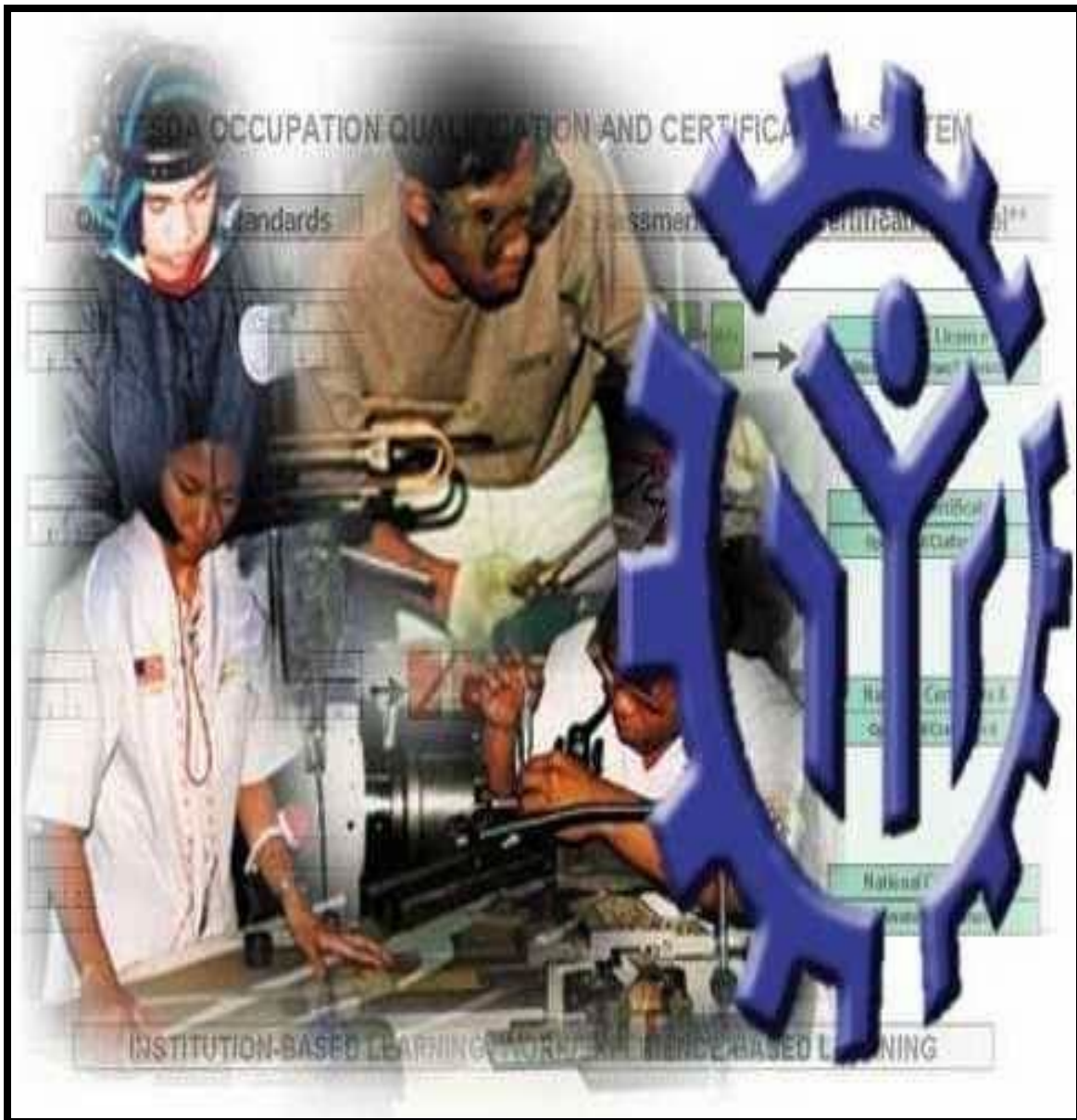


TRAINING REGULATIONS

SECURITY SERVICES NC II



HEALTH, SOCIAL, AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR

Technical Education and Skills Development Authority

East Service Road, South Superhighway, Taguig, Metro Manila

*Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)*

Section 22, “Establishment and Administration of the National Trade Skills Standards” of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

The Training Regulations serves as basis for the:

1. Competency assessment and certification;
2. Registration and delivery of training programs; and
3. Development of curriculum and assessment instruments.

Each training regulations has four sections:

- Section 1 Definition of Qualification - refers to the group of competencies that describes the different functions of the qualification.
- Section 2 Competency Standards - gives the specifications of competencies required for effective work performance.
- Section 3 Training Standards - contains information and requirements in designing training program for certain Qualification. It includes curriculum design, training delivery; trainee entry requirements; tools and requirements; tools and equipment; training facilities and trainer's qualification.
- Section 4 National Assessment and Certification Arrangement - describe the policies governing assessment and certification procedure

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DEVELOPMENT SERVICES SECTOR

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TRAINING REGULATIONS FOR SECURITY SERVICES NC II

SECTION 1 SECURITY SERVICES NC II QUALIFICATION

The **SECURITY SERVICES NC II** Qualification consists of competencies that a person must achieve to monitor the activities within the area of responsibility, enforce access control and identification system, secure the territorial jurisdiction of the company, enforce emergency response procedures and prepare security reports.

The Units of Competency comprising this Qualification include the following:

UNIT CODE BASIC COMPETENCIES

- 500311105 Participate in workplace communication
- 500311106 Work in a team environment
- 500311107 Practice career professionalism
- 500311108 Practice occupational health and safety procedures

UNIT CODE COMMON COMPETENCIES

- HCS516201 Maintain an effective relationship with clients / customers
- HCS516202 Manage own performance

UNIT CODE CORE COMPETENCIES

- HCS516307 Monitor activities within area of responsibility
- HCS516308 Enforce access control and identification system
- HCS516309 Secure territorial jurisdiction of the company
- HCS516310 Enforce emergency response procedures
- HCS516311 Prepare security reports

A person who has achieved this Qualification is competent to be:

- Security Guard**
- Watchman**

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the content of the basic units of competency required in **SECURITY SERVICES NC II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : **PARTICIPATE IN WORKPLACE COMMUNICATION**

UNIT CODE : **500311105**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1. Specific and relevant information is accessed from appropriate sources 1.2. Effective questioning , active listening and speaking skills are used to gather and convey information 1.3. Appropriate medium is used to transfer information and ideas 1.4. Appropriate non- verbal communication is used 1.5. Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6. Defined workplace procedures for the location and storage of information are used 1.7. Personal interaction is carried out clearly and concisely
2. Participate in workplace meetings and discussions	2.1. Team meetings are attended on time 2.2. Own opinions are clearly expressed and those of others are listened to without interruption 2.3. Meeting inputs are consistent with the meeting purpose and established protocols 2.4. Workplace interactions are conducted in a courteous manner 2.5. Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to 2.6. Meetings outcomes are interpreted and implemented
3. Complete relevant work related documents	3.1. Range of forms relating to conditions of employment are completed accurately and legibly 3.2. Workplace data is recorded on standard workplace forms and documents 3.3. Basic mathematical processes are used for routine calculations 3.4. Errors in recording information on forms/ documents are identified and properly acted upon 3.5. Reporting requirements to supervisor are completed according to organizational guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1. Team members 1.2. Suppliers 1.3. Trade personnel 1.4. Local government 1.5. Industry bodies
2. Medium	2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information discussion 2.5. Follow-up or verbal instructions 2.6. Face to face communication
3. Storage	3.1. Manual filing system 3.2. Computer-based filing system
4. Forms	4.1. Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1. Face to face interaction 5.2. Telephone 5.3. Electronic and two way radio communication mail 5.4. Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1. Observing meeting 6.2. Compliance with meeting decisions 6.3. Obeying meeting instructions

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Prepared written communication following standard format of the organization 1.2. Accessed information using communication equipment 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting the formal or informal communication
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1. Effective communication 2.2. Different modes of communication 2.3. Written communication 2.4. Organizational policies 2.5. Communication procedures and systems 2.6. Technology relevant to the enterprise and the individual's work responsibilities
3. Underpinning skills	<ul style="list-style-type: none"> 3.1. Follow simple spoken language 3.2. Perform routine workplace duties following simple written notices 3.3. Participate in workplace meetings and discussions 3.4. Complete work related documents 3.5. Estimate, calculate and record routine workplace measures 3.6. Basic mathematical processes of addition, subtraction, division and multiplication 3.7. Ability to relate to people of social range in the workplace 3.8. Gather and provide information in response to workplace requirements
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1. Fax machine 4.2. Telephone 4.3. Writing materials 4.4. Internet
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1. Direct Observation 5.2. Oral interview and written test
6. Context of assessment	<ul style="list-style-type: none"> 6.1. Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY : **WORK IN TEAM ENVIRONMENT**

