

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

Functional Area - Close Protection Services

Title	Manage manpower planning for close protection
Code	107758L5
Description	This unit of competency applies to security personnel at managerial level responsible for overall planning and design of close protection operations. It covers the abilities to develop the manpower plan for the effective and efficient operation of close protection services for a client
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about manpower planning for close protection services:</p> <ul style="list-style-type: none"> • Be proficient in close protection operations • Be proficient in the policies, procedures and guidelines relevant to the close protection services • Be familiar with the service level agreements with the clients • Be familiar with insurance arrangements and the associated terms and conditions • Be proficient in laws and regulations relevant to close protection 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 • Be proficient in the status and trend of manpower supply and demand for close protection services in Hong Kong • 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. Perform manpower planning for close protection services</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Compile details about the scope of close protection services, which may include: <ul style="list-style-type: none"> ○ Protection of the client in a static environment ○ Protection of the client in a public event or public area ○ Protection of the client whilst in transit by vehicle or other forms of transportation ○ Protection of the client whilst on foot ○ Protection of the client whilst under attack ○ Protection of the client in an emergency • Identify the roles/posts involved in each type of services • Identify the qualifications, experience and performance requirements of each role/post • Identify the licensing and training requirements of each role/post • Compile details about manpower resource available for each role/post • Compile details about service level agreements with the client, including the scope and scale of services and any special needs • Develop plans to meet the demand in manpower resource: <ul style="list-style-type: none"> ○ Internal redeployment ○ External recruitment ○ Training and development • Document the plans and obtain senior management approval and budget approvals • Implement the plans • Perform periodic reviews to ensure the effectiveness of the plans

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Formulate manpower plans to support the effective and efficient operation of close protection services; and• Ensure that there is adequate manpower in place to meet the client's protection needs and manage the threats and risks identified.
Remark	Revised on Dec 2018