

## Get Training

Requirements for awarding organisations  
and training centres delivering SIA licence  
to practice qualifications

**First published February 2021 | Last updated November 2021**

## Introduction

### Purpose of this document

People applying for an SIA front line licence must undertake formal training that leads to a recognised (and legally required) qualification. This document sets out how that training must be delivered and assessed.

We wrote this document in collaboration with various awarding organisations that offer the licence-linked qualifications. It should be read in conjunction with the ‘Specification for Learning and Qualifications’ documents available on our website.

Note: throughout this document we refer to “awarding organisations”. When we use this phrase, we also mean awarding bodies operating in Scotland.

### Our authority to set how training is delivered and assessed

The Security Industry Authority was created by the Private Security Industry Act 2001. The Act applies to the whole of the UK. It gives us our legal authority and places certain duties upon us.

The Act says that:

- our functions include “to set or approve standards of training” (Section 1)
- our licensing criteria “may include such criteria as the Authority considers appropriate for securing that those persons have the training and skills necessary to engage in the conduct for which they are licensed” (Section 7)
- we may “prescribe or impose conditions as to training” (Section 9)

## Training Centre Requirements

### Facilities

Training and assessment for approved licence-linked qualifications must take place in a suitable environment that has been approved by a relevant awarding organisation. The environment must be adequately equipped for training, conducive to effective learning, and must comply with current Health and Safety requirements. Equipment for practical activities must be readily available and fit for purpose.

It is best practice to provide a realistic work environment for the training and assessment of any required practical activities. Those training and assessing physical intervention must provide an environment with a minimum of 3 stairs for the demonstration, practice, and assessment of escorting an individual up and downstairs.

Training and assessment facilities must comply with the ongoing approval arrangements of the respective awarding organisation. You can read about arrangements for examination facilities on pages 3 and 4.

## Centre insurance

The minimum cover for an approved centre offering licence-linked qualifications is:

- employers' liability – £5 million
- public liability
- professional indemnity

This is in line with general insurance requirements and the Employers Liability (Compulsory Insurance) Act 1969.

Training centres must set their public liability and professional indemnity insurance at the appropriate level.

## Insurance requirements for physical intervention skills training

Insurance cover should specifically include the activities being carried out. In this case the insurance documentation must state cover for 'training in physical intervention' under 'business activity'.

Centres must evidence their insurance details to the awarding organisation before they can grant approval. However, each centre is responsible for ensuring that its insurance remains valid and up to date. This level of insurance cover is mandatory for approved training centres and individual trainers delivering physical intervention training at the approved training centre. If an individual trainer does not hold their own cover, the approved centre must ensure its insurer is aware of this and secure extended cover. The insurance schedule should clearly detail the cover for trainers.

## Examination venue criteria

All examination venues must comply with the policy, standards, and regulations specified by the Joint Council for Qualifications to gain approval for knowledge-based assessment. Although not all awarding organisations are members of the joint council, we expect awarding organisations to work to these standards as best practice.

This means that:

- the seating arrangement for learners must ensure there can be no cheating or collusion between them
- all learners must be facing the same way (except for some on-screen testing)
- each learner must be a minimum of 1.25 metres (centre to centre) in every direction from the next learner's workspace

- seating plans should be completed for the delivery of tests and retained for external quality assurance purposes
- if on-screen testing is being used, each workstation must be isolated by a minimum space of 1.25 metres (measured from the nearest outer edge of one screen to the next) unless the monitors are positioned back-to-back
- under certain circumstances 1.25 metres may not be far enough to prevent learners seeing the work of others, intentionally or otherwise
- privacy screens can be used. The aim is to make sure that no learner's work can be seen by others
- there must be a place for the invigilator to sit with clear view of all learners
- maximum ratio is 1 invigilator to 30 learners
- there should be no material on the walls that would provide help to learners
- all learners must have a clear view of examination signage and a clock
- the awarding organisation must be made aware of assessment venues in advance
- substitutes cannot be used, unless there has been an emergency, such as fire
- centres must record any such emergency and notify the awarding organisation at the first possible opportunity
- trainers who have delivered the training and/or practical assessments to learners must not invigilate or be in the room when the learners take their exam
- training centres need to think about all potential conflicts of interest and have an appropriate policy in place
- all invigilators must receive an induction explaining the role of invigilation and its policies and procedures.
- training centres must maintain a register which must be signed by the invigilator to confirm that they have received this induction.
- all test papers must be stored securely in a lockable safe
- if a lockable safe is not available a suitable lockable cabinet/storage unit kept in a secure location is acceptable
- this cabinet/storage unit should only be accessed by appropriate personnel and records of key holders should be kept
- all test papers must be transported securely to and from the training centre and any satellite centre where tests are administered
- the centre must have an appropriate policy to support this.
- awarding organisations, the SIA, and qualification regulators retain the right to make spot checks to ensure that exam conditions are being maintained.

### **Venue requirements for practical skills training and assessment (physical intervention and conflict management)**

Training environments must be risk assessed for their suitability to deliver training and assessment and in accordance with centre policies. Your awarding organisation will review

your risk assessments as part of their quality assurance. Risk assessments must be completed before each training course.

This means:

- checking the size and suitability of training rooms; ensuring that learners have space to demonstrate techniques safely
- as a guide, an unobstructed area of approximately 2 x 2 metres per person, (including the trainer) provides the necessary room for movement and activity
- for example a maximum class size of 12, plus trainer, needs a floor area of approximately 52 square metres
- a minimum of 3 stairs must be available for the demonstration, practice, and assessment of escorting an individual up and downstairs
- the ratio of trainers to learners: 1 trainer to a maximum of 12 learners for the delivery and assessment of the practical skills
- there is no ratio for the delivery and assessment of the knowledge skills
- each course needs a minimum of 3 participants to deliver the practical skills for physical interventions effectively
- a qualified first aider must always be available during the delivery and assessment of the physical skills and conflict management units
- we recommend that physical skills trainers/assessors obtain a 3-day First Aid at Work Qualification.