UNIT CODE : **500311106**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Describe team role and scope	1.1. The role and objective of the team is identified from available sources of information 1.2. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	2.1. Individual role and responsibilities within the team environment are identified 2.2. Roles and responsibility of other team members are identified and recognized 2.3. Reporting relationships within team and external to team are identified
3. Work as a team member	3.1. Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives 3.2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and workplace context 3.3. Observed protocols in reporting using standard operating procedures 3.4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 Occupational and Safety Hazards (OHS) and environmental standards
3. Workplace context	3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Operated in a team to complete workplace activity 1.2. Worked effectively with others 1.3. Conveyed information in written or oral form 1.4. Selected and used appropriate workplace language 1.5. Followed designated work plan for the job 1.6. Reported outcomes
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1. Communication process 2.2. Team structure 2.3. Team roles 2.4. Group planning and decision making
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1. Communicate appropriately, consistent with the culture of the workplace
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2. Materials relevant to the proposed activity or tasks
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1. Observation of the individual member in relation to the work activities of the group 5.2. Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
<p>6. Context of Assessment</p>	<ul style="list-style-type: none"> 6.1. Competency may be assessed in workplace or in a simulated workplace setting 6.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : **PRACTICE CAREER PROFESSIONALISM**

UNIT CODE : **500311107**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1. Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2. Intra- and interpersonal relationships is are maintained in the course of managing oneself based on performance evaluation 1.3. Commitment to the organization and its goal is demonstrated in the performance of duties
2. Set and meet work priorities	2.1. Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2. Resources are utilized efficiently and effectively to manage work priorities and commitments 2.3. Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
3. Maintain professional growth and development	3.1. Trainings and career opportunities are identified and availed of based on job requirements 3.2. Recognitions are -sought/received and demonstrated as proof of career advancement 3.3. Licenses and/or certifications relevant to job and career are obtained and renewed

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1. Performance Appraisal 1.2. Psychological Profile 1.3. Aptitude Tests
2. Resources	2.1. Human 2.2. Financial 2.3. Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1. Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.5 Personal hygiene practices
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

UNIT CODE : **500311108**

UNIT DESCRIPTOR : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 Safety regulations and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 Contingency measures during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol
4. Maintain OHS awareness	4.1 Emergency-related drills and trainings are participated in as per established organization guidelines and procedures 4.2 OHS personal records are completed and updated in accordance with workplace requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics <ul style="list-style-type: none"> • Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles • Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold Limit Value -TLV 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES

UNIT OF COMPETENCY : **MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS**

UNIT CODE : **HCS516201**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in building and maintaining an effective relationship with clients, customers and the public.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Maintain a professional image	1.1 Uniform and personal grooming maintained to assignment requirements. 1.2 <i>Personal presence</i> maintained according to <i>employer standards</i> . 1.3 Visible work area kept tidy and uncluttered. 1.4 Equipment stored according to assignment requirements.
2. Meet client/customer requirements	2.1 <i>Client requirements</i> identified and understood by referral to the <i>assignment instructions</i> . 2.2 Client requirements met according to the assignment instructions. 2.3 Changes to <i>client's needs and requirements</i> monitored and <i>appropriate action taken</i> . 2.4 All communication with the client or <i>customer</i> is clear and complies with assignment requirements.
3. Build credibility with customers/clients	3.1 Client expectations for reliability, punctuality and appearance adhered to. 3.2 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy. 3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal Presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanour 1.5 Grooming
2. Employer Standards	May include: 2.1 Standing Orders
3. Client Requirements	May include: 3.1 Assignment Instructions 3.2 Post Orders 3.3 Scope to modify instructions/orders in light of changed situations
4. Assignment Instructions	May be conveyed in: 4.1 Writing 4.2 Verbally 4.3 Electronically
5. Client's Needs and Requirements	May be detected by: 5.1 Review of the client brief and/or assignment instructions 5.2 Discussion with the client/customer
6. Appropriate Action	May include: 6.1 Implementing required changes 6.2 Referral to appropriate employer personnel 6.3 Clarification of client needs and instructions
7. Customers	May include: 7.1 All members of the public

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained a professional image. 1.2 Interpreted client/customer requirements from information contained in the client brief and/or assignment instructions. 1.3 Dealt successfully with a variety of client/customer interactions. 1.4 Monitored and acted on changing client or customer needs. 1.5 Met client/customer requirements. 1.6 Built credibility with customers/clients.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Uniform and personal grooming requirements of the employer and the client 2.2 Occupational Health and safety requirement for the assignment 2.3 Legal requirements and guidelines for the storage of firearms and equipment (as appropriate and where required) 2.4 Assignment Instructions
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Attention to detail when completing client/employer documentation 3.2 Interpersonal and communication skills required in client contact assignments 3.3 Customer service skills required to meet client/customer needs 3.4 Punctuality 3.5 Customer Service 3.6 Telephone Technique 3.7 Problem Solving and Negotiation 3.8 Maintaining Records
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration with questioning 5.3 Observation with questioning

<p>6. Context of assessment</p>	<p>6.1 Company</p> <p>6.2 On-Site</p> <p>6.3 Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment</p> <p>6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit</p> <p>6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance</p> <p>6.6 Self-assessment on the same terms as those described above</p> <p>6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria</p>
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UNIT OF COMPETENCY : **MANAGE OWN PERFORMANCE**

UNIT CODE : **HCS516202**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in effectively managing own workload and quality of work.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Plan for completion of own workload	1.1 Tasks accurately identified. 1.2 Priority allocated to each task. 1.3 Time lines allocated to each task or series of tasks. 1.4 Tasks deadlines known and complied with whenever possible. 1.5 Work schedules are known and completed within agreed time frames. 1.6 Work plans developed according to assignment requirements and employer policy. 1.7 Uncompleted work or tasks detailed and responsibility for completion passed to incoming shift or other appropriate persons.
2. Maintain quality of own performance	2.1 Personal performance continually monitored against agreed performance standards . 2.2 Advice and guidance sought when necessary to achieve or maintain agreed standards. 2.3 Guidance from management applied to achieve or maintain agreed standards. 2.4 Standard of work clarified and agreed according to employer policy and procedures.
3. Build credibility with customers/clients	3.4 Client expectations for reliability, punctuality and appearance adhered to. 3.5 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy. 3.6 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	1.1 May identified through: <ul style="list-style-type: none"> 1.1.1 Assignment instructions 1.1.2 Verbal Instructions by senior officer 1.1.3 Policy Documents 1.1.4 Duty Statements 1.1.5 Self Assessment 1.2 May be: <ul style="list-style-type: none"> 1.2.1 Daily tasks 1.2.2 Weekly tasks 1.2.3 Regularly or irregularly occurring tasks
2. Performance Standards	May include: <ul style="list-style-type: none"> 2.1 Assignment Instructions 2.2 Procedures established in policy documents

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Planned for completion of own workload. 1.2 Assessed verbal or written work plan through observation and discussion of site and employer requirements. 1.3 Demonstrated capacity to complete task within specified time frame. 1.4 Maintained quality of own performance.
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Site and assignment requirements 2.2 Employer policy on performance management 2.3 Indicators of appropriate performance for each area of responsibility 2.4 Steps for improving or maintaining performance
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Capacity to plan and prioritize security work loads and requirements 3.2 Time and task management
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
5. Method of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration with questioning 5.3 Observation with questioning
6. Context of Assessment	<ul style="list-style-type: none"> 6.1. Company 6.2. On-Site 6.3. Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment 6.4. Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit 6.5. Continuous assessment in the workplace, taking into account the range of variables affecting performance 6.6. Self-assessment on the same terms as those described above 6.7. Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria

CORE COMPETENCIES

This section gives the details of the contents of the core units of competency required in **SECURITY SERVICES NC II**.

UNIT OF COMPETENCY : **MONITOR ACTIVITIES WITHIN AREA OF RESPONSIBILITY (AOR)**

UNIT CODE : **HCS516307**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in monitoring activities within area of responsibility including procedures and policies in monitoring.

