-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

HIGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

-Unit number-	**D7YH 04**
-Unit title-	**CLOSED CIRCUIT TELEVISION: AN INTRODUCTION TO THE SECURITY INDUSTRY**
-Superclass category-	**QH**
-Date of publication- (month and year)	**JANUARY 2002**
-Originating centre for unit-	**SQA**

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Introduction to the Security Industry to develop a knowledge and understanding of the Security Industry CCTV. sector.

OUTCOMES:

1. explain the key features of the security industry in the UK;

2. describe the role of the CCTV Sector within the Security Industry;

3. describe the roles of response organisations, Inspectorate Bodies and Trade Associations, with reference to the CCTV Sector;

4. explain the responsibilities of the customer and customers representatives and users of a CCTV System;

5. outline and explain the purpose and functions of each of the key stages in the installation of a CCTV system;

6. outline the key requirements of a maintenance schedule.

CREDIT VALUE: 1HN Credit.

ACCESS STATEMENT: Access to this unit is at the discretion of the centre. However, it would be beneficial if the candidate has prior knowledge of Electrical or Electronics Principles and Components.

Additional copies of this unit can be obtained from:

The Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ, (Tel: 0141-242 2168).

At the time of publication the cost is £2.50 per unit (minimum order £5.00).

HIGHER NATIONAL UNIT SPECIFICATION

STATEMENT OF STANDARDS

Unit number: D7YH 04

Unit title: CLOSED CIRCUIT TELEVISION: AN INTRODUCTION TO THE SECURITY INDUSTRY

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. EXPLAIN THE KEY FEATURES OF THE SECURITY INDUSTRY IN THE UK

PERFORMANCE CRITERIA

(a) Methods of protecting life, premises and property are correctly identified.
(b) Reasons for confidentiality in the Security Industry are explained correctly.
(c) Methods of maintaining confidentiality and avoiding compromising situations are clearly explained.
(d) Current British Standards and codes of practice are correctly identified and briefly explained.

RANGE STATEMENT

Security industry overview: manned sector; static and patrol guarding; aviation security; retail guarding; store detection close protection, dog handling, systems sector: intruder alarms; closed circuit television; access control.

Crowd control/user advice organisations. Police scientific development branch (PSDB), association of chief police offers (ACPO) Local police policies.

Inspectorate bodies: national approval council for security systems (NACOSS) Security systems and alarms inspection board (SSAIB)

Trade associations: British security industry association.

Statutory requirements: local authority requirements.
Confidentiality: security of documentation; approach by criminals.
Standards and codes of practice: Conlec, NACOSS codes of practice, BSIA codes of practice.

EVIDENCE REQUIREMENTS

Written and/or oral evidence of the candidate's ability to explain the features for all performance criteria and the range.

OUTCOME

2. DESCRIBE THE ROLE OF THE CCTV SECTOR WITHIN THE SECURITY INDUSTRY

PERFORMANCE CRITERIA

(a) Identify closed circuit television as a complimentary part of the security industry.
(b) The roles of the personnel involved in a typical installing and servicing company are correctly identified.
(c) Terminology used in the current industry standards relating to CCTV Systems is correctly interpreted.

RANGE STATEMENT

Crowd control/user advice organisations; Police Scientific Development Branch (PSDB), Association of Chief Police Officers (ACPO); local police policies.

Inspectorate bodies: National Approval Council for Security Systems (NACOSS).

Standards and codes of practice: Conlec, NACOSS codes of practice, BSIA codes of practice.

EVIDENCE REQUIREMENTS

Written and/or oral responses covering the interpretation of terminology in current industry standards. As a guide, 10 questions could be set.

Written and/or oral evidence of the candidate's ability to establish the purpose of a CCTV system, and produce evidence to satisfy the remaining performance criteria and range.

OUTCOME

3. DESCRIBE THE ROLES OF RESPONSE ORGANISATIONS, INSPECTORATE BODIES AND TRADE ASSOCIATIONS, WITH REFERENCE TO THE CCTV SECTOR

PERFORMANCE CRITERIA

(a) The roles and responsibilities of parties involved in the control of response organisations are correctly explained.
(b) The roles and responsibilities of inspectorate bodies are correctly explained.

(c) The roles and responsibilities of trade associations are correctly explained.
(d) The requirements of statutory institutions are correctly identified.

RANGE STATEMENT

Police Scientific Development Branch (PSDB), Association of Chief Police Officers (ACPO) local police policies.

Inspectorate bodies: National Approval Council for Security Systems (NACOSS) Security Systems and Alarms Inspection Board (SSAIB)

Trade associations: British Security Industry Association; ECA (Scotland) alarms division.

Statutory requirements: local authority requirements appropriate to the Department of Environment directive on the control of nuisance noise; E.C. EMC directive.

EVIDENCE REQUIREMENTS

Written and/or oral evidence of the candidate's ability to provide explanations and identifications which satisfy all performance criteria and cover the range.

OUTCOME

4. EXPLAIN THE RESPONSIBILITIES OF THE CUSTOMER AND CUSTOMERS REPRESENTATIVES AND USERS OF A CCTV SYSTEM

PERFORMANCE CRITERIA

(a) Correctly describe the roles of the customers, customers' representatives and CCTV users.
(b) Describe the responsibilities of the customer under typical installation contracts.
(c) The responsibility of the customer to provide a safe working environment is correctly explained.