Training centres must have a range of safety equipment available during physical skills delivery and assessment.

This means:

- a BS 8599-1:2019 approved first aid kit
- ice packs
- access to water and a telephone

### **Learner requirements for practical skills training (physical intervention skills)**

The centre must provide learners with safety information before they attend a course.

This should explain to learners:

- that physical activity will be involved, and that this carries risks
- the expected standards of behaviour
- what they should wear
- what they should do if they have any concerns about their health or fitness with regard to this training.

Training centres must also ensure that learners sign a declaration to say that they are fit to take part in practical skills training.

### **Additional requirements for the delivery of Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry and the Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry (Scotland) at SCQF Level 6**

Training centres must use one of the following to deliver and assess the 'Principles and Practices of Working as a CCTV Operator in the Private Security Industry' course:

1. A control room with at least 2 PTZ cameras and associated recording and monitoring equipment.
2. A simulated control room environment that is used solely for this purpose during training and assessment.

Centres can conduct the completion of documentation and portfolio creation within a classroom (group) environment.

The practical assessments must take place after the delivery of the following units:

- Principles of Working in the Private Security Industry.
- Principles and Practices of Working as a CCTV Operator in the Private Security Industry.

### **Checking identification**

The training centre must check the learner's identity before assessing them.

Centres must keep a record of the identity documents they review and accept for each learner. These records must be kept for a minimum of 3 years and must be made available for audit purposes. Training centres should make sure they store all data in a way that meets current data protection legislation.

Awarding organisations should confirm to training centres which forms of ID are acceptable. This will reflect [our list of acceptable identity documents](#).

A learner who does not produce documents to satisfy our ID requirements cannot take any assessments and therefore will not be able to complete the qualification. Anyone in this situation should contact us through their SIA online account to:

- explain why they do not possess the required documents
- tell us what documents they do have

We will assess this evidence on a case-by-case basis.

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## **Age restrictions for qualifications**

Only those aged 18 or over may hold an SIA licence.

Due to the nature of the work and training, only those over the age of 18 may enrol in cash and valuables in transit, door supervision, and close protection qualifications.

Those aged 16 and 17 may enrol in security officer, CCTV, and vehicle immobilisation qualifications and are exempt from the requirement to video record their practical assessment. In these cases, training centres must provide alternative evidence, such as a transcript. Training centres must make clear to them that they cannot hold a licence until the age of 18.

## **Certification**

We only accept full certification from an SIA approved awarding organisation as evidence of successful achievement of licence-linked qualifications.

## **Audit criteria**

Training centres must allow the SIA/awarding organisations/qualification regulators (and anyone associated with them) to inspect/audit training, delivery, and assessment (including venues) at any time and without notice. The only exception to this may be some cash and valuables in transit (CViT) centres who have special protocols in place.

Each awarding organisation, as part of the process of gaining SIA endorsement, will have made commitments with regard to their quality assurance processes. These include the commitment that every centre is reviewed annually.

We regularly review the quality assurance processes through a range of activities. These include quarterly meetings with all awarding organisations, and twice-yearly quality meetings with individual awarding organisations.

Each awarding organisation will also monitor all training centres regularly as part of their Ofqual/Scottish Qualification Authority/Qualification Wales /Council for Curriculum Education & Assessment. They will do this in accordance with the additional quality measures for both approvals and external quality assurance (EQA) agreed with us.

The awarding organisation can withdraw the approval of trainers and/or training centres if they do not comply with quality assurance processes, which include all the requirements in this document.

## Training requirements

### Trainer/assessors delivering licence-linked qualifications

Approved trainers/assessors seeking to deliver licence-linked qualifications must successfully complete a range of formal qualifications. These are detailed below.

All trainers/assessors must have achieved as a minimum:

1. Award in Education and Training (Level 3 QCF/RQF) (Level 6 SCQF) or a teaching or training qualification at Level 3 (QCF/RQF) Level 6 (SCQF) (or equivalent or above), which has been accredited by SQA/QCA/Ofqual or validated by a HEI, or equivalent such as:
  - Level 4 Award in Education and Training (QCF/RQF)
  - Certificate in Education
  - Post Graduate Certificate in Education
  - SVQ/NVQ Levels 3 and 4 in Learning and Development
  - Scottish Training Qualification for Further Education (TQFE)
  - PTLLS, CTLLS or DTLLS
  - Master's in Education
  
2. and A National Counter Terrorism Security Office (NaCTSO) / SIA endorsed counter-terrorism programme such as the ACT (Action Counters Terrorism) Awareness training which must be done every year. *This is not currently required for trainers delivering Close Protection, but it is good practice.*

Assessors must hold any of the following qualifications:

- Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)
- Level 3 Award in Assessing Competence in the Work Environment (RQF)
- Level 3 Award in Assessing Vocationally Related Achievement (RQF)
- A1 Assessing Learners Using a Range of Methods
- D32 Assess Learner Performance
- D33 Assess Learner Using Different sources of Evidence

Or the following unit from an assessor qualification:

- Unit 1 Understanding the Principles and Practices of Assessment

Or the following units from a teaching qualification:

- Understanding Assessment in Education and Training unit from a Level 3 Award in Education and Training
- Understand the Principles and Practices of Assessment from a 12 credit Preparing to Teach in the Lifelong Learning Sector



- Principles of Assessment in Lifelong Learning from a 12 credit Preparing to Teach in the Lifelong Learning Sector
- Understanding the Principles and Practices of Assessment from a Level 3 Certificate/Level 4 Diploma in Learning and Development
- Assess Occupational Competence in the Work Environment from a Level 3 Certificate/Level 4 Diploma in Learning and Development
- Assess Vocational Skills, Knowledge and Understanding Level 3 Certificate/Level 4 Diploma in Learning and Development

We expect that in most cases the trainer and the assessor will be the same person. If assessors do not hold any of these qualifications/units, they will have until 30 September 2022 to achieve them.