ELEMENT	PERFORMANCE CRITERIA
1. Monitor access of visitors, clients, employees, vehicles and telephone calls	<p>1.1 Access of visitors, clients, employees, vehicles and telephone calls are recorded/reported in accordance with company policies.</p> <p>1.2 Observation position selected appropriate to the situation and the nature of the assignment.</p> <p>1.3 Observation of site undertaken according to assignment instructions.</p> <p>1.4 Agency <i>Duty Detail Order (DDOs)</i> and company policies and regulations are followed.</p> <p>1.5 Identified incidents are acted upon according to assignment instruction, client and <i>legal</i> requirements.</p>
2. Conduct roving inspection	<p>2.1 Area of assignment of post duties and responsibilities is properly turned-over in accordance to company policies.</p> <p>2.2 Equipment is checked for serviceability according to standard operating procedures.</p> <p>2.3 Frequency and duration of visits to access points and control points and routine telephone/radio calls to control room are conducted according to assignment instructions.</p> <p>2.4 Previously reported <i>risk factors</i> are monitored and reported until rectified.</p> <p>2.5 <i>Monitoring procedures</i> are implemented in accordance with company policies and guidelines.</p> <p>2.6 Factors which increase the risk to security identified during patrol, reported, regularly monitored and recorded according to assignment instructions.</p>
3. Report untoward incidents and observations	<p>3.1 <i>Fire hazards</i> are reported accurately based on causes, location and condition.</p> <p>3.2 Suspicious elements are reported in accordance with the 5Ws and 1H.</p> <p>3.3 Property damages and losses are reported accurately based on causes, location and condition.</p> <p>3.4 Violations of company's/agency's rules, regulations and policies are reported using the approved format.</p> <p>3.5 Communication flow are followed at all times.</p>

4. Control access entry/exit	<p>4.1 Entry/exit of all entrants are recorded as per company SOPs.</p> <p>4.2 Screening and bodily search are conducted as per company policies.</p> <p>4.3 Regular inspection within the restricted area is conducted as per company SOPs.</p>
5. Check activated security alarm system	<p>5.1 Checking schedule recorded as per company policies.</p> <p>5.2 Security alarm system is checked following manufacturer's SOP.</p> <p>5.3 Security alarm system defects reported as per company policies.</p>
6. Check emergency alarm system	<p>6.1 Fire alarm system is checked following manufacturer's SOP.</p> <p>6.2 Checking schedule recorded as per company policies.</p> <p>6.3 Fire fighting equipment is checked following manufacturer's SOP.</p> <p>6.4 Fire alarm system and fire fighting equipment defects are reported as per company policies.</p> <p>6.5 Inspection reports on fire exits are recorded, secured and free from obstructions and hazardous/flammable materials.</p>
7. Check garbage disposal	<p>7.1 Garbage disposal is checked in accordance with company SOP.</p> <p>7.2 Inspection of garbage disposal recorded using company reporting form.</p> <p>7.3 Any pilfered items or company property are reported to proper authority.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Duty Detail Order (DDO)	1.1 Security Guard Post Service: Security Guard posted in immovable fix property 1.2 Security Guard Conduction Service Security Guard posted in movable property in Transit 1.3 Security Guard Armored Vehicle/Guard Service Security Guard assigned to perform security escort service for the protection of large amount cash and valuables through the operation of armored vehicle 1.4 Electronic Security Systems and Service Security Guard assigned to operate scientifically designed electronic security system and service
2. Risk Factors	2.1 Flood 2.2 Fire 2.3 Explosion 2.4 Intruder/s 2.5 Vandals 2.6 Vehicles and equipment in suspicious places 2.7 Sensitive material or correspondence left in public view/unattended 2.8 Gas Leaks 2.9 Storms 2.10 Power Failures 2.11 Earthquake
3. Monitoring Procedures	It includes procedures for monitoring: 3.1 Movement time of client 3.2 Employees 3.3 Vehicles 3.4 Telephone Calls 3.5 Fire Hazards 3.6 Suspicious Elements 3.7 Untoward Incidents 3.8 Property Damages 3.9 Violations on Company 3.10 Agency Orders 3.11 Security Alarm System 3.12 Security Electronic Access System 3.13 Fire Exits 3.14 Garbage Disposal 3.15 Cash/Valuables

VARIABLE	RANGE
4. Fire Hazards	4.1 Man-Made 4.1.1 Arson 4.1.2 Bomb Threat 4.1.3 Civil Disturbance 4.1.4 Chemical Spills 4.1.5 Espionage 4.1.6 Explosion 4.1.7 Robbery 4.1.8 Sabotage 4.1.9 Terrorism 4.1.10 Violent 4.2 Natural 4.2.1 Earthquake 4.2.2 Fire 4.2.3 Flood 4.2.4 Hurricane 4.2.5 Storm 4.2.6 Tornado 4.2.7 Typhoon
5. Fire Fighting Equipment	5.1 Axe 5.2 Fire Extinguisher 5.3 Fire Hose

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Monitored access of visitors, clients, employees, vehicles and telephone calls. 1.2 Conducted roving inspection. 1.3 Reported untoward incidents and observations. 1.4 Controlled entry in restricted area. 1.5 Checked activated security alarm system. 1.6 Checked fire alarm system, fire fighting equipment and fire exits. 1.7 Checked garbage disposal.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 RA 5487 as amended 2.2 Handling of Firearms 2.3 Maintenance of Firearms 2.4 Customer Relations 2.5 Human Relations 2.6 Report Writing 2.7 Log/Note Taking 2.8 Defensive Tactics (Armed/Unarmed) 2.9 First Aid 2.10 Marksmanship 2.11 Bomb Awareness 2.12 Contingency Plan (Typhoon, Earthquake, Fire, Strikes) 2.13 Basic Life Support 2.14 Hygiene and Sanitation (Workplace) 2.15 Personal Hygiene 2.16 Use of Firearms 2.17 Protocol Usage 2.18 Value Formation 2.19 Telephone Ethics 2.20 Proper Wearing of Uniform 2.21 The steps necessary to arrange alarm deactivation 2.22 Alarm Systems and Locations of Fire Fighting Equipment 2.23 Communication Codes 2.24 Operation of Communication Equipment 2.25 Control System Operation 2.26 Signal Types and Meanings 2.27 Instructional User Manual 2.28 Client's Instructions 2.29 Surveillance Techniques 2.30 Security Equipment Installed 2.31 Risk Factor Assessment 2.32 Site Layout 2.33 Building Security Procedures 2.34 Social Awareness 2.35 Criminal Justice System 2.36 Leadership Concept 2.37 Firefighting Drills 2.38 Communication (Report Writing, Radio Lang.) 2.39 Legal Aspect 2.40 Gender Awareness and Development

3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Monitoring Access Of Visitors, Clients, Employees, Vehicles And Telephones 3.2 Conducting Roving Inspection 3.3 Reporting Untoward Incidents And Observations 3.4 Controlling Entry In Restricted Area 3.5 Checking Activated Security Alarm System 3.6 Checking Fire Alarm System, Firefighting Equipment And Fire Exits 3.7 Checking Garbage Disposal 3.8 Escorting Cash/Valuables 3.9 Marksmanship 3.10 Defensive Tactics 3.11 Report Writing Skills 3.12 Communicating Skills 3.13 Monitoring Skills 3.14 Protecting The Area 3.15 Observing And Identifying Suspicious Movements 3.16 Roving 3.17 Surveillance 3.18 Interpreting Alarm Signals 3.19 Searching Techniques 3.20 Bomb Security Awareness
4. Resource implications	<p>The following resources MUST be provided</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, security equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA/PNP accredited assessment centers/venues by using closely simulated work place environment 6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit 6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance 6.6 Self-assessment on the same terms as those described above 6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria

UNIT OF COMPETENCY : **ENFORCE ACCESS CONTROL AND IDENTIFICATION SYSTEM**

UNIT CODE : **HCS516308**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in enforcing access control and identification system. It includes application of SOPs for access and identification in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Regulate access and identification system for pedestrians, visitors and clients	1.1 Bonafide persons entering premises or restricted areas are verified by checking relevant details on identification documents . 1.2 Issues and return of entry passes are controlled according to assignment instructions. 1.3 Persons attempting to gain entry without authorization are reported and recorded as appropriate. 1.4 Incidents that infringe employment/client instructions are recorded and reported to proper authorities. 1.5 SOPs in checking entry of incoming/outgoing pedestrians, visitors and clients are implemented in accordance with company policies and regulations. 1.6 SOPs of disgruntled pedestrians, visitors and clients are implemented in accordance with company policies and regulations. 1.7 Visitors are received and escorted according to assignment instructions.
2. Regulate access and identification system for vehicles, deliveries, bodily search, luggage, baggage, bags and parcels	2.1 Vehicles entering/leaving the site are checked and/or monitored according to assignment instructions. 2.2 Search is carried out according to assignment instructions. 2.3 Justification for search of person's property is clearly established having regard to company policy. 2.4 Incoming/outgoing vehicles, deliveries, luggage, baggage, bags and parcels are checked in accordance with company policies and procedures. 2.5 Vehicle access and issue of vehicle passes are controlled according to assignment instructions . 2.6 Vehicle parking is permitted according to assignment instructions relevant company policy. 2.7 Questionable items found during search are dealt with according to company policies. 2.8 Request to search person's property are made according to assignment instructions and having regard to legal requirements.
3. Regulate access and identification system for any company properties	3.1 Controllable physical barriers are operated according to assignment instructions. 3.2 Keys and key cards are controlled, recorded and monitored according to assignment instructions. 3.3 Incoming and outgoing company properties are checked in accordance with company SOP. 3.4 Keys, keypads, key cards and alarm panels to secure premises are used according to manufacturer's specification. 3.5 Keypad and alarm entry systems are activated and deactivated according to prescribed procedures and client's instructions.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
4. Check incoming deliveries	4.1 Requirements for entry/exit are properly counter checked and recorded as to its validity. 4.2 SOPs of checking incoming/outgoing deliveries were strictly followed and observed as per company policy. 4.3 Time of arrival and departure of delivery vehicle are recorded and logged as per company policy. 4.4 Drivers and passengers/crew of vehicles are recorded using approved reporting forms. 4.5 Plate number of delivery vehicles are recorded in the logbook. 4.6 Loaded properties are checked with official documents .
5. Check pull out of properties	5.1 Requirements for exit were properly counterchecked and recorded as to its validity. 5.2 SOPs of checking pull-out of properties were strictly followed/observed as per company policy. 5.3 Time of departure of vehicles are recorded/logged as per company policy. 5.4 Plate number of vehicle and recorded in the logbook. 5.5 Pull-out of personnel time departure are recorded in the logbook. 5.6 Properties pulled-out are checked with official documents.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Identification Documents	1.1 I. D. Cards 1.2 Passes 1.3 Badges 1.4 Gate Pass 1.5 Material Pass 1.6 Work Permits 1.7 Load Manifests 1.8 Receipts
2. Persons	2.1 Visitors 2.2 Sales Representatives 2.3 Contractors 2.4 All persons with valid reasons for entering premises 2.5 Emergency Services 2.6 Demonstrators 2.7 Utility Company
3. Incidents	3.1 Refusal to show pass 3.2 Lost Pass 3.3 Using a pass belonging to another party 3.4 Accidents resulting in injury (vehicles/persons) 3.5 Vehicles incorrectly parked 3.6 Stolen Vehicles 3.7 Forced entry of persons and/or vehicles 3.8 Unauthorized items found during inspection
4. Assignment Instruction	4.1 Types of Vehicles 4.1.1 Organic 4.1.2 Non-Organic 4.1.3 Size 4.2 Designated Parking Area 4.2.1 Organic 4.2.2 Non-Organic 4.3 Authority 4.3.1 Passes 4.3.2 Badges 4.3.3 Stickers/Decals
5. Types of Physical Barriers	5.1 Working System 5.2 Traffic Barriers 5.3 Electronic Access Doors 5.4 Shutters and Gates
6. Official Documents	6.1 Invoice 6.2 Delivery Receipts 6.3 Purchase Orders 6.4 Gate Pass 6.5 Tally-Out
7. Requirements for Entry/Exit	7.1 Personnel 7.1.1 Personnel/Authority Pass 7.1.2 Authorization 7.2 Property 7.2.1 Delivery 7.2.2 Demo 7.2.3 Gate Pass 7.2.4 Invoice 7.2.5 Pull-Out Receipt 7.2.6 Tally-Out

EVIDENCE GUIDE

<p>1. Critical Aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Regulated of access and identification system for pedestrians, visitors and clients 1.2 Regulated of access and identification system for vehicles, deliveries, bodily search, luggage, baggage, bags and parcel 1.3 Regulated of access and identification system for company properties 1.4 Checked incoming/outgoing deliveries 1.5 Checked pull out of properties 1.6 Demonstrated capacity to correctly secure premises and systems according to assignment instructions 1.7 Demonstrated capacity to determine assignment needs and instructions and deal with monitoring situations in the area 1.8 Demonstrated capacity to identify items and goods which may be illicit, stolen or otherwise inappropriate and take necessary action 1.9 Properly maintained log books, visitor's log book, vehicle log book, incident reports, computer entries and manifests, key register and all keys and locks are accounted for
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 R.A. 5487 as amended 2.2 Handling of Firearms 2.3 Maintenance of Firearms 2.4 Customer Relations 2.5 Human Relations 2.6 Log/Note Taking 2.7 Defense Tactics 2.8 First Aid 2.9 Marksmanship 2.10 Bomb Awareness 2.11 Contingency Plan (Typhoon, Earthquake, Fire, Strikes) 2.12 Basic Life Support 2.13 Hygiene and Sanitation 2.14 Personal Hygiene 2.15 Use of Firearms 2.16 Protocol Usage 2.17 Value Formation 2.18 Telephone Ethics 2.19 Proper Wearing of Uniform 2.20 Interim Guard Duty 2.21 Social Awareness 2.22 Criminal Justice System 2.23 Leadership Concept 2.24 Firefighting Drills 2.25 Assignment Instructions 2.26 Alarm Systems and Locations 2.27 Communication Codes 2.28 Operation of Communication Equipment 2.29 Control System Operation 2.30 Client's Instructions 2.31 Surveillance Techniques

	<ul style="list-style-type: none"> 2.32 Risk Factors Assessment 2.33 Company's Physical Layout 2.34 Building Security Procedures 2.35 Dangerous Goods (Items and Materials) 2.36 Confiscation Procedures (where relevant) 2.37 Communication (Report Writing, Radio Language) 2.38 Legal Aspect 2.39 Gender Awareness and Development
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Regulating Access And Identification For Pedestrians, Visitors And Clients 3.2 Regulating Access And Identification For Vehicles, Deliveries, Bodily Search, Luggage, Baggage And Parcels 3.3 Regulating Access And Identification For Company Properties 3.4 Checking Incoming And Outgoing Deliveries 3.5 Checking Pulled-Out Properties 3.6 Marksmanship 3.7 Defensive Tactics 3.8 Report Writing Skills 3.9 Communicating Skills 3.10 Monitoring Skills 3.11 Securing Area 3.12 Observing Area 3.13 Describing/Identifying suspicious movements 3.14 Communicating Clearly With Clients/Customers 3.15 Giving Instructions 3.16 Conducting Search (Baggage, Vehicles, Loads 3.17 Directing Traffic 3.18 Controlling Keys 3.19 Records Keeping
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to relevant venue, security equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instruction (if relevant) 4.9 Assessment instruments, including personal planner and assessment record book
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA/PNP accredited assessment centers/venues by using closely simulated work place environment