RANGE STATEMENT

Specifiers: insurers; architects; builders; main contractors.

Design information

Health and safety of personnel on the site.

EVIDENCE REQUIREMENTS

Written and/or evidence which satisfies all the performance criteria and covers the range.

OUTCOME

5. OUTLINE AND EXPLAIN THE PURPOSE AND FUNCTIONS OF EACH OF THE KEY STAGES IN THE INSTALLATION OF AN CCTV SYSTEM

PERFORMANCE CRITERIA

(a) The key stages in the installation of a CCTV system are correctly identified.
(b) The reasons for meeting customers' requirements and establishing lines of communication to maintain the security of the site are clearly explained.
(c) Planned arrangements for storage and commencement of work are determined in accordance with system specifications.

RANGE STATEMENT

Customer and customers' agents: insurers; architects; builders; main contractors.

Design information: specifications; equipment list; drawings; diagrams.

Health and safety issues: health and safety of personnel on the site; installation procedures; commissioning procedures.

Key stages: installation work undertaken in line with planned programme of work and other trades on the same site; commissioning; plans to ensure users are instructed in the use of CCTV System, documentation complete and handover process identified.

Installation planning techniques: Gantt charts; programme of works; method statement.

Professional handover: one-to-one instruction; user handbook; written information; handover checklist.

EVIDENCE REQUIREMENTS

Written evidence in the form of a Gantt chart and support documentation which satisfies performance criteria (a) and (c).

Written and/or oral evidence which satisfies all the remaining performance criteria and covers the range.

OUTCOME

6. OUTLINE THE KEY REQUIREMENTS OF A MAINTENANCE SCHEDULE

PERFORMANCE CRITERIA

(a) The key clauses in a maintenance schedule for a CCTV System are correctly identified.
(b) Describe briefly the responsibilities of the customers, customers' representatives and systems users for maintaining effective use of CCTV Systems.
(c) The key stages of preventative maintenance required to ensure continued performance of a CCTV system, in accordance with contracts and codes of practice, are correctly explained.
(d) The key stages of undertaking corrective maintenance in accordance with the requirements of codes of practice and customers requirements are correctly identified.

RANGE STATEMENT

Documents: call forms; inspection forms; disconnection reports.

False alarm management policies: company policies; codes of practice.

EVIDENCE REQUIREMENTS

Written and/or oral evidence of the candidate's ability to produce explanations and identifications which satisfy all the performance criteria and cover the range.

MERIT STATEMENT: To gain a pass in this unit, a candidate must meet the standards set out in the outcomes, performance criteria, range statements and evidence requirements.

To achieve a merit in this unit, a candidate must demonstrate a superior or more sophisticated level of performance. In this unit this might be shown in the following ways:

(i) showing that they have a good understanding of the relevant associated inspectorate bodies to ensure that quality systems are being installed;
(ii) are aware of all the documentary procedures required to be carried out, to ensure the quality of systems are being addressed.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the Scottish Qualifications Authority (SQA) assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

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SUPPORT NOTES

Unit number: D7YH 04

Unit title: CLOSED CIRCUIT TELEVISION: AN INTRODUCTION TO THE SECURITY INDUSTRY:

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE SQA publishes summaries of HN units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

On completion of this module, the candidate will have a good knowledge of the security industry sector.

CONTENT/CONTEXT

Outcome 1

The candidates must recognise that the CCTV. Industry is an important sector of a greater industry. The candidate must understand his/her own position in maintaining confidentiality and the possible consequences of failure to maintain confidentiality.

Outcome 2

The key purpose of the security industry is to provide personnel and systems people for premises and property. This statement must be kept uppermost in the programme delivery. Successful completion of this outcome enables candidates to understand their relationship to their colleagues in the other industry sectors and how the proper installation and maintenance of the systems features compliments the effectiveness of the whole industry.

Outcome 3

Response organisations typically refers to the police. However, there is a growing privatised response sector which needs to be discussed. Candidates need to understand how Inspectorate Bodies are used to maintain the quality of systems.

Outcome 4

Customers have a duty of care placed upon them under the HASAWA 1974 and the latest CDM Regulations. In line with safety plans, information must be sought when working on sites to ensure safety of the personnel on that site. Candidates must be aware of their role in establishing secure channels of communication with the customer. Candidates are required to identify where premises have been altered or the uses of premises have changed that affect the efficiency of the CCTV System.

Outcome 5

The purpose of this outcome is to ensure that candidates maintain control over the installation of systems and provide effective feedback on critical information regarding the progress of the installation to both the customer and management team.

Outcome 6

Maintenance of CCTV in the Security Industry is a prime business issue. Candidates must recognise their role in effective maintenance to ensure that their organisations meet the needs of their customers.

RECOGNITION This unit has been developed in conjunction with SQA and the unit has the full support of the Security Industry, as forming part of the underpinning knowledge component for the Security Industry PDA in CCTV.

Many SQA HN units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised Groupings of Higher National Certificate Modules'.

REFERENCES

1. Guide to unit writing, SQA, 1993 (Code: A018).
2. Guide to assessment, SQA, 1993 (Code: B005).
3. Guide to certification, SQA, 1996 (Code: F025).
4. Notes for unit writers, SQA, 1995 (Code: A041).

For details of other SQA publications, please contact staff in the Sales and Despatch section (Tel: 0141-242 2168) who can supply you with a copy of the publication list (Code: X037).

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