Security Industry Authority

Get Training

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

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Introduction

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

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, prior to use. The environment;

- must be adequately equipped for training, conducive to effective learning,
- must comply with current Health and Safety requirements,
- must have equipment for practical activities
- must be readily available and fit for purpose; i.e., have radios, handheld metal detectors (HHMD), CCTV monitors, cameras, recording facilities etc.

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 at the training venue for demonstration, practice, and assessment of escorting an individual up and downstairs. All stairs used for the assessment must be fully risk assessed and fit for purpose.

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 6 and 7.

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 be granted 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, i.e., the assessment venue must be approved by the Awarding Organisation and must only take place in approved locations
- 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 or password protected on a secure platform in the case of online assessment
- 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 and delivery 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. 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
- an unobstructed area of a minimum of 2 metres x 2 metres per person when practising or being assessed (including 2 x 2m for the trainer) provides the necessary room for movement and activity
- for example, an area of 20 square metres can only accommodate 4 learners practising and the trainer at anytime
- for clarity, the floor area calculation is (number of learners + number of trainers) x4
- a minimum of 3 stairs must be available for the demonstration, practice, and assessment of escorting an individual up and downstairs
- all stairs used for the assessment must be fully risk assessed and fit for purpose
- the ratio of trainers to learners: 1 trainer to a maximum of 12 learners for the delivery and assessment of the practical skills
- each course needs a minimum of 3 participants to deliver the practical skills for physical interventions effectively. The assessor should not act as a participant whilst assessing learners. This is to ensure that they can assess all learners effectively and monitor safety
- a qualified first aider must always be available during the delivery and assessment of the conflict management unit
- physical intervention skills trainers/assessors must have a 3-day First Aid at Work qualification or there must be a qualified first aider within the venue/building during the delivery and assessment of the physical intervention skills unit.

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 physical intervention practical skills training

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. It is good practice to video the learners making a 'fit to partake' statement both before and after the session has been concluded.

CCTV facilities and equipment requirements

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 recordings and monitoring equipment.
2. A simulated control room environment that is used solely for this purpose during training and assessment. Learners should be video recorded using the CCTV equipment. Recordings must be retained for audit purposes.

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.

- Once the practical assessment is completed, the Centre can support the candidates with the completion of the audit documentation to produce a portfolio within a classroom (group) environment.

Checking identification

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. *1 from group A and 2 from group B.* A learner must show these documents to register on the course.

Centres must check the learner's identity before assessing them. This means learners must provide an original photo ID from the SIA Group A list of acceptable ID documents before they can sit the knowledge assessments. If the Group A document provided does not include a photograph of the learner, then an additional identity document which does include a photograph of the learner must also be provided so the centre can confirm the identity of the person sitting the assessment.

A learner who does not produce documents to satisfy our ID requirements cannot sit the required exams, and therefore will not be able to complete the qualification. Anyone in this situation should contact us 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 regarding their quality assurance processes. These include the commitment that every centre has a physical visit at least once per year to confirm that the venue is still fit for purpose.

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

Trainer/assessors delivering licence-linked qualifications

Approved trainers/assessors seeking to deliver licence-linked qualifications must successfully complete a range of formal qualifications. A sample of qualifications is listed below; however, this list is not exhaustive. If the qualification does not appear below, please contact the Awarding Organisation.

All trainers/assessors must have achieved one of the qualifications below (or equivalent) 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

And

2. A National Counter Terrorism Security Office (NaCTSO) / SIA endorsed counter-terrorism programme such as the ACT (Action Counters Terrorism) Awareness and ACT Security training, which must be completed every year.

Assessors must hold any of the following (or equivalent) 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
- Level 5 Diploma in Education*
- Certificate of Education*
- Post Graduate Certificate in Education*

*Must include a unit/module covering assessment

Or the following unit from an assessor qualification:

- Unit 1 Understanding the Principles and Practices of Assessment

Or one of 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

Trainers/assessors new to licence-linked delivery/assessment have six months from approval to achieve an assessor unit/qualification. After that time, training delivery may continue, however all assessment decisions must be counter-signed by an approved (qualified) assessor until such time an assessor qualification is achieved.

An assessor qualification is not required for cash and valuables in transit (CViT) or vehicle immobilisation as there are no practical assessments for these sectors.

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 one the following (or equivalent). A sample of qualifications are listed below; however, this list is not exhaustive. If the qualification does not appear below, please contact the Awarding Organisation.

