



**Unit title:** Working as a Security Officer

**Unit code:** FD3E 04

**Superclass:** QH

**Publication date:** January 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

## Unit purpose

This Unit is designed to provide candidates with key knowledge and skills required to work as a Security Officer. It covers the specification for learning and qualifications in Security Guarding as defined by the Security Industry Authority.

The Unit is a mandatory Unit within the SQA licence-linked Award in Security Guarding (Scotland). The Security Industry Authority recognises this qualification as a suitable qualification for making an application for a licence to practise as a Security Officer.

On completion of the Unit the candidate should be able to:

- 1 Understand the role of a security officer within the private security industry.
- 2 Understand the importance of, and reasons for, patrolling.
- 3 Understand how to control access to and egress from a site.
- 4 Understand basic search procedures.
- 5 Understand the purpose and function of different types of technology, security and monitoring systems in the security environment.
- 6 Understand the law and its relevance to the roles of a security officer.
- 7 Understand the importance and purpose of reporting and record keeping.

## Recommended prior knowledge and skills

There are no formal recommended entry requirements. However, it would be beneficial if the candidate possessed *Communication* skills at SCQF level 5 and *Working with Others* at SCQF level 5 or equivalent qualifications or experience.

Note: In order to apply for an SIA licence, the candidate must be 18 years of age or over and provide proof of identity.

## **General information (cont)**

### **Credit points and level**

1 SCQF credit point at SCQF level 6

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

### **Context for delivery**

This Unit is a mandatory Unit within the SQA licence-linked Award in Security Guarding (Scotland). The Security Industry Authority recognises this qualification as a suitable qualification for making an application for a licence to practise as a Security Officer.

### **Assessment**

Knowledge and understanding will be tested by an on-line, on-demand multiple choice question (MCQ) paper. The MCQ paper will be generated from an item bank that has been developed by SQA. This method of assessment ensures that each candidate is presented with a unique examination paper and that assessment and re-assessments can be taken at any point throughout the year. In addition, results are available immediately on completion of the examination. The candidate will answer 25 questions. The pass mark is 72%.

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## **Outcome 1**

Understand the role of a security officer within the private security industry.

### **Assessment Criteria**

- 1.1 Identify the main responsibilities of a security officer.
- 1.2 Identify the purposes of assignment instructions.
- 1.3 List items of equipment needed when on duty.
- 1.4 Explain the term 'confidentiality' within the context of a security officer's responsibilities.
- 1.5 Identify the purposes of control rooms.

## **Outcome 2**

Understand the importance of, and reasons for, patrolling.

### **Assessment Criteria**

- 2.1 Identify the types and purposes of different patrols.
- 2.2 Identify actions that should be taken before starting a patrol.
- 2.3 Describe patrolling procedures and techniques.
- 2.4 State the equipment required for patrolling.
- 2.5 Explain the importance of vigilance and using local and site knowledge when patrolling

## **Outcome 3**

Understand how to control access to and egress from a site.

### **Assessment Criteria**

- 3.1 Identify the purposes of access and egress control.
- 3.2 Identify duties of a security officer when using different methods of access and egress control.
- 3.3 State the powers and identification requirements of statutory agencies.

## **Outcome 4**

Understand basic search procedures.

### **Assessment Criteria**

- 4.1 List the conditions that have to be in place before searching can be carried out.
- 4.2 Identify the different types of search.
- 4.3 State the correct procedures for carrying out personal and vehicle searches.
- 4.4 State actions to be taken in the event of a refusal to be searched.
- 4.5 State the information to be recorded in search documentation.
- 4.6 State the action to be taken when property is found during a search.

## **Outcome 5**

Understand the purpose and function of different types of technology, security and monitoring systems in the security environment.

### **Assessment Criteria**

- 5.1 Identify the types and main purposes of security and monitoring technology.
- 5.2 Identify the main features of security, monitoring and emergency systems.
- 5.3 Identify alarm system operator controls and indicators.
- 5.4 List actions to be taken in response to alarm activations.
- 5.5 State the meaning of the term 'false alarm'.

