

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

Functional Area - Armoured Transportation

Title	Perform armoured vehicle crew member duties for initial basic training
Code	107822L2
Description	This unit of competency applies to security personnel responsible for performing the duties of armoured vehicle crew member. It covers the competence and ability to undertake safe escort, such as carrying of cash or valuables from one or more locations to another.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about armoured vehicle crew member duties</p> <ul style="list-style-type: none"> <li>• Understand the requirements of frontline security personnel responsible for performing guarding services as detailed in the basic 16 hours QASRS training</li> <li>• Understand the duties and responsibilities of an armoured vehicle crew member</li> <li>• Understand the operational skills required to undertake escort and carrying of cash or valuables from one or more locations to another</li> <li>• Understand the essential laws and regulations relating to security services</li> <li>• Possess basic knowledge in fire safety, first aid and risk management</li> <li>• Possess the communication skills to maintain effective relationships with client, employers and colleagues</li> </ul> <p>2. Perform armoured vehicle crew member duties for initial basic training</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Well versed in the required duties and responsibilities , such as: <ul style="list-style-type: none"> <li>○ Overview of armoured transportation work</li> <li>○ Detail on different types of Cash-in-Transit (Crew) security work, e.g.: <ul style="list-style-type: none"> <li>▪ CIT</li> <li>▪ ATM</li> <li>▪ D&amp;J</li> </ul> </li> <li>○ Emphasis on Category C security work</li> <li>○ Types of duties</li> <li>○ Responsibilities</li> <li>○ Code of conduct for security services personnel</li> <li>○ Punctuality - Booking on and off duty</li> </ul> </li> <li>• Stick to the required appearance and uniform, including: <ul style="list-style-type: none"> <li>○ Appearance</li> <li>○ Uniform</li> <li>○ Company regulations</li> </ul> </li> <li>• Observe and follow the related legislations and requirements, including: <ul style="list-style-type: none"> <li>○ Firearms and Ammunition Ordinance (Cap. 238), with emphasis on: <ul style="list-style-type: none"> <li>▪ Section 13 - Possession of arms or ammunition without licence</li> <li>▪ Section 23 - Failure to comply with terms and conditions of licence</li> </ul> </li> <li>○ Security and Guarding Services Ordinance (Cap. 460) <ul style="list-style-type: none"> <li>▪ Emphasis on CIT security work, e.g. CIT, ATM and D&amp;J</li> </ul> </li> <li>○ Personal Data (Privacy) Ordinance (Cap 486) <ul style="list-style-type: none"> <li>▪ Overview of the Personal Data (Privacy) Ordinance</li> <li>▪ How the Ordinance applies to CIT business; e.g. how to come across client &amp; customer data in the course of duties; how to handle sensitive customer information, receipts during collection &amp; delivery services, etc.</li> <li>▪ How to comply with the Ordinance</li> </ul> </li> <li>○ Criminal Procedure Ordinance (Cap 221) governing arrest of use of force:</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Overview of criminal procedure</li> <li>▪ Elaboration on scenarios such as Theft, Robberies &amp; Hold ups</li> <li>▪ Additional reference to the definitions of “use of force” when equipped with firearms</li> <li>○ Road traffic (Parking on Private Roads) Regulations (Cap 374)</li> <li>○ Prevention of Bribery Ordinance (Cap 201) <ul style="list-style-type: none"> <li>▪ Overview of the Ordinance</li> <li>▪ Corruption prone area &amp; examples in CIT business, e.g. not reporting discrepancies, bribery, favoritism, etc.</li> <li>▪ Company guidelines regarding to Ordinance, e.g. Lei See</li> </ul> </li> <li>○ Smoking (Public Health) Ordinance (Cap 371) <ul style="list-style-type: none"> <li>▪ Overview of the Ordinance</li> <li>▪ Smoking Ordinance applicable to all workplaces, including vehicles and all operational areas</li> </ul> </li> <li>○ Employee Compensation Ordinance (Cap 282)</li> <li>○ Occupational Safety and Health Ordinance (Cap 509)</li> <li>○ Fire Services Ordinance (Cap 95) in relation to fire safety</li> <li>• Observe safety and health requirements, including: <ul style="list-style-type: none"> <li>○ Fire and other safety precautions, and measures relating to occupational safety and health in the workplace</li> <li>○ Occupational stress and its control measures</li> <li>○ First aid</li> <li>○ Manual handling, etc.</li> </ul> </li> <li>• Exercise risk management skill when required, such as: <ul style="list-style-type: none"> <li>○ Risk management and control</li> <li>○ Handle situations such as theft, robberies and hold ups, etc.</li> </ul> </li> <li>• Exercise proper communication skills, such as: <ul style="list-style-type: none"> <li>○ Reporting writing techniques</li> <li>○ Customer service, etc.</li> </ul> </li> <li>• Conduct armoured vehicle crew member operations, including: <ul style="list-style-type: none"> <li>○ Escorting and carrying valuables in a safe manner</li> <li>○ Prevention of crimes and accidents</li> <li>○ Protection of valuable assets from damage</li> <li>○ Handling emergencies and other stressful situations</li> <li>○ Procedure for incident reporting</li> <li>○ Identification of persons involved in suspicious activities and taking appropriate action</li> <li>○ Use of the following equipment: <ul style="list-style-type: none"> <li>▪ Communication equipment <ul style="list-style-type: none"> <li>▪ Walkie-talkie</li> <li>▪ Radio / telephone</li> <li>▪ Notebook / incident book</li> </ul> </li> <li>▪ Security equipment: <ul style="list-style-type: none"> <li>▪ CCTV</li> <li>▪ Alarm systems</li> <li>▪ Fire fighting equipment</li> <li>▪ Company specific security equipment (e.g. smoke boxes, vehicle security systems, etc.)</li> </ul> </li> </ul> </li> </ul> </li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Become a contributive member of an armoured vehicle crew; and</li> <li>• Operate the communications and security equipment efficiently; and</li> </ul>

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	<ul style="list-style-type: none"><li>• Identify people involved in suspicious activities and take appropriate action</li></ul>
Remark	This UoC targets for new entrants wishing to become security services personnel of security companies licensed for Type II work, who have successfully completed the 16 hours' initial training course.