Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Security Management

Title	Manage training for security personnel
Code	107635L4
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing security services of an organisation. It covers the abilities to establish security training programs to manage training and development of security personnel in order to ensure the effective and efficient operation of security services of the organisation.
Level	4
Credit	2
Competency	Performance Requirements 1. Knowledge about security services and training: - Understand the mission, objectives and operations of the organisation - Understand the security strategy - Understand the scope of security services - Understand the goals and performance standards of security services - Understand the security management plan - Understand requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong - Understand the organisation's common law duty of care and obligations to provide safe and secure environments under the following legislations: - The Occupational Safety and Health Ordinance, Cap 509 - The Occupiers Liability Ordinance, Cap 314 - Be proficient in training requirements under the licensing conditions if the organisation is a licensed security company in Hong Kong - Be proficient in the roles and responsibilities of security services - Be proficient in the security measures - Be proficient in the security policies, procedures and guidelines - Be proficient in best practices for adult training and learning - Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts - Possess the people skills and communication skills to deal with others - Possess the literacy skills to clearly and accurately record information and activities 2. Manage training of security personnel Be able to: - Identify training needs of various roles and tasks, taking into consideration requirements under the licensing conditions if the organisation is a licensed security company in Hong Kong - Determine training budgets available - Identify internal and external training resources available - Evaluate the quality of the various training resources - Determine on the most cost-effective training resources - Develop the training programs for various roles and tasks - Obtain the endorsement of management and stakeholders about the training programs and budget approvals - Publish the training programs and specify mandatory and optional training for various roles and tasks - Monitor and maintain records about the enrolment, attendance, completion and certification of training of the security personnel

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	• Conduct periodic reviews to ensure relevance of the training programs to security services and training effectiveness using various means and techniques of evaluation • Control and ensure the effective and efficient use of the training budgets
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Establish security training programs to meet the organisation's needs and objectives and relevant legal and regulatory requirements; • Ensure that training is effective and efficient and achieves the desired outcomes; and • Conduct periodic reviews for continuous improvement
Remark	