

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Management of the Environment of a Property

Title	Lead security and guarding subordinates to carry out security, guarding, inspection and related risk assessment duties
Code	110411L3
Range	Security works in a property, applicable to leading security and guarding subordinates in carrying out security, guarding, inspection works, and carrying out preliminary assessment of security risk of the premises
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Familiar with leading security practical works</p> <ul style="list-style-type: none"> • Familiar with the skills in supervising and monitoring property security guards in the execution of practical work • Familiar with the laws and regulations related to property management and security services • Familiar with the steps to assess security risks in property management <p>2. Carry out supervision and monitoring</p> <ul style="list-style-type: none"> • Be able to supervise and monitor the staff in maintaining the operation of the established tele-protection/reporting system • Be able to supervise subordinates to lawfully perform security work in the premises and perform their duties in accordance with relevant procedures and work guidelines • Be able to allocate and mobilize appropriate security and guarding personnel according to the needs of the work to perform the duties of each post in the property, and make immediate response and transfer in the event of an accident, and coordinate relevant response actions • Be able to lead subordinates in the steps, techniques and precautions of performing property management and security practices • Be able to monitor and test the functionality and stability of the security system and equipment in the property, and contact relevant departments or colleagues to follow up on maintenance work when necessary • Be able to monitor and direct the behaviour and performance standards of property security guards to ensure the compliance with legislation and company requirements • Be able to help investigate and deal with complaints or enquiries about property management and security services <p>3. Conduct preliminary security risk assessment</p> <ul style="list-style-type: none"> • Be familiar with the environment and facilities of the property, and well-understand the environment and conditions of the community and the surrounding area, and be able to make a preliminary assessment of the security risks of the property, identify security loopholes or risk in the management of the property, and make suggestions for improvement • Be able to conduct in-depth investigation of the causes of the incident, review the performance of staff and make recommendations for improving property security after the occurrence of a crime or accident
Assessment Criteria	The integral outcome requirements of this UoC are:

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	<ul style="list-style-type: none">• Be able to get familiar with the skills of supervising and monitoring the security guards of the property in carrying out practical work, be familiar with the laws and regulations related to property management and security services, and be familiar with the steps to assess the security risks of the property;• Be able to supervise subordinates in the lawful execution of security work at the premises and perform their duties in accordance with relevant procedures and work guidelines, effectively monitor the performance standards and attitudes of property security guards, and ensure their compliance with the requirements and quality standards of the law and the company:• Be able to assess the environment and facilities of the property, as well as the environment and conditions of the community and the surrounding areas, make a preliminary assessment of the security risks of the property, security loopholes or risks, and put forward specific suggestions for identify improvement.
Remark	Lawfully execute security works in the premises includes obtaining Security Personnel Permit for security guards who work there