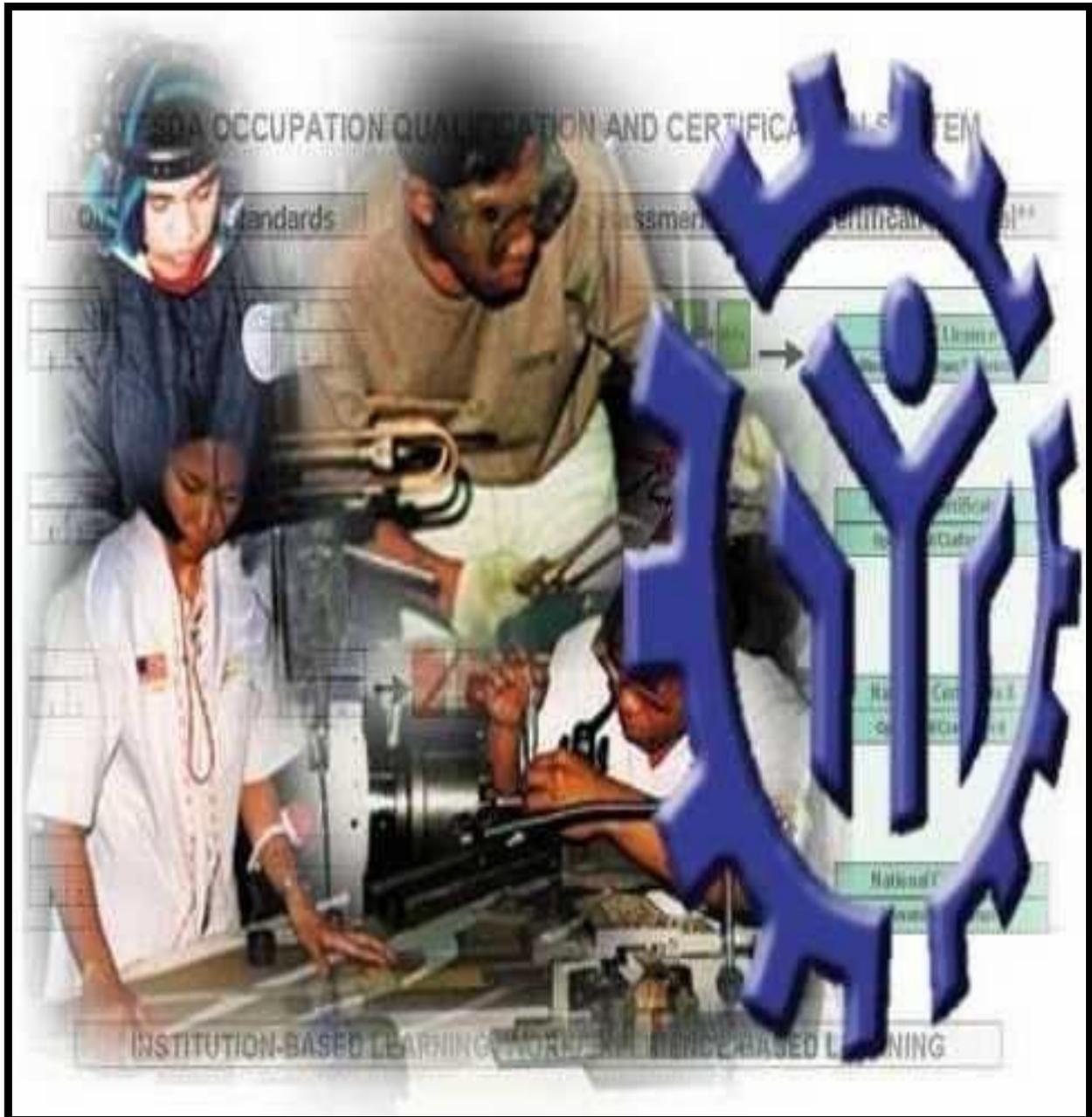


TRAINING REGULATIONS

SECURITY SERVICES NC I



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:

Competency assessment and certification;
Registration and delivery of training programs; and
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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TRAINING REGULATIONS FOR SECURITY SERVICES NC I

SECTION 1 SECURITY SERVICES NC I QUALIFICATION

The **SECURITY SERVICES NC I** Qualification consists of competencies that a person must achieve to perform control system in the workplace, perform basic communication skills, respond to emergency situation, demonstrate marksmanship skills and perform defensive techniques.

