

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

Functional Area - Guarding Services

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| Title | Train security personnel to perform guarding services |
| Code | 107749L4 |
| Description | This unit of competency applies to security trainers who are responsible for training security personnel to perform guarding services. It covers the knowledge and skills required to train security personnel to perform guarding services. |
| Level | 4 |
| Credit | 6 |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge about training security personnel to perform guarding services:</p> <ul style="list-style-type: none"> • Be proficient in the training requirements under the licensing conditions for security companies to provide guarding services in Hong Kong • Be proficient in the major roles and responsibilities and standard of conduct and behavior of security personnel involved in guarding services • Be proficient in the course outline of the QASRS ("Quality Assurance System for the Recognition Scheme") Security Training Courses • Be proficient in best practices of guarding operations • Be proficient in best practices of adult training and learning • Possess the critical thinking skills to determine the training needs and evaluate training effectiveness • Possess the people skills and communication skills to deal with others • Possess the literacy skills to clearly and accurately prepare training materials • Possess the presentation skills to effectively transfer knowledge and skills <p>2. Train security personnel to perform guarding services</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Assess and define training needs • Plan and design training based on needs identified • Develop training materials and lesson plans in accordance to the QASRS course outline and based on latest developments and best practices • Determine the mode, means and schedule of training, ensuring that relevant requirements of the QASRS are met • Use and/or operate various teaching and learning resources, which may include: <ul style="list-style-type: none"> ○ Blackboards, whiteboards and flipcharts ○ Overhead projection transparencies ○ Handouts ○ Videos ○ Multimedia ○ Any other tools and equipment relevant to guarding operations • Deliver training using various techniques of instruction, which may include: <ul style="list-style-type: none"> ○ Lecturing and explaining ○ Demonstration ○ Group work ○ Questioning ○ Discussion ○ Case studies ○ Role play • Use various means and techniques of evaluation in order to determine <ul style="list-style-type: none"> ○ Satisfaction level of trainees ○ Learning outcome at various stages of training |

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| | <ul style="list-style-type: none">• Manage the course-end examination as required under QASRS<ul style="list-style-type: none">○ Set multiple choice questions○ Develop the marking scheme○ Analyze the examination results• Review the evaluation outcome and examination results for continuous improvement of training |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none">• Take system approach in managing training;• Ensure relevance, accuracy and currency of training materials;• Transfer knowledge and skills using various techniques of instruction; and• Evaluate training outcome, ensuring that the needs of the organization, the tasks and the trainees are met and that training will be continuously improved |
| Remark | |