

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

Specification

BTEC Specialist qualifications

First registration May 2021

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# Contents

<b>1</b>	<b>Introducing the qualification</b>	<b>1</b>
	What are BTEC Specialist qualifications?	1
	Qualification purpose	1
	Industry support and recognition	1
	Funding	1
<b>2</b>	<b>Qualification summary and key information</b>	<b>2</b>
<b>3</b>	<b>Qualification structure</b>	<b>6</b>
	Pearson BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up)	6
<b>4</b>	<b>Assessment requirements</b>	<b>7</b>
	Language of assessment	8
	Assessment of knowledge units (Multiple Choice Question Exams)	8
	Conducting external assessments	9
	Sample assessment materials	9
<b>5</b>	<b>Centre recognition and approval</b>	<b>10</b>
	Approvals agreement	10
	Centre resource requirements	10
<b>6</b>	<b>Access to qualifications</b>	<b>12</b>
	Access to qualifications for learners with disabilities or specific needs.	12
	Reasonable adjustments and special consideration	12
<b>7</b>	<b>Recognising prior learning and achievement</b>	<b>13</b>
<b>8</b>	<b>Quality assurance of centres</b>	<b>14</b>
<b>9</b>	<b>Units</b>	<b>15</b>
	Unit 1: Principles of Terror Threat Awareness in the Private Security Industry	16
	Unit 2: Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	24

<b>10 Suggested teaching resources</b>	<b>33</b>
<b>11 Appeals</b>	<b>34</b>
<b>12 Malpractice</b>	<b>35</b>
Dealing with malpractice in assessment	35
Learner malpractice	35
Teacher/centre malpractice	36
Sanctions and appeals	36
<b>13 Further information and publications</b>	<b>37</b>
Publisher information	37
<b>14 Glossary</b>	<b>38</b>
Part A – General terminology used in specification	38
Part B – Terms used in knowledge and understanding criteria	40
<b>Annexe A</b>	<b>41</b>
SIA Standards of Behaviour for security operatives	41
<b>Annexe B</b>	<b>43</b>
Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications	43
<b>Get Training</b>	
<b>Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications</b>	<b>44</b>

# 1 Introducing the qualification

## What are BTEC Specialist qualifications?

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BTEC Specialist qualifications are work-related qualifications available from Entry to Level 3. The qualifications put learning into the context of the world of work, giving students the opportunity to apply their research, skills and knowledge in relevant and realistic work contexts. This applied, practical approach means learners build the knowledge, understanding and skills they need for career progression or further study.

## Qualification purpose

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The Pearson Level 2 Award for Security Officers in the Private Security Industry (Top up) is for existing security officers who wish to renew their licence.

The Security Industry Authority (SIA) has introduced a top up requirement for those applying to renew their security officer licence – anyone wishing to renew their licence from October 2021 must have achieved this qualification.

The Pearson Level 2 Award for Security Officers in the Private Security Industry (Top up) is suitable for learners to:

- develop up to date knowledge and skills required to continue to work effectively and safely as a security officer.
- continue to work as a licenced security officer
- achieve a licence to practise
- achieve a nationally-recognised Level 2 qualification
- develop own personal growth and engagement in learning

## Industry support and recognition

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This qualification is supported by the Security Industry Authority (SIA), the regulator for the private security industry.

## Funding

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Qualifications eligible and funded for post-18-year-olds can be found on the funding Hub.

## 2 Qualification summary and key information

Qualification title	Pearson BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up)
Qualification Number (QN)	603/7582/6
Regulation start date	07/06/2021
Operational start date	07/06/2021
Approved age ranges	18+ 19+
Total qualification time (TQT)	6 hours
Guided learning hours (GLH)	4 hours
Assessment	Externally set and marked MCQ exams.
Grading information	The qualification and units are graded Pass/Fail.
Delivery requirements	The Security Industry Authority (SIA) has placed restrictions on how training for this qualification must be delivered. Centres must ensure that they have read <i>Annexe B: Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications</i> to ensure that they are compliant with all of the requirements.

Qualification title	Pearson BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up)
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	<p>Pearson The table below states the total unit time (TUT) and the required contact time for each unit in the qualification. It is important to note that these contact hours are a minimum figure stipulated by the SIA. Centres should regard this not as a requirement to use non-contact activities, but rather giving them the opportunity to do so if they choose. Centres can continue to deliver the entire programme as contact time. BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up).</p>
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Unit	Title	TUT	GLH
1	Principles of Terror Threat Awareness in the Private Security Industry*	3	2 hours if E-learning not used/20 mins if E-learning used
2	Principles of Minimising Personal Risk for Security Officers in the Private Security Industry**	3	2

Entry requirements	<p>Learners should, as a minimum, have language skills in reading, writing, speaking and listening equivalent to the following:</p> <ul style="list-style-type: none"> <li>● A B2 Level qualification on the Home Office’s list of recognised English tests and qualifications.</li> <li>● A B2 Common European Framework of Reference for Languages (CEFR).</li> <li>● An ESOL qualification at (Level 1) on the Ofqual register taken in England, Wales or Northern Ireland.</li> <li>● An ESOL qualification at Scottish Credit and qualifications Framework Level 5 awarded by the Scottish Qualifications Authority (SQA) and taken in Scotland.</li> <li>● Functional Skills Level 1 in English.</li> <li>● SQA Core Skills in Communication at Scottish Credit and qualifications Framework Level 5.</li> <li>● Essential Skills Wales Communication Level 1.</li> </ul>
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Qualification title	Pearson BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up)
	<p>Training centres must ensure that all learners have sufficient reading, writing, speaking and listening language skills before putting the learners forward for training and assessment and must retain evidence of language achievement for 3 years post certification.</p> <p><i>(See Annexe B: Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications).</i></p> <p>Centres must follow the guidance in <i>A guide to recruiting learners onto Pearson qualifications</i> (see <i>Section 6: Access to qualifications</i>).</p>
First Aid	<p>Learners renewing their Security Officer licence will need to show that they hold a current and valid First Aid or Emergency First Aid certificate*. This 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.</p> <p>Learners should, as a minimum, have achieved an Emergency First Aid at Work qualification covering the following outcomes:</p> <ul style="list-style-type: none"> <li>● understand the role of the first aider, including: <ul style="list-style-type: none"> <li>○ the importance of preventing cross-infection</li> <li>○ the need for recording incidents and actions</li> <li>○ use of available equipment</li> </ul> </li> <li>● assess the situation and circumstances in order to act safely, promptly, and effectively in an emergency</li> <li>● administer first aid to a casualty who is unconscious (including seizure)</li> <li>● administer cardiopulmonary resuscitation and use of an automated external defibrillator</li> <li>● administer first aid to a casualty who is choking</li> <li>● administer first aid to a casualty who is wounded and bleeding</li> <li>● administer first aid to a casualty who is suffering from shock</li> </ul>



Qualification title	Pearson BTEC Level 2 Award for Security Officers in the Private Security Industry (Top up)
	<ul style="list-style-type: none"> <li>• provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).</li> </ul> <p>Learners should present their First Aid or Emergency First Aid certificate* to their training provider before they start training. This certificate* must be valid for at least 12 months from the course start date.</p> <p>Centres are responsible for checking the learner's First Aid or Emergency First Aid certificate, and for keeping records of how a learner meets this requirement.</p> <p>Training centres must retain this information for a minimum of three years</p> <p>*Training centres are permitted to deliver suitable First Aid qualifications together with security qualifications as part of a training package. Learners must complete and pass all First Aid training before starting the security training.</p>
Resit arrangements	Resit opportunities are at the discretion of centres. Centres will need to ensure that learners are fully prepared against any identified areas of weakness before resitting the assessment.

### 3 Qualification structure

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

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The requirements outlined in the table below must be met for Pearson to award the qualification.

Unit number	Mandatory units	Level	Guided learning hours
1	Principles of Terror Threat Awareness in the Private Security Industry	2	2
2	Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	2	2

## 4 Assessment requirements

The table below gives a summary of the type and availability of assessment methods available for each unit in the qualification. Centres should check this information carefully, together with the relevant unit specifications and the sample assessment materials, so that they can timetable learning and assessment periods appropriately.

<b>Unit 1: Principles of Terror Threat Awareness in the Private Security Industry</b>	
Type of assessment	Onscreen or paper-based externally set and marked MCQ exam made up of 10 questions.
Length of assessment	The MCQ exam is 20 minutes.
Pass mark	To pass the unit, learners need to achieve: <ul style="list-style-type: none"> <li>• 70% (7/10) in the MCQ exam</li> </ul>
Assessment availability	On demand
First assessment availability	June 2021

<b>Unit 2: Principles of Minimising Personal Risk for Security Officers in the Private Security Industry</b>	
Type of assessment	Onscreen or paper-based externally set and externally marked MCQ exam made up of 16 questions (25 minutes). Pass mark = 70%
Length of assessment	The MCQ exam is 25 minutes.
Pass mark	To pass the unit, learners need to achieve: <ul style="list-style-type: none"> <li>• 70% (11/16) in the MCQ exam</li> </ul>
Assessment availability	On demand
First assessment availability	June 2021

In administering assessments, centres need to be aware of the specific procedures and policies that apply to, for example, registration, entries and results. There is more information in our *Centre Management Handbook, BTEC Security*, available on our website. Please also refer to *Annexe B: Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications*.

## Language of assessment

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

Training centres must ensure that all learners have sufficient language skills as described above before putting them forward for training and assessment.

Training centres must agree all assessments that they use with their awarding organisation (AO) as part of their security approval.

Training centres must retain this information for all learners against all four competencies. It should be kept for a minimum of 3 years.

Further information on the use of language in qualifications is available in our *Use of languages in qualifications policy*, available on our website, [qualifications.pearson.com](http://qualifications.pearson.com).

For further information on access arrangements, please refer to the *Access to qualifications* section and to the SIA document *Working in the Private Security Industry: A Guide for Disabled People*, available on the SIA website – [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk)

## Assessment of knowledge units (Multiple Choice Question Exams)

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Centres need to make sure that learners are:

- fully prepared to sit the assessments
- entered for the assessments at appropriate times, with due regard for resit opportunities as necessary.

Information on the structure and format of the assessments is available in the relevant units in Section 9 Units and in Annex B: Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications.

