

**COMHAIRLE NÁISIÚNTA NA
gCÁILÍOCHTAÍ GAIRMOIDEACHAIS**

**NATIONAL COUNCIL FOR
VOCATIONAL AWARDS**



Consultative Draft Module Descriptor

Security Industry Awareness

Level 1 C10164

September 1999

Introduction

A module is a statement of the standards to be achieved to gain an NCVA award. Candidates are assessed to establish whether they have achieved the required standards. Credit is awarded for each module successfully completed.

The standards in a module are expressed in terms of learning outcomes i.e. what the learner will be able to do on successful completion of the module.

While the NCVA is responsible for setting the standards for certification in partnership with course providers and industry, it is the course providers who are responsible for the design of the learning programmes. The duration, content and delivery of learning programmes should be appropriate to the learners' needs and interests, and should enable the learners to reach the standard as described in the modules. Modules may be delivered alone or integrated with other modules.

The development of learners' **core skills** is a key objective of vocational education and training. The opportunity to develop these skills may arise through a single module or a range of modules. The core skills include:

- taking initiative
- taking responsibility for one's own learning and progress
- problem solving
- applying theoretical knowledge in practical contexts
- being numerate and literate
- having information and communication technology skills
- sourcing and organising information effectively
- listening effectively
- communicating orally and in writing
- working effectively in group situations
- understanding health and safety issues
- reflecting on and evaluating quality of own learning and achievement.

Course providers are encouraged to design programmes which enable learners to develop core skills.

1	Module Title	Security Industry Awareness
2	Module Code	C10164
3	Level	1
4	Credit Value	1 credit
5	Purpose	<p>This module is a statement of the standards to be achieved to gain an NCVA credit in Security Industry Awareness at Level 1.</p> <p>This module is designed to provide the learner with an introduction both to the different sectors of the security industry in Ireland and the systems and procedures used within the industry.</p> <p>Learners who successfully complete this module will satisfy one of the requirements for licensing within the security industry.</p> <p>Course providers are responsible for designing learning programmes which are consistent with the learning outcomes and appropriate to the learners interests and needs.</p>
6	Preferred Entry Level	National Foundation Certificate, Junior Certificate or equivalent qualifications and/or relevant life and work experiences.
7	Special Requirements	In order to complete this module, candidates must spend a minimum of 10 hours in an appropriate security-related work environment.
8	General Aims	
	8.1	gain an insight into the structure of the security industry in Ireland
	8.2	understand those aspects of the legal system that have an impact on security
	8.3	develop safe working practices

- 8.4 understand the role of the different sectors within the industry
- 8.5 gain work experience in the security industry
- 8.6 understand the importance of good interpersonal skills to security personnel.

9 Units This module comprises 5 core units and 5 optional units.

Core Units

- Unit 1 Security Industry Profile**
- Unit 2 Loss Prevention**
- Unit 3 Interpersonal and Practical Skills**
- Unit 4 Legal Studies**
- Unit 5 Health and Safety**

Optional Units Select one optional unit.

- Unit 6 The Security Officer**
- Unit 7 Electronic Aids to Security**
- Unit 8 Event Security**
- Unit 9 Security Hardware**
- Unit 10 Retail Security**

10 Specific Learning Outcomes

Unit 1 Security Industry Profile

The learner should be able to:

- 10.1.1** outline the structure of the security industry in Ireland
- 10.1.2** list the main organisations and representative bodies involved in the security industry
- 10.1.3** list the standard documents and standards bodies relevant to each sector of the security industry: (IS199, IS228, Guarding Services Standard, National Standards Authority of Ireland)
- 10.1.4** source information on industry standards and recommendations.

Unit 2 Loss Prevention

The learner should be able to:

- 10.2.1** explain the terms:
- security
 - loss prevention
 - deterrent
- 10.2.2** outline how regulation and training within the industry can assist with loss prevention procedures
- 10.2.3** outline the role the various sectors of the security industry play in loss prevention
- 10.2.4** explain how ethical standards, codes of conduct and good practice within the security industry can assist in loss prevention
- 10.2.5** identify actions that may result in loss or claim e.g. break-in, fire, flood, fraud, shoplifting
- 10.2.6** list the main agencies that assist with crime reduction/loss prevention
- 10.2.7** outline the use of the following as the primary means of security:
- guarding services
 - CCTV
 - intruder alarm systems
 - electronic access control systems
 - security lighting.

Unit 3 Interpersonal and Practical Skills

The learner should be able to:

- 10.3.1** outline the importance of good interpersonal skills within the security industry
- 10.3.2** explain why record keeping is a necessary feature of the industry
- 10.3.3** outline the importance of the following as they relate to each sector of the industry:
- verbal and non-verbal communication
 - customer care
 - dealing with the public
 - social skills
 - teamwork
 - following instructions
 - communications technology

- 10.3.4** demonstrate the following in the workplace:
- identification and use of safety equipment
 - routine security procedures
 - verbal and non-verbal communication
 - good customer care
 - teamwork
 - the ability to follow instructions
 - the ability to complete a written report
 - the ability to use a hand-held portable radio

10.3.5 explain the principle of "power of observation"

10.3.6 demonstrate safe non-violent techniques of self defence.

