



Security Industry Authority

Specification for Learning and Qualifications for Close Protection Operatives

October 2009

Foreword

The SIA recognises that it is essential for all close protection operatives to have undergone a structured programme of learning and education resulting in recognised qualifications if they are to be effective and professional in their role. Increasingly, industry stakeholders also recognise that the individuals who work to provide a more secure leisure environment must have a broad range of skills and a clear understanding of their role. As the scope, diversity and importance of their work continues to grow, so the degree of professionalism expected from close protection operatives will increase.

This document is intended to provide a clear specification on the approach that has been agreed by the SIA and industry stakeholders in relation to the core learning and resulting qualifications required by SIA licensing.

Section I: Learning Programme Overview

Training leading to an SIA licence-linked qualification for close protection operatives must include the following areas:

Session	Topic
Session 1	Roles and Responsibilities of the Close Protection Operative
Session 2	Threat and Risk Assessment
Session 3	Surveillance Awareness
Session 4	Operational Planning
Session 5	Law and Legislation
Session 6	Interpersonal Skills
Session 7	Close Protection Teamwork and Briefing
Session 8	Conduct Reconnaissance
Session 9	Close Protection Foot Drills
Session 10	Route Selection
Session 11	Close Protection Journey Management
Session 12	Search Procedures
Session 13	Incident Management
Session 14	Venue Security

Section 2: Learning Programme Details

Session 1: Roles and Responsibilities of the Close Protection Operative

Aim:

- To explain the roles and responsibilities of the close protection operative

Objectives:

By the end of this session learners will be able to:

- Explain the purpose of close protection
- Observe notable close protection incidents and identify successes and failures
- Explain the difference between a Client and a Principal within the role of close protection
- Explain the different roles within a close protection team
- Explain the tasks a close protection operative may undertake whilst working alone
- State the professional attributes of an effective close protection operative
- Explain the range of equipment available to the close protection operative
- Explain the purpose of close protection training and licensing
- State why it is necessary for a close protection operative to be responsible for their own continual professional development (CPD)
- Identify the variety of client types in the close protection environment
- Demonstrate an understanding of personal security and situational awareness

National Occupational Standards:

PCP 1 – Assess level of threats, vulnerabilities and risks to principals

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 3 – Liaise and communicate with principals and others

PCP 4 – Establish and maintain secure environments

PCP 6 – Maintain the safety and security of principals whilst on foot

PCP 7 – Maintain the safety and security of principals whilst in transit

PCP 9 - Respond to potential conflict whilst providing close protection

PCP 10 – Use physical intervention to support close protection

Session 2: Threat and Risk Assessment

Aim:

- To understand the importance of threat assessment and risk management
- To produce a risk assessment

Objectives:

By the end of this session learners will be able to:

- Explain what is meant by threat and risk assessment and state their importance
- Explain the main threats to a Principal within a close protection context
- Explain why it is necessary to conduct threat assessment and risk assessment on people and venues
- Explain threat profiling of the Principal and Clients
- Describe threat and risk assessment techniques used concerning people and venues and state their importance
- Understand the variations in threat assessment and risk management when a Principal is arriving and leaving a destination
- Explain the need for on-going assessment, response and contingency plans
- Describe how close protection operatives gather operational intelligence within the UK
- Describe the various threat levels
- Carry out and produce a risk assessment

National Occupational Standards:

PCP 1 – Assess level of threats, vulnerabilities and risks to principals

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

SLP 2 – Communicate effectively and efficiently in the workplace

Session 3: Surveillance Awareness

Aim:

- To have a basic understanding of surveillance, anti-surveillance and counter-surveillance methods

Objectives:

By the end of this session learners will be able to:

- Describe the range of unwanted attention e.g. criminals, media, followers, stalkers, fixated persons
- Describe a range of basic surveillance techniques
- Describe a range of anti-surveillance techniques
- Describe a range of counter-surveillance techniques
- Explain the equipment used in surveillance, their capabilities and limitations

National Occupational Standards:

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 4 – Establish and maintain secure environments

