approved and active for the

Security Officer qualification will be auto-approved for the Security Officer Top Up qualification.