## **Outcome 6**

Understand the law and its relevance to the role of a security officer.

### **Assessment Criteria**

- 6.1 Identify relevant legislation.
- 6.2 State the correct procedure to be used when dealing with a trespasser.
- 6.3 Identify arrest procedures.
- 6.4 Identify what is meant by the reasonable use of force.
- 6.5 List the different types of evidence.
- 6.6 State the actions to be taken when preserving evidence.
- 6.7 Identify reporting procedures following a crime.

## **Outcome 7**

Understand the importance and purpose of reporting and record keeping.

### **Assessment Criteria**

- 7.1 List the different types of records relevant to the role of a security officer.
- 7.2 Identify the do's and don'ts of report writing.
- 7.3 State the importance of an incident report.
- 7.4 Identify the information to be recorded in an incident report.
- 7.5 Identify the do's and don'ts of keeping a notebook.
- 7.6 Identify the content and importance of a hand-over.
- 7.7 Use the NATO phonetic alphabet.

## Support notes

### Guidance on the content and context for this Unit

Within this Unit, the following areas of teaching and learning should be covered:

- ◆ Introduction to the roles and responsibilities of Security Officers
- ◆ Patrolling
- ◆ Access and egress control
- ◆ Searching
- ◆ Technology and systems in the security environment
- ◆ The security officer and the law
- ◆ Communicating, reporting and record keeping

### Guidance on the delivery and assessment of this Unit

The SQA does not prescribe the mode of delivery for this Unit. Centres are free to offer the Unit using any mode of delivery that meets the needs of the candidates. However, the SIA has stipulated a certain amount of Guided Learning Hours and Minimum Contact Hours. See the table below.

Unit title	Guided Learning Hours (GLH)	Minimum Contact Hours
Working as a Security Officer	8	8

Knowledge and understanding will be tested by an on-line, on-demand multiple choice question (MCQ) paper. The MCQ paper will be generated from an item bank that has been developed by SQA. This method of assessment ensures that each candidate is presented with a unique examination paper and that assessment and re-assessments can be taken at any point throughout the year. In addition, results are available immediately on completion of the examination. The candidate will answer 25 questions. The pass mark is 72%.

The on-line, on-demand examination service is provided to SQA by eCom Scotland. Centres should contact the Helpdesk at eCom Scotland for all queries in relation to the operation and administration of the on-line assessment.

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## Support notes (cont)

### Alternative assessment arrangements

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on SQA's website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

Please note that all assessments will be conducted in English and that scribes and readers will not be permitted for those whose first language is not English. Centres are advised to carry out an initial assessment of prospective candidates and to identify whether additional learning in English is required before the candidate undertakes a security qualification. For further details, please refer to the SIA website.

## History of changes to Unit

Version	Description of change	Date

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## General information for candidates

**Unit title:** Working as a Security Officer

### What are the SQA Security Licence-Linked Units and Qualifications?

The SQA has developed a series of qualifications that will allow you to apply to the SIA for your licence. Each qualification is made up of a number of Units. Each Unit clearly shows the main areas (called Learning Outcomes) that you will be expected to know about and also details the specific knowledge (called Assessment Criteria) on which you will be assessed.

### What is the SIA?

The SIA is the UK regulatory body for the private security industry and operates under the terms of the Private Security Industry Act 2001. The SIA operates the licence scheme for those working in, or wishing to work in, the private security industry in the UK.