PCP 6 – Maintain the safety and security of principals whilst on foot

PCP 7 – Maintain the safety and security of principals whilst in transit

Session 4: Operational Planning

Aim:

- To discuss and demonstrate operational planning

Objectives:

By the end of this session learners will be able to:

- Explain the purpose of operational planning
- Explain the importance of threat and risk assessment in operational planning
- Design and implement an operational plan
- Explain the importance of time and resource management
- Identify the relevant agencies that may need to be contacted in the course of operational planning

National Occupational Standards:

PCP 1 – Assess level of threats, vulnerabilities and risks to principals

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 3 – Liaise and communicate with principals and others

SLP 2 – Communicate effectively and efficiently in the workplace

Session 5: Law and Legislation

Aim:

- To explain and discuss the legislation which impacts on a close protection operative

Objectives:

By the end of the session learners will be able to:

- Explain the parts of civil and criminal law that have an impact on the role of a close protection operative, in particular the Human Rights legislation, the Data Protection legislation and Health and Safety legislation
- Identify key areas of misuse of drugs legislation which relate to close protection activities
- Understand legislation appropriate to the role of the close protection operative

National Occupational Standards:

PCP 1 – Assess level of threats, vulnerabilities and risks to principals

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 3 – Liaise and communicate with principals and others

PCP 4 – Establish and maintain secure environments

PCP 7 – Maintain the safety and security of principals whilst in transit

PCP 9 – Respond to potential conflict whilst providing close protection

PCP 10 -Use physical intervention to support close protection

Session 6: Interpersonal Skills

Aim:

- To discuss the importance of interpersonal skills within a close protection environment

Objectives:

By the end of the session learners will be able to:

- Explain the need for effective interpersonal skills
- Explain the range of interpersonal skills needed within the role of a close protection operative
- Explain the importance of briefing and de-briefing
- Demonstrate effective negotiation skills
- Explain the importance of effective communication with Principals, Clients and others involved in close protection operation
- Explain the need to be assertive
- Explain the importance of etiquette and protocol when dealing with different types of clients in a close protection environment

National Occupational Standards:

PCP 1 – Assess level of threats, vulnerabilities and risks to principals

PCP 2 – Plan and prepare to minimise threat and risk to principals

PCP 3 – Liaise and communicate with principals and others

PCP 4 – Establish and maintain secure environments

PCP 6 – Maintain the safety and security of principals whilst on foot

PCP 7 – Maintain the safety and security of principals whilst in transit

PCP 9 – Respond to potential conflict whilst providing close protection

PCP 10 -Use physical intervention to support close protection

SLP 2 – Communicate effectively and efficiently in the workplace

Session 7: Close Protection Teamwork and Briefing

Aim:

- To discuss the importance of teamwork within a close protection environment
- To conduct an operational briefing

Objectives:

By the end of the session learners will be able to:

- Describe the attributes of an effective team
- Explain the importance of knowing and using other team members' abilities and skills
- Explain the importance of personal and team preparation
- State the importance of standard operating procedures (SOPs)
- Describe the importance of effective communication within the close protection team
- Explain the structure and purpose of operational briefings and de-briefings
- Conduct a team briefing

National Occupational Standards:

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 3 – Liaise and communicate with principals and others

PCP 6 – Maintain the safety and security of principals whilst on foot

PCP 7 – Maintain the safety and security of principals whilst in transit

SLP 2 – Communicate effectively and efficiently in the workplace

Session 8: Conduct Reconnaissance

Aim:

- To discuss the purpose of and carry out reconnaissance

Objectives:

By the end of the session learners will be able to:

- Explain the purpose of reconnaissance
- Describe issues to be considered when conducting a reconnaissance
- Describe the role of a security advance party
- Conduct a reconnaissance
- Describe the difference between a covert and overt reconnaissance

National Occupational Standards:

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

Session 9: Close Protection Foot Drills

Aim:

- To discuss and demonstrate close protection foot drills

Objectives:

By the end of the session learners will be able to:

- Explain the role of a close protection operative on foot
- Explain the roles within a close protection team whilst on foot
- Explain the role of a team leader
- Explain the need for adopting a flexible approach whilst on foot
- Explain the range of communication techniques to be used whilst on foot
- Demonstrate a range of close protection foot formations
- Demonstrate effective body protection of a Principal
- Demonstrate foot evacuation of protected person(s)

