

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

Functional Area - Guarding Services

Title	Coordinate training of security personnel for guarding services
Code	107750L3
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 co-ordinate training of security personnel in order to ensure effective and efficient guarding operations to meet policies, procedures and guidelines as well as the training and licensing requirements of relevant laws and regulations.
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about training for guarding operations:</p> <ul style="list-style-type: none"> <li>• Be proficient in the roles and responsibilities and standard of conduct and performance of a security personnel holding a Security Personnel Permit for performing Category A and/or B security work in Hong Kong</li> <li>• Be proficient in laws and regulations relevant to guarding operations which should include but not limited to: <ul style="list-style-type: none"> <li>○ Security and Guarding Services Ordinance, Cap 460</li> <li>○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations</li> <li>○ Personal Data (Privacy) Ordinance, Cap 486</li> </ul> </li> <li>• Be proficient in duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection</li> <li>• Be proficient in the scope of guarding services</li> <li>• Be familiar with the service level agreements with the clients</li> <li>• Be proficient in the policies, procedures and guidelines relevant to guarding operations</li> <li>• Be proficient in best practices for adult training and learning</li> <li>• Be proficient in training resources for guarding services in Hong Kong</li> <li>• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts</li> <li>• Possess the people skills and communication skills to deal with others</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Co-ordinate training of security personnel for guarding operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify training needs of various roles/posts, and in particular, training requirements for a company holding a Type I security company license for providing guarding services in Hong Kong</li> <li>• Determine training budgets available</li> <li>• Identify internal and external training resources available</li> <li>• Evaluate the quality of various training resources</li> <li>• Develop the training programs for various roles/posts</li> <li>• Obtain the endorsement of management and stakeholders about the training programs and budget approvals</li> <li>• Publish the training programs and specify mandatory and optional training for various roles/posts</li> <li>• Monitor and maintain records about the enrolment, attendance, completion and certification of training of the security personnel</li> <li>• Conduct periodic reviews to ensure relevance of the training programs to armoured transportation and training effectiveness using various means and techniques of evaluation</li> </ul>

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	<ul style="list-style-type: none"><li>• Control and ensure the effective and efficient use of the training budgets</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"><li>• Establish training programs to meet the training needs and objectives and relevant legal and regulatory requirements for providing guarding services in Hong Kong;</li><li>• Ensure that training is effective and efficient and achieve the desired outcomes; and</li><li>• Conduct periodic reviews for continuous improvement</li></ul>
Remark	