UNIT OF COMPETENCY : **SECURE TERRITORIAL JURISDICTION OF THE COMPANY**

UNIT CODE : **HCS516309**

UNIT DESCRIPTION : This unit covers the knowledge, skills and attitudes in securing territorial jurisdiction of the company. It includes specific procedures in handling territorial jurisdiction.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Patrol perimeter area	1.1 Any property damages, defective lightings untoward incidents, intruders, suspicious movements of personnel and other suspicious activities within area of responsibility are reported to proper authorities. 1.2 SOPs in patrolling is followed as per company/agency policy. 1.3 All sighted/unauthorized persons and vehicles are interviewed and turned-over to the management for proper disposition. 1.4 Entire area of responsibility is patrolled as per company policy.
2. Check security barriers	2.1 Presence/visibility/operational/active security barriers are reported to proper authorities. 2.2 Damaged/non-existence/defective security barriers reported/recorded as per company guidelines.
3. Conduct ocular inspection of facilities/installation	3.1 Actual physical observation of facilities and installation including damages/charges/improvement required/condition are reported/recorded in the required format. 3.2 SOPs of company in ocular inspection of facilities/installation is followed. 3.3 All facilities/installations are inspected based on approved company procedures.
4. Check persons/vehicles entering the company perimeter	4.1 Persons/vehicles entering perimeter are recorded in the logbook. 4.2 All non-organic persons entering the perimeter are interviewed and screened in accordance with company policies and guidelines. 4.3 SOPs of company on checking entry to the company perimeter is followed.
5. Prevent access of intruders	5.1 System ID for access within the territorial jurisdiction of the company is adopted. 5.2 Intruders within company premises are prevented from entering in accordance with company policy. 5.3 Access to company premises are prevented based on the instructions of supervisors.
6. Monitor scrap area	6.1 Scrap items with commercial value are recorded as per company policy. 6.2 Company SOPs in checking monitoring scrap area is followed.
7. Gather security related information	7.1 All security related information/ incidents are prepared in accordance with the 5Ws and 1H. 7.2 All security related information/incidents gathered are complete, accurate and timely.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Types of Barriers	1.1 Working System 1.2 Traffic Barriers 1.3 Electronic Access Doors 1.4 Shutters and Gates
2. Incidents	2.1 Refusal to show pass 2.2 Lost Pass 2.3 Using a pass belonging to another party 2.4 Accidents resulting in injury (vehicles/persons) 2.5 Vehicles incorrectly parked 2.6 Stolen Vehicles 2.7 Forced entry of persons and/or vehicles 2.8 Unauthorized items found during inspection

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Patrolled perimeter area. 1.2 Checked security barriers. 1.3 Conducted ocular inspection of facilities/installation. 1.4 Checked persons entering the company perimeter 1.5 Prevented access of intruders. 1.6 Monitored scrap area. 1.7 Gathered security related information
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 R.A. 5487 as amended 2.2 Handling of Firearms 2.3 Maintenance of Firearms 2.4 Customer Relations 2.5 Human Relations 2.6 Log/Note Taking 2.7 Defense Tactics 2.8 First Aid 2.9 Marksmanship 2.10 Bomb Awareness 2.11 Contingency Plan (Typhoon, Earthquake, Fire, Strikes) 2.12 Basic Life Support 2.13 Hygiene and Sanitation 2.14 Personal Hygiene 2.15 Use of Firearms 2.16 Protocol Usage 2.17 Value Formation 2.18 Telephone Ethics 2.19 Proper Wearing of Uniform 2.20 Interim Guard Duty 2.21 Social Awareness 2.22 Criminal Justice System 2.23 Leadership Concept 2.24 Firefighting Drills 2.25 Assignment Instructions 2.27 Communication Codes 2.28 Operation of Communication Equipment 2.29 Control System Operation 2.30 Client's Instructions 2.31 Surveillance Techniques 2.32 Risk Factors Assessment 2.33 Company's Physical Layout 2.34 Building Security Procedures 2.35 Dangerous Goods (Items and Materials) 2.36 Confiscation Procedures (where relevant) 2.37 Communication (Report Writing, Radio Language) 2.38 Legal Aspect 2.39 Gender Awareness and Development

3. Underpinning skills	3.1 Patrolling Perimeter Area 3.2 Checking Security Barriers 3.3 Conducting Ocular Inspection Of Facilities And Installation 3.4 Checking Persons And Vehicles Entering The Company Perimeter 3.5 Preventing Access Of Intruders 3.6 Monitoring Scrap Area 3.7 Gathering Security Related Information 3.8 Marksmanship 3.9 Defensive Tactics 3.10 Report Writing Skills 3.11 Communicating Skills 3.12 Monitoring Skills 3.13 Securing Area 3.14 Observing suspicious movements 3.15 Describing/Identifying suspicious movements 3.16 Communicating Clearly With Clients/Customers 3.17 Giving Instructions 3.18 Conducting Search (Baggage, Vehicles, Loads) 3.19 Directing Traffic 3.20 Controlling Key 3.21 Records Keeping
4. Resource implications	The following resources MUST be provided: 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to relevant venue, security equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.4 Operational manuals and makers'/customers' instruction (if relevant) 4.5 Assessment instruments, including personal planner and assessment record book
5. Method of Assessment	Competency MUST be assessed through: 5.1 Written Test 5.2 Demonstration with questioning
6. Context of Assessment	6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA/PNP accredited assessment centers/venues by using closely simulated work place environment

UNIT OF COMPETENCY : **ENFORCE EMERGENCY RESPONSE PROCEDURES**

UNIT CODE : **HCS516310**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in enforcing emergency response procedures including immediate reaction/response procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Participate in emergency drills	1.1 Emergency equipment and fire fighting equipment are prepared as per SOPs. 1.2 Information regarding emergency drills are disseminated in advance to all concerned. 1.3 Fire exits are freed from obstructions.
2. Enforce emergency preparedness in cases of bank robbery, kidnaps for ransom, drug trafficking and other related crimes	2.1 Alarm system is checked as per manufacturer's SOPs. 2.2 SOPs in information gathering is followed. 2.3 Company SOPs in evaluation is followed. 2.4 Issued firearms and ammunition are checked in accordance with company policy and procedures. 2.5 Pieces of baggage of clients/customers are checked thoroughly. 2.6 Body frisking of customers is done as per company SOPs. 2.7 Gathered information is coordinated with police authorities as per company rules and regulations.
3. Enforce bomb threat preventive measures	3.1 Body frisking of customers is done as per company/agency SOPs. 3.2 Customer baggage checked as per company/agency SOPs. 3.3 Gathered information are coordinated with police authorities as per company rules and regulations. 3.4 Inspection conducted within area of responsibility and as identified in work assignment.
4. Enforce civil disturbance plan	4.1 Readiness of barricade are checked as per SOPs. 4.2 Readiness of CDC equipment is checked as per SOPs. 4.3 Information gathered are validated with concerned personnel. 4.4 Teams are organized based on requirements. 4.5 Communication netlink with agency and police authority is established as per company requirements.
5. Render assistance to injured victims	5.1 First aid procedures is applied following safety guidelines. 5.2 Personal belongings of injured victims checked as per SOPs. 5.3 Personal identification of victims is checked and verified. 5.4 Hospitals/ambulance service are contacted if needed. 5.5 Assistance for other people in the AOR is requested if necessary.
6. Implement evacuation procedures during emergencies	6.1 Evacuation areas are sealed off and isolated according to standard operating procedures. 6.2 Direction and control of escape route are provided based on company requirements. 6.3 Onlookers/crowds/other persons are controlled and kept at a safe distance from the emergency area. 6.4 Emergency area secured and are properly protected. 6.5 Injured and sick evacuees are brought to a secured and safe place. 6.6 Coordination are made with NDCC and DSWD if necessary.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Emergency Equipment	1.1 Ladder 1.2 Rope 1.3 Basic First Aid Equipment 1.4 Stretcher 1.5 Splint Board 1.6 Flashlight/Search Light 1.7 Megaphone 1.8 Camera 1.9 Blanket
2. Fire Fighting Equipment	2.1 Fire Extinguisher 2.2 Axe 2.3 Fire Hose
3. Firearms and ammunition	3.1 Helmet 3.2 Truncheon 3.3 Wicker Shield 3.4 Tear Gas

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Participated in emergency drills 1.2 Enforced contingency plan in cases of bank robbery, kidnaps for ransom, drug trafficking and other related crimes 1.3 Enforced bomb threat preventive measures 1.4 Enforced contingency civil disturbance plan 1.5 Rendered assistance to injured victims 1.6 Implemented evacuation procedures during calamities
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 R.A. 5487 as amended 2.2 Handling of Firearms 2.3 Maintenance of Firearms 2.4 Customer Relations 2.5 Human Relations 2.6 Log/Note Taking 2.7 Defense Tactics 2.8 First Aid 2.9 Marksmanship 2.10 Bomb Awareness 2.11 Contingency Plan (Typhoon, Earthquake, Fire, Strikes) 2.12 Basic Life Support 2.13 Hygiene and Sanitation 2.14 Personal Hygiene 2.15 Use of Firearms 2.16 Protocol Usage 2.17 Value Formation 2.18 Telephone Ethics 2.19 Proper Wearing of Uniform 2.20 Interim Guard Duty 2.21 Social Awareness 2.22 Criminal Justice System 2.23 Leadership Concept 2.24 Firefighting Drills 2.25 Assignment Instructions 2.26 Alarm Systems and Locations 2.27 Communication Codes 2.28 Operation of Communication Equipment 2.29 Control System Operation 2.30 Client's Instructions 2.31 Use of Firearms 2.32 Protocol Usage 2.33 Value Formation 2.34 Telephone Ethics 2.35 Proper Wearing of Uniform 2.36 Interim Guard Duty 2.37 Social Awareness 2.38 Criminal Justice System 2.39 Leadership Concept 2.40 Firefighting Drills 2.41 Assignment Instructions 2.42 Alarm Systems and Locations 2.43 Communication Codes