*An assessor qualification is not required for cash and valuables in transit (CViT) as there are no practical assessments for this sector. It's also not a requirement for trainers delivering close protection until this qualification is re-developed, but it is good practice.*

### **Qualification requirements for internal quality assurers (IQA)**

All those seeking to undertake internal quality assurance activities for licence-linked qualifications must have achieved as a minimum the following:

Internal quality assurer (IQA) to hold any of the following qualifications:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices (RQF)
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices (RQF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practices (RQF)
- VI Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Or the following unit from an IQA qualification:

- Unit 2/Unit 4 Understanding the principles and practices of internally assuring the quality of assessment

If IQAs do not hold any of these qualification/units, they will have until 30 September 2022 to achieve one.

*An IQA qualification is not required for CViT as there are no practical assessments for this sector. This is also not a requirement for IQAs delivering Close Protection until this qualification is re-developed, but it is good practice.*

Each centre must have access to at least 1 qualified IQA by 30 September 2022 unless they are only offering the CViT qualification. IQAs should have security sector competence relevant to the area they are quality assuring. They should also be familiar with the course content of the units that they are quality assuring.

Centre personnel who want to check their eligibility can do so by contacting any SIA endorsed awarding organisation.

### **Additional criteria for Application of Conflict Management in the Private Security Industry and Conflict Management within the Private Security Industry units**

All trainers and assessors involved in the delivery of one of the above conflict management units must have done relevant training. Trainers must hold a qualification at NQF/QCF/RQF Level 3 Deliverers of Conflict Management Training.

The IQA does not need to hold a formal conflict management qualification but should have appropriate competence in conflict management. This could come from employment in:

- the armed services
- the police
- the security industry
- the prison service

### **Occupational competence for approved trainers and assessors**

Trainers and assessors delivering licence-linked qualifications must show that they have the necessary experience, knowledge, and understanding of the sector in which they are providing training.

Awarding organisations require sufficient information about a trainer and assessor's occupational competence for consideration in the approval process. Occupational competence will normally come from working in the private security industry. The awarding organisations may accept other relevant experience, which will be considered on a case-by-case basis. Trainers or assessors do not need to have a current SIA licence.

Other relevant experience could come from employment in:

- the armed services
- the police
- the security industry
- the prison service

The SIA and awarding organisations require trainers and assessors who are new to the sector to have 2 years frontline operational experience in the last 5. This experience must be relevant

to the qualifications that they are delivering. Close protection will remain as 3 years frontline operational experience in the last 10 until the redeveloped qualification is launched. This operational experience can be achieved from full/part-time/weekend employment and achieved in blocks of employment if it meets the threshold above. The CViT sector will accept 12 months experience in the last three years. 'New to the sector' is defined as this being their first role as a trainer or assessor in the security sector, as identified from their CV.

This experience should have been gained in the UK, although we recognise that some overseas experience in close protection may also be relevant. The awarding organisation will judge this on individual merit.

Existing trainers and assessors must be able to demonstrate evidence of a suitable level of continued professional development (CPD) in their sector. This should include the equivalent of at least 40 hours every year spent in a combination of training, increasing professional knowledge through other means, or working in the industry. Suitable steps could include attendance at relevant conferences and seminars, and continuing work experience in the sector. This CPD record must show that a National Counter Terrorism Security Office (NaCTSO) / SIA-endorsed counter terrorism programme such as the ACT (Action Counters Terrorism) awareness training has been completed on an annual basis.

Training centres are responsible for keeping the CPD information of trainers and assessors. We, and the awarding organisations, reserve the right to spot-check this information for accuracy and quality assurance (QA) purposes. This evidence must be kept for a minimum of 3 years for audit purposes.

### **Additional criteria for Application of Physical Intervention Skills in the Private Security Industry unit**

All trainers delivering and assessing physical intervention skills training for the door supervisor licence-linked qualifications must hold all the following:

- a suitable teaching/training qualification
- a suitable Level 3 qualification in conflict management training
- a Level 3 Award for Deliverers of Physical Intervention Training in the Private Security Industry (QCF/RQF); and
- a current certificate (updated annually) from an approved Level 3 programme provider which details that the trainer is authorised to deliver the skills in the approved Level 2 physical intervention programme. The trainer is responsible for submitting this to the training provider/centre every year for the awarding organisations to check

The IQA does not need a formal qualification in physical intervention but does need to have appropriate competence in physical intervention. This may come from experience in the sector e.g. the private security industry, the armed services, or the police. The SIA and awarding organisations require trainers and assessors new to the sector (i.e. this is their first role as a trainer or assessor in the security sector as identified from their CV) to have 2 years frontline operational experience in the last 5 in the UK, relevant to the qualifications that they are delivering.

Awarding organisations require sufficient information about an IQA's occupational competence. The awarding organisations will consider this on a case-by-case basis.

We may publish additional requirements for trainers as and when they are agreed. Trainers looking to deliver licence-linked qualifications should ensure that they are fully familiar and compliant with the requirements as communicated by the relevant awarding organisation.

### **Rules for the use of physical intervention skills training programmes**

Only those physical intervention skills programmes that appear on the SIA's website can be used to train learners registered for a licence-linked physical intervention unit. These are listed in the '*Physical Intervention Training for Trainers*' list on the '[Teaching SIA licence-linked training courses](#)' page. Training centres should check the list on a regular basis.

Only training centres that are approved to offer the Level 2 Award for Door Supervisors in the Private Security Industry qualification may offer this unit as a standalone.

Centres must ensure that learners completing the standalone unit meet at least **one** of the conditions below.

- they hold a current SIA licence in one of the following: door supervision (for refresher training only), security guarding, vehicle immobilising or close protection
- they have the relevant SIA licence-linked certificate / qualification which is under three years old in one of the following: door supervision, security guarding, vehicle immobilising or close protection
- they are a current SIA licence holder who has chosen to complete this as part of their CPD (voluntary upskilling/refresher)
- they are current SIA licence holders who have had conditions added to their licence and must re-take this training as part of the requirement to have this suspension lifted/condition removed

Training centres are responsible for ensuring that all learners who undertake this as a standalone unit meet 1 of these requirements. Centres must also keep and maintain the relevant records.