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

An IQA qualification is not required for CViT or vehicle immobilisation as there are no practical assessments for these sectors.

All Centres must have a qualified IQA.

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

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 years. This experience must be relevant to the qualifications that they are delivering. 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 3 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 Awareness and ACT Security training has been completed on an annual basis.

Training centres are responsible for keeping the CPD information of trainers and assessors. The SIA, 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 (for Door Supervisors)

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

- 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.

Additional criteria for Application of Physical Intervention Skills for Close Protection Operatives in the Private Security Industry

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

- a level 3 Award for Deliverers of Physical Intervention Training for Close Protection Operatives (RQF); and
- a current certificate (updated annually) from an approved level 3 programme provider (for Close Protection Physical Intervention) that confirms your ability to deliver the skills in that approved level 2 programme

Trainers holding a Level 3 Award for Deliverers of Physical Intervention Training in the Private Security Industry (QCF/RQF) can request for this training to be recognised against the Level 3 Award for Deliverers of Physical Intervention Training for Close Protection Operative in the Private Security Industry (QCF/RQF). Trainers will be required to take the training for the Level 2 physical intervention close protection requirement to complete their training.

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 a current SIA licence holder who has had conditions added to their licence and must re-take this training as part of the requirement to have this suspension lifted/condition removed
- they complete the associated Conflict Management unit beforehand, where they do not have to hold a current SIA licence or have a valid SIA licence linked qualification and should be for in-house training purposes only.

Training centres are responsible for ensuring that all learners who undertake this as a standalone unit meet one 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, the Level 2 Award for Security Officers in the Private Security Industry or the Level 3 Certificate for Close Protection in the Private Security Industry must be trained in the Application of Conflict Management in the Private Security Industry before, any practical assessments are undertaken.

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

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 unit, 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

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

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

Pre-requisites for learners (including top up)

English language

The safety of the public is key to the role of a Security Operative; therefore it is essential that they can communicate effectively in English. They are likely in the course of their work to have to make calls to the emergency services, or to need to resolve conflict. Good communication skills are essential to reducing conflict management and minimising the need to use physical interventions.

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

If a learner does not already hold a formal qualification confirming their language skills as outlined above, the centre must:

- conduct an assessment in English and/or Welsh with the learner. The learner must be able to demonstrate their ability to read, write, speak, listen in English and/or Welsh.
- be able to confirm that the learner registered to take the course, is the same learner taking the language assessment.
- ensure that the language assessment is marked, and the learner passes the assessment, before the learner is accepted onto the course
- ensure that they have effective measures in place to ensure that the English and/or Welsh language requirement has been met.

Approved centres must have their English/Welsh language assessment materials approved with their awarding organisation (AO) as part of their centre approval.

Approved 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. Centres must confirm that each learner holds a valid and current First Aid certificate.

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. The knowledge component of the First Aid course can be delivered alongside the knowledge component of the security course by self-study or virtual learning, but the First Aid qualification must be fully achieved before the practical security training is delivered.

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

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.)

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 194 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. If digital registers are used, learners must sign these daily, it is not acceptable for centres to reuse a stored digital learner signature. The register 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 there is some content 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.

ACT Awareness and ACT Security are the only permitted e-learning training packages that can be used as self-study for Learning Outcome 9 of the Principles of Working in the Private Security Industry. Where the ACT Awareness and ACT Security are completed online, the centre must retain copies of the candidate's certificate in order to confirm mandatory hours have been completed.

Self-study material must be kept for a minimum of 3 years and applies to the following content:

Up to 10 hours of **Principles of Working in the Private Security Industry (PWPSI)**

Learning Outcome that can be delivered via self-study
LO1: Know the main characteristics and purposes of the private security industry (**2 hours)** **LO2**: Understand legislation as it applies to a security operative **(2 hours)** **LO4**: Understand the importance of safe working practices **(2 hours)** **LO5**: Understand fire procedures in the workplace **(1 hour)** **LO9**: Terror Threat Awareness (ACT) Awareness and ACT Security only **(2 hours)** **LO11**: Understand good practice for post incident management **(1 hour)**

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 self-study
Principles of Cash and Valuables in Transit (CViT) in the private security industry **(1 hour)**	**LO1**: Understand the main characteristics of the CViT Industry **LO6**: 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)**	**LO6**: Understand UK and EU transport legislation relevant to drivers of CViT vehicles **LO7**: Understand documentation requirements during CViT collection and delivery