	<ul style="list-style-type: none"> 2.44 Operation of Communication Equipment 2.45 Control System Operation 2.46 Client's Instructions 2.47 Surveillance Techniques 2.48 Risk Factors Assessment 2.49 Company's Physical Layout 2.50 Building Security Procedures 2.51 Dangerous Goods (Items and Materials) 2.52 Confiscation Procedures (where relevant) 2.53 Communication (Report Writing, Radio Language) 2.54 Legal Aspect 2.55 Gender Awareness and Development
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Participating in emergency drills 3.2 Enforcing contingency plan in cases of bank robbery, kidnaps for ransom, drug trafficking and other related crimes 3.3 Enforcing bomb threat preventive measures 3.4 Enforcing contingency civil disturbance plan 3.5 Rendering assistance to injured victims 3.6 Implementing evacuation procedures during calamities 3.7 Marksmanship 3.8 Defensive Tactics 3.9 Report Writing Skills 3.10 Communicating Skills 3.11 Monitoring Skills 3.12 Securing Area 3.13 Observing suspicious movements/area 3.14 Describing/Identifying suspicious movements/area 3.15 Communicating clearly with clients/customers 3.16 Giving instructions 3.17 Conducting Search (Baggage, Vehicles, Loads 3.18 Directing Traffic 3.19 Controlling Key 3.20 Records Keeping
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to relevant venue, security equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instruction (if relevant) 4.9 Assessment instruments, including personal planner and assessment record book
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA/PNP accredited assessment centers/venues by using closely simulated work place environment

UNIT OF COMPETENCY : **PREPARE SECURITY REPORTS**

UNIT CODE : **HCS516311**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in preparing security systems reports.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Determine style and form of report	1.1 Source of information are verified according to company requirements. 1.2 Kind of report to be submitted are identified based on requirements. 1.3 Security correspondence are prepared using approved format. 1.4 Communication flow followed at all times.
2. Prepare report	2.1 Reports are prepared in accordance to 5Ws and 1H prepared. 2.2 Attachments and justification prepared if needed. 2.3 Reports are checked as to completeness.
3. Submit report to proper authorities	3.1 Receipt of reports by appropriate personnel is ensured. 3.2 Actions on reports submitted are constantly checked. 3.3 Actions/status on reports submitted are properly documented.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Source of Information	1.1 Personnel 1.2 Informants 1.3 Witness 1.4 Logbook
2. Kind of Report	2.1 Activity Report 2.2 Violation Report 2.3 Incident/Spot Report 2.4 Accomplishment Report 2.5 Guard Details Report 2.6 Information Report 2.7 Security Equipment Report 2.8 Explanation Report 2.9 Progress Report 2.10 Inspection Report 2.11 Daily Activity Report 2.12 Evaluation Report
3. Security Correspondence Inclusions	3.1 Heading 3.2 Subject 3.3 Facts/Details 3.4 Remarks/Recommendations
4. Attachments/ Justifications	4.1 Photocopy and Pictures 4.2 Statement (Subscribed/Sworn)

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared activity report 1.2 Prepared violation report 1.3 Prepared incident/spot report 1.4 Prepared accomplishment report 1.5 Prepared guard details report 1.6 Prepared information report 1.7 Prepared security equipment report 1.8 Prepared explanation report 1.9 Prepared progress report 1.10 Prepared inspection report 1.11 Prepared daily activity report 1.12 Prepared evaluation report
<p>3. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 R.A. 5487 as amended 2.2 Handling of Firearms 2.3 Maintenance of Firearms 2.4 Customer Relations 2.5 Human Relations 2.6 Log/Note Taking 2.7 Defense Tactics 2.8 First Aid 2.9 Marksmanship 2.30 Bomb Awareness 2.31 Contingency Plan (Typhoon, Earthquake, Fire, Strikes) 2.32 Basic Life Support 2.33 Hygiene and Sanitation 2.34 Personal Hygiene 2.35 Use of Firearms 2.36 Protocol Usage 2.37 Value Formation 2.38 Telephone Ethics 2.39 Proper Wearing of Uniform 2.40 Interim Guard Duty 2.41 Social Awareness 2.42 Criminal Justice System 2.43 Leadership Concept 2.44 Firefighting Drills 2.45 Assignment Instructions 2.46 Alarm Systems and Locations 2.47 Communication Codes 2.48 Operation of Communication Equipment 2.49 Control System Operation 2.50 Client's Instructions 2.51 Use of Firearms 2.52 Protocol Usage 2.53 Value Formation 2.54 Telephone Ethics 2.55 Proper Wearing of Uniform 2.56 Interim Guard Duty 2.57 Social Awareness 2.58 Criminal Justice System 2.59 Leadership Concept

	<ul style="list-style-type: none"> 2.60 Firefighting Drills 2.61 Assignment Instructions 2.62 Alarm Systems and Locations 2.63 Communication Codes 2.64 Operation of Communication Equipment 2.65 Control System Operation 2.66 Client's Instructions 2.67 Surveillance Techniques 2.68 Risk Factors Assessment 2.69 Company's Physical Layout 2.70 Building Security Procedures 2.71 Dangerous Goods (Items and Materials) 2.72 Confiscation Procedures (where relevant) 2.73 Communication (Report Writing, Radio Language) 2.74 Legal Aspect 2.75 Gender Awareness and Development
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing activity report 3.2 Preparing violation report 3.3 Preparing incident/spot report 3.4 Preparing accomplishment report 3.5 Preparing guard details report 3.6 Preparing information report 3.7 Preparing security equipment report 3.8 Preparing explanation report 3.9 Preparing progress report 3.10 Preparing inspection report 3.11 Preparing daily activity report 3.12 Preparing evaluation report 3.13 Marksmanship 3.14 Defensive Tactics 3.15 Report Writing Skills 3.16 Communicating Skills 3.17 Monitoring Skills 3.18 Securing area 3.19 Observing 3.20 Identifying Suspicious Movements 3.21 Ability to communicate clearly with clients/customers 3.22 Ability to give instructions 3.23 Conducting Search (Baggage, Vehicles, Loads 3.24 Directing Traffic 3.25 Key Controlling Key 3.26 Record Keeping
4. Resource implications	<p>The following resources MUST be provided</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to relevant venue, security equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instruction (if relevant) 4.9 Assessment instruments, including personal planner and assessment record book

5. Method of assessment	Competency MUST be assessed through: 5.1 Written Test 5.2 Demonstration with questioning
6. Context of assessment	6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA/PNP accredited assessment centers/venues by using closely simulated work place environment

SECTION 3 TRAINING STANDARDS

3.1 CURRICULUM DESIGN

Course Title : **SECURITY SERVICES**

NC Level: **NC II**

Nominal Training Duration : **223 Hours**

Course Description:

This course is designed to enhance the knowledge, skills and attitude of security guards in accordance with industry standards and in compliance with the PNP- SAGSD Memorandums and Directives. It covers core competencies on monitoring activities within area of responsibility, enforcing access control and identification system, securing territorial jurisdiction of the company, enforce emergency response procedures and preparing security reports.

