



Award in Security Guarding

This newly updated 4-day course is essential for you if you are considering a career in the security industry, and want to work as a:-

- Hospital Security Guard
- Factory Security Guard
- School/College Security Guard
- Shopping Mall/Retail Security Guard
- Public Building Security Guard
- Contract Security Guard

By successfully completing the course you will gain your approved qualification and be eligible to apply for your SIA licence.

Topic

Day 1 - Working in the Private Security Industry

Awareness of the Law in the Private Security Industry
Health and Safety
Fire Safety Awareness
Emergency Procedures
Communication Skills and Customer Care

Day 2 and 3 - Working as a Security Officer

Role of a Security officer
Patrolling
Access control
Searching
Monitoring Systems
The Law
Reporting and record keeping

Day 4 - Conflict Management

Basic principles of conflict management
Understanding the risks
Defusing conflict
Communication Skills
Problem solving strategies
Learning from conflict situations

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Assessment

At the end of the course, there will be a short multi-choice test on each module to assess your knowledge of the units you have been studying. To obtain the Award, and apply for your SIA licence, you must successfully complete all 3 assessments.

Are there any course requirements?

The minimum entry age is 18. ID is essential to sit the exam in line with SIA licensing requirements. You also need to be eligible to work in the UK to obtain an SIA licence

Are there any other costs?

You will need to pay for an SIA licence after you complete the course which currently costs £245. (There is a 50% reduction in the licence cost if you already possess another SIA licence in a different skill, such as Door Supervision)

Do I need to bring anything?

You are required to provide proof of identity in order to sit the exams. Your ID will be checked at the start of the course. Use the table below to check that you have acceptable ID straight away and avoid disappointment on the course. If in doubt, bring your ID in to the college prior to the start of the course to get it checked.

Next Available Start Dates:	Course runs across 2 consecutive weekends Saturday 24th and Sunday 25th March then Saturday 31 st March and Sunday 1 st April 2012
Time:	09.30 - 16.30
Length:	4 days
Venue:	New College Sports Centre, Queens Drive
Cost:	£280 (you may be eligible for a free place if unemployed - please ask for details)
Exam Fee:	Included in course fee
Course Code:	BC8270d
Course Contact;	Contact Fast Forward on 01793 732892

Photographs

Please make sure that you bring with you THREE good-quality colour passport-sized photographs to the exam. One for each unit, including any re-sits. Check your photographs - if they are ones that the SIA will not accept, get new ones that will!

To be accepted, photographs should be full face (without sunglasses and normally without a hat, unless you wear head covering due to your religious beliefs or ethnic background, which is acceptable). If you normally wear prescription spectacles, we would accept a photograph wearing them.

Examples of photos we would accept:



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What if I am unable to provide the correct ID?

You will not be able to sit the examination or submit an application to the SIA. Please contact us immediately to withdraw or request a transfer on to a later course to give yourself time to obtain the required ID. It is sometimes possible to request an exception but this must be arranged with SIA prior to the start of the course. For any questions regarding ID requirements please contact the Exams Department on 01793 611470

Criminality Checks

An important part of the SIA job is to reassure the public by preventing criminals from working within the private security industry. They will assess each applicant's suitability for a licence according to their integrity and professionalism. They do this in accordance with criteria which are rigorous, consistent and fair in their approach.

To get an indication of whether you may or may not meet the criminality criteria, you can use the Criminal Record Indicator on the SIA website. Go to <http://www.sia.homeoffice.gov.uk/Pages/licensing-cri-intro.aspx> and follow the link.

Other useful information

You will need to have the right to work in the UK in order to be able to obtain an SIA licence.

SIA Licensing - How to get an application form

Call the SIA on 0844 8921025 and ask them to send one.

If you have a query about licensing you can write, fax, telephone or e-mail the SIA at:

Security Industry Authority
PO Box 9
Newcastle Upon Tyne
NE82 6YX

Lines are open from 08.00 to 18.00 Monday to Friday.

Telephone: 0844 8921025

Fax: 0844 8920975

E-Mail: info@the-sia.org.uk

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Acceptable Proof of Identification as specified by the SIA

You must provide two documents from Group A OR one document from Group A and two documents from Group B.

(At least one document must show your current address and at least one document must show your date of birth).

tick	Group A
	Signed valid passport (any nationality)
	Signed UK photo driving licence (both parts of the full or provisional licence are required)
	Identity Card (issued only by the UK Home Office)
	Original UK Birth Certificate (issued within 12 months of birth, but not a photocopy)
	UK Adoption Certificate
tick	Group B
	Valid UK firearms licence with photo
	UK Birth Certificate (issued more than 12 months after date of birth, but not a photocopy)
	Marriage Certificate or Civil Partnership certificate (with translation if not English)
	P45 statement of income for tax purposes on leaving a job - issued in the last 12 months
	P60 annual statement of income for tax purposes - issued in the last 12 months
	Bank or Building Society statement issued to current address *(You can use more than one statement as long as each is issued by a different service provider)*
	Mortgage statement - issued in the last 12 months
	Pension, endowment or ISA statement - issued in the last 12 months
	Gas/electric/telephone/water/satellite/cable/mobile phone contract/utility bill from current address (You can only use a maximum of one utility bill)*
	Certificate of British Nationality
	British work permit or Visa - issued in the last 12 months
	A payslip, with your address, and the employers name or logo *
	A credit card statement from current address (You can use more than one statement as long as each is issued by a different service provider)*
	Child Benefit book - issued in the last 12 months
	Court summons - issued in the last 12 months
	Letter from H.M. Revenue & Customs /DWP/Employment Service/local authority (You can use more than one statement as long as each is issued by different Government departments or different local authorities)*
	TV licence in your name and current address - issued in the last 12 months
	Valid EU photo ID card
	Signed UK paper driving licence
	Non UK Birth Certificate (with translation if not in English, but not a photocopy)
	Council Tax statement - issued in the last 12 months

* documentation should be less than 3 months old