National Occupational Standards:

PCP 6 – Maintain the safety and security of principals whilst on foot

Session 10: Route Selection

Aim:

- To understand the need for and process of route selection

Objectives:

By the end of the session learners will be able to:

- Explain the need for route selection and planning
- Explain the importance of assessing risks associated with selecting routes and the factors that must be taken into account
- List the considerations when selecting modes of transport
- Demonstrate the ability to read and interpret a range of maps
- Describe the range of technological tools used in route planning
- Explain the factors to be considered when planning and timing a route
- Produce a primary and secondary route plan

National Occupational Standards:

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

Session 11: Close Protection Journey Management

Aim:

- To understand the use of vehicles in close protection procedures and associated tactics

Objectives:

By the end of the session learners will be able to:

- Explain the need for vehicle security and precautions to be taken
- Describe the risk assessment implications with regards to the use of vehicles
- Explain the need for alternative transport plans
- Describe the variety of vehicle and driving arrangements and how this impacts on the role of the close protection operative and team; i.e. chauffeurs, self-drive, people accompanying the Principal
- Explain the legal obligations close protection operatives must undertake regarding the use of vehicles
- Carry out enbus/debus drills

National Occupational Standards:

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 4 – Establish and maintain secure environments

PCP 7 – Maintain the safety and security of principals whilst in transit

Session 12: Search Procedures

Aim:

- To discuss and demonstrate search procedures within close protection operations

Objectives:

By the end of the session learners will be able to:

- Explain the procedures for and implications of searching buildings, vehicles, people and public venues
- Demonstrate basic search techniques
- Explain the law in relation to powers of search and control of access
- State the importance of post search security
- Describe the use of technology available to assist in a search
- Describe how to deal with unauthorised / dangerous objects

National Occupational Standards:

PCP 4 – Establish and maintain secure environments

PCP 7 – Maintain the safety and security of principals whilst in transit

Session 13: Incident Management

Aim:

- To discuss and demonstrate how to deal with a range of incidents within a close protection environment

Objectives:

By the end of the session learners will be able to:

- Give examples of typical incidents that may arise during close protection operations, including, but not limited to;
 - Vehicle accident
 - Vehicle breakdown
 - Severe weather
 - Public order
 - Sickness of principal
 - Attack on principal.
- Describe examples of dilemmas that close protection operatives may encounter
- Explain how effective communication within a close protection team is necessary when dealing with incidents and dilemmas
- Explain the personal responsibility of a close protection operative when dealing with incidents and dilemmas
- Explain the implications of relevant legislation on close protection when dealing with incidents and dilemmas

National Occupational Standards:

PCP 3 – Liaise and communicate with principals and others

PCP 6 – Maintain the safety and security of principals whilst on foot

PCP 7 – Maintain the safety and security of principals whilst in transit

PCP 9 – Respond to potential conflict whilst providing close protection

PCP 10 -Use physical intervention to support close protection

PCP 11 – respond to trauma and medical crisis

Session 14: Venue Security

Aim:

- To discuss venue security operations

Objectives:

By the end of the session learners will be able to:

- Describe the range of venue-related security operations e.g. homes, business premises, hotels, public venues
- Describe the relationship between mobile and static close protection operations within venues
- Describe the role of a security advance party
- Explain the importance of effective handovers and briefings
- Identify common factors that may influence operational plans at venues
- Explain the need to liaise with hosts, staff and other key individuals at venues
- Explain the use of communication equipment and other technology that may be used in venue-based close protection
- Describe a range of common contingencies that may be employed in venue-based close protection operations e.g. alarms, safe rooms, evacuation contingencies
- Describe a range of common countermeasures that may be employed in venue-based close protection operations e.g. patrolling, access control

National Occupational Standards:

PCP 2 – Plan and prepare to minimise threats, vulnerabilities and risk to principals

PCP 3 – Liaise and communicate with principals and others

PCP 4 – Establish and maintain secure environments