

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

Functional Area - Physical Security & Technological Support

Title	Coordinate training of security personnel for the design, installation, repair and/or maintenance of security systems and devices
Code	107697L3
Description	This unit of competency applies to security personnel at managerial level responsible for managing the operations of a company holding a Type III security company license in Hong Kong. It covers the abilities to co-ordinate training of security personnel for design, installation, repair and/or maintenance of security systems and devices in order to ensure that they deliver effective and efficient services in accordance to laid-down policies, procedures and guidelines, relevant laws and regulations, and the service level agreements with clients.
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical factors that will impact on the training of security personnel for the design, installation, repair and/or maintenance of security systems and devices</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Evaluate the scope of services of the company in the design, installation, repair and/or maintenance of security systems and devices • Evaluate the terms and conditions of the service level agreements with clients • Evaluate the job roles and tasks involved • Evaluate the requirements in licensing and training, qualifications, skills and experiences required for performing the job roles and tasks • Evaluate best practices for adult training and learning • Evaluate the training resources for the design, installation, repair and/or maintenance of security systems and devices <p>2. Coordinate training of security personnel for design, installation, repair and/or maintenance of security systems and devices</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Identify training needs of various roles/tasks, which should include but not limited to: <ul style="list-style-type: none"> ○ Relevant policies, procedures and guidelines of the company ○ Duty of care and third party responsibilities relevant to safety and security of the premises under protection ○ Laws and regulations relevant to the design, installation, repair and/or maintenance of security systems and/or devices ○ A good understanding of the concepts of “protection-in-depth” and “CPTED” in the design of security of a premises ○ A good understanding of international best practices in physical security and the application of security systems and devices ○ A good understanding of the configuration, components, functions and operations of security systems and devices ○ A good understanding of international security standards relevant to security systems and devices ○ Skills and knowledge for project management ○ Skills and knowledge for budgeting and resource planning ○ Skills and knowledge for sourcing materials and parts for installation/servicing of security systems and devices ○ Skills and knowledge for providing quotations for installation/servicing of security systems and devices

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	<ul style="list-style-type: none"> ○ Skills and knowledge for dismantling, assembling and fabricating the components of security systems ○ Skills and knowledge for wiring and cabling for security systems ○ Skills and knowledge for installing security systems and devices ○ Skills and knowledge for programming security systems ○ Skills and knowledge for testing and commissioning security systems ○ Skills and knowledge for servicing security systems and devices ● Estimate the training budgets required ● Identify internal and external training resources available ● Select the training resources based on factors such as relevancy, quality, cost, etc. ● Develop the training programs for various roles/tasks ● Present the training proposals for obtaining the endorsement of management and stakeholders about the training programs and budget approvals ● Communicate with/inform different stakeholders about the details of the available training programs (e.g. mandatory and optional training for various roles/tasks) ● Monitor and maintain records about the enrolment, attendance, completion and certification of training of the security personnel ● Conduct reviews on training effectiveness using various means and techniques of evaluation ● Control and ensure the effective and efficient use of the training budgets
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ● Establish training programs to meet the training needs and objectives and meet the requirements in training and licensing for a company operating under a Type III security company license in Hong Kong; ● Monitor the performance of the training programs in order to ensure that they achieve the desired outcomes; and ● Conduct periodic reviews for continuous improvement
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