### What is this Security Unit about?

This Unit — **Working as a Security Officer** — **must be undertaken by everyone who wishes to work as a Security Officer** in the UK private security industry and assesses your knowledge in the following areas:

- ◆ The roles and responsibilities of a security officer
- ◆ Patrolling
- ◆ Access and egress control
- ◆ Search procedures
- ◆ Different types of technology, security and monitoring systems
- ◆ The law and its relevance
- ◆ Communicating, reporting and record keeping

Successful achievement of this mandatory Unit counts towards the following qualification:

- ◆ Award in Security Guarding (Scotland) - at SCQF level 6

The component Units of this award are:

- ◆ FD39 04 *Working in the Private Security Industry*
- ◆ FD3A 04 *Conflict Management for the Private Security Industry*
- ◆ FD3E 04 *Working as a Security Officer*

### Why do I need to achieve this Security Unit?

Achievement of this Unit and the others which make up a fully recognised qualification allows you to apply for a licence from the SIA. This license allows you to work in the private security industry in the UK. Legally, you cannot work without it.

### How do I get this Security Unit?

The following page shows the Unit specification which contains the Learning Outcomes and the Assessment Criteria.

## General information for candidates (cont)

You will need to achieve all of the Learning Outcomes by meeting all of the Assessment Criteria. You will do this by sitting a multiple-choice test at an approved SQA centre. You should be in a position to be assessed for this Unit after no more than 8 hours of guided study (ie contact time with your tutor/trainer).

### Further info

- ◆ This Unit has 1 SCQF credit point at SCQF level 6
- ◆ This Unit is fully recognised by the SIA

**NOTE:** In order to apply for an SIA licence, you must be 18 years of age or over and provide proof of identity.

## Unit specification: Working as a Security Officer

Learning Outcome	Assessment Criteria
1 Understand the role of a security officer within the private security industry.	1.1 Identify the main responsibilities of a security officer. 1.2 Identify the purposes of assignment instructions. 1.3 List items of equipment needed when on duty. 1.4 Explain the term 'confidentiality' within the context of a security officer's responsibilities. 1.5 Identify the purposes of control rooms.
2 Understand the importance of, and reasons for, patrolling.	2.1. Identify the types and purposes of different patrols. 2.2 Identify actions that should be taken before starting a patrol. 2.3 Describe patrolling procedures and techniques. 2.4 State the equipment required for patrolling. 2.5 Explain the importance of vigilance and using local and site knowledge when patrolling.
3 Understand how to control access to and egress from a site.	3.1 Identify the purposes of access and egress control. 3.2 Identify duties of a security officer when using different methods of access and egress control. 3.3 State the powers and identification requirements of statutory agencies.
4 Understand basic search procedures.	4.1 List the conditions that have to be in place before searching can be carried out. 4.2 Identify the different types of search. 4.3 State the correct procedures for carrying out personal and vehicle searches. 4.4 State actions to be taken in the event of a refusal to be searched. 4.5 State the information to be recorded in search documentation. 4.6 State the action to be taken when property is found during a search.
5 Understand the purpose and function of different types of technology, security and monitoring systems in the security environment.	5.1 Identify the types and main purposes of security and monitoring technology. 5.2 Identify the main features of security, monitoring and emergency systems. 5.3 Identify alarm system operator controls and indicators. 5.4 List actions to be taken in response to alarm activations. 5.5 State the meaning of the term 'false alarm'.
6 Understand the law and its relevance to the role of a security officer.	6.1 Identify relevant legislation. 6.2 State the correct procedure to be used when dealing with a trespasser. 6.3 Identify arrest procedures. 6.4 Identify what is meant by the reasonable use of force. 6.5 List the different types of evidence. 6.6 State the actions to be taken when preserving evidence. 6.7 Identify reporting procedures following a crime.
7 Understand the importance and purpose of reporting and record keeping.	7.1 List the different types of records relevant to the role of a security officer. 7.2 Identify the do's and don'ts of report writing. 7.3 State the importance of an incident report. 7.4 Identify the information to be recorded in an incident report. 7.5 Identify the do's and don'ts of keeping a notebook. 7.6 Identify the content and importance of a hand-over. 7.7 Use the NATO phonetic alphabet.