### **Order of delivery/assessment of the units**

Learners undertaking the Level 2 Award for Door Supervisors in the Private Security Industry or the Level 2 Award for Security Officers in the Private Security Industry must be trained in the Application of Conflict Management in the Private Security Industry before:

- the practical assessment of Principles of Working as a Security Officer in the Private Security Industry

- the practical assessment of Principles of Working as a Door Supervisor in the Private Security Industry
- the delivery of Application of Physical Intervention Skills in the Private Security Industry

The assessment of the Application of Conflict Management in the Private Security Industry unit can be done after the physical intervention has been delivered.

Learners undertaking the CCTV licence-linked qualification must be trained in the following before they undertake the one-to-one CCTV practical assessment:

- Principles of Working in the Private Security Industry
- Principles and Practices of working as a CCTV Operator (Public Space Surveillance) in the Private Security Industry

### **Reasonable adjustments**

The Equality Act 2010 requires training providers to make 'reasonable adjustments' to enable disabled people to do training and gain qualifications. Awarding organisations expect each training provider to operate a reasonable adjustments policy. This should be appropriate to licence-linked programmes and their assessment.

It is important that training centres are aware that not all learners who are put forward for training and assessment may be eligible to obtain an SIA licence. Physical abilities can be necessary for some jobs, for example, to enable an operative to patrol an area or escort someone who is violent out of a nightclub. You can read our guide for disabled people who wish to work in the private security industry, available from the ['Applying for an SIA licence: help and guidance'](#) page of our website.

All cases where reasonable adjustment has been used must be fully documented, made available for external quality assurance and retained for a minimum of 3 years.

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## Delivery Requirements

### Delivery of content specific to the devolved nations (Scotland, Wales, Northern Ireland)

Learning outcomes and assessment criteria apply across the UK. However, the awarding organisations have provided indicative content that is specific to each of the devolved nations. This content mainly deals with differences between the laws of England and Wales, and those of Scotland and of Northern Ireland. Where the indicative content allows for variations, training providers must deliver content relating to the country in which the learners intend to work.

### Legal systems and local laws

The legal systems of Scotland and Northern Ireland differ from that of England and Wales. These differences are reflected in the delivery of relevant sections of the qualifications. Employers however may not know which version of the qualification an employee has taken, so we advise that operatives and their employers take responsibility for being familiar with the laws and legal system relating to the area in which they work.

### International delivery of licence-linked qualifications

Licence-linked qualifications may be delivered outside the UK if an awarding organisation is satisfied that delivery is in line with the UK qualification regulations requirements. Delivery must also be subject to the awarding organisations' standard quality assurance arrangements.

Learners must have the right to work in the UK in order to get an SIA licence.

### Conflict management delivery

When delivering the conflict management module, the following rules apply:

#### Security Officer

Training **must** include at least **one** practical scenario from each of the four headings

- Enforcement scenario
- Defusing scenario
- Confronting scenario
- High Risk scenario

#### Door Supervisor

Training **must** include at least **one** practical scenario from each of the three headings

- Refusal scenario
- Rejection scenario
- Incident scenario

### **Close Protection**

As the Close Protection qualification remains unchanged, centres should continue to use the old conflict management unit. The rules around practical scenarios remain unchanged.

### **Pre-requisites for learners (including top up)**

#### **English language**

It's essential that security operatives can communicate effectively. They are likely in the course of their work to have to make calls to the emergency services, or to need to resolve conflict.

The centre must ensure that every learner is sufficiently competent in the use of the English and/or Welsh language. All assessment must take place in English and/or Welsh.

Learners should, as a minimum, have language skills in reading, writing, speaking, and listening equivalent to the following:

- a B2 Level qualification on the Home Office's list of recognised English tests and qualifications
- a B2 Common European Framework of Reference for Languages (CEFR)
- an ESOL qualification at (Level 1) on the Ofqual register taken in England, Wales or Northern Ireland
- an ESOL qualification at Scottish Credit and qualifications Framework Level 5 awarded by the Scottish Qualifications Authority (SQA) and taken in Scotland
- Functional Skills Level 1 in English
- SQA Core Skills in Communication at Scottish Credit and qualifications Framework Level 5
- Essential Skills Wales Communication Level 1

Training centres must ensure that all learners have sufficient language skills as described above before putting them forward for training and assessment.

Training centres must agree all English/Welsh language assessments that they use with their awarding organisation (AO) as part of their security approval.

Training centres must retain this information for all learners against all four competencies. It should be kept for a minimum of 3 years.

### **First Aid (Door Supervision and Security Officer)**

From 01 April 2021 learners taking their Door Supervision or Security Officer training for the first time will need to show that they hold a current and valid First Aid or Emergency First Aid

certificate\*. This must meet the requirements of the Health and Safety (First Aid) Regulations 1981. Training centres must confirm that each learner is sufficiently qualified in First Aid or Emergency First Aid.

Learners should, as a minimum, have achieved an Emergency First Aid at Work qualification covering the following outcomes:

- understand the role of the first aider, including:
  - the importance of preventing cross-infection
  - the need for recording incidents and actions
  - use of available equipment
- assess the situation and circumstances in order to act safely, promptly, and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation and use of an automated external defibrillator
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

Learners should present their First Aid or Emergency First Aid certificate\* to their training provider before they start training. This certificate\* must be valid for at least 12 months from the course start date.

Centres are responsible for checking the learner's First Aid certificate, and for keeping records of how a learner meets this requirement.

Training centres must retain this information for a minimum of 3 years,

\*Training centres are permitted to deliver suitable First Aid qualifications together with security qualifications as part of a training package. Learners must complete and pass all First Aid training before starting the security training.

*Learners undertaking a Cash and Valuables in Transit (CViT), Vehicle Immobilisation, or CCTV qualification do not need to hold any First Aid qualifications.*

### **First Aid (Close Protection)**

Training centres must confirm that each learner has a valid Level 3 (RQF/QCF) Level 6 (SQF) 3-day full First Aid qualification before they can begin any close protection training.