The Units of Competency comprising this Qualification include the following:

UNIT CODE BASIC COMPETENCIES

500311101	Receive and respond to workplace communication
500311102	Work with others
500311103	Demonstrate work values
500311104	Practice basic housekeeping procedures

UNIT CODE COMMON COMPETENCIES

HCS315201	Maintain an effective relationship with clients/customers
HCS315202	Manage own performance
HCS315203	Practice professionalism in the security service

UNIT CODE CORE COMPETENCIES

HCS516301	Perform control system in the workplace
HCS516302	Perform basic communication skills
HCS516303	Respond to emergency situation
HCS516304	Demonstrate marksmanship skills
HCS516305	Perform defensive techniques

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 contents of the basic, common and core units of competency required in **SECURITY SERVICES NC I**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : **RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION**

UNIT CODE : **500311101**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Follow routine spoken messages	1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions 1.2 Instructions/information are properly recorded 1.3 Instructions are acted upon immediately in accordance with information received 1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear
2. Perform workplace duties following written notices	2.1 <i>Written notices and instructions</i> are read and interpreted correctly in accordance with organizational guidelines 2.2 Routine written instruction are followed in sequence 2.3 Feedback is given to workplace supervisor based on the instructions/information received

RANGE OF VARIABLES

VARIABLE	RANGE
1. Written notices and instructions	It refers to : 1.1 Handwritten and printed material 1.2 Internal memos 1.3 External communications 1.4 Electronic mail 1.5 Briefing notes 1.6 General correspondence 1.7 Marketing materials 1.8 Journal articles
2. Organizational Guidelines	It may include: 2.1 Information documentation procedures 2.2 Company policies and procedures 2.3 Organization manuals 2.4 Service manual

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 Demonstrated knowledge of organizational procedures for handling verbal and written communications 1.2 Received and acted on verbal messages and instructions 1.3 Demonstrated competency in recording instructions/information
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Knowledge of organizational policies/guidelines in regard to processing internal/external information 2.2 Ethical work practices in handling communications 2.3 Communication process
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Conciseness in receiving and clarifying messages/information/communication 3.2 Accuracy in recording messages/information
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Pens 4.2 Note pads
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Direct Observation 5.2 Oral interview 5.3 Written Evaluation 5.4 Third Party Report
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

UNIT OF COMPETENCY : **WORK WITH OTHERS**

UNIT CODE : **500311102**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes required to develop workplace relationship and contribute in workplace activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Develop effective workplace relationship	1.1 <i>Duties and responsibilities</i> are done in a positive manner to promote cooperation and good relationship 1.2 Assistance is sought from <i>workgroup</i> when difficulties arise and addressed through discussions 1.3 <i>Feedback</i> provided by others in the team is encouraged, acknowledged and acted upon 1.4 Differences in personal values and beliefs are respected and acknowledged in the development
2. Contribute to work group activities	2.1 <i>Support is provided to team members</i> to ensure workgroup goals are met 2.2 Constructive contributions to workgroup goals and tasks are made according to <i>organizational requirements</i> 2.3 Information relevant to work is shared with team members to ensure designated goals are met

RANGE OF VARIABLES

VARIABLE	RANGE
1. Duties and responsibilities	1.1 Job description and employment arrangements 1.2 Organization's policy relevant to work role 1.3 Organizational structures 1.4 Supervision and accountability requirements including OHS 1.5 Code of conduct
2. Work group	2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Feedback on performance	3.1 Formal/Informal performance appraisal 3.2 Obtaining feedback from supervisors and colleagues and clients 3.3 Personal, reflective behavior strategies 3.4 Routine organizational methods for monitoring service delivery
4. Providing support to team members	4.1 Explaining/clarifying 4.2 Helping colleagues 4.3 Providing encouragement 4.4 Providing feedback to another team member 4.5 Undertaking extra tasks if necessary
5. Organizational requirements	5.1 Goals, objectives, plans, system and processes 5.2 Legal and organization policy/guidelines 5.3 OHS policies, procedures and programs 5.4 Ethical standards 5.5 Defined resources parameters 5.6 Quality and continuous improvement processes and standards