Information on registering learners for the assessments and the systems requirements for delivering the onscreen tests is available on the security tests pages on our website. The security testing team need at least 5 days' notice of any planned testing.

The external assessment assesses all the learning outcomes in the units, to meet the standard specified by the related assessment criteria. All the content in each unit is mandatory for the assessments and may be sampled across different versions of assessment over time.

Further information on the structure and format of the assessments is available in the relevant units in *Section 9 Units*.

## Conducting external assessments

Information on how tests are administered is available on the Pearson website in the 'centre administration onscreen testing' section.

Part of your approval as a Pearson centre requires that you have adequate facilities for the safe custody of all confidential materials, including the secure storage of tests. Your facilities may be subject to audit. You must also have centre policies in place for the administration, storage and transport of secure materials.

If test papers are printed in advance, they should be locked away in a lockable safe (a filing cabinet is only acceptable if bolted to the wall or floor). The safe or container must be in a securely locked room with access restricted to 2 or 3 authorised persons.

In administering assessments, centres need to be aware of the specific procedures and policies that apply to, for example, registration, entries and results. There is more information on the Security tests pages, available on our website. Please also refer to: *Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications*.

## Sample assessment materials

Each externally assessed unit with an MCQ exam has a set of sample assessment materials (SAMs). The SAMs are there to provide an example of what the external assessment will look like in terms of the feel and level of demand of the assessment.

SAMs show the range of possible question types that may appear in the actual assessments and give a good indication of how the assessments will be structured.

While SAMs can be used for practice with learners, as with any assessment, the content covered, and specific details of the questions asked will change in each assessment.

A copy of each of these assessments can be downloaded from the qualification page on our website.

# 5 Centre recognition and approval

Centres must have approval prior to delivering or assessing any of the units in this qualification.

Centres that have not previously offered BTEC Specialist qualifications need to apply for, and be granted, centre recognition as part of the process for approval to offer individual qualifications.

Existing centres will be given 'automatic approval' for a new qualification if they are already approved for a qualification that is being replaced by a new qualification and the conditions for automatic approval are met.

Guidance on seeking approval to deliver BTEC qualifications is given on our website.

## Approvals agreement

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All centres are required to enter into an approval agreement with Pearson, in which the head of centre or principal agrees to meet all the requirements of the qualification specification and to comply with the policies, procedures, codes of practice and regulations of Pearson and relevant regulatory bodies. If centres do not comply with the agreement, this could result in the suspension of certification or withdrawal of centre or qualification approval.

## Centre resource requirements

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As part of the approval process, centres must make sure that the resource requirements below are in place before offering the qualification:

- appropriate physical resources (for example IT, learning materials, teaching rooms) to support the delivery and assessment of the qualification
- suitable staff for delivering and assessing the qualification (see *Section 4 Assessment requirements*)

Staff involved in the assessment process must have relevant expertise and occupational experience. For information regarding the qualifications requirements and sector competence for trainers, including additional requirements for the delivery of the Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry, please refer to *Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications* in Annexe B.

- systems to ensure continuing professional development (CPD) for staff delivering and assessing the qualification

Centres must have in place appropriate health and safety policies relating to the use of equipment by learners. For information regarding the qualifications requirements and sector competence for trainers, please refer to the Training Requirements section of *Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications*) in Annexe B.

- health and safety policies that relate to the use of equipment by learners
- internal verification systems and procedures
- any unit-specific resources stated in individual units.

## 6 Access to qualifications

### Access to qualifications for learners with disabilities or specific needs.

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Equality and fairness are central to our work. Our *Equality, diversity and inclusion policy* requires all learners to have equal opportunity to access our qualifications and assessments, and that our qualifications are awarded in a way that is fair to every learner.

We are committed to making sure that:

- learners with a protected characteristic (as defined by the Equality Act 2010) are not, when they are taking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve from their qualification and that this achievement can be compared fairly to the achievement of their peers.

For learners with disabilities and specific needs, the assessment of their potential to achieve the qualification must identify, where appropriate, the support that will be made available to them during delivery and assessment of the qualification.

Centres must deliver the qualification in accordance with current equality legislation. For full details of the Equality Act 2010, please visit [www.legislation.gov.uk](http://www.legislation.gov.uk).

### Reasonable adjustments and special consideration

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Centres are permitted to make adjustments to assessment to take account of the needs of individual learners. Any reasonable adjustment must reflect the normal learning or working practice of a learner in a centre or a learner working in the occupational area.

Centres cannot apply their own special consideration – applications for special consideration must be made to Pearson and can be made on a case-by-case basis only.

Centres must follow the guidance in the Pearson document *Guidance for reasonable adjustments and special consideration in vocational internally assessed units*.

We can advise you if you are uncertain as to whether an adjustment is fair and reasonable. Any reasonable adjustment must reflect the normal learning or working practice of a learner in a centre or a learner working in the occupational area.

There is further information on access arrangements in the Joint Council for Qualifications (JCQ) document *Access arrangements and reasonable adjustments* and the SIA document *Working in the Private Security Industry: A Guide for Disabled People*, available on the SIA website.



## 7 Recognising prior learning and achievement

In the context of SIA licence-to-practise qualifications, RPL is not applicable to the Security qualifications that Pearson offers.

The SIA has agreed exemptions from training or assessment for a number of qualifications where learners have passed relevant qualifications. For details of these qualifications, centres should refer to the SIA website.

In addition to this, exemptions apply where two qualifications share the same unit number.

## 8 Quality assurance of centres

For the qualification in this specification, the Pearson quality assurance model will consist of the following processes.

Centres will receive at least one visit from our Standards Verifier, followed by ongoing support and development. This may result in more visits or remote support, as required to complete standards verification. The exact frequency and duration of Standards Verifier visits/remote sampling will reflect the level of risk associated with a programme, taking account of the:

- number of assessment sites
- number and throughput of learners
- number and turnover of assessors
- number and turnover of internal verifiers
- amount of previous experience of delivery.

Following registration, centres will be given further quality assurance and sampling guidance.

For further details, please see the work-based learning quality assurance handbooks, available in the support section of our website:

- *Pearson centre guide to quality assurance – NVQs/SVQs and competence-based qualifications*
- *Pearson delivery guidance & quality assurance requirements – NVQs/SVQs and competence-based qualifications*
- *Pearson Centre Management Handbook: BTEC Security*

## 9 Units

This section of the specification contains the units that form the assessment for the qualification.

For explanation of the terms within the units, please refer to *Section 14 Glossary*.

It is compulsory for learners to meet the learning outcomes and the assessment criteria to achieve a Pass. Content is compulsory unless it is provided as an example and is therefore marked 'e.g.'. All compulsory content must be delivered, but assessments may not cover all content.

Where legislation is included in delivery and assessment, centres must ensure that it is current and up to date.

Where a unit is externally assessed, it is essential that learners have covered all of the unit content before they are tested.

# Unit 1: Principles of Terror Threat Awareness in the Private Security Industry

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<b>Level:</b>	2
<b>Unit type:</b>	Mandatory
<b>Guided learning hours:</b>	2

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## Unit introduction

In this unit, you will look at the key areas of understanding and knowledge in relation to terror threat awareness in the private security industry. You will learn about different threat levels, identifying behaviours and responses to suspicious behaviour or item, as well as the most current terrorist attack methodologies and actions to take in the event of a terror threat.

## Learning outcomes, assessment criteria and indicative content

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit. The indicative content sets out the required teaching content of the unit and specifies the knowledge, skills and understanding required for achievement of the unit.

Learning outcomes		Assessment criteria		Indicative content
1	Understand terror threats and the role of the security operative in the event of a threat	1.1	Identify the different threat levels	<ul style="list-style-type: none"> <li>• The official source of UK threat level is (MI5) and their website is <a href="https://www.mi5.gov.uk/threat-levels">https://www.mi5.gov.uk/threat-levels</a>. As well as knowing what each level means an operative would ideally need to know how it may impact the response level their location may have.</li> <li>• LOW means an attack is highly unlikely.</li> <li>• MODERATE means an attack is possible, but not likely.</li> <li>• SUBSTANTIAL means an attack is likely.</li> <li>• SEVERE means an attack is highly likely.</li> <li>• CRITICAL means an attack is highly likely in the near future.</li> <li>• Have an understanding of how UK threat level may impact the response level for the location in which you are working.</li> </ul>
		1.2	Recognise the common terror attack methods	<ul style="list-style-type: none"> <li>• Awareness of attack planning phases.</li> <li>• Most current terrorist attack methodologies: <ul style="list-style-type: none"> <li>○ Marauding Terror Attack (MTA), including firearms, knife, blunt objects, etc.</li> <li>○ explosive device, including Improvised Explosive Device (IED), Person-Borne Improvised Explosive Device (PBIED), Vehicle-Borne Improvised Explosive Device (VBIED), Leave Behind Improvised Explosive Device (LBIED)</li> <li>○ VAAW (Vehicle As A Weapon) also known as vehicle ramming</li> </ul> </li> </ul>

Learning outcomes		Assessment criteria		Indicative content
				<ul style="list-style-type: none"> <li>○ Chemical, Biological, Radiological and Nuclear (CBRN), including acid attacks</li> <li>○ cyber attacks</li> <li>○ insider threat.</li> </ul>
		1.3	Recognise the actions to take in the event of a terror threat	<ul style="list-style-type: none"> <li>● Understand the role security operatives have to play during a terror attack.</li> <li>● Understand what Run, Hide, Tell means for a security operative: keeping yourself safe and encouraging members of the public, who will look up to you, to follow you to a safe place</li> <li>● Know and follow relevant procedure for your place of work, including the company's evacuation plan within the limits of your own authority.</li> <li>● Use your knowledge of the location and making dynamic decisions based on available information to keep yourself and the public safe.</li> <li>● Know the difference between evacuation and invacuation (lock down), including the pros and cons of both options: <ul style="list-style-type: none"> <li>○ in both of these situations, the pros can very easily become cons. For example, evacuating a building due to fire tries to keep people safe but the con can be that people rush out and get injured or stand around outside which could result in accident. Conversely, taking people into a building for safety due to a terrorist act on the street can mean that they are all grouped together and could be seen as an easy target for other forms of terrorist activities.</li> </ul> </li> </ul>

