

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

Functional Area - Armoured Transportation

Title	Manage manpower planning for armoured transportation
Code	107801L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing armoured transportation operations of a company holding a Type II security company licence in Hong Kong. It covers the abilities to develop manpower plans for the effective and efficient operations of armoured transportation.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about manpower planning for armoured transportation:</p> <ul style="list-style-type: none"> • Be proficient in the scope of armoured transportation services provided by the company • Be proficient in the company's policies, procedures and guidelines in relation to armoured transportation • Be familiar with the service level agreements with clients • Be familiar with insurance arrangements and the associated terms and conditions • Be proficient in laws and regulations relevant to armoured transportation operations, which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Firearms and Ammunition Ordinance, Cap 238 ○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations • Be proficient in the status and trend of manpower supply and demand for armoured transportation 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 armoured transportation</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Compile details about the scope of armoured transportation services provided by the company, which may include: <ul style="list-style-type: none"> ○ Transportation of cash and valuables ○ Security control operations ○ Armoury operations ○ Vault operations ○ Vehicle vault operations ○ Cash processing services ○ ATM cash replenishment services • 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 clients, including the scope of services, frequency, size of consignment and any special needs • Understand the company's business development plan for armoured transportation • Assess and project the current and future manpower needs of the company • Develop plans to meet the current and future demand in manpower resource: <ul style="list-style-type: none"> ○ Internal redeployment ○ External recruitment

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	<ul style="list-style-type: none">○ Training and development● Document the plans and obtain senior management approval and budget approvals● Implement the plans● Perform periodic reviews to ensure effectiveness of the plans
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">● Formulate a manpower plan to support the effective and efficient operations of armoured transportation of the company; and● Ensure that adequate manpower resource is available when needed.
Remark	