

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

Functional Area - Guarding Services

Title	Supervise a team of security personnel to perform guarding operations
Code	107721L3
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing guarding operations of an organisation or a premises. It covers the abilities to lead a team of security personnel to complete a task of guarding services in accordance to laid-down policies, procedures and guidelines and achieve the desired outcome.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about leading a team of security personnel to complete a security task:</p> <ul style="list-style-type: none"> • Be proficient in laws and regulations relevant to guarding operations, which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Be proficient in duty of care and third party responsibilities with regard to maintaining safety and security of the site under protection • Be proficient in the standard of conduct and performance of security personnel for guarding services • Be proficient in policies, procedures and guidelines and contingency plans in relation to guarding operations • Be proficient in the functions and operations of systems, devices and equipment associated with guarding operations • Possess the skills to command and control security personnel • Possess the skills to train and coach security personnel • 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 <p>2. Supervise a team of security personnel to complete a guarding task</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Establish the objective and desired outcome of the task • Understand legal responsibilities and relevant laws and regulations • Understand relevant policies, procedures and guidelines as well as contingency plans • Deploy the manpower resource as well as systems, devices and equipment required to complete the task • Determine and clearly communicate roles and responsibilities and the objective and desired outcome of the task to team members • Ensure that team members understand relevant legal responsibilities as well as the policies, procedures and guidelines, and contingency plans • Ensure that team members are equipped with the necessary systems, devices and equipment and can operate them correctly and safely • Monitor performance in order to ensure that operations comply with relevant laws and regulations as well as the laid-down policies, procedures and guidelines, and achieve the desired outcome • Identify gaps and failures and take corrective actions • Conduct post-incident reviews for continuous improvement

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Supervise a team of security personnel to complete a task of guarding services in accordance to laid-down policies, procedures and guidelines; and• Monitor performance to ensure that the objective of the task and the desired outcome are achieved.
Remark	