



Security Industry Authority

---

# Specification for Learning and Qualifications for Security Guarding

December 2014

## **Foreword**

The Security Industry Authority (SIA) recognises that it is essential for all security officers 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 security officers 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 1: Learning Programme Overview

Training leading to an SIA licence-linked qualification for security officers must include the following areas:

Session	Topic
Session 1	Introduction to the Roles and Responsibilities of Security Officers
Session 2	Patrolling
Session 3	Access and Egress Control
Session 4	Searching
Session 5	Electronic and Physical Protection Systems
Session 6	The Security Officer and the Law
Session 7	Reporting and Record Keeping

## Section 2: Learning Programme Details

### Session 1: Introduction to the Roles and Responsibilities of Security Officers

**Aim:**

- To introduce the security officer to the industry and to identify their role within it.

**Objectives:**

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

- State the main objectives and duties of a security officer
- Explain the purpose of assignment instructions
- Explain the purpose of control rooms
- List the equipment required by a security officer
- Define the term 'confidentiality'.

**National Occupational Standards:**

None relevant – training relevant to the industry only

## **Session 2: Patrolling**

### **Aim:**

- To identify the importance of, and reasons for, patrolling.

### **Objectives:**

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

- Explain the different types of patrols, including patrols made in vehicles, their importance, and the checks that may be made
- Identify actions to be taken before starting a patrol
- Explain patrolling procedures and techniques
- Explain the importance of vigilance and of using local and site knowledge when patrolling
- State the importance of check calls
- Identify common incidents encountered on patrol, and state the actions to be taken
- State the importance of patrolling.

### **National Occupational Standards:**

SLP 6.2 – Patrol designated areas to maintain security – SfS

### **Session 3: Access and Egress Control**

**Aim:**

- To understand the control of access and egress to a site.

**Objectives:**

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

- Define the purpose of access and egress control
- List different methods of providing access and egress control
- List typical duties relating to access and egress control
- Explain the powers and identification requirements of statutory agencies relating to access and egress control.

**National Occupational Standards:**

SLP 7 – Control entry to and exit from premises – SfS

SLP 7.1 – Control entry by employees

SLP 7.2 – Control entry by visitors

SLP 7.3 – Control entry and exit of vehicles

SLP 7.4 – Respond to unauthorised entry to premises

## Session 4: Searching

### **Aim:**

- To explain and identify basic search procedures.

### **Objectives:**

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

- List the conditions that have to be in place before a search can be carried out
- Explain a security officer's right of search
- Demonstrate how to search people and their property and vehicles safely
- Identify the different types of search
- State the actions which may need to be taken in the event of a refusal to be searched
- Describe typical search documentation
- State typical actions to be taken when a prohibited or restricted item is found during a search
- State the cultural and religious considerations in searching individuals
- State additional considerations when searching people with a disability
- State additional considerations for searching of minors
- State the precautions to take when conducting a search
- State the possible hazards that might be encountered when conducting a search.

### **National Occupational Standards:**

SLP 8 – Carry out searches of people and their property for unauthorised items – SfS

SLP 8.1 – Search people and their property for unauthorised items

SLP 8.2 – Respond to finding unauthorised items

SLP 10 – Carry out searches of vehicles for unauthorised items - SfS

SLP 10.1 – Control entry and exit of vehicles

SLP 10.2 – Search vehicles for unauthorised items

SLP 10.3 – Respond to finding unauthorised items

## **Session 5: Electronic and physical protection systems**

### **Aim:**

- To identify the different types of electronic and physical protection systems in the security environment.

### **Objectives:**

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

- Explain how electronic and physical protection systems can help security officers in their job
- State the purposes of the different types of electronic and physical protection systems
- Describe the main features and functions of electronic and physical protection systems
- Describe operator controls and indicators
- List the actions that may be taken in response to different types of alarm activations
- Explain the meaning of the term 'false alarm'
- Briefly describe potential threats to electronic and physical protection systems.

### **National Occupational Standards:**

SLP 6.1 – Monitor property and premises using security and protection systems – SfS



## **Session 6: The Security Officer and the Law**

### **Aim:**

- To understand the law and its relevance to the role of a security officer.

### **Objectives:**

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

- Define relevant legislation and crimes
- State the different types of trespass
- State the correct procedures to be used when dealing with a trespasser
- State the powers of arrest of a security operative
- Explain arrest procedures
- List the different types of evidence
- State the action to be taken when preserving evidence
- State reporting procedures following a crime.

### **National Occupational Standards:**

SLP 11 – Arrest people suspected of committing an offence – SfS

SLP 11.1 – Apprehend suspected people

SLP 11.2 – Detain suspected people

SLP 11.3 – Preserve the integrity of potential evidence

SJ3 – Present information to courts or other hearings (Skills for Justice)

SJ3.1 – Present information to courts or other hearings

*It must also be noted that all training in relation to law must be mapped against current and relevant legislation.*

## **Session 7: Reporting and Record Keeping**

### **Aim:**

- To understand the importance and purpose of reporting and record keeping

### **Objectives:**

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

- Explain the reasons and importance for raising an incident report and the evidential content required
- List the different types of reports
- State the basic techniques to be used in report writing
- Explain the use of a notebook and evidential content required
- Explain the content and importance of a hand-over report and briefing.

### **National Occupational Standards:**

SLP 2 – Communicate effectively and efficiently in the workplace – Sfs

SLP 2.1 – Provide written information related to your work

SLP 2.2 – Communicate effectively to work with others

SLP 2.3 – Communicate using telecommunications

SLP 26 – Record information relevant to your role

Unit 224 – Produce documents - CFA