Training centres are permitted to deliver suitable First Aid qualifications together with the close protection qualification as part of a training package. Learners must complete and pass all First Aid training before starting the close protection training. Acceptable First Aid qualifications include:

- Level 3 (RQF/QCF) Level 6 (SCQF) First Aid at Work



- Level 3 (RQF/QCF) Level 6 (SCQF) First Person on Scene
- Level 3 (RQF/QCF) Level 6 (SCQF) First Response Emergency Care
- Level 3 (RQF) Level 6 (SCQF) First Aid Response

Training centres must confirm that each learner holds a valid First Aid certificate. It must comply with the following requirements, which have been taken directly from the Health and Safety Executive's guidance document:

| <b>Certificates</b> |
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| <p>Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (eg FAW or EFAW), reference to the Health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years?<br/>(If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)</p> |
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Learners should present their valid First Aid certificate to their training provider before they start training. If the learner does not have a recognised First Aid qualification but can demonstrate an appropriate job role at or above the required level (e.g. paramedic) they need to provide evidence of this to the centre before being allowed on the course.

This is in addition to the minimum 139.5 hours knowledge and practical skills training.

Centres are responsible for checking the learner's First Aid certificate, and for keeping records of how a learner meets this requirement.

Training centres must retain this information for a minimum of 3 years.

### **Standard delivery times for units in licence-linked qualifications**

'Contact time' is defined as time when the learner is in the same room as the trainer or invigilator and is receiving training or undertaking assessment. More details can be found in the annexes of this document. This time does not include:

- any breaks in the delivery of the course.
- assessing English language skills.
- an induction / course registration / checking ID / other course administration

Each day should not involve more than 8 hours of contact time (except for Close Protection).

Training centres must keep detailed registers that include start/end/break times of training for each day. Learners must sign these daily. They should include a record of any late arrivals/early leavers and how these learners made up the required hours which they missed. These must be kept for audit purposes. Training centres must keep this information for a minimum of three years.

## Use of self-study

Awarding organisations and the SIA recognise that can be completed through self-study.

If a centre wants to use self-study, they must tell their awarding organisation first. The centre must detail each of the following within their quality management processes:

- the areas of learning delivered by self-study
- the method of self-study to be used
- the number of hours to be covered by the self-study material
- a robust and auditable method for determining that learners have undertaken the self-study

The materials used must clearly show learners how many hours of learning they are expected to undertake. They must be given sufficient time to allow its completion before their course begins. The centre must check during training to ensure that appropriate learning has taken place. This will be checked through the awarding organisations' external quality assurance processes.

Self-study material must be kept for a minimum of 3 years and may be used to deliver:

- up to 8 hours of Principles of Working in the Private Security Industry (PWPSI)

| <b>Learning Outcome that can be delivered via self-study</b>   |
|--|
| <b>LO1:</b> Know the main characteristics and purposes of the private security industry <b>(2 hours)</b> |
| <b>LO2:</b> Understand legislation as it applies to a security operative <b>(2 hours)</b>                |
| <b>LO4:</b> Understand the importance of safe working practices <b>(2 hours)</b>                         |
| <b>LO5:</b> Understand fire procedures in the workplace <b>(1 hour)</b>                                  |
| <b>LO11:</b> Understand good practice for post incident management <b>(1 hour)</b>                       |

- up to 3 hours of Level 2 Award for Cash and Valuables in Transit (CViT) Operatives in the private security industry

| <b>Unit</b>   | <b>Learning Outcome that can be delivered via self-study</b>   |
|---|--|
| Principles of Cash and Valuables in Transit (CViT) in the private security industry <b>(1 hour)</b>                         | <b>LO1:</b> Understand the main characteristics of the CViT Industry<br><b>LO6:</b> Understand legislation as it applies to the CViT role  |
| Principles of Working as a Cash and Valuables in Transit Operative (CViT) in the Private Security Industry <b>(2 hours)</b> | <b>LO6:</b> Understand UK and EU transport legislation relevant to drivers of CViT vehicles<br><b>LO7:</b> Understand documentation requirements during CViT collection and delivery |

- up to 2 hours of Principles of Using Equipment as a Door Supervisor in the Private Security Industry

| Learning Outcome that can be delivered via self-study  |
|--|
| <b>LO1:</b> Know how to use equipment relevant to a door supervisor <b>(1.5 hours)</b>                 |
| <b>LO2:</b> Know what actions to take in relation to global (or critical) incidents <b>(0.5 hours)</b> |

- up to 0.5 hours of Principles of Minimising Personal Risk for Security Officers in the Private Security Industry

| Learning Outcome that can be delivered via self-study  |
|--|
| <b>LO2:</b> Know what actions to take in relation to global (or critical) incidents <b>(0.5 hours)</b> |

Suitable methods of self-study include prepared, high quality:

- on-line learning materials or courses that the learner must navigate
- workbooks that the learner must work through and complete
- learning materials that the learner can use to cover specified areas of content

### Delivery hours for licence-linked qualifications

| Qualification Title  | Minimum delivery hours if self-study is <u>not</u> used | Minimum number of days | Minimum delivery hours if self-study is <u>used</u> | Minimum number of days |
|--|---|------------------------|---|------------------------|
| Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry        | 30 hours  | 4 days                 | 22 hours  | 3 days                 |
| Level 2 Award for Security Officers in the Private Security Industry                                 | 38 hours  | 5 days                 | 30 hours  | 4 days                 |
| Level 2 Award for Vehicle Immobilisation in the Private Security Industry                            | 37 hours  | 5 days                 | 29 hours  | 4 days                 |
| Level 2 Award for Door Supervisors in the Private Security Industry                                  | 52 hours  | 7 days                 | 44 hours  | 6 days                 |
| Level 2 Award for Cash and Valuables in Transit (CViT) Operatives in the Private Security Industry   | 27 hours  | 4 days                 | 24 hours  | 3 days                 |
| Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry | 140 hours   | 12 days                | 139.5 hours   | 12 days                |

### Delivery hours for top up qualifications

| Qualification Title   | Minimum delivery hours if self-study is <u>not</u> used | Minimum number of days | Minimum delivery hours if self-study <u>is</u> used | Minimum number of days |
|---|---|------------------------|---|------------------------|
| Level 2 Award for Door Supervisors in the Private Security Industry (Top up)  | 17 hours  | 3 days                 | 15 hours  | 2 days                 |
| Level 2 Award for Security Officers in the Private Security Industry (Top up) | 4 hours   | ½ Day                  | 3.5 hours   | ½ Day                  |

### Assessing individual units

Each awarding organisation will provide suitable mechanisms for assessment of the qualifications. All awarding organisations have agreed all test specifications for each assessment. The tables below detail the minimum agreed test specification standards. Multiple choice questions (MCQs) must contain a minimum of four options for learners to choose from.