Learning outcomes	Assessment criteria	Indicative content
		<ul style="list-style-type: none"> <li>● Report incidents requiring immediate response from the police on 999</li> <li>● Know what information emergency response require: <ul style="list-style-type: none"> <li>○ What you have seen and what has happened ?</li> <li>○ Who you saw, what they looked like, what they were wearing ?</li> <li>○ Where did the situation happen and where you are ?</li> <li>○ When did it happen ?</li> </ul> </li> <li>● Awareness of emergency services response time</li> <li>● Reporting suspicious activity that does not need immediate response to the Anti-Terrorist Hotline.</li> <li>● Know who the public sector counter-terrorism experts are and how to access their information; <ul style="list-style-type: none"> <li>○ Centre for the protection of national infrastructure (CPNI)</li> <li>○ National Counter Terrorism Security Office (NaCTSO)</li> </ul> </li> <li>● Awareness of current initiatives: <ul style="list-style-type: none"> <li>○ Run, hide, tell keeping themselves safe and encouraging members of the public, who will look up to a person wearing a yellow vest, to follow them to a safe place.</li> <li>○ ACT - Action Counter Terrorism</li> <li>○ SCaN - See, Check and notify</li> </ul> </li> </ul>

Learning outcomes		Assessment criteria	Indicative content
		1.4 Identify the procedures for dealing with suspicious items	<ul style="list-style-type: none"> <li>● HOT principles: <ul style="list-style-type: none"> <li>○ hidden</li> <li>○ obviously suspicious</li> <li>○ typical.</li> </ul> </li> <li>● Four Cs: Confirm, Clear, Communicate and Control.</li> <li>● Safety distance, including: <ul style="list-style-type: none"> <li>○ distance v suspicious package size (small items: 100 metres - large items or small vehicle: 200 metres - large vehicle: 400 metres)</li> <li>○ how to visually represent safety distance (e.g. football field).</li> </ul> </li> <li>● Difficulty involved in setting up a safety distances and not use radio/mobile phone within 15 metres</li> </ul>
		1.5 Identify behaviours that could indicate suspicious activity	<ul style="list-style-type: none"> <li>● Suspicious activity is any observed behaviour that could indicate terrorism or terrorism-related crime.</li> <li>● Hostile reconnaissance is the observing of people, places, vehicles and locations with the intention of gathering information to plan a hostile act.</li> <li>● Understand examples of what this might look like, including: <ul style="list-style-type: none"> <li>○ individuals taking particular interest in security measures, making unusual requests for information, testing security by breaching restricted areas, loitering, tampering with utilities</li> <li>○ individuals avoiding security staff</li> <li>○ individuals carrying out activities inconsistent with the nature of the building or area</li> </ul> </li> </ul>



Learning outcomes		Assessment criteria		Indicative content
				<ul style="list-style-type: none"> <li>○ individuals with forged, altered or stolen identity documents, documents in different names, with large amounts of cash, inappropriately dressed for season/location; taking photos or making drawings</li> <li>○ parked vehicles with people inside, empty parked vehicles left unattended for long period</li> <li>○ multiple sightings of same suspicious person, vehicle, or activity.</li> <li>● Understand actions that can deter or disrupt hostile reconnaissance, including: <ul style="list-style-type: none"> <li>○ ensuring a visible presence of vigilant security staff; frequent patrols but at irregular intervals</li> <li>○ maintaining organised search procedures</li> <li>○ ensuring emergency exits are secured when not in use to prevent unauthorised entry.</li> </ul> </li> </ul>

Learning outcomes		Assessment criteria	Indicative content
		1.6 Identify how to respond to suspicious behaviour	<ul style="list-style-type: none"> <li>● Use your customer service skills to disrupt potential hostile reconnaissance.</li> <li>● Understand the importance of showing professional behaviour and visible security as a tool to deter hostile reconnaissance.</li> <li>● Know where to report suspicious behaviour including: <ul style="list-style-type: none"> <li>○ internal procedure for site</li> <li>○ confidential Anti-Terrorist Hotline: 0800 789 321</li> <li>○ British Transport Police (BTP) "See it, Say it, Sort it": text 61016 or call 0800 40 50 40</li> <li>○ non-emergency: 101</li> <li>○ ACT online reporting</li> <li>○ life threatening emergency or requiring immediate response: 999.</li> </ul> </li> </ul>

## Essential information for tutors and assessors

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### Essential resources

Centres must meet the requirements stipulated by the SIA (for facilities, trainer qualifications, sector competence of trainers and examination facilities) in *Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications* (Annexe B).

### Assessment

Assessment for this unit is by MCQ exam:

- Externally set and marked MCQ exam made up of 10 questions (20 minutes)
- Pass mark = 70%

### MCQ Exam

This unit is externally assessed through an onscreen or paper-based test that is set and marked by Pearson. The test lasts for 20 minutes and has 10 questions, each worth one mark. The assessment is available on demand.

The test assesses all the learning outcomes. The questions in the test are based on each assessment criterion and its associated unit content.

The test consists of the following types of items: multiple-choice questions.

Items in the test will not necessarily be sequenced in the order of the criteria in the unit. Test items will not rely on or directly follow on from another test item. Test items may use colour images/diagrams/graphs for the context of the question or for the answer options.

A Pass grade is determined by learners achieving 70% (7/10) for the test.

## Unit 2: Principles of Minimising Personal Risk for Security Officers in the Private Security Industry

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Level: 2

Unit type: Mandatory

Guided learning hours: 2

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### Unit introduction

This unit covers the specialist knowledge and understanding and in relation to terror threats and the role of the security operative in the event of a threat, together with knowledge of what actions to take in relation to global incidents, and how to minimise risk to personal safety at work.

### Learning outcomes, assessment criteria and indicative content

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit. The indicative content sets out the required teaching content of the unit and specifies the knowledge, skills and understanding required for achievement of the unit.

Learning outcomes		Assessment criteria		Indicative content
1	Know how to minimise risk to personal safety at work	1.1	Identify responsibilities for personal safety at work.	<ul style="list-style-type: none"> <li>● Employer responsibilities: <ul style="list-style-type: none"> <li>○ Provision of assignment instruction</li> <li>○ Importance of contractor responsibilities</li> <li>○ Risk assessment</li> <li>○ Training needs analysis</li> <li>○ Provision of PPE and other essential equipment</li> <li>○ Application of current employment legislation</li> <li>○ Provision of Health and Safety procedures and policies</li> </ul> </li> <li>● Employee responsibilities: <ul style="list-style-type: none"> <li>○ Follow assignment instructions</li> <li>○ Identification of training needs</li> <li>○ Attend appropriate training</li> <li>○ Fit and well for work/duties</li> <li>○ Use of PPE and other essential equipment</li> <li>○ Follow company HR policies and procedures</li> </ul> </li> </ul>

Learning outcomes		Assessment criteria	Indicative content
	1.2	Identify situations that might compromise personal safety.	<ul style="list-style-type: none"> <li>• Lone working</li> <li>• Interrupting a crime in progress</li> <li>• Dealing with intoxicated individuals</li> <li>• High risk locations (e.g. construction sites; remote and higher value site)</li> </ul>
	1.3	Identify the risks of ignoring personal safety in conflict situations.	<ul style="list-style-type: none"> <li>• Increased risk of escalation</li> <li>• Places self and others at increased risk of violence and/or injury</li> <li>• Risk of being considered negligent for any resultant harm</li> </ul>
	1.4	State the personal safety benefits of undertaking dynamic risk assessments.	<ul style="list-style-type: none"> <li>• Ensures a process of analysing risk and the best course of action prior to action, then during and after the incident.</li> <li>• Increases own ability to assess and react to the changing situations</li> </ul>
	1.5	List ways to minimise risk to personal safety at work.	<ul style="list-style-type: none"> <li>• Good communication</li> <li>• Keeping the control room / colleagues informed</li> <li>• Working within the limits of own knowledge and skillset</li> <li>• Prompt action</li> <li>• Control measures including the appropriate use of PPE</li> <li>• Keeping own knowledge and skills up-to-date via CPD</li> </ul>

Learning outcomes		Assessment criteria	Indicative content
		1.6 Recognise the different types of personal protective equipment relevant to the role of a security officer	<ul style="list-style-type: none"> <li>● Wearables <ul style="list-style-type: none"> <li>○ Waterproof clothing</li> <li>○ High-visibility clothing</li> <li>○ headwear</li> <li>○ Stab vests</li> <li>○ Gloves (needle/slash resistant)</li> <li>○ Rubber gloves and face shields</li> <li>○ Ear defenders</li> <li>○ Eye protection</li> <li>○ Safety footwear</li> <li>○ Dust mask</li> <li>○ Face coverings</li> </ul> </li> <li>● Equipment <ul style="list-style-type: none"> <li>○ Metal detectors</li> <li>○ Body worn cameras (BWC)</li> <li>○ Radios, mobile phones</li> <li>○ Personal alarms</li> <li>○ Torches</li> <li>○ Equipment to help control infections</li> </ul> </li> </ul>

Learning outcomes		Assessment criteria	Indicative content
		1.7 State the purpose of using body-worn cameras (BWC)	<ul style="list-style-type: none"> <li>• Securing evidence against an offender</li> <li>• Deterring crimes</li> <li>• Self-protection</li> <li>• Curbing behaviour (Security Officer or customer)</li> <li>• Identifying offenders</li> </ul>
		1.8 Identify strategies that can assist personal safety in conflict situations.	<ul style="list-style-type: none"> <li>• Awareness</li> <li>• Using dynamic risk assessments</li> <li>• Building rapport</li> <li>• Active listening</li> <li>• Using problem solving techniques</li> <li>• Using CCTV</li> <li>• Working in teams</li> <li>• Knowing when to involve the emergency services</li> </ul>
		1.9 Describe limits of own responsibility in physical intervention situations.	<ul style="list-style-type: none"> <li>• Work within own training, skillset and physical capabilities</li> <li>• Request assistance when appropriate</li> <li>• Legal responsibility for actions and omissions</li> <li>• Current legal framework and responsibilities</li> </ul>