Unit	Learning Outcome that can be delivered via self-study
Principles of Using Equipment as a Door Supervisor in the Private Security Industry **(2 hours)**	**LO1**: Know how to use equipment relevant to a door supervisor **LO2**: Know what actions to take in relation to global (or critical) incidents

Unit	Learning Outcome that can be delivered via self-study
Principles of Minimising Personal Risk for Security Officers in the Private Security Industry **(2 hours)**	**LO1:** Know how to minimise risk to personal safety at work **LO2**: Know what actions to take in relation to global (or critical) incidents

Unit	Learning Outcome that can be delivered via self-study
Principles of Working as a Door Supervisor for Close Protection Operatives in the Private Security Industry (10 hours)* *Only when taken as part of the Level 2 Award for Close Protection Operatives in the Private Security Industry (Top Up)	**LO1**: Understand how to keep vulnerable people safe **LO2**: Understand licensing law relevant to the role of a door supervisor **LO3**: Understand queue management and venue capacity responsibilities relevant to a door supervisor

Suitable methods of self-study include prepared, good 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	20 hours	3 days
Level 2 Award for Security Officers in the Private Security Industry	38 hours	5 days	28 hours	4 days
Level 2 Award for Vehicle Immobilisation in the Private Security Industry	37 hours	5 days	27 hours	4 days
Level 2 Award for Door Supervisors in the Private Security Industry	52 hours	7 days	42 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 in the Private Security Industry	194 hours	18 days	192 hours 20 minutes	18 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*	13 hours 30 minutes	2 days*
Level 2 Award for Security Officers in the Private Security Industry (Top up)	4 hours	½ Day*	45 minutes	½ Day*
Level 2 Award for Close Protection Operatives (Top up)**	45 hours	5 days	29 hours 40 mins (subject to AO approval)	3 days

*8 hour working day

** please refer to Annex C for further breakdown

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 **written** practical assessment evidence must be retained for a minimum of 3 years for audit purposes.

Practical assessments must be visually (video) and orally recorded. This must include the question-and-answer sessions for Conflict Management and Physical Intervention unless the learner is under 18 years of age (see 'Age restrictions for qualifications' above). Video recordings must be retained for a minimum of 1 year for audit purposes.

Centres must have in place and implement a risk-based internal quality assurance sampling strategy. Assessments must be internally quality assured, in line with this strategy 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. The video recording can show two learners working together in both the Conflict Management and Physical Intervention skills unit, if done holistically.

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 incident report
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 video recorded and

Unit title	Knowledge assessment	Practical assessment
		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. Learners should be video recorded using the CCTV equipment. Recording must be retained for audit purposes. Pass mark = 100% and Externally set and internally assessed workbook Pass mark = 80% for the short answer element of workbook
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 video 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%	Not applicable
Principles of Working as Cash and Valuables in Transit Operative	Externally set and marked MCQ exam made up of 40 questions (60 minutes)	Not applicable

Unit title	Knowledge assessment	Practical assessment
(CViT) in the Private Security Industry	Pass mark = 70%	
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 activity of **one** practical scenario with observation sheet per learner The practical assessment for each learner must be video recorded and should take approximately 15 minutes per learner. This should include the Question-and-Answer session. Pass mark = 100%
Principles of Working as a Close Protection Operative in the Private Security Industry	Externally set MCQ and Workbook MCT exam made up of 52 questions Pass mark 70%	Externally set Workbook Portfolio of evidence
Working as a Close Protection Operative in the Private Security Industry	Externally set Workbook	Externally set Workbook Portfolio of evidence
Application of Physical Intervention Skills for Close Protection Operatives in the Private Security Industry	Externally set and marked MCQ exam made up of 30 questions Pass mark 80%	Externally set, internally assessed observation of each learner performing every technique with observation sheet and Question and Answer Session. This should be video recorded The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner Pass mark = 100%
Principles of Working as a Door Supervisor for Close Protection Operatives in the	Externally set and marked MCQ exam made up of 29 questions	Not applicable

Unit title	Knowledge assessment	Practical assessment
Private Security Industry	Pass mark 72%	
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%	Not applicable
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%	Learners must achieve 100 % of assessment criteria. Externally set/internally assessed observation of each learner must be conducted. Question and Answer session to cover critical areas of Physical Intervention Skills knowledge. This should be video recorded. The practical assessment for each learner must be video recorded and should take approximately 15 minutes per learner. Both an individual and two person/team method of escorting individuals must be assessed. Pass mark = 100%

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
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