Unit 4 **Legal Studies**

The learner should be able to:

10.4.1 list the areas of criminal and civil law that may have an impact on security

10.4.2 list the rights of persons within premises

10.4.3 explain the status of authorised bodies entering premises e.g. guard, fire officer, health and safety inspector, security industry regulatory body

10.4.4 outline stages involved from suspicion of a crime to court prosecution (arrest, search, evidence, witness, court system and court procedure etc.)

10.4.5 explain the purpose of insurance

10.4.6 give examples of client or employer exposure to insurance claims (security personnel, client or employer, contract company)

10.4.7 explain the principles and purpose of an identification card.

Unit 5 **Health and Safety**

The learner should be able to:

10.5.1 outline the current safety legislation that may have an impact on security

10.5.2 list the principal points covered within a safety statement

10.5.3 recognise commonly used markings and colours for safety signs

- 10.5.4 demonstrate the correct procedures of manual handling
- 10.5.5 outline the causes of stress in the workplace
- 10.5.6 explain the following:
 - common sources of fire
 - common causes of fire
 - the fire triangle
 - fire spread
 - classes of fire
 - types of hand held extinguishers
 - extinguishers used for each class
 - limitations of extinguishers
- 10.5.7 outline the principles of fire prevention
- 10.5.8 comply with fire procedures in the workplace
- 10.5.9 demonstrate the correct use of a fire extinguisher
- 10.5.10 list the principal steps of emergency first aid procedures in the workplace
- 10.5.11 list the health and safety precautions to follow when dealing with electricity
- 10.5.12 outline the importance of using the correct personal protective equipment
- 10.5.13 demonstrate the safe use of tools and equipment
- 10.5.14 list the methods that can be used to reduce loss through fire, smoke and water damage
- 10.5.15 list recommended procedures for dealing with a range of emergencies.

Optional Units

Unit 6 The Security Officer

The learner should be able to:

- 10.6.1 describe the range of specific functions, duties and responsibilities of a security officer (role, gate duties, patrolling, good housekeeping etc.)
- 10.6.2 outline the role of the following in the workplace
 - security officer
 - security supervisor
 - security manager

10.6.3 list the essential equipment required by a security officer while carrying out a range of duties.

Unit 7 Electronic Aids to Security

The learner should be able to:

10.7.1 list the main electronic security systems

10.7.2 list the principal components of each system type

10.7.3 describe the primary functions and purpose of each system type

10.7.4 describe the practical use of control equipment for each system type

10.7.5 give examples of the uses and benefits of electronic aids in a range of environments (CCTV for retail, intruder for home security etc.).

Unit 8 Event Security

The learner should be able to:

10.8.1 list a range of premises where access to the public is an essential feature of the premises

10.8.2 list the risks associated with persons within the premises listed in 10.8.1

10.8.3 list recommended procedures for monitoring and supervision of persons in the premises listed in 10.8.1 (including pre open check, fire doors/exit routes, hazards to the public, observation, CCTV, patrolling)

10.8.4 outline the importance of using agreed criteria for allowing entry to premises

10.8.5 recognise situations where the risks are increased when persons within this environment practice substance/alcohol abuse

10.8.6 list methods of controlling the movements of a crowd/group i.e. turnstile, barrier, rope etc.

10.8.7 outline the importance of proper communications procedures to assist with safety and security within this environment.

Unit 9 Security Hardware

The learner should be able to:

- 10.9.1** use common terms to describe a range of security hardware products
- 10.9.2** differentiate between the following types of perimeter protection
- passive
 - active
 - natural
 - permanent perimeter protection
- 10.9.3** list the range of equipment used to control traffic and persons
- 10.9.4** list common methods of protecting building openings
- 10.9.5** list examples of locking devices and methods used to secure the following:
- doors
 - windows
 - shutters
 - grills
- 10.9.6** describe the security value of a range of locks
- 10.9.7** list areas where glass, plastics and laminates are used for security and safety purposes
- 10.9.8** list the recommended hardware required to protect cash and valuables
- 10.9.9** explain the benefits of using warning signs and notices to assist with security, safety and legal liability.

Unit 10 Retail Security

The learner should be able to:

- 10.10.1** list the principal duties of a retail security officer
- 10.10.2** list the additional duties of a store detective
- 10.10.3** list the risks to a retail security officer working within the public areas of a shopping centre or mall
- 10.10.4** give examples of areas of loss in a retail environment
- 10.10.5** summarise the precautions to be taken when:
- approaching a suspected shoplifter
 - detaining a suspected shoplifter
 - searching a suspected shoplifter.

11 Assessment See the note on Assessment Principles inside the back page.

Summary **Portfolio of Coursework** **60%**
Examination **40%**

11.1 Technique **Portfolio of Coursework**

In order to achieve this module candidates are required to present sufficient evidence that they have developed a range of appropriate practical skills and an ability to apply knowledge in a practical situation.

