



Regulated Qualifications Unit and Assessment Specification

Unit title	Maintain Personal Security and Safety and be Alert to the Security of Others
Regulator unit code	H/602/5468
SQA unit code	FE8N 79
SSC ref	AG1

History of changes

Publication date: April 2011

Version: 02 (October 2017)

Version number	Date	Description	Authorised by
02	October 2017	Unit Specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Maintain Personal Security and Safety and be Alert to the Security of Others	
Level	3	
Credit value	7	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1	Understand the requirements for maintaining personal safety and security and being alert to the security of others.	<p>1.1 Describe relevant legal and organisational requirements, and actions to take when:</p> <ul style="list-style-type: none"> ◆ dealing with adverse behaviour ◆ monitoring security and responding to breaches in security or safety <p>1.2 Give examples of the main types of risk likely to be found within your area of responsibility and the principles involved when assessing such risks.</p> <p>1.3 Give examples of when and how to use reasonable force effectively when needed.</p> <p>1.4 Identify who to call for help in different situations and how to contact them.</p> <p>1.5 Identify examples of safe working practices relating to own job role.</p> <p>1.6 Identify the types of help available towards dealing with incidents of security, and how to access these.</p> <p>1.7 Describe record keeping requirements relating to dealing with adverse behaviour and reporting incidents of breaches of security.</p>
2	Be able to manage personal security and safety.	<p>2.1 Identify signs of aggressive, anti-social or criminal behaviour promptly and correctly amongst those people with whom they are dealing.</p> <p>2.2 Respond promptly to adverse behaviour in a polite, professional and calm manner.</p>

Learning outcomes	Assessment criteria
The learner will:	The learner can:
	<p>2.3 Use non-threatening language and gestures to diffuse potential aggressive or abusive behaviour.</p> <p>2.4 Take appropriate, prompt and permitted action to prevent further adverse behaviour.</p> <p>2.5 Obtain immediate help from other people, including the relevant authority, when needed, particularly if situations escalate.</p> <p>2.6 Report details of adverse behaviour to the appropriate authorities.</p> <p>2.7 Maintain own health and safety when dealing with others.</p>
<p>3 Be able to contribute to maintaining the security of colleagues and premises.</p>	<p>3.1 Monitor property and premises and respond appropriately to any situation that increases security or safety risks to self or others.</p> <p>3.2 Take appropriate action in circumstances where anyone attempts to gain entry without appropriate identification, when this is required.</p> <p>3.3 Report faults, malfunctions or unacceptable performance in security equipment promptly to an appropriate person.</p> <p>3.4 Take prompt and appropriate action to respond to alarms, indications or other signals from security and protection systems.</p> <p>3.5 Record accurately the details of risks to security or safety, or other suspicious situations, within required timescales.</p> <p>3.6 Maintain own health, safety and welfare while responding to breaches of security.</p>

Additional information about the unit
Unit purpose and aim(s)
<p>This unit is about managing and maintaining the learner's personal security, and maintaining the security of colleagues and premises according to their level of responsibility.</p> <p>Individuals must demonstrate they have maintained personal security and safety, and have been alert to the security of others on at least two occasions within their organisational guidelines.</p>
Unit start date
01/12/2010
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
AG1
Details of the relationship between the unit and other standards or curricula (if appropriate)
Not applicable
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.</p> <p>Individuals must demonstrate they have maintained personal security and safety and were alert to the security of others on at least two separate occasions and within their organisational guidelines.</p>
Endorsement of the unit by a sector or other appropriate body (if required)
This unit is endorsed by Skills for Justice, the Sector Skills Council for Justice
Location of the unit within the subject/sector classification system
01.4 Public services
Name of the organisation submitting the unit
Skills for Justice
Guided learning hours
25

Regulated qualifications assessment specification

Assessment (evidence) requirements

The unit requires the assessment of occupational knowledge and understanding wherever practicable. Assessment can take place either in the workplace or in a learning and development environment. Individuals must demonstrate their knowledge and understanding of managing and maintaining the learner's personal security, and maintaining the security of colleagues and premises according to their level of responsibility is supported within their organisational guidelines.

Assessment for this unit may include records of:

- ◆ Knowledge and understanding
- ◆ Questions
- ◆ Product evidence
- ◆ Personal statement

Guidance on assessment

- ◆ Observation
- ◆ Professional discussion
- ◆ Witness testimony