Unit title	Knowledge assessment	Practical assessment
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
Application of Physical Intervention Skills for Close Protection Operatives in the Private Security Industry	Externally set and marked MCQ exam made up of 30 questions Pass mark 80%	Learners must achieve 100 % of assessment criteria. Externally set/internally assessed observation of each learner must be conducted. Question and Answer session to cover critical areas of Physical Intervention Skills knowledge. This should be video recorded. The practical assessment for each learner must be video recorded and should take approximately 15 minutes per learner. Pass mark = 100%
Application of Physical Intervention Skills in the Private Security Industry	Externally set and marked MCQ exam made up of 30 questions (45 minutes) Pass mark = 80%	Learners must achieve 100 % of assessment criteria. Externally set/internally assessed observation of each learner must be conducted. Question and Answer session to cover critical areas of Physical Intervention Skills knowledge. This should be video recorded. The practical assessment for each learner must be video recorded and should take approximately 15 minutes per learner. Both an individual and two person/team method of escorting individuals must be assessed. Pass mark = 100%
Principles of Working as a Door Supervisor for Close Protection	Externally set and marked MCQ exam made up of 29 questions	Not applicable

Unit title	Knowledge assessment	Practical assessment
Operatives in the Private Security Industry	Pass mark 72%	

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 permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time
Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry *Note: minimum of 3 days only where self-study can be evidenced.* ***No self-study still means a minimum of 4 days***	Principles of Working in the Private Security Industry*	17	10	7	17
	Principles and Practices of Working as a CCTV Operator in the Private Security Industry	13	not permitted	13	13
	Total	**30 hours (min 4 days)**	**10 hours**	**20 hours (min 3 days)**	**30 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. These are the only e-learning programmes permitted for learning outcome 9 of the Principles of Working in the Private Security Industry. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes.

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time
Level 3 Certificate for Close Protection Operatives in the Private Security Industry	Principles of Working as a Close Protection Operative in the Private Security Industry	68	not permitted	68	75
	Working as a Close Protection Operative in the Private Security Industry	70	not permitted	70	94
	Application of Conflict Management in the Private Security Industry	11	not permitted	11	13
	Principles of Working as a Door Supervisor for Close Protection Operatives in the Private Security Industry	10	not permitted	10	13
	Application of Physical Intervention Skills in the Private Security Industry	13	not permitted	13	17
	Application of Physical Intervention Skills for Close Protection Operatives in the Private Security Industry	20	not permitted	20	20
	Principles of Terror Threat Awareness in the Private Security Industry*	2	1 hour 40 minutes	2	3
	Total	**194 hours (18 days)**	**1 hour 40 minutes**	**192 hours 20 minutes (18 days)**	**235 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes

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

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time
Level 2 Award for Door Supervisors in the Private Security Industry *Note: minimum of 6 days only where self-study can be evidenced.* ***No self-study means a minimum of 52 hours over 7 days***	Principles of Working in the Private Security Industry*	17	10	7	17
	Principles of Working as a Door Supervisor in the Private Security Industry	11	not permitted	11	14
	Application of Conflict Management in the Private Security Industry	11	not permitted	11	13
	Application of Physical Intervention Skills in the Private Security Industry	13	not permitted	13	17
	Total	**52 hours (min 7 days)**	**10 hours**	**42 hours (min 6 days)**	**61 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. These are the only e-learning programmes permitted for learning outcome 9 of the Principles of Working in the Private Security Industry. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes.

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time
Level 2 Award for Security Officers in the Private Security Industry *Note: minimum of 4 days only where self-study can be evidenced.* ***No self-study means a minimum of 38 hours over 5 days***	Principles of Working in the Private Security Industry*	17	10	7	17
	Principles of Working as a Security Officer in the Private Security Industry	10	not permitted	10	12
	Application of Conflict Management in the Private Security Industry	11	not permitted	11	13
	Total	**38 hours (min 5 days)**	**10 hours**	**28 hours (min 4 days)**	**42 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. These are the only e-learning programmes permitted for learning outcome 9 of the Principles of Working in the Private Security Industry. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes.

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time
Level 2 Award in Vehicle Immobilisation in the Private Security Industry	Working within the Private Security Industry*	10	10	1	10
	Working as a Vehicle Immobiliser within the Private Security Industry	9	not permitted	9	9
	Conflict Management within the Private Security Industry	8	not permitted	7.5	8
	Total	**27 hours (min 4 days)**	**10 hours**	**17.5 (min 3 days)**	**27hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes.