BASIC COMPETENCIES (18 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information. 1.2 Complete relevant work related documents. 1.3 Participate in workplace meeting and discussion.	• Group discussion • Interaction	• Demonstration • Observation • Interviews/ questioning
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	• Discussion • Interaction	• Demonstration • Observation • Interviews/ questioning
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals. 3.2 Set and meet work priorities. 3.3 Maintain professional growth and development.	• Discussion • Interaction	• Demonstration • Observation • Interviews/ questioning
4. Practice occupational health and safety	4.1 Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	• Discussion • Plant tour • Symposium	• Observation • Interview

**COMMON COMPETENCIES
(40 Hours)**

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Maintain an effective relationship with clients/ customers	1.1 Maintain a professional image 1.2 Build Credibility to meet customers/clients requirements	Group discussion Lecture Role Playing Simulation	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
2. Manage own performance	2.1 Plan for completion of own workload 2.2 Maintain quality of own performance	Group discussion Lecture Role Playing Simulation	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation

**CORE COMPETENCIES
(165 Hours)**

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Monitor activities within area of responsibility (AOR)	1.1 Monitor the access of visitors, clients, employees, vehicles and telephone calls 1.2 Control the access of visitors, clients, employees, materials and vehicles 1.3 Conduct roving inspection and patrolling 1.4 Report untoward incidents and observations 1.5 Check emergency equipment	<ul style="list-style-type: none"> • Lecture / Discussion • Demonstration • Self paced (Modular) 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
2. Enforce access control and identification system	2.1 Regulate access and identification system for pedestrians, visitors and clients 2.2 Regulate access and identification system for vehicles, deliveries, bodily search, luggage, baggage, bags and parcels 2.3 Regulate access and identification system for any company properties 2.4 Implement SOPs for bodily search and checking luggage, baggage, bags and parcels 2.5 Implement SOPs in checking in checking incoming/outgoing deliveries 2.6 Implement SOPs in checking pull out of company properties	Lecture / Discussion Demonstration Self paced (modular)	Written Examination Demonstration Observation
3. Secure territorial jurisdiction of the company	3.1 Conduct patrolling of company premises and checking of barriers 3.2 Conduct ocular inspection of facilities/installation 3.3 Prevent access of intruders 3.4 Gather security related information	<ul style="list-style-type: none"> • Lecture / Discussion • Demonstration • Self paced (modular) 	<ul style="list-style-type: none"> • Demonstration • Observation

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
4. Enforce emergency response procedures	4.1 Participate in emergency drills 4.2 Enforce emergency preparedness in robbery, kidnap for ransom, drug trafficking and other related crime 4.3 Enforce bomb threat preventive measures 4.4 Enforce civil disturbance plan 4.5 Render assistance to injured victim 4.6 Implement evacuation procedures during emergencies	<ul style="list-style-type: none"> • Discussion/ Demonstration 	<ul style="list-style-type: none"> • Written Examination • Demonstration and Questioning • Direct Observation and Questioning
5. Prepare security reports	5.1 Prepare reports 5.2 Submit report to proper authorities	<ul style="list-style-type: none"> • Lecture / Discussion/ • Demonstration • Self paced (Modular) 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation

3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are Nationally Accredited

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video or computer technologies.
- Project Based Instruction is an authentic instructional model. A strategy in which a student plan, implement and evaluate projects that have real world application.

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to enroll in these course qualifications should possess the following requirements:

- Must possess a Private Security License/Special Bank Receipt (SBR) authenticated by the Personnel Licensing Section – SAGSD-PNP to exercise profession;
- Must possess Pre-Licensing Training Certificate or its equivalent duly authorized by the Private Security Training Management Branch (PSTMB-SAGSD-PNP) under Section 3 Rule V of the 2003 Revised Rules and Regulations Implementing RA 5487 As Amended;
- Ability to communicate; and
- Physically fit and mentally healthy as certified by a Public Health Officer

3.4 TOOLS, EQUIPMENT AND MATERIALS SECURITY SERVICES – NC II

Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for Security Services NC II are as follows:

TOOLS		EQUIPMENT		MATERIALS	
QTY.	ITEM	QTY.	ITEM	QTY.	ITEM
1 pc.	Binocular	1 set	Prescribed Basic Uniform (security guard & lady guard) *	1 ream	Bond Paper
6 rounds	Ammunitions - .38 & 12 g. (For Demo)	1 pc.	Night Stick*	1 pc.	Calendar
1 pc.	Bulletin Board	1 pc.	Whistle*	1 pc.	Blackboard/whiteboard Eraser
25 pcs.	Armed Chairs	1 pc.	Timepiece (synchronized) *	25 pcs.	Folder
1 pair	Directional Signage	25 pcs.	Writing pen*	1 pc.	Logbook
1 pc.	Emergency Light	25	Notepad and duty checklist (electronic or not) *	1 pc.	Meal Box
1 pc.	Fire Extinguisher	1 pcs.	Flashlights*	1 pc.	Metal Polish
6 pcs.	Helmet/ Protective Gear	1 pcs.	First aid kit*	25 pcs.	Pencil
1 pc.	Holster	2 pcs.	Service firearms - .38 caliber and 12 g. shot gun (as required) *	2 pcs.	Marking pen
1 pc.	Mirror with Stand	2 pcs.	Handcuffs*	1 box	Chalk
1 pc.	Shield	1 pc.	Metal detectors*	25 pc.	Pocket Notebook
1 pc.	Stretcher	1 pc.	Communication radio*	1 pc.	Shoe Brush
3 pcs.	Office Table	1 set	Stun devices*	1 can	Shoe polish
1 pc.	Instructors Desk	1 pc.	Armor vests*	25 pcs.	Tickler
1 set	Conference Table	1 unit	Mace	1 unit	White Board
1 set	Computer Table	1 unit	Computer	2 pcs.	Whiteboard Marker
1 pc.	Telephone	1 unit	Typewriter	12 pcs.	Transparency acetate
1 pc.	Wall Clock	1 unit	Electric fan	1 pc.	Target board/sheet
1 set	Search light	1 unit	Air con	1 pc.	Target stand
10 pcs.	Traffic vests/ gloves	1 unit	Overhead Projector		
1unit	Megaphone	1 pc.	Projector screen		
1 pc.	Rostrum	1 unit	Camera (still or video)		
1set	Color post and stand	1 unit	Multimedia equipment		
1 pc.	Phil. Flag	1 unit	Sound system		
1 unit	Steel cabinet with lock	2 pcs.	Kicking pads		

* Section 8 Rule VIII – Uniform, equipment, and paraphernalia (2003 Rules and Regulations Implementing RA 5487 as amended)

TOOLS		EQUIPMENT		MATERIALS	
QTY.	ITEM	QTY.	ITEM	QTY.	ITEM
		10 pcs.	Dummy knife	Training Materials:	
		10 pcs.	Dummy hand guns	6 pcs.	RA 5487, as amended
		6 pcs.	Protective Gear (Head) – for martial arts	6 pcs.	2003 Revised Rules and Regulations Implementing RA 5487 as amended
		1 unit	Matting or its equivalent (optional)	25 pcs.	Handouts/ popsheets
		25 pcs.	Martial Arts Kimono	2 pcs/ title	Textbooks on Security <ol style="list-style-type: none"> 1. Basic Security Manual 2. Physical Security 3. Security Supervisory 4. Security Management 5. Investigation 6. Martial Arts 7. First Aid 8. Training Manual for Security

3.5 TRAINING FACILITIES

Based on a class intake of 25 students/trainees.

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Building (permanent)			104 sq. m.
Student/Trainee Working Space	1 x 1 m.	1 sq. m.	25 sq. m
Lecture/Demo Room	8 x 5 m.	40 sq. m.	40 sq. m.
Learning Resource Center	3 x 5 m.	15 sq. m.	15 sq. m.
Facilities/Equipment/ Circulation Area	6 x 4 m.	24 sq. m.	24 sq. m.
Firing Range * ¹			
Drill area / Quadrangle (if not available) * ²			

*

1 – Enter into MOA with a Firing range duly licensed by PNP FED

2 – Enter into agreement with entities to use the ground

3.6 TRAINER'S QUALIFICATIONS FOR SERVICE SECTOR

SECURITY SERVICES – NC II TRAINER QUALIFICATION (TQ II)

- Must have completed a Trainers Training Methodology Course (TTMC) or its equivalent
- Must have a PNP-SAGSD Accreditation Certificate under Section 20 Rule XI of the 2003 Revised Rules and regulations Implementing RA 5487 As Amended