Learning outcomes		Assessment criteria	Indicative content
		1.10 Identify types of harm that can occur during physical interventions.	<ul style="list-style-type: none"> <li>• Types of harm: <ul style="list-style-type: none"> <li>○ Serious injury or death can result from: <ul style="list-style-type: none"> <li>– strikes and kicks</li> <li>– an individual falling or being forced to ground</li> <li>– interventions involving the neck, spine or vital organs</li> <li>– restraint on the ground (face up and face down) or other position that impairs breathing and/or circulation and increases risk of death through positional asphyxia</li> <li>– any forceful restraint can lead to medical complications, sudden death or permanent disability especially where situational and individual risk factors are present</li> <li>– non-weapon items could cause harm to individual if they were to fall (e.g. glass objects, tools carried on person etc.)</li> </ul> </li> <li>○ Stress and emotional trauma</li> </ul> </li> </ul>

Learning outcomes		Assessment criteria	Indicative content
		1.11 Identify the personal safety advantages of mental alertness at work.	<ul style="list-style-type: none"> <li>● Quick reaction time</li> <li>● Awareness of potential hazards</li> <li>● Accurate assessment of situation</li> <li>● Increased potential to prevent escalation</li> <li>● Clear identification of hazards and necessary actions to mitigate risk.</li> </ul>
		1.12 State the benefits of reflecting on personal safety experiences.	<ul style="list-style-type: none"> <li>● Improving safety of: <ul style="list-style-type: none"> <li>○ Self</li> <li>○ Staff</li> <li>○ Visitor/ customer</li> </ul> </li> <li>● Learning from what went well and what could have been handled better</li> <li>● Informing/ identifying improvements to personal and organisational practices and procedures</li> <li>● Preventing reoccurrence of the same/ similar problem</li> <li>● Recognising trends to prevent reoccurrence of the same/similar problems</li> <li>● Importance of sharing good practice to improve personal, team and organisational performance</li> <li>● Recognising good and poor practice</li> <li>● Identifying common responses to situations</li> <li>● Identifying procedures or methods to deal with situations effectively.</li> </ul>

Learning outcomes		Assessment criteria		Indicative content
2	Know what actions to take in relation to global (or critical) incidents	2.1	Know government guidance in relation to global (or critical) incidents	<ul style="list-style-type: none"> <li>● Accessing the most up-to-date guidance from gov.uk</li> <li>● Government guidance as it relates to global (or critical) incidents including: <ul style="list-style-type: none"> <li>○ Health &amp; Safety and organisational procedures</li> <li>○ Venue Management e.g. queues, rules that impact socialising, venue access, PPE</li> <li>○ Equipment as it applies to the incident e.g. to help infection control</li> </ul> </li> </ul>

## Essential information for tutors and assessors

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### Essential resources

For this unit, centres must adhere to the requirements stipulated by the SIA in *Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications (see Annexe B)*, with regard to facilities, trainer qualifications, sector competence of trainers and examination facilities.

### Assessment

Assessment for this unit is by:

- MCQ exam made up of 16 questions (25 minutes), Pass mark = 70% (11/16)

### MCQ Exam

This unit is externally assessed through an onscreen or paper-based test that is set and marked by Pearson. The test lasts for 25 minutes and has 16 questions, each worth one mark. The assessment is available on demand.

The test assesses learning outcomes 1 and 2. The questions in the test are based on each assessment criterion and its associated unit content.

The test consists of the following types of items: multiple-choice questions.

Items in the test will not necessarily be sequenced in the order of the criteria in the unit. Test items will not rely on or directly follow on from another test item. Test items may use colour images/diagrams/graphs for the context of the question or for the answer options.

# 10 Suggested teaching resources

This section lists resource materials that can be used to support the delivery of the qualification.

## Textbooks

Gray D – *Door Supervision and Security Guarding* (Pearson Education Limited 2011)  
ISBN 978-1-4469-0010-9

Walker A and Dyson J – *Door Supervisors Course Book* (Highfield, 2018, 6th Edition)  
ISBN 978-1-912633-23-4

## Websites

[www.hse.gov.uk](http://www.hse.gov.uk)

Health and Safety Executive –  
information about health and safety  
legislation

[www.hse.gov.uk/pubns/indg143.pdf](http://www.hse.gov.uk/pubns/indg143.pdf)

HSE guide to Manual Handling

[www.ico.org.uk](http://www.ico.org.uk)

Information Commissioner's Office

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

Surveillance\_Camera\_Code\_of\_Practice  
\_WEB.pdf

[www.sia.homeoffice.gov.uk/](http://www.sia.homeoffice.gov.uk/)

The Security Industry Authority –  
Industry regulator

# 11 Appeals

Centres must have a policy for dealing with appeals from learners. Appeals may relate to assessment decisions being incorrect or assessment not being conducted fairly. The first step in such a policy is a consideration of the evidence by a Lead Internal Verifier or other member of the programme team. The assessment plan should allow time for potential appeals after learners have been given assessment decisions.

Centres must document all learners' appeals and their resolutions. Further information on the appeals process can be found in the document *Internal assessment in vocational qualifications: Reviews and appeals policy*, available on our website.

# 12 Malpractice

## Dealing with malpractice in assessment

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Malpractice refers to acts that undermine the integrity and validity of assessment, the certification of qualifications and/or may damage the authority of those responsible for delivering the assessment and certification.

Pearson does not tolerate actual or attempted actions of malpractice by learners, centre staff or centres in connection with Pearson qualifications. Pearson may impose penalties and/or sanctions on learners, centre staff or centres where malpractice or attempted malpractice has been proven.

Malpractice may occur or be suspected in relation to any unit or type of assessment within a qualification. For further details on malpractice and advice on preventing malpractice by learners, please see Pearson's *Centre Guidance: Dealing with Malpractice* available on our website.

Centres are required to take steps to prevent malpractice and to investigate instances of suspected malpractice. Learners must be given information that explains what malpractice is for internal assessment and how suspected incidents will be dealt with by the centre. The *Centre Guidance: Dealing with Malpractice* document gives full information on the actions we expect you to take.

Pearson may conduct investigations if we believe a centre is failing to conduct internal assessment according to our policies. The above document gives further information and examples. It details the penalties and sanctions that may be imposed.

In the interests of learners and centre staff, centres need to respond effectively and openly to all requests relating to an investigation into an incident of suspected malpractice.

### Learner malpractice

The head of centre is required to report incidents of suspected learner malpractice that occur during Pearson qualifications. We ask centres to complete *JCQ Form M1* ([www.jcq.org.uk/malpractice](http://www.jcq.org.uk/malpractice)) and email it with any accompanying documents (signed statements from the learner, invigilator, copies of evidence, etc) to the Investigations Processing team at [candidatemalpractice@pearson.com](mailto:candidatemalpractice@pearson.com). The responsibility for determining appropriate sanctions or penalties to be imposed on learners lies with Pearson.

Learners must be informed at the earliest opportunity of the specific allegation and the centre's malpractice policy, including the right of appeal. Learners found guilty of malpractice may be disqualified from the qualification for which they have been entered with Pearson.

Failure to report malpractice constitutes staff or centre malpractice.

## Teacher/centre malpractice

The head of centre is required to inform Pearson's Investigations team of any incident of suspected malpractice (which includes maladministration) by centre staff before any investigation is undertaken. The head of centre is requested to inform the Investigations team by submitting a *JCQ M2* Form (downloadable from [www.jcq.org.uk/malpractice](http://www.jcq.org.uk/malpractice)) with supporting documentation to [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com). Where Pearson receives allegations of malpractice from other sources (for example Pearson staff, anonymous informants), the Investigations team will conduct the investigation directly or may ask the head of centre to assist.

Pearson reserves the right in cases of suspected malpractice to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation, results and/or certificates may not be released or they may be withheld.

You should be aware that Pearson may need to suspend certification when undertaking investigations, audits and quality assurances processes. You will be notified within a reasonable period of time if this occurs.

## Sanctions and appeals

Where malpractice is proven, we may impose sanctions or penalties, such as:

- mark reduction for affected external assessments
- disqualification from the qualification
- debarment from registration for Pearson qualifications for a period of time.

If we are concerned about your centre's quality procedures we may impose sanctions such as:

- working with centres to create an improvement action plan
- requiring staff members to receive further training
- placing temporary suspensions on certification of learners
- placing temporary suspensions on registration of learners
- debarring staff members or the centre from delivering Pearson qualifications
- suspending or withdrawing centre approval status.

The centre will be notified if any of these apply.

Pearson has established procedures for considering appeals against penalties and sanctions arising from malpractice. Appeals against a decision made by Pearson will normally be accepted only from the head of centre (on behalf of learners and/or members or staff) and from individual members (in respect of a decision taken against them personally). Further information on appeals can be found in the *JCQ Appeals booklet* ([www.jcq.org.uk/exams-office/appeals](http://www.jcq.org.uk/exams-office/appeals)).



# 13 Further information and publications

- Edexcel, BTEC and Pearson Work Based Learning contact details: [qualifications.pearson.com/en/contact-us.html](https://qualifications.pearson.com/en/contact-us.html).
- Books, software and online resources for UK schools and colleges: [www.pearsonschoolsandfecolleges.co.uk](http://www.pearsonschoolsandfecolleges.co.uk).
- Our publications catalogue lists all the material available to support our qualifications. To access the catalogue and order publications, please visit our website.

All centres offering external assessments must comply with the Joint Council for Qualifications (JCQ) document *Instructions for conducting examinations*.

Further documents that support the information in this specification:

- *Access arrangements and reasonable adjustments* (JCQ)
- *A guide to the special consideration process* (JCQ)
- *Collaborative and consortium arrangements for the delivery of vocational qualifications policy* (Pearson)
- *UK information manual* (updated annually and available in hard copy) **or** *Entries and information manual* (available online) (Pearson).
- *Distance learning and assessment policy* (Pearson)

## Publisher information

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Any publisher can seek endorsement for their resources and, if they are successful, we will list their BTEC resources on our website.