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 self-study 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 addressed by self-study.

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 self-study. This could be, for example, pre-course workbooks that learners must work through and complete, or suitable e-learning programmes. Training centres that use self-study 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.

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

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	SQA Total Qualification Time
Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry (Scotland) at SCQF Level 5	Principles of Working in the Private Security Industry*	17	10	7	17
	Principles and Practices of working as a CCTV Operator in the Private Security Industry	13	not permitted	13	13
	Total	**30 hours (min 4 days)**	**10 hours**	**20 hours (min 3 days)**	**30 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. These are the only e-learning programmes permitted for learning outcome 9 of the Principles of Working in the Private Security Industry. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	SQA Total Qualification Time
Award for Door Supervisors in the Private Security Industry (Scotland) at SCQF Level 5.	Principles of Working in the Private Security Industry*	17	10	7	17
	Principles of working as a Door Supervisor in the Private Security Industry	11	not permitted	11	14
	Application of Conflict Management in the Private Security Industry	11	not permitted	11	13
	Application of Physical Intervention Skills in the Private Security Industry	13	not permitted	13	17
	Total	**52 hours (min 7 days)**	**10 hours**	**42 hours (min 6 days)**	**61 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. These are the only e-learning programmes permitted for learning outcome 9 of the Principles of Working in the Private Security Industry. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	SQA Total Qualification Time
Award for Security Officers in the Private Security Industry (Scotland) at SCQF Level 5	Principles of Working in the Private Security Industry*	17	10	7	17
	Principles of Working as a Security Officer in the Private Security Industry	10	not permitted	10	12
	Application of Conflict Management in the Private Security Industry	11	not permitted	11	13
	Total	**38 hours (min 5 days)**	**10 hours**	**28 hours (min 4 days)**	**42 hours**

*****ACT Awareness and ACT Security e-learning programmes are available and can be used. These are the only e-learning programmes permitted for learning outcome 9 of the Principles of Working in the Private Security Industry. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes

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

Qualification Title	Unit Title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time (excluding Scotland)
Level 2 Award for Security Officers in the Private Security Industry (Top up)	Principles of Terror Threat Awareness in the Private Security Industry *	2	1hr 40 minutes	20 minutes**	3
	Principles of Minimising Personal Risk for Security Officers in the Private Security Industry	2	1hr 35 minutes	25 minutes**	3
	Total	**4 hours (min 0.5 days)**	**3hrs 15 mins**	**45 minutes**	**6 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes. **Time allocated to complete the MCQ exam.

Qualification Title	Unit Title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of	SIA minimum contact time (including assessment)	Ofqual Total Qualification Time
Level 2 Award for Door Supervisors in the Private Security Industry (Top up)	Principles of Terror Threat Awareness in the Private Security Industry*	2	1hr 40 min	20 minutes**	3
	Principles of Using Equipment as a Door Supervisor in the Private Security Industry	2	1hr 50 min	10 minutes**	3
	Application of Physical Intervention Skills in the Private Security Industry	13	not permitted	13	17
	Total	**17 hours (min 3 days)**	**3hrs 30 minutes**	**13 hours 30 minutes (min 2 days)**	**23 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes. **Time allocated to complete the MCQ exam.

Qualification title	Unit title	SIA total learning and assessment time	SIA permitted self-study from the SIA total learning time – up to a max of***	SIA minimum contact time (including assessment)***	Ofqual Total Qualification Time
Level 2 Award for Close Protection Operatives in the Private Security Industry (Top-up)	Principles of Working as a Door Supervisor for Close Protection Operatives in the Private Security Industry	10	9 hours 15 mins)***	45**	13
	Application of Physical Intervention Skills in the Private Security Industry	13	not permitted	13	17
	Application of Physical Intervention Skills for Close Protection Operatives in the Private Security Industry	20	not permitted	15 hours 35 mins***	20
	Principles of Terror Threat Awareness in the Private Security Industry*	2	1hour 40 minutes	20 minutes**	3
	Total	**45 hours (5 days)**	**10 hours 55 minutes**	**29 hours 40 minutes (3 days)*** **	**53 hours**

*ACT Awareness and ACT Security e-learning programmes are available and can be used. Centres must retain copies of learner's ACT certificates as evidence that the required mandatory hours have been completed. This evidence must be retained for a minimum of 3 years for audit purposes. **Time allocated to complete the MCQ exam. ***Subject to Awarding Organisation approval.