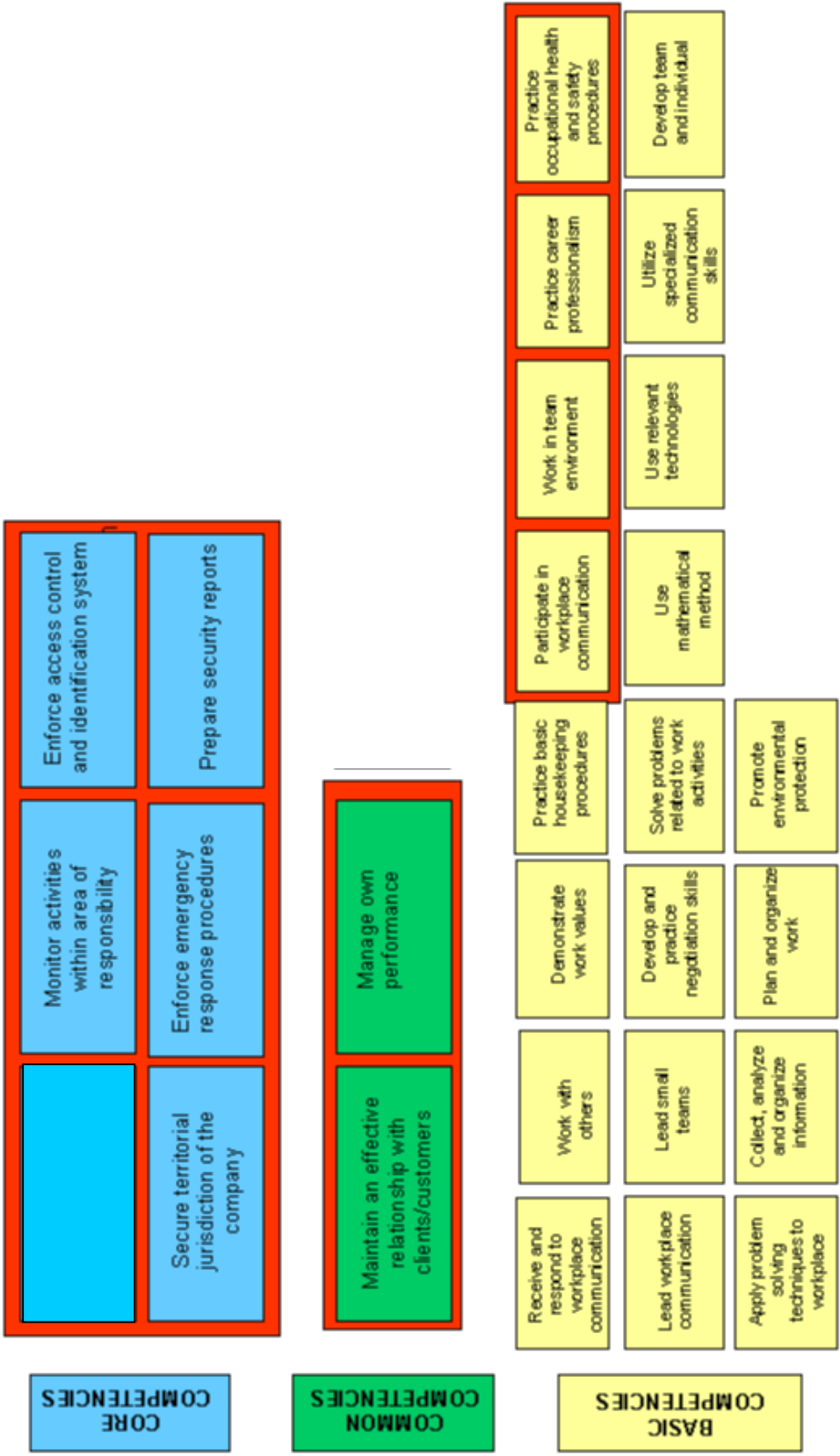
3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

- 4.1 To attain the National Qualification of Security Service NC II, the candidate must demonstrate competence through project type assessment covering all the units listed in Section 1. Successful candidates shall be awarded a National Certificate II signed by the TESDA Director General.
- 4.2 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.3 The following are qualified to apply for assessment and certification:
 - 4.3.1 Graduates of formal, non-formal and informal including enterprise-based training programs
 - 4.3.2 Experienced Workers (wage employed or self-employed)
- 4.4 Re-assessment is allowed only after one month from the date of assessment. Re-assessment for National Certificate shall be only on the tasks that the candidate did not successfully achieved.
- 4.5 A candidate who fails the assessment for two (2) consecutive times will be required to go through a refresher course before taking another assessment.
- 4.6 Only certified individuals in this Qualification maybe nominated by the industry sector for accreditation as competency assessor.
- 4.7 Only accredited competency assessors are allowed competency assessment, however, trainers who are accredited competency assessors are not allowed to assess their trainees.
- 4.8 Assessment of competence must be undertaken only in the TESDA accredited assessment centers. The performance assessment (demonstration of competence), however, may be done in any venue of workplace duly designated by an accredited assessment center,
- 4.9 The guidelines on assessment and certification are discussed in detail in the Procedures Manual on Assessment and Certification and Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS).

**COMPETENCY MAP
SECURITY SERVICES NC II**



DEFINITION OF TERMS

1. **Area of Responsibility** – the place where the guards-on-duty are stationed.
2. **Bodily Search**- is a type of personnel control where the guard-on-duty requires a prospective subject to manual search using hands or electronic equipment.
3. **Citizens Arrest** – taking of person into custody in order for him/her to be bound to answer for the commission of an offense.
4. **Company Premises** – refers to a specific place of duty as specified or stated in the Duty Detail Order (DDO).
5. **Duty Detail Order (DDO)** – is a written order/schedule issued by a superior officer usually the private security agency/branch manager or operations officer assigning the performance of private security/detective services duties.
6. **Guard Detailed** – a written report consisting of names of guards mobilized to different post assignments in a particular shift.
7. **Initial Report** – it refers to preliminary phase of investigation report either written or oral and in accordance with the company policies.
8. **Inspection Stick** – a non-conductor stick used for inspection of bags and personal luggage.
9. **Metal Detector** – a security equipment being used by the guards to detect firearms, bladed weapons or any metal objects.
10. **Night Stick** – an equipment being used by the guard to restrain a person without using the firearm.
11. **Pedestrian Area** – refers to a confined area where customers, employees or visitors can pass for security check.
12. **Physical Barriers** – a system placed between the potential intruder and the matter to be protected. These barriers are of different types so that entry may be controlled in the company.
13. **Roving Inspection** – it refers to an exhaustive physical inspection of all operational activities in the company either internal or external.
14. **Rules of Evidence** – refers to the Rules of Court (Rule 128-131) to be followed by the guard for the preservation of evidence.
15. **Security Service Contract** – is a contract of service which include among others the money consideration to be paid by the client to the agency; the number of hours of security services per guard per day which the guard himself shall render to the client and the salary each individual security guard shall receive from the agency.
16. **Subject** – refers to a person or things which are the object for security reasons.
17. **Territorial Jurisdiction** – refers to area of responsibility, strictly covers and defined by the security service contract.
18. **Uniform** – a set of uniform including its paraphernalia and covered by RA 5487 IRR.

ACRONYMS

1. ADC - Assistant Detachment Commander
2. AFP - Armed Forces of the Philippines
3. AOR - Area Of Responsibility
4. AWOL - Absence Without Official Leave
5. AMMOS - Ammunition
6. BSGC - Basic Security Guard Course
7. CDC - Civil Disturbance Control
8. CIR - Crime Inspection Report
9. COMD - Command
10. CSO - Chief Security Officer
11. CSG - Civil Security Group
12. DC - Detachment Commander
13. DDO - Duty Detail Order
14. DTR - Daily Time Record
15. FAGSD - Firearms and Explosives Division
16. FED - Fire Explosives Division
17. INFO - Information
18. IR - Investigation Report
19. L/G - Lady Guard
20. MR - Memo Receipt
21. OIC - Officer-In-Charge
22. OPNS - Operations
23. PADPAO - Philippine Association of Detectives and Protective Agencies Operators
24. PARSTS - Philippine Association of Recognized Security Training Schools Inc.
25. PDR - Post Duties and Responsibility
26. PIC - Post-In-Charge
27. PNP - Philippine National Police
28. POI - Program Of Instruction
29. RTC - Re-Training Course
30. SAGSD - Security Agencies and Guards Supervision Division
31. SCA - Specific Control Area
32. SED - Security Executive Director
33. SD - Security Director
34. S/G - Security Guard
35. SIC - Shift In Charge
36. SOs - Security Officers
37. SOP - Standard Operating Procedure
38. SOTC - Security Officer Training Course
39. TESDA - Technical Education and Skills Development Authority
40. TL - Team Leader
41. 11 GOs - Eleven General Orders
42. 5Ws & 1H - What, Where, When, Who, Why, How

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- Animal Production NC II
- Aquaculture NC II
- Automotive Body Painting/Finishing NC II
- Automotive Body Repair NC II
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