# 14 Glossary

## Part A – General terminology used in specification

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Term	Description
Level	Units and qualifications have a level assigned to them. The level assigned is informed by the level descriptors defined by Ofqual, the qualifications regulator.
Guided learning hours (GLH)	This indicates the number of hours of activities that directly or immediately involve tutors and assessors in teaching, supervising, and invigilating learners, for example lectures, tutorials, online instruction and supervised study. Units may vary in size.
Total qualification time (TQT)	This indicates the total number of hours that a typical learner will take to complete the qualification. This is in terms of both guided learning hours but also unguided learning, for example private study, time spent in the workplace to master skills.
Self-study	For some units, self-study 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. Training centres must ensure that there is auditable evidence confirming that learning has taken place. This will be monitored by awarding organisations.
Learning outcomes	The learning outcomes of a unit set out what a learner knows, understands or is able to do as the result of a process of learning.
Assessment criteria	The assessment criteria specify the standard the learner is required to meet to achieve a learning outcome.
Indicative content	This section sets out the required teaching content of the unit and specifies the knowledge, skills and understanding required for achievement of the unit. It enables centres to design and deliver a programme of learning that will enable learners to achieve each learning outcome and to meet the standard determined by the assessment criteria.
Valid assessment	The assessment assesses the skills or knowledge/understanding in the most sensible, direct way to measure what it is intended to measure.

Term	Description
Reliable assessment	The assessment is consistent and the agreed approach delivers the correct results on different days for the same learners and different cohorts of learners.

## Part B – Terms used in knowledge and understanding criteria

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Term	Description
Identify	Shows the main features or purpose of something. Can recognise it and/or name characteristics or facts that relate to it.
Outline	Provide a summary or overview or brief description.
State	Express information in clear and precise terms.

# Annexe A

## SIA Standards of Behaviour for security operatives

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<b>Standards of Behaviour for security operatives</b>
<b>Personal Appearance</b>
A security operative should at all times: <ul style="list-style-type: none"><li>• wear clothing that is smart, presentable, easily identifies the individual as a security operative, and is in accordance with the employer's guidelines</li></ul>
<b>Professional Attitude &amp; Skills</b>
A security operative should: <ul style="list-style-type: none"><li>• greet visitors to the premises in a friendly and courteous manner</li><li>• act fairly and not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and/or sexual orientation, or any other difference in individuals which is not relevant to the security operatives' responsibility</li><li>• carry out his/her duties in a professional and courteous manner with due regard and consideration to others</li><li>• behave with personal integrity and understanding</li><li>• use moderate language, which is not defamatory or abusive, when dealing with members of the public and colleagues</li><li>• be fit for work and remain alert at all times</li><li>• develop knowledge of local services and amenities appropriately</li></ul>
<b>General Conduct</b>
In carrying out his/her duty, a security operative should: <ul style="list-style-type: none"><li>• never solicit or accept any bribe or other consideration from any person</li><li>• not drink alcohol or be under the influence of alcohol or drugs</li><li>• not display preferential treatment towards individuals</li><li>• never abuse his/her position of authority</li><li>• never carry any item which is or could be considered to be threatening</li></ul>

## Standards of Behaviour for security operatives

- report all incidents to the management
- co-operate fully with members of the police and partners, local authority, SIA, and other statutory agencies with an interest in the premises or the way they are run

## Organisation/Company Values and Standards

A security operative should:

- adhere to the employing organisation / company standards
- be perceptive of the employing organisation / company culture and values
- contribute to the goals and objectives of the employing organisation / company

# Annexe B

## **Get Training: Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications**

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The following document is current as of April 2021. Please check the SIA's website for the latest version and for any updates: [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk)

Please also see the document *Requirements when using virtual learning and assessment with SIA licence-linked qualifications from 1 April 2021* on the SIA website for requirements for virtual learning.

# Get Training

Requirements for awarding organisations and training centres delivering SIA licence to practice qualifications

**This document was published in February 2021.  
The requirements set out within it take effect on 1 April 2021.**



# Introduction

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## Purpose of this document

People applying for an SIA front line licence must undertake formal training that leads to a recognised (and legally required) qualification. This document sets out how that training must be delivered and assessed.

We wrote this document in collaboration with various awarding organisations that offer the licence-linked qualifications. It should be read in conjunction with the 'Specification for Learning and Qualifications' documents available on our website.

Note: throughout this document we refer to "awarding organisations". When we use this phrase, we also mean awarding bodies operating in Scotland.

## Our authority to set how training is delivered and assessed

The Security Industry Authority was created by the Private Security Industry Act 2001. The Act applies to the whole of the UK. It gives us our legal authority and places certain duties upon us.

The Act says that:

- our functions include *"to set or approve standards of training"* (Section 1)
- our 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"* (Section 7)
- we may *"prescribe or impose conditions as to training"* (Section 9)

# Training Centre Requirements

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## Facilities

Training and assessment for approved licence-linked qualifications must take place in a suitable environment that has been approved by a relevant 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 activities must be readily available and fit for purpose.

It is best practice to provide a realistic work environment for the training and assessment of any required practical activities. Those training and assessing physical intervention must provide an environment with a minimum of 3 stairs for the demonstration, practice, and assessment of escorting an individual up and downstairs.

Training and assessment facilities must comply with the ongoing approval arrangements of the respective awarding organisation. You can read about arrangements for examination facilities on pages 3 and 4.

## Centre insurance

The minimum cover for an approved centre offering licence-linked qualifications is:

- employers' liability – £5 million
- public liability
- professional indemnity

This is in line with general insurance requirements and the Employers Liability (Compulsory Insurance) Act 1969.

Training centres must set their public liability and professional indemnity insurance at the appropriate level.

Insurance requirements for physical intervention skills training

Insurance cover should specifically include the activities being carried out. In this case the insurance documentation must state cover for 'training in physical intervention' under 'business activity'.

Centres must evidence their insurance details to the awarding organisation before they can grant approval. However, each centre is responsible for ensuring that its insurance remains valid and up to date. This level of insurance cover is mandatory for approved training centres and individual trainers delivering physical intervention training at the approved training centre. If an individual trainer does not hold their own cover, the approved centre must ensure its insurer is aware of this and secure extended cover. The insurance schedule should clearly detail the cover for trainers.

## Examination venue criteria

All examination venues must comply with the policy, standards, and regulations specified by the Joint Council for Qualifications to gain approval for knowledge-based assessment. Although not all awarding organisations are members of the joint council, we expect awarding organisations to work to these standards as best practice.

This means that:

- the seating arrangement for learners must ensure there can be no cheating or collusion between them
- all learners must be facing the same way (except for some on-screen testing)
- each learner must be a minimum of 1.25 metres (centre to centre) in every direction from the next learner's workspace
- seating plans should be completed for the delivery of tests and retained for external quality assurance purposes
- if on-screen testing is being used, each workstation must be isolated by a minimum space of 1.25 metres (measured from the nearest outer edge of one screen to the next) unless the monitors are positioned back-to-back
- under certain circumstances 1.25 metres may not be far enough to prevent learners seeing the work of others, intentionally or otherwise
- privacy screens can be used. The aim is to make sure that no learner's work can be seen by others
- there must be a place for the invigilator to sit with clear view of all learners
- maximum ratio is 1 invigilator to 30 learners
- there should be no material on the walls that would provide help to learners
- all learners must have a clear view of examination signage and a clock
- the awarding organisation must be made aware of assessment venues in advance
- substitutes cannot be used, unless there has been an emergency, such as fire
- centres must record any such emergency and notify the awarding organisation at the first possible opportunity
- trainers who have delivered the training and/or practical assessments to learners must not invigilate or be in the room when the learners take their exam
- training centres need to think about all potential conflicts of interest and have an appropriate policy in place
- all invigilators must receive an induction explaining the role of invigilation and its policies and procedures.

- training centres must maintain a register which must be signed by the invigilator to confirm that they have received this induction.
- all test papers must be stored securely in a lockable safe
- if a lockable safe is not available a suitable lockable cabinet/storage unit kept in a secure location is acceptable
- this cabinet/storage unit should only be accessed by appropriate personnel and records of key holders should be kept
- all test papers must be transported securely to and from the training centre and any satellite centre where tests are administered
- the centre must have an appropriate policy to support this.
- awarding organisations, the SIA, and qualification regulators retain the right to make spot checks to ensure that exam conditions are being maintained.

## **Venue requirements for practical skills training and assessment (physical intervention and conflict management)**

Training environments must be risk assessed for their suitability to deliver training and assessment and in accordance with centre policies. Your awarding organisation will review your risk assessments as part of their quality assurance. Risk assessments must be completed before each training course.

This means:

- checking the size and suitability of training rooms; ensuring that learners have space to demonstrate techniques safely
- as a guide, an unobstructed area of approximately 2 x 2 metres per person, (including the trainer) provides the necessary room for movement and activity
- for example a maximum class size of 12, plus trainer, needs a floor area of approximately 52 square metres
- a minimum of 3 stairs must be available for the demonstration, practice, and assessment of escorting an individual up and downstairs
- the ratio of trainers to learners: 1 trainer to a maximum of 12 learners for the delivery and assessment of the practical skills
- there is no ratio for the delivery and assessment of the knowledge skills
- each course needs a minimum of 3 participants to deliver the practical skills for physical interventions effectively

- a qualified first aider must always be available during the delivery and assessment of the physical skills and conflict management units
- we recommend that physical skills trainers/assessors obtain a 3-day First Aid at Work Qualification.

Training centres must have a range of safety equipment available during physical skills delivery and assessment.

This means:

- a BS 8599-1:2019 approved first aid kit
- ice packs
- access to water and a telephone

### **Learner requirements for practical skills training (physical intervention skills)**

The centre must provide learners with safety information before they attend a course.

This should explain to learners:

- that physical activity will be involved, and that this carries risks
- the expected standards of behaviour
- what they should wear
- what they should do if they have any concerns about their health or fitness with regard to this training.

Training centres must also ensure that learners sign a declaration to say that they are fit to take part in practical skills training.

### **Additional requirements for the delivery of Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry and the Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry (Scotland) at SCQF Level 6**

Training centres must use one of the following to deliver and assess the 'Principles and Practices of Working as a CCTV Operator in the Private Security Industry' course:

- 1. A control room with at least 2 PTZ cameras and associated recording and monitoring equipment.**
- 2. A simulated control room environment that is used solely for this purpose during training and assessment.**

Centres can conduct the completion of documentation and portfolio creation within a classroom (group) environment.

The practical assessments must take place after the delivery of the following units:

- Principles of Working in the Private Security Industry.
- Principles and Practices of Working as a CCTV Operator in the Private Security Industry.

## Checking identification

The training centre must check the learner's identity before assessing them.

Centres must keep a record of the identity documents they review and accept for each learner. These records must be kept for a minimum of 3 years and must be made available for audit purposes. Training centres should make sure they store all data in a way that meets current data protection legislation.