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Provided support to team members to ensure goals are met 1.2 Acted on feedback from clients and colleagues 1.3 Accessed learning opportunities to extend own personal work competencies to enhance team goals and outcomes
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 The relevant legislation that affects operations, especially with regards to safety 2.2 Reasons why cooperation and good relationships are important 2.3 Knowledge of the organization's policies, plans and procedures 2.4 Understanding how to elicit and interpret feedback 2.5 Knowledge of workgroup member's responsibilities and duties 2.6 Importance of demonstrating respect and empathy in dealings with colleagues 2.7 Understanding of how to identify and prioritize personal development opportunities and options
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Ability to read and understand the organization's policies and work procedures 3.2 Write simple instructions for particular routine tasks 3.3 Interpret information gained from correspondence 3.4 Communication skills to request advice, receive feedback and work with a team 3.5 Planning skills to organized work priorities and arrangement 3.6 Technology skills including the ability to select and use technology appropriate to a task 3.7 Ability to relate to people from a range of social, cultural and ethnic backgrounds.
4. Resource implications	<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 task
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Direct observations of work activities 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
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency assessment may occur in workplace or any appropriately simulated environment 6.2 Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : **DEMONSTRATE WORK VALUES**

UNIT CODE : **500311103**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitude in demonstrating proper work values.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Define the purpose of work	1.1 One's unique sense of purpose for working and the why's of work are identified, reflected on and clearly defined for one's development as a person and as a member of society. 1.2 Personal mission is in harmony with company's values
2. Apply work values/ethics	2.1 Work values/ethics/concepts are classified and reaffirmed in accordance with the transparent company ethical standards, policies and guidelines. 2.2 Work practices are undertaken in compliance with industry work ethical standards, organizational policy and guidelines 2.3 Personal behavior and relationships with co-workers and/or clients are conducted in accordance with ethical standards, policy and guidelines. 2.4 Company resources are used in accordance with transparent company ethical standard, policies and guidelines.
3. Deal with ethical problems	3.1 Company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct are accessed and applied in accordance with transparent company ethical standard, policies and guidelines. 3.2 Work incidents/situations are reported and/or resolved in accordance with company protocol/guidelines. 3.3 Resolution and/or referral of ethical problems identified are used as learning opportunities.
4. Maintain integrity of conduct in the workplace	4.1 Personal work practices and values are demonstrated consistently with acceptable ethical conduct and company's core values. 4.2 Instructions to co-workers are provided based on ethical, lawful and reasonable directives. 4.3 Company values/practices are shared with co-workers using appropriate behavior and language.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work values/ethics/ concepts	May include but are not limited to: 1.1 Commitment/ Dedication 1.2 Sense of urgency 1.3 Sense of purpose 1.4 Love for work 1.5 High motivation 1.6 Orderliness 1.7 Reliability 1.8 Competence 1.9 Dependability 1.10 Goal-oriented 1.11 Sense of responsibility 1.12 Being knowledgeable 1.13 Loyalty to work/company 1.14 Sensitivity to others 1.15 Compassion/Caring attitude 1.16 Balancing between family and work 1.17 Pakikisama 1.18 Bayanihan spirit/teamwork 1.19 Sense of nationalism
2. Work practices	2.1 Quality of work 2.2 Punctuality 2.3 Efficiency 2.4 Effectiveness 2.5 Productivity 2.6 Resourcefulness 2.7 Innovativeness/Creativity 2.8 Cost consciousness 2.9 5S 2.10 Attention to details
3. Incidents/situations	3.1 Violent/intense dispute or argument 3.2 Gambling 3.3 Use of prohibited substances 3.4 Pilferages 3.5 Damage to person or property 3.6 Vandalism 3.7 Falsification 3.8 Bribery 3.9 Sexual Harassment 3.10 Blackmail
4. Company resources	4.1 Consumable materials 4.2 Equipment/Machineries 4.3 Human 4.4 Time 4.5 Financial resources
5. Instructions	5.1 Verbal 5.2 Written

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 Defined one's unique sense of purpose for working 1.2 Clarified and affirmed work values/ethics/concepts consistently in the workplace 1.3 Demonstrated work practices satisfactorily and consistently in compliance with industry work ethical standards, organizational policy and guidelines 1.4 Demonstrated personal behavior and relationships with co-workers and/or clients consistent with ethical standards, policy and guidelines 1.5 Used company resources in accordance with company ethical standard, policies and guidelines. 1.6 Followed company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct/behavior
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Occupational health and safety 2.2 Work values and ethics 2.3 Company performance and ethical standards 2.4 Company policies and guidelines 2.5 Fundamental rights at work including gender sensitivity 2.6 Work responsibilities/job functions 2.7 Corporate social responsibilities 2.8 Company code of conduct/values 2.9 Balancing work and family responsibilities
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Interpersonal skills 3.2 Communication skills 3.3 Self awareness, understanding and acceptance 3.4 Application of good manners and right conduct
<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 Case studies/Scenarios
<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 Third Party Reports
<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