Weighting 60%

Components **Workplace Diary (20%)**

Candidates will complete a detailed workplace diary or log book which must be endorsed by the workplace supervisor.

Workplace Practical Skill Portfolio (40%)

Candidates will provide sufficient evidence from the workplace of completing a minimum of four of the practical skills outlined below. The evidence presented must include a report from the workplace supervisor.

On Site Practical Skills

1.	Locate and Identify Emergency Equipment
2.	Use of Security Equipment
3.	Verbal Communications
4.	Non Verbal Communications
5.	Emergency Procedures
6.	Practical Gate/Entry Procedures
7.	Patrolling Procedures
8.	Control Room Procedures
9.	Proof of Service Systems
10.	Personal Development

11.2 Technique **Examination**

In order to achieve this module candidates are required to complete an examination.

Weighting 40%


Duration	1 hour
Format	12 short answer questions based on the full range of specific learning outcomes. 10 questions to be answered. All questions carry equal marks.

12 Performance Criteria

- | | |
|-------------------------------------|---|
| 12.1 Portfolio of Coursework | The performance criteria for each component of the portfolio are detailed in the accompanying Individual Candidate Marking Sheet 1. |
| 12.2 Examination | The tutor will devise an examination paper and outline marking scheme in the format above. |

13 Grading

Pass	50 – 64%
Merit	65 – 79%
Distinction	80 – 100%

Individual Candidate Marking Sheet 1		Security Industry Awareness C10164 Portfolio of Coursework Weighting 60%
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Candidate Name: _____ **NCVA Exam. No.:** _____

School/Centre: _____ **Roll No:** _____

Performance Criteria	Maximum Mark	Candidate Mark
Workplace Diary/Log <ul style="list-style-type: none"> • Entries made regularly. Some detail included. Workplace supervisor's report indicates satisfactory performance. (Pass) • Records regularly kept: range of activities described. Relevant details are complete. Workplace supervisor's report indicates good performance. (Merit) • Up-to-date record of work experience. Realistic evaluation of own performance is included. Evidence covers a wide range of skills and activities. Workplace supervisor's report indicates very good performance. (Distinction) 	20	
Sub-total	20	
Workplace Practical Skill Portfolio <p>Practical Skill _____</p> <p>Practical Skill _____</p> <p>Practical Skill _____</p> <p>Practical Skill _____</p> <ul style="list-style-type: none"> • Evidence is sufficient for the candidate to have demonstrated the acquisition of the practical skill. Workplace supervisor's report indicates satisfactory performance while demonstrating the practical skill. (Pass) • Evidence is clear, focused and appropriately presented and demonstrates the acquisition of the practical skill over a period of time. Workplace supervisor's report indicates good performance while demonstrating the practical skill. (Merit) • Evidence is detailed and comprehensive, collected over an extended period and appropriately presented. Workplace supervisor's report indicates very good performance while demonstrating the practical skill. (Distinction) 	10 10 10 10	
Sub-total	40	
TOTAL	60	
<i>This mark will be transferred to the Module Results Summary Sheet</i>		

Teacher's Signature: _____ **Date:** _____

External Examiner's Signature: _____ **Date:** _____

Individual Candidate Marking Sheet 2		Security Industry Awareness C10164 Examination Weighting 40%
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Candidate Name: _____ **NCVA Exam. No.:** _____

School/Centre: _____ **Roll No:** _____

Performance Criteria	Maximum Mark	Candidate Mark
Answer 10 questions		
Question ()	4	
Question ()	4	
Question ()	4	
Question ()	4	
Question ()	4	
Question ()	4	
Question ()	4	
Question ()	4	
Question ()	4	
TOTAL	40	
<i>This mark will be transferred to the Module Results Summary Sheet</i>		

Teacher's Signature: _____ **Date:** _____

External Examiner's Signature: _____ **Date:** _____

NCVA Assessment Principles

- 1 Assessment is regarded as an integral part of the learning process.
- 2 All NCVA assessment is criterion referenced. Each assessment technique has **performance criteria** which detail the range of marks to be awarded for specific standards of knowledge, skills and competence demonstrated by candidates.
- 3 The mode of assessment is generally local i.e. the assessment techniques are devised and implemented by assessors (teachers/tutors/trainers) in centres.
- 4 Assessment techniques in NCVA modules are valid in that they test a range of appropriate learning outcomes.
- 5 The reliability of assessment techniques is facilitated by providing support for assessors.
- 6 Each NCVA module describes one approach to assessment. It is possible for assessors to use other forms of assessment, provided they are demonstrated to be valid and reliable.
- 7 To enable all learners to demonstrate that they have reached the required standard, candidate evidence may be submitted in written, oral, visual, multimedia or other format as appropriate to the learning outcomes.
- 8 Assessment of a number of modules may be integrated, provided the separate criteria for each module are met.
- 9 Group or team work may form part of the assessment of a module, provided each candidate's achievement is separately assessed.