Awarding organisations should confirm to training centres which forms of ID are acceptable. This will reflect [our list of acceptable identity documents](#).

A learner who does not produce documents to satisfy our ID requirements cannot take any assessments and therefore will not be able to complete the qualification. Anyone in this situation should contact us through their SIA online account to:

- explain why they do not possess the required documents
- tell us what documents they do have

We will assess this evidence on a case-by-case basis.

## 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 over the age of 18 may enrol in cash and valuables in transit, door supervision, and close protection qualifications.

Those aged 16 and 17 may enrol in security officer, CCTV, and vehicle immobilisation qualifications and are exempt from the requirement to video record their practical assessment. In these cases, training centres must provide alternative evidence, such as a transcript. Training centres must make clear to them that they cannot hold a licence until the age of 18.

## Certification

We only accept full certification from an SIA approved awarding organisation as evidence of successful achievement of licence-linked qualifications.

## Audit criteria

Training centres must allow the SIA/awarding organisations/qualification regulators (and anyone associated with them) to inspect/audit training, delivery, and assessment (including venues) at any time and without notice. The only exception to this may be some cash and valuables in transit (CViT) centres who have special protocols in place.

Each awarding organisation, as part of the process of gaining SIA endorsement, will have made commitments with regard to their quality assurance processes. These include the commitment that every centre is reviewed annually.

We regularly review the quality assurance processes through a range of activities. These include quarterly meetings with all awarding organisations, and twice-yearly quality meetings with individual awarding organisations.

Each awarding organisation will also monitor all training centres regularly as part of their Ofqual/Scottish Qualification Authority/Qualification Wales /Council for Curriculum Education & Assessment. They will do this in accordance with the additional quality measures for both approvals and external quality assurance (EQA) agreed with us.

The awarding organisation can withdraw the approval of trainers and/or training centres if they do not comply with quality assurance processes, which include all the requirements in this document.

# Training requirements

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## Trainer/assessors delivering licence-linked qualifications

Approved trainers/assessors seeking to deliver licence-linked qualifications must successfully complete a range of formal qualifications. These are detailed below.

All trainers/assessors must have achieved as a minimum:

- 1. 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
- 2. 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. This is not currently required for trainers delivering Close Protection, but it is good practice.**

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

We expect 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.

*An assessor qualification is not required for cash and valuables in transit (CViT) as there are no practical assessments for this sector. It's also not a requirement for trainers delivering close protection until this qualification is re-developed, but it is good practice.*

## **Qualification requirements for internal quality assurers (IQA)**

All those seeking to undertake internal quality assurance activities for licence-linked qualifications must have achieved as a minimum the following:

Internal quality assurer (IQA) 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.

*An IQA qualification is not required for CViT as there are no practical assessments for this sector. This is also not a requirement for IQAs delivering Close Protection until this qualification is re-developed, but it is good practice.*

Each centre must have access to at least 1 qualified IQA by 30 September 2022 unless they are only offering the CViT qualification. IQAs should have security sector competence relevant to the area they are quality assuring. They should also be familiar with the course content of the units that they are quality assuring.

Centre personnel who want to check their eligibility can do so by contacting any SIA endorsed awarding organisation.

### **Additional criteria for Application of Conflict Management in the Private Security Industry and Conflict Management within the Private Security Industry units**

All trainers and assessors involved in the delivery of one of the above conflict management units must have done relevant training. Trainers must hold a qualification at NQF/QCF/RQF Level 3 Deliverers of Conflict Management Training.

The IQA does not need to hold a formal conflict management qualification but should have appropriate competence in conflict management. This could come from employment in:

- the armed services
- the police
- the security industry
- the prison service

### **Occupational competence for approved trainers and assessors**

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

Awarding organisations require sufficient information about a trainer and assessor's occupational competence for consideration in the approval process. Occupational competence will normally come from working in the private security industry. The awarding organisations may accept other relevant experience, which will be considered on a case-by-case basis. Trainers or assessors do not need to have a current SIA licence.

Other relevant experience could come from employment in:

- the armed services
- the police
- the security industry
- the prison service

The SIA and awarding organisations require trainers and assessors who are new to the sector to have 2 years frontline operational experience in the last 5. This experience must be relevant to the qualifications that they are delivering. Close protection will remain as 3 years frontline operational experience in the last 10 until the redeveloped qualification is launched. This operational experience can be achieved from full/part-time/weekend employment and achieved in blocks of employment if it meets the threshold above. The CViT sector will accept 12 months experience in the last three years. 'New to the sector' is defined as this being their first role as a trainer or assessor in the security sector, as identified from their CV.

This experience should have been gained in the UK, although we recognise that some overseas experience in close protection may also be relevant. The awarding organisation will judge this on individual merit.

Existing trainers and assessors must be able to demonstrate evidence of a suitable level of continued professional development (CPD) in their sector. This should include the equivalent of at least 40 hours every year spent in a combination of training, increasing professional knowledge through other means, or working in the industry. Suitable steps could include attendance at relevant conferences and seminars, and continuing work experience in the sector. This CPD record must show that a National Counter Terrorism Security Office (NaCTSO) / SIA-endorsed counter terrorism programme such as the ACT (Action Counters Terrorism) awareness training has been completed on an annual basis.

Training centres are responsible for keeping the CPD information of trainers and assessors. We, and the awarding organisations, reserve the right to spot-check this information for accuracy and quality assurance (QA) purposes. This evidence must be kept for a minimum of 3 years for audit purposes.

## **Additional criteria for Application of Physical Intervention Skills in the Private Security Industry unit**

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

- a suitable teaching/training qualification
- a suitable Level 3 qualification in conflict management training
- 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 which details that the trainer is authorised to deliver the skills in the approved Level 2 physical intervention programme. The trainer is responsible for submitting this to the training provider/centre every year for the awarding organisations to check

The IQA does not need a formal qualification in physical intervention but does need to have appropriate competence in physical intervention. This may come from experience in the sector e.g. the private security industry, the armed services, or the police. The SIA and awarding organisations require trainers and assessors new to the sector (i.e. this is their first role as a trainer or assessor in the security sector as identified from their CV) to have 2 years frontline operational experience in the last 5 in the UK, relevant to the qualifications that they are delivering.

Awarding organisations require sufficient information about an IQA's occupational competence. The awarding organisations will consider this on a case-by-case basis.

We 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.

## Rules for the use of physical intervention skills training programmes

Only those physical intervention skills programmes that appear on the SIA's website can be used to train learners registered for a licence-linked physical intervention unit. These are listed in the '*Physical Intervention Training for Trainers*' list on the [Teaching SIA licence-linked training courses](#) page. Training centres should check the list on a regular basis.

Only training centres that are approved to offer the Level 2 Award for Door Supervisors in the Private Security Industry qualification may offer this unit as a standalone.

Centres must ensure that learners completing the standalone unit meet at least **one** of the conditions below.

- they hold a current SIA licence in one of the following: door supervision (for refresher training only), security guarding, vehicle immobilising or close protection
- they 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
- they are a current SIA licence holder who has chosen to complete this as part of their CPD (voluntary upskilling/refresher)
- they are current SIA licence holders who have had conditions added to their licence and must re-take this training as part of the requirement to have this suspension lifted/condition removed

Training centres are responsible for ensuring that all learners who undertake this as a standalone unit meet 1 of these requirements. Centres must also keep and maintain the relevant records.

## Order of delivery/assessment of the units

Learners undertaking the Level 2 Award for Door Supervisors in the Private Security Industry or the Level 2 Award for Security Officers in the Private Security Industry must be trained in the Application of Conflict Management in the Private Security Industry before:

- the practical assessment of Principles of Working as a Security Officer in the Private Security Industry
- the practical assessment of Principles of Working as a Door Supervisor in the Private Security Industry
- the delivery of Application of Physical Intervention Skills in the Private Security Industry

The assessment of the Application of Conflict Management in the Private Security Industry unit can be done after the physical intervention has been delivered.

Learners undertaking the CCTV licence-linked qualification must be trained in the following before they undertake the one-to-one CCTV practical assessment:

- Principles of Working in the Private Security Industry
- Principles and Practices of working as a CCTV Operator (Public Space Surveillance) in the Private Security Industry

## Reasonable adjustments

The Equality Act 2010 requires training providers to make 'reasonable adjustments' to enable disabled people to do training and gain qualifications. Awarding organisations expect each training provider to operate a reasonable adjustments policy. This should be appropriate to licence-linked programmes and their assessment.

It is important that training centres are aware that not all learners who are put forward for training and assessment may be eligible to obtain an SIA licence. Physical abilities can be necessary for some jobs, for example, to enable an operative to patrol an area or escort someone who is violent out of a nightclub. You can read our guide for disabled people who wish to work in the private security industry, available from the ['Applying for an SIA licence: help and guidance'](#) page of our website.

All cases where reasonable adjustment has been used must be fully documented, made available for external quality assurance and retained for a minimum of 3 years.

## Delivery Requirements

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### Delivery of content specific to the devolved nations (Scotland, Wales, Northern Ireland)

Learning outcomes and assessment criteria apply across the UK. However, 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 must deliver content relating to the country in which the learners intend to work.

### Legal systems and local laws

The legal systems of Scotland and Northern Ireland differ from that of England and Wales. These differences are reflected in the delivery of relevant sections of the qualifications. Employers however may not know which version of the qualification an employee has taken, so we advise that operatives and their employers take responsibility for being familiar with the laws and legal system relating to the area in which they work.

### International delivery of licence-linked qualifications

Licence-linked qualifications may be delivered outside the UK if an awarding organisation is satisfied that delivery is in line with the UK qualification regulations requirements. Delivery must also be subject to the awarding organisations' standard quality assurance arrangements.

Learners must have the right to work in the UK in order to get an SIA licence.

### Conflict management delivery

When delivering the conflict management module, the following rules apply:

#### Security Officer

Training **must** include at least **one** practical scenario from each of the four headings

- Enforcement scenario
- Defusing scenario
- Confronting scenario
- High Risk scenario

## Door Supervisor

Training **must** include at least **one** practical scenario from each of the three headings

- Refusal scenario
- Rejection scenario
- Incident scenario

## Close Protection

As the Close Protection qualification remains unchanged, centres should continue to use the old conflict management unit. The rules around practical scenarios remain unchanged.