All knowledge and **written** practical assessment evidence must be retained for a minimum of 3 years for audit purposes.

You must take video recordings of practical assessments unless the learner is under 18 years of age (see 'Age restrictions for qualifications' above). Video recordings must be retained for a minimum of 1 year for audit purposes.

All internal assessments must be internally quality assured and are subject to external quality assurance.

These rules apply to the units in use in England, Wales, Northern Ireland, and Scotland.

The ratio of trainers to learners should be 1 trainer to a maximum 12 learners for units where there is an assessment of practical skills. Each learner must be assessed individually when undertaking the practical demonstrations.

| Unit title   | Knowledge assessment  | Practical assessment  |
|--|---|---|
| Principles of Working in the Private Security Industry                       | Externally set and marked MCQ exam made up of 72 questions (110 minutes)<br><br>Pass mark = 70% | Externally set, internally assessed activity based on the completion of an evidential statement |
| Principles of Working as a Security Officer in the Private Security Industry | Externally set and marked MCQ exam made up of 60 questions (90 minutes)<br><br>Pass mark = 70%  | Externally set, internally assessed observation of searching with observation sheet<br><br>and  |

| Unit title   | Knowledge assessment  | Practical assessment   |
|--|---|--|
|  |   | <p>Externally set and internally assessed observation of using communications devices</p> <p>The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner</p> <p>Pass mark = 100%</p>  |
| <p>Principles and Practices of Working as a CCTV Operator in the Private Security Industry</p> | <p>Externally set and marked MCQ exam made up of 40 questions (60 minutes)</p> <p>Pass mark = 70%</p> | <p>Externally set and internally assessed practical CCTV scenario with portfolio and observation sheet</p> <p>The practical assessment and portfolio completion should take approximately 25 minutes per learner</p> <p>Pass mark = 100%</p> <p>and</p> <p>Externally set and internally assessed workbook</p> <p>Pass mark = 80% for the short answer element of workbook</p> |
| <p>Principles of Working as a Door Supervisor in the Private Security Industry</p>             | <p>Externally set and marked MCQ exam made up of 50 questions (75 minutes)</p> <p>Pass mark = 70%</p> | <p>Externally set, internally assessed observation of searching with observation sheet</p> <p>and</p> <p>Externally set and internally assessed observation of using communications devices</p> <p>The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner</p> <p>Pass mark = 100%</p>                        |
| <p>Principles of Cash and Valuables in Transit (CViT) in the Private Security Industry</p>     | <p>Externally set and marked MCQ exam made up of 40 questions (60 minutes)</p> <p>Pass mark = 70%</p> | <p>N/A</p>   |

| Unit title   | Knowledge assessment   | Practical assessment  |
|--|--|---|
| Principles of Working as Cash and Valuables in Transit Operative (CViT) in the Private Security Industry | Externally set and marked MCQ exam made up of 40 questions (60 minutes)<br>Pass mark = 70% | N/A   |
| Principles of Working as a Vehicle Immobiliser in the Private Security Industry                          | N/A  | Externally set, internally assessed portfolio<br>Pass mark = 100%   |
| Application of Conflict Management in the Private Security Industry                                      | Externally set and marked MCQ exam made up of 20 questions (30 minutes)<br>Pass mark = 70% | Externally set, internally assessed of <b>one</b> practical scenario with observation sheet per learner<br><br>The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner<br><br>Pass mark = 100%   |
| Application of Physical Intervention Skills in the Private Security Industry*                            | Externally set and marked MCQ exam made up of 30 questions (45 minutes)<br>Pass mark = 80% | Externally set, internally assessed observation of each learner performing every technique with observation sheet<br><br>and<br><br>Q/A session to cover critical areas of PI knowledge<br><br>The practical assessment for each learner must be visually recorded and should take approximately 15 minutes per learner<br><br>Pass mark = 100% |

\* The trainer will only pass a learner when they have demonstrated **all** techniques successfully. Each learner should introduce themselves and state the date and the techniques they are demonstrating.

### Top up units

| Unit title  | Knowledge assessment   | Practical assessment  |
|---|--|---|
| Principles of Using Equipment Relevant to Working as a Door Supervisor in the Private Security Industry | Externally set and marked MCQ exam made up of 5 questions (10 minutes)<br><br>Pass mark = 70%  | Externally set, internally assessed observation of using communication devices with observation sheet |
| Principles of Terror Threat Awareness in the Private Security Industry                                  | Externally set and marked MCQ exam made up of 10 questions (20 minutes)<br><br>Pass mark = 70% | N/A   |
| Principles of Minimising Personal Risk for Security Officers in the Private Security Industry           | Externally set and marked MCQ exam made up of 16 questions (25 minutes)<br><br>Pass mark = 70% | N/A   |

Close Protection remains unchanged.