UNIT OF COMPETENCY : **PRACTICE HOUSEKEEPING PROCEDURES**

UNIT CODE : **500311104**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures 1.2 Unnecessary items are removed and disposed of in accordance with company or office procedures
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures 2.2 Work area is arranged according to job requirements 2.3 Activities are prioritized based on instructions. 2.4 Items are provided with clear and visible identification marks based on procedure 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are reported to immediate supervisor
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area based on procedures 4.2 Work is performed according to standard work procedures 4.3 Abnormal incidents are reported to immediate supervisor
5. Perform work spontaneously	5.1 Work is performed as per instruction 5.2 Company and office decorum are followed and complied with 5.3 Work is performed in accordance with occupational health and safety (OHS) requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Unnecessary items	May include but are not limited to: 1.1 Non-recyclable materials 1.2 Unserviceable tools and equipment 1.3 Pictures, posters and other materials not related to work activity 1.4 Waste materials
2. Identification marks	2.1 Labels 2.2 Tags 2.3 Color coding
3. Decorum	3.1 Company/ office rules and regulations 3.2 Company/ office uniform 3.3 Behavior
4. Minor repair	Minor repair include but not limited to: 4.1 Replacement of parts 4.2 Application of lubricants 4.3 Sharpening of tools 4.4 Tightening of nuts, bolts and screws

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Practiced the basic procedures of 5S
2. Underpinning knowledge and attitudes	2.1 Principles of 5S 2.2 Work process and procedures 2.3 Safety signs and symbols 2.4 General OH&S principles and legislation 2.5 Environmental requirements relative to work safety 2.6 Accident/Hazard reporting procedures
3. Underpinning skills	3.1 Basic communication skills 3.2 Interpersonal skills 3.3 Reading skills required to interpret instructions 3.4 Reporting/recording accidents and potential hazards
4. Resource implications	The following resources MUST be provided: 4.1 Facilities, materials tools and equipment necessary for the activity
5. Method of assessment	Competency may be assessed through: 5.1 Third party report 5.2 Interview 5.3 Demonstration with questioning
6. Context of assessment	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

1. Critical aspects of competency	Assessment requires evidence that the candidate: 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.
2. Underpinning knowledge and attitudes	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

3. Underpinning skills	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
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 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	Competency may be assessed through: 5.1 Written Test 5.2 Demonstration with questioning 5.3 Observation with questioning
6. Context of assessment	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

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	3.1 Client expectations for reliability, punctuality and appearance adhered to. 3.4 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy. 3.5 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

<p>1. Critical aspects of competency</p>	<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.
<p>2. Underpinning knowledge and attitudes</p>	<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
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Capacity to plan and prioritize security work loads and requirements 3.2 Time and task management
<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>	<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

UNIT OF COMPETENCY : **PRACTICE PROFESSIONALISM IN THE SECURITY SERVICE**

UNIT CODE : **HCS516203**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in establishing professionalism in the workplace. It includes his outlook towards his job / roles, responsibilities in the company, demonstration of positive work ethics and values and maintenance of paraphernalia and equipment.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Comprehend and appreciate the job / roles and responsibilities of a worker	1.1 Whole-hearted commitment and involvement are rendered while on the job. 1.2 Full responsibility on the job is assumed willingly. 1.3 Improvement in work methods is formulated and implemented. 1.4 Loyalty is rendered to respective employer. 1.5 Undiminished enthusiasm and high energy level are shown on the job. 1.6 Untarnished integrity is shown at all times. 1.7 High degree of proficiency in skills and knowledge are demonstrated while performing the tasks. 1.8 Cultural practices are respected and followed whenever possible. 1.9 Good rapport with co-workers is established at all times.
2. Maintain professional appearance, security uniforms, paraphernalia and equipment	2.1 Personal appearance is maintained in accordance to company policies and regulations. 2.2 Security uniforms, paraphernalia and equipment maintained in accordance to company policies and regulations. 2.3 Courtesy is maintained in company premises at all times.
3. Maintain area of duty	3.1 Area of duty is kept clean and orderly. 3.2 Company equipment and property is checked in accordance to completeness and its condition. 3.3 Equipment stored according to assignment requirements.
4. Demonstrate positive work ethics and values	4.1 Positive work values are observed at all times. 4.2 Maladaptive behavior is handled tactfully. 4.3 Patience and respect for the feelings of others are demonstrated when dealing with employer. 4.4 Confidentiality is observed when necessary. 4.5 Compliments, complaints, conflicts and criticism are responded appropriately. 4.6 Proper execution of hand salute as prescribed in Section 6 Rule 13 of the 2003 Revised RRI RA No. 5487. 4.7 Courtesy greetings are extended in accordance to Ten Commandments of Human Relations . 4.8 Customer/client needs and expectations are satisfied and recorded in accordance to assignment instructions.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work Values	May include but not limited to: 1.1 Honesty 1.2 Integrity 1.3 Loyalty 1.4 Courtesy 1.5 Discipline
2. Ten Commandments of Human Relations	2.1 Speak to people 2.2 Smile at people 2.3 Call people by name 2.4 Be friendly and helpful 2.5 Be cordial 2.6 Be genuinely interested in people 2.7 Be generous with praise 2.8 Be considerate with feelings of others 2.9 Be thoughtful of the opinions of others 2.10 Be alert to give service
3. Customer/client's needs	3.1 Information 3.2 Signage 3.3 Security 3.4 Advisory 3.5 Offices/Personnel 3.6 Product Lines