## Pre-requisites for learners (including top up)

### English language

It's essential that security operatives can communicate effectively. They are likely in the course of their work to have to make calls to the emergency services, or to need to resolve conflict.

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.

Learners should, as a minimum, have language skills in reading, writing, speaking, and listening equivalent to the following:

- a B2 Level qualification on the Home Office's list of recognised English tests and qualifications
- a B2 Common European Framework of Reference for Languages (CEFR)
- an ESOL qualification at (Level 1) on the Ofqual register taken in England, Wales or Northern Ireland
- an ESOL qualification at Scottish Credit and qualifications Framework Level 5 awarded by the Scottish Qualifications Authority (SQA) and taken in Scotland
- Functional Skills Level 1 in English
- SQA Core Skills in Communication at Scottish Credit and qualifications Framework Level 5
- Essential Skills Wales Communication Level 1

Training centres must ensure that all learners have sufficient language skills as described above before putting them forward for training and assessment.

Training centres must agree all English/Welsh language assessments that they use with their awarding organisation (AO) as part of their security approval.

Training centres must retain this information for all learners against all four competencies. It should be kept for a minimum of 3 years.

## First Aid (Door Supervision and Security Officer)

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\*. This 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.

Learners should, as a minimum, have achieved an Emergency First Aid at Work qualification covering the following outcomes:

- understand the role of the first aider, including:
  - the importance of preventing cross-infection
  - the need for recording incidents and actions
  - use of available equipment
- assess the situation and circumstances in order to act safely, promptly, and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation and use of an automated external defibrillator
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

Learners should present their First Aid or Emergency First Aid certificate\* to their training provider before they start training. This certificate\* must be valid for at least 12 months from the course start date.

Centres are responsible for checking the learner's First Aid certificate, and for keeping records of how a learner meets this requirement.

Training centres must retain this information for a minimum of 3 years,

\*Training centres are permitted to deliver suitable First Aid qualifications together with security qualifications as part of a training package. Learners must complete and pass all First Aid training before starting the security training.

*Learners undertaking a Cash and Valuables in Transit (CViT), Vehicle Immobilisation, or CCTV qualification do not need to hold any First Aid qualifications.*



## First Aid (Close Protection)

Training centres must confirm that each learner has a valid Level 3 (RQF/QCF) Level 6 (SQF) 3-day full First Aid qualification before they can begin any close protection training.

Training centres are permitted to deliver suitable First Aid qualifications together with the close protection qualification as part of a training package. Learners must complete and pass all First Aid training before starting the close protection training. Acceptable First Aid qualifications include:

- Level 3 (RQF/QCF) Level 6 (SCQF) First Aid at Work
- Level 3 (RQF/QCF) Level 6 (SCQF) First Person on Scene
- Level 3 (RQF/QCF) Level 6 (SCQF) First Response Emergency Care
- Level 3 (RQF) Level 6 (SCQF) First Aid Response

Training centres must confirm that each learner holds a valid First Aid certificate. It must comply with the following requirements, which have been taken directly from the Health and Safety Executive's guidance document:

### **Certificates**

Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (eg FAW or EFAW), reference to the Health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years?  
(If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)

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 qualification but can demonstrate an appropriate job role at or above the required level (e.g. paramedic) they need to provide evidence of this to the centre before being allowed on the course.

This is in addition to the minimum 139.5 hours knowledge and practical skills training.

Centres are responsible for checking the learner's First Aid certificate, and for keeping records of how a learner meets this requirement.

Training centres must retain this information for a minimum of 3 years.

## Standard delivery times for units in licence-linked qualifications

'Contact time' is defined as time when the learner is in the same room as the trainer or invigilator and is receiving training or undertaking assessment. More details can be found in the annexes of this document. This time does not include:

- any breaks in the delivery of the course.
- assessing English language skills.
- an induction / course registration / checking ID / other course administration

Each day should not involve more than 8 hours of contact time (except for Close Protection).

Training centres must keep detailed registers that include start/end/break times of training for each day. Learners must sign these daily. They should include a record of any late arrivals/early leavers and how these learners made up the required hours which they missed. These must be kept for audit purposes. Training centres must keep this information for a minimum of three years.

## Use of self-study

Awarding organisations and the SIA recognise that can be completed through self-study.

If a centre wants to use self-study, they must tell their awarding organisation first. The centre must detail each of the following within their 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. The centre must check during training to ensure that appropriate learning has taken place. This will be checked through the awarding organisations' external 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
<b>L01:</b> Know the main characteristics and purposes of the private security industry <b>(2 hours)</b>
<b>L02:</b> Understand legislation as it applies to a security operative <b>(2 hours)</b>
<b>L04:</b> Understand the importance of safe working practices <b>(2 hours)</b>
<b>L05:</b> Understand fire procedures in the workplace <b>(1 hour)</b>
<b>L011:</b> Understand good practice for post incident management <b>(1 hour)</b>

- up to 3 hours of Level 2 Award for Cash and Valuables in Transit (CViT) Operatives in the private security industry

Unit	Learning Outcome that can be delivered via study
Principles of Cash and Valuables in Transit (CViT) in the private security industry (1 hour)	<b>L01:</b> Understand the main characteristics of the CViT Industry <b>L06:</b> Understand legislation as it applies to the CViT role
Principles of Working as a Cash and Valuables in Transit Operative (CViT) in the Private Security Industry (2 hours)	<b>L06:</b> Understand UK and EU transport legislation relevant to drivers of CViT vehicles <b>L07:</b> Understand documentation requirements during CViT collection and delivery

- up to 2 hours of Principles of Using Equipment as a Door Supervisor in the Private Security Industry

Learning Outcome that can be delivered via self-study
<b>L01:</b> Know how to use equipment relevant to a door supervisor <b>(1.5 hours)</b>
<b>L02:</b> Know what actions to take in relation to global (or critical) incidents <b>(0.5 hours)</b>

- up to 0.5 hours of Principles of Minimising Personal Risk for Security Officers in the Private Security Industry

Learning Outcome that can be delivered via self-study
<b>L02:</b> Know what actions to take in relation to global (or critical) incidents <b>(0.5 hours)</b>

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

## Delivery hours for licence-linked qualifications

Qualification Title	Minimum delivery hours if self-study is not used	Minimum number of days	Minimum delivery hours if self-study is 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 Vehicle Immobilisation in the Private Security Industry	37 hours	5 days	29 hours	4 days
Level 2 Award for Door Supervisors in the Private Security Industry	52 hours	7 days	44 hours	6 days
Level 2 Award for Cash and Valuables in Transit (CViT) Operatives in the Private Security Industry	27 hours	4 days	24 hours	3 days
Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry	140 hours	12 days	139.5 hours	12 days

## Delivery hours for top up qualifications

Qualification Title	Minimum delivery hours if self-study is not used	Minimum number of days	Minimum delivery hours if self-study is used	Minimum number of days
Level 2 Award for Door Supervisors in the Private Security Industry (Top up)	17 hours	3 days	15 hours	2 days
Level 2 Award for Security Officers in the Private Security Industry (Top up)	4 hours	½ Day	3.5 hours	½ Day

## Assessing individual units

Each awarding organisation will provide suitable mechanisms for assessment of the qualifications. All awarding organisations have agreed all test specifications for each assessment. The tables below detail the minimum agreed test specification standards. Multiple choice questions (MCQs) must contain a minimum of four options for learners to choose from.

All knowledge and practical assessment evidence (including visual recordings) must be retained for a minimum of 3 years for audit purposes. All internal assessments must be internally quality assured and are subject to external quality assurance.

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

The ratio of trainers to learners should be 1 trainer to a maximum 12 learners for units where there is an assessment of practical skills. Each learner must be assessed individually when undertaking the practical demonstrations.

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%
Principles and Practices of Working as a CCTV Operator in the Private Security Industry	Externally set and marked MCQ exam made up of 40 questions (60 minutes) Pass mark = 70%	Externally set and internally assessed practical CCTV scenario with portfolio and observation sheet The practical assessment and portfolio completion should take approximately 25 minutes per learner Pass mark = 100% and Externally set and internally assessed workbook Pass mark = 80% for the short answer element of workbook

Unit title	Knowledge assessment	Practical assessment
Principles of Working as a Door Supervisor in the Private Security Industry	Externally set and marked MCQ exam made up of 50 questions (75 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%
Principles of Cash and Valuables in Transit (CViT) in the Private Security Industry	Externally set and marked MCQ exam made up of 40 questions (60 minutes)  Pass mark = 70%	N/A
Principles of Working as Cash and Valuables in Transit Operative (CViT) in the Private Security Industry	Externally set and marked MCQ exam made up of 40 questions (60 minutes)  Pass mark = 70%	N/A
Principles of Working as a Vehicle Immobiliser in the Private Security Industry	N/A	Externally set, internally assessed portfolio  Pass mark = 100%
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 <b>one</b> 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%

Unit title	Knowledge assessment	Practical assessment
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%

\* The trainer will only pass a learner when they have demonstrated **all** techniques successfully. Each learner should introduce themselves and state the date and the techniques they are demonstrating.

## Top up units

Unit title	Knowledge assessment	Practical assessment
Principles of Using Equipment Relevant to Working as a Door Supervisor in the Private Security Industry	Externally set and marked MCQ exam made up of 5 questions (10 minutes)  Pass mark = 70%	Externally set, internally assessed observation of using communication devices with observation sheet    The practical assessment for each learner must be visually recorded and should take approximately 5 minutes per learner    Pass mark = 100%



Unit title	Knowledge assessment	Practical assessment
Principles of Terror Threat Awareness in the Private Security Industry	Externally set and marked MCQ exam made up of 10 questions (20 minutes)  Pass mark = 70%	N/A
Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	Externally set and marked MCQ exam made up of 16 questions (25 minutes)  Pass mark = 70%	N/A

Close Protection remains unchanged.

Unit title	Assessment
Working as a Close Protection Operative	<p>This unit can be assessed by either of the following methods:</p> <ul style="list-style-type: none"> <li>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 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</li> <li>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</li> </ul>
Planning, Preparing and Supporting a Close Protection Operation	<p>This unit can be assessed by either of the following methods:</p> <ul style="list-style-type: none"> <li>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 of above.</li> <li>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</li> </ul>

Unit title	Assessment
Conflict Management within the Private Security Industry	Externally set and marked multiple choice question exam made up of 40 questions (60 minutes) Pass mark = 70%

## Exemption from core competency training

You can see details of specific exemptions, and our exemptions policy, within the Get Licensed document [here](#).