| Unit title  | Assessment  |
|---|---|
| Working as a Close Protection Operative                         | <p>This unit can be assessed by either of the following methods:</p> <ul style="list-style-type: none"> <li>externally set and marked multiple choice question papers, short answer question papers and practical tasks. The multiple-choice question paper will contain a minimum of 25 questions. The short answer question/portfolio will contain a minimum of 13 questions. The assessment can only be passed by those demonstrating a level of mastery, i.e. 70% achievement or above. The practical task can only be passed by those demonstrating 100% achievement</li> <li>internally or externally set, internally marked and externally quality assured assignments and practical tasks. The practical task can only be passed by those demonstrating 100% achievement</li> </ul> |
| Planning, Preparing and Supporting a Close Protection Operation | <p>This unit can be assessed by either of the following methods:</p> <ul style="list-style-type: none"> <li>externally set and marked multiple choice question papers, short answer question papers and practical tasks. The multiple-choice question paper will contain a minimum of 28 questions. The short answer question/portfolio will contain a minimum of 21 questions. The assessment can only be passed by those demonstrating 70% achievement of above.</li> <li>internally or externally set, internally marked and externally quality assured assignments and practical tasks. The practical task can only be passed by those demonstrating 100% achievement</li> </ul>  |

|  |   |
|--|---|
| Conflict Management within the Private Security Industry | Externally set and marked multiple choice question exam made up of 40 questions (60 minutes)<br><br>Pass mark = 70% |
|--|---|

### **Exemption from core competency training**

You can see details of specific exemptions, and our exemptions policy, within the Get Licensed document [here](#).

### **Qualification frameworks**

We require the relevant national qualification regulator to regulate licence-linked qualifications. We work closely with qualification regulators in England, Wales, Scotland and Northern Ireland to ensure that only qualifications that provide sufficient coverage of the learning and the SIA qualification specifications become accredited, licence-linked qualifications. We may look at other approaches when considering exemption arrangements and suitable methods to reflect a learner's prior learning and experience.



## Annex A - Guided learning hours, required contact time for units (England, Wales and Northern Ireland)

| Qualification title  | Unit title  | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|--|---|--|--------------------------|--|---------------------------------|
| <b>Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry</b> | Principles of Working in the Private Security Industry                                  | 17                                     | 9                        | 8  | 17                              |
|  | Principles and Practices of Working as a CCTV Operator in the Private Security Industry | 13                                     | 13                       | not permitted  | 13                              |
|  | <b>Total</b>  | <b>30 (min 4 days)</b>                 | <b>22 (min 3 days)</b>   | <b>8</b>   | <b>30</b>                       |

| Qualification title   | Unit title  | SIA total learning and assessment time | SIA minimum contact time   | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|---|---|--|----------------------------|--|---------------------------------|
| <b>Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry**</b> | Working as a Close Protection Operative                         | 56                                     | 56                         | not permitted  | 70                              |
|   | Planning, Preparing and Supporting a Close Protection Operation | 76                                     | 76                         | not permitted  | 90                              |
|   | Conflict Management within the Private Security Industry        | 8                                      | 7.5                        | 0.5  | 8                               |
|   | <b>Total</b>  | <b>140 (min 12 days)</b>               | <b>139.5 (min 12 days)</b> | <b>0.5</b>   | <b>168</b>                      |



| Qualification title   | Unit title   | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|---|--|--|--------------------------|--|---------------------------------|
| <b>Level 2 Award for Cash and Valuables in Transit (CViT) Operatives in the Private Security Industry</b> | Principles of Cash and Valuable in Transit (CViT) in the Private Security Industry                         | 10                                     | 9                        | 1  | 11                              |
|   | Principles of Working as a Cash and Valuables in Transit (CViT) Operative in the Private Security Industry | 17                                     | 15                       | 2  | 19                              |
|   | <b>Total</b>   | <b>27 (min 4 days)</b>                 | <b>24 (min 3 days)</b>   | <b>3</b>   | <b>30</b>                       |

| Qualification title  | Unit title   | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|--|--|--|--------------------------|--|---------------------------------|
| <b>Level 2 Award for Door Supervisors in the Private Security Industry</b> | Principles of Working in the Private Security Industry                       | 17                                     | 9                        | 8  | 17                              |
|  | Principles of Working as a Door Supervisor in the Private Security Industry  | 11                                     | 11                       | not permitted  | 14                              |
|  | Application of Conflict Management in the Private Security Industry          | 11                                     | 11                       | not permitted  | 13                              |
|  | Application of Physical Intervention Skills in the Private Security Industry | 13                                     | 13                       | not permitted  | 17                              |
|  | <b>Total</b>   | <b>52 (min 7 days)</b>                 | <b>44 (min 6 days)</b>   | <b>8</b>   | <b>61</b>                       |

| Qualification title   | Unit title   | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|---|--|--|--------------------------|--|---------------------------------|
| <b>Level 2 Award for Security Officers in the Private Security Industry</b> | Principles of Working in the Private Security Industry                       | 17                                     | 9                        | 8  | 17                              |
|   | Principles of Working as a Security Officer in the Private Security Industry | 10                                     | 10                       | not permitted  | 12                              |
|   | Application of Conflict Management in the Private Security Industry          | 11                                     | 11                       | not permitted  | 13                              |
|   | <b>Total</b>   | <b>38 (min 5 days)</b>                 | <b>30 (min 4 days)</b>   | <b>8</b>   | <b>42</b>                       |

| Qualification title   | Unit title  | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|---|---|--|--------------------------|--|---------------------------------|
| <b>Level 2 Award in Vehicle Immobilisation in the Private Security Industry</b> | Principles of Working in the Private Security Industry                          | 17                                     | 9                        | 8  | 17                              |
|   | Principles of Working as a Vehicle Immobiliser in the Private Security Industry | 9                                      | 9                        | not permitted  | 9                               |
|   | Application of Conflict Management in the Private Security Industry             | 11                                     | 11                       | not permitted  | 13                              |
|   | <b>Total</b>  | <b>37 (min 5 days)</b>                 | <b>29 (min 4 days)</b>   | <b>8</b>   | <b>39</b>                       |

**SIA total learning time** – this is the minimum time that learners must be engaged in learning and assessment, and which must be evidenced. In some units this includes permitted distance learning as well as time spent under the immediate guidance or supervision of a trainer, assessor or invigilator (including assessment). The difference between these hours and SIA minimum contact time may be delivered by distance learning.