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 Comprehended and appreciated the job/roles and responsibilities of worker. 1.2 Maintained professional appearance, security uniforms, paraphernalia and equipment. 1.3 Maintained area of duty. 1.4 Demonstrated positive work ethics and values. 1.5 Maintained courtesy in company premises.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 R.A. 5487 as amended 2.2 Gun Safety Rules 2.3 Handling and 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 Protocol Usage 2.17 Relevant legal, licensing and employer requirements for the safe carrying, storage and use of firearms 2.18 Client Instructions/Regulations 2.19 Value Formation 2.20 Proper Wearing of Uniform Social Awareness 2.22 Criminal Justice System 2.23 Leadership Concept 2.24 Firefighting Drills 2.25 Uniform and personal grooming requirements of the employer 2.26 Occupational Health and Safety Requirement for the assignment 2.27 Assignment Instructions 2.28 Communication (Report Writing, Radio Language) 2.29 Legal Aspects 2.30 Gender Awareness and Development

3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Comprehending and appreciating the job/roles and responsibilities of a worker. 3.2 Maintaining professional appearance, security uniforms, paraphernalia and equipment. 3.3 Maintaining area of duty. 3.4 Demonstrating positive work ethics and values 3.5 Maintaining courtesy in company premises 3.6 Firearms handling skills 3.6 Interpersonal communication skills required in client contract assignments 3.7 Attending to detail when complying client/employer checklist 3.8 Customer service skills required to meet client / customer needs 3.9 Telephone Ethics and Practices 3.10 Reporting Skills (Oral/Written) 3.11 Maintaining Records 3.12 Ability to respond to crisis situation
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 4.6 Access to firing range 4.7 Security Procedures and Manuals 4.8 Equipment manufacturers' operating specifications and guidelines
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning 5.3 Written Test / Examination
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Security Training Schools 6.2 Client Premises 6.3 On-Site 6.4 Assessment activities are carried out through TESDA/PNP accredited assessment centers/venues by using closely simulated workplace environment. 6.5 Assessment should be conducted in a simulated environment where work functions are undertaken and assessed under specially prepared, conditions, including in confined spaces or public places.

CORE COMPETENCIES

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

UNIT OF COMPETENCY : **PERFORM CONTROL SYSTEM IN THE WORKPLACE**

UNIT CODE : **HCS516301**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in performing control system in the workplace including procedures and policies in monitoring.

ELEMENT	PERFORMANCE CRITERIA
	<i>Italicized terms</i> are elaborated in the Range of Variables
1. Check persons entering and leaving the premises	<p>1.1 Personnel entering the premises identified in accordance with company policies/procedures.</p> <p>1.2 Visitors' data registered in accordance with company policies/procedures.</p> <p>1.3 Personnel identification checked in accordance with company policies/procedures.</p> <p>1.4 Purpose of visit verified in accordance with company policies/procedures.</p> <p>1.5 Body frisking conducted in accordance with standard operating procedures.</p> <p>1.6 Bags and baggage inspected in accordance with standard operating procedures.</p> <p>1.7 Visitors ID and Pass Slip issued in accordance with standard operating procedures.</p> <p>1.8 Visitor/s directed or escorted to destination in accordance with standard operating procedures.</p> <p>1.9 Person/s leaving the premises inspected in accordance with standard operating procedures.</p>
2. Check vehicles entering and leaving the premises	<p>2.1 Vehicle/s entering the premises identified in accordance with company policies/procedures.</p> <p>2.2 Vehicle/s registered in accordance with company policies/procedures.</p> <p>2.3 Driver and passengers' identification checked in accordance with company policies/procedures.</p> <p>2.4 Purpose of visit verified in accordance with company policies/procedures.</p> <p>2.5 Vehicle/s inspected in accordance