## Qualification frameworks

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

## Annex A – Guided learning hours, required contact time for units (England, Wales and Northern Ireland)

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry</b>	Principles of Working in the Private Security Industry	17	9	8	17
	Principles and Practices of Working as a CCTV Operator in the Private Security Industry	13	13	not permitted	13
	<b>Total</b>	<b>30 (min 4 days)</b>	<b>22 (min 3 days)</b>	<b>8</b>	<b>30</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry**</b>	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
	<b>Total</b>	<b>140 (min 12 days)</b>	<b>139.5 (min 12 days)</b>	<b>0.5</b>	<b>168</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Cash and Valuables in Transit (CViT) Operatives in the Private Security Industry</b>	Principles of Cash and Valuable in Transit (CViT) in the Private Security Industry	10	9	1	11
	Principles of Working as a Cash and Valuables in Transit (CViT) Operative in the Private Security Industry	17	15	2	19
	<b>Total</b>	<b>27 (min 4 days)</b>	<b>24 (min 3 days)</b>	<b>3</b>	<b>30</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Door Supervisors in the Private Security Industry</b>	Principles of Working in the Private Security Industry	17	9	8	17
	Principles of Working as a Door Supervisor in the Private Security Industry	11	11	not permitted	14
	Application of Conflict Management in the Private Security Industry	11	11	not permitted	13
	Application of Physical Intervention Skills in the Private Security Industry	13	13	not permitted	17
	<b>Total</b>	<b>52 (min 7 days)</b>	<b>44 (min 6 days)</b>	<b>8</b>	<b>61</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Security Officers in the Private Security Industry</b>	Principles of Working in the Private Security Industry	17	<b>9</b>	<b>8</b>	17
	Principles of Working as a Security Officer in the Private Security Industry	10	10	not permitted	12
	Application of Conflict Management in the Private Security Industry	11	11	not permitted	13
	<b>Total</b>	<b>38 (min 5 days)</b>	<b>30 (min 4 days)</b>	<b>8</b>	<b>42</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award in Vehicle Immobilisation in the Private Security Industry</b>	Principles of Working in the Private Security Industry	17	<b>9</b>	<b>8</b>	17
	Principles of Working as a Vehicle Immobiliser in the Private Security Industry	9	9	not permitted	9
	Application of Conflict Management in the Private Security Industry	11	11	not permitted	13
	<b>Total</b>	<b>37 (min 5 days)</b>	<b>29 (min 4 days)</b>	<b>8</b>	<b>39</b>

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

**SIA minimum contact time** – this is the minimum time that a learner must spend under the immediate guidance or supervision of a trainer, 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 self-study** – for some units we allow distance learning. This could be, for example, pre-course workbooks that learners must work through and complete, or suitable e-learning programmes. Training centres that use distance learning must ensure that there is auditable evidence confirming that learning has taken place. Awarding organisations will monitor this.

**Ofqual Total Qualification Time (TQT)** – 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 e.g. examination revision, re-reading course notes, independent research e.g. internet searches for support materials and preparation e.g. practicing physical intervention techniques or searching. 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 trainer and through completion of any other independent learning.

**\*\*Close protection:** Only 0.5 hours from the SIA minimum contact time of 140 hours are permitted to be delivered by self-study. However, it is recommended 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 self-study or by any other method as deemed most appropriate by the centre.

## Annex B - Guided Learning Hours, required contact time for units (Scotland)

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	SQA Total Qualification Time
<b>Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry (Scotland) at SCQF Level 5</b>	Principles of Working in the Private Security Industry	17	<b>9</b>	<b>8</b>	17
	Principles and Practices of working as a CCTV Operator in the Private Security Industry	13	13	not permitted	13
	<b>Total</b>	<b>30 (min 4 days)</b>	<b>22 (min 3 days)</b>	<b>8</b>	<b>30</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	SQA Total Qualification Time
<b>Award for Door Supervisors in the Private Security Industry (Scotland) at SCQF Level 5</b>	Principles of Working in the Private Security Industry	17	9	8	17
	Principles of working as a Door Supervisor in the Private Security Industry	11	11	not permitted	14
	Application of Conflict Management in the Private Security Industry	11	11	not permitted	13
	Application of Physical Intervention Skills in the Private Security Industry	13	13	not permitted	17
	<b>Total</b>	<b>52 (min 7 days)</b>	<b>44 (min 6 days)</b>	<b>8</b>	<b>61</b>

Qualification title	Unit title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time – up to a max of	SQA Total Qualification Time
<b>Award for Security Officers in the Private Security Industry (Scotland) at SCQF Level 5</b>	Principles of Working in the Private Security Industry	17	<b>9</b>	<b>8</b>	17
	Principles of Working as a Security Officer in the Private Security Industry	10	10	not permitted	12
	Application of Conflict Management in the Private Security Industry	11	11	not permitted	13
	<b>Total</b>	<b>38 (min 5 days)</b>	<b>30 (min 4 days)</b>	<b>8</b>	<b>42</b>

## Annex C – Guided Learning Hours, required contact time for units (England, Wales and Northern Ireland) for Top Up qualifications

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	Ofqual Total Qualification Time
<b>Level 2 Award for Security Officers in the Private Security Industry (Top up)</b>  <b>If E-learning and self-study are NOT USED</b>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	2 hrs	3 hrs
	Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	2 hrs	2 hrs	3 hrs
	<b>Total</b>	<b>4 hrs</b>	<b>4 hrs</b>	<b>6 hrs</b>

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted *E-learning from the SIA total learning time - up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Security Officers in the Private Security Industry (Top up)</b>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	20 minutes	1 hr 40 minutes	3 hrs
	<b>If E-learning IS USED but self-study is NOT USED</b>	2 hrs	2 hrs	N/A	3 hrs
	<i>*ACT E-learning and ACT E-learning (Security)</i>				
	<b>Total</b>	<b>4 hrs</b>	<b>2 hrs 20 minutes</b>	<b>1 hour 40 minutes</b>	<b>6 hrs</b>

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time - up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Security Officers in the Private Security Industry (Top up)</b>  <b>If E-learning is NOT USED but self-study IS USED</b>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	2 hrs	N/A	3 hrs
	Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	2 hrs	30 minutes	1 hr 30 minutes	3 hrs
	<b>Total</b>	<b>4 hrs</b>	<b>2 hrs 30 minutes</b>	<b>1 hour 30 minutes</b>	<b>6 hrs</b>

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study/*E-learning from the SIA total learning time – up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Security Officers in the Private Security Industry (Top up)</b>  <b>If E-learning and self-study are BOTH USED</b>  <i>*ACT E-learning and ACT E-learning (Security)</i>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	20 minutes	1 hr 40 minutes	3 hrs
	Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	2 hrs	30 minutes	1 hr 30 minutes	3 hrs
	<b>Total</b>	<b>4 hrs</b>	<b>50 minutes</b>	<b>3 hour 10 minutes</b>	<b>6 hrs</b>



Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	Ofqual Total Qualification Time
<b>Level 2 Award for Door Supervisors in the Private Security Industry (Top up)</b> <b>If E-learning and self-study are NOT USED</b> <i>* 8.5-hour days allowed</i>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	2 hrs	3 hrs
	Principles of Using Equipment as a Door Supervisor in the Private Security Industry	2 hrs	2 hrs	3 hrs
	Application of Physical Intervention Skills in the Private Security Industry	13 hrs	13 hrs	17 hrs
	<b>Total</b>	<b>*17 hrs (min 2 days)</b>	<b>*17 hrs (min 2 days)</b>	<b>23 hrs</b>

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted *E-learning from the SIA total learning time - up to a max of	Ofqual Total Qualification Time
Level 2 Award for Door Supervisors in the Private Security Industry (Top up)  If E-learning IS USED but self-study is NOT USED  <i>*ACT E-learning and ACT E-learning (Security)</i>  <i>* 8.5-hour days allowed</i>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	20 minutes	1 hr 40 minutes	3 hrs
	Principles of Using Equipment as a Door Supervisor in the Private Security Industry	2 hrs	2 hrs	N/A	3 hrs
	Application of Physical Intervention Skills in the Private Security Industry	13 hrs	13 hrs	not permitted	17 hrs
	<b>Total</b>	<b>*17 hrs (min 2 days)</b>	<b>15 hrs 20 minutes (min 2 days)</b>	<b>1 hr 40 minutes</b>	<b>23 hrs</b>

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study from the SIA total learning time - up to a max of	Ofqual Total Qualification Time
<b>Level 2 Award for Door Supervisors in the Private Security Industry (Top up)</b>  <b>If E-learning is NOT USED but self-study IS USED</b>  <i>* 8.5-hour days allowed</i>	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	2 hrs	N/A	3 hrs
	Principles of Using Equipment as a Door Supervisor in the Private Security Industry	2 hrs	15 minutes	1 hr 45 minutes	3 hrs
	Application of Physical Intervention Skills in the Private Security Industry	13 hrs	13 hrs	not permitted	17 hrs
	<b>Total</b>	<b>*17 hrs (min 2 days)</b>	<b>15 hrs 15 minutes (min 2 days)</b>	<b>1 hr 45 minutes</b>	<b>23 hrs</b>

Qualification Title	Unit Title	SIA total learning and assessment time	SIA minimum contact time	SIA permitted self-study/*E-learning from the SIA total learning time - up to a max of	Ofqual Total Qualification Time
Level 2 Award for Door Supervisors in the Private Security Industry (Top up)  If E-learning and self-study are BOTH USED  * ACT E-learning and ACT E-learning (Security)  * 8.5-hour days allowed	Principles of Terror Threat Awareness in the Private Security Industry	2 hrs	20 minutes	1 hour 40 minutes	3 hrs
	Principles of Using Equipment as a Door Supervisor in the Private Security Industry	2 hrs	15 minutes	1 hr 45 minutes	3 hrs
	Application of Physical Intervention Skills in the Private Security Industry	13 hrs	13 hrs	not permitted	17 hrs
	<b>Total</b>	<b>*17 hrs (min 2 days)</b>	<b>13 hrs 35 minutes (min 2 days)</b>	<b>3 hr 25 minutes</b>	<b>23 hrs</b>

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