**SIA minimum contact time** – this is the minimum time that a learner must spend under the immediate guidance or supervision of a trainer, assessor or invigilator (including assessment). It does not include time spent checking ID or assessing English language skills, or breaks. This time is monitored and enforced by awarding organisations.

**SIA permitted self-study** – for some units we allow distance learning. This could be, for example, pre-course workbooks that learners must work through and complete, or suitable e-learning programmes. Training centres that use distance learning must ensure that there is auditable evidence confirming that learning has taken place. Awarding organisations will monitor this.

**Ofqual Total Qualification Time (TQT)** – this value is based on consultation with deliverers of the qualifications and represents the total time a learner may take to achieve the qualification, including both guided learning and all other learning. Other learning includes self-study e.g. examination revision, re-reading course notes, independent research e.g. internet searches for support materials and preparation e.g. practicing physical intervention techniques or searching. TQT is also provided as a recommendation as to the time an average learner may take to achieve a qualification under the supervision of a trainer and through completion of any other independent learning.

**\*\*Close protection:** Only 0.5 hours from the SIA minimum contact time of 140 hours are permitted to be delivered by self-study. However, it is recommended as good practice that the additional 28 hours (14 hours per unit) identified by the TQT time is provided to the learner. This can be delivered by self-study or by any other method as deemed most appropriate by the centre.

## Annex B - Guided Learning Hours, required contact time for units (Scotland)

| Qualification title   | Unit title  | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | SQA Total Qualification Time |
|---|---|--|--------------------------|--|------------------------------|
| <b>Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry (Scotland) at SCQF Level 5</b> | Principles of Working in the Private Security Industry                                  | 17                                     | 9                        | 8  | 17                           |
|   | Principles and Practices of working as a CCTV Operator in the Private Security Industry | 13                                     | 13                       | not permitted  | 13                           |
|   | <b>Total</b>  | <b>30 (min 4 days)</b>                 | <b>22 (min 3 days)</b>   | <b>8</b>   | <b>30</b>                    |

| Qualification title   | Unit title   | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | SQA Total Qualification Time |
|---|--|--|--------------------------|--|------------------------------|
| <b>Award for Door Supervisors in the Private Security Industry (Scotland) at SCQF Level 5</b> | Principles of Working in the Private Security Industry                       | 17                                     | 9                        | 8  | 17                           |
|   | Principles of working as a Door Supervisor in the Private Security Industry  | 11                                     | 11                       | not permitted  | 14                           |
|   | Application of Conflict Management in the Private Security Industry          | 11                                     | 11                       | not permitted  | 13                           |
|   | Application of Physical Intervention Skills in the Private Security Industry | 13                                     | 13                       | not permitted  | 17                           |
|   | <b>Total</b>   | <b>52 (min 7 days)</b>                 | <b>44 (min 6 days)</b>   | <b>8</b>   | <b>61</b>                    |

| Qualification title  | Unit title   | SIA total learning and assessment time | SIA minimum contact time | SIA permitted self-study from the SIA total learning time – up to a max of | SQA Total Qualification Time |
|--|--|--|--------------------------|--|------------------------------|
| <b>Award for Security Officers in the Private Security Industry (Scotland) at SCQF Level 5</b> | Principles of Working in the Private Security Industry                       | 17                                     | 9                        | 8  | 17                           |
|  | Principles of Working as a Security Officer in the Private Security Industry | 10                                     | 10                       | not permitted  | 12                           |
|  | Application of Conflict Management in the Private Security Industry          | 11                                     | 11                       | not permitted  | 13                           |
|  | <b>Total</b>   | <b>38 (min 5 days)</b>                 | <b>30 (min 4 days)</b>   | <b>8</b>   | <b>42</b>                    |

## Annex C - Guided Learning Hours, required contact time for units (England, Wales and Northern Ireland) for Top Up qualifications

| Qualification Title   | Unit Title  | SIA total learning and assessment time | SIA minimum contact time                                    | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|---|---|--|---|--|---------------------------------|
| <b>Level 2 Award for Security Officers in the Private Security Industry (Top up)</b><br><br>Note: <i>minimum 0.5 days</i><br><br><b>*ACT E-learning and ACT E-learning (Security) options are available and can be used</b> | Principles of Terror Threat Awareness in the Private Security Industry                        | 2                                      | 2 hours if E-learning not used / 20 mins if E-learning used | *use of authorised E-learning permitted                                    | 3                               |
|   | Principles of Minimising Personal Risk for Security Officers in the Private Security Industry | 2                                      | 2   | 0.5  | 3                               |
|   | <b>Total</b>  | <b>4 (min 0.5 days)</b>                | <b>4 (or 2.5 if E-learning is used) (min 0.5 days)</b>      | <b>0.5</b>   | <b>6</b>                        |

| Qualification Title   | Unit Title  | SIA total learning and assessment time | SIA minimum contact time                                    | SIA permitted self-study from the SIA total learning time – up to a max of | Ofqual Total Qualification Time |
|---|---|--|---|--|---------------------------------|
| <b>Level 2 Award for Door Supervisors in the Private Security Industry (Top up)</b><br><br>Note: <i>minimum of 2 days only where self-study can be evidenced. No self-study still means a minimum of 3 days</i><br><br><b>*ACT E-learning and ACT E-learning (Security) options are available and can be used</b> | Principles of Terror Threat Awareness in the Private Security Industry              | 2                                      | 2 hours if E-learning not used / 20 mins if E-learning used | *use of authorised E-learning permitted                                    | 3                               |
|   | Principles of Using Equipment as a Door Supervisor in the Private Security Industry | 2                                      | 0   | 2  | 3                               |
|   | Application of Physical Intervention Skills in the Private Security Industry        | 13                                     | 13  | not permitted  | 17                              |
|   | <b>Total</b>  | <b>17 (min 3 days)</b>                 | <b>15 (or 13 if E-learning is used) (min 2 days)</b>        | <b>2</b>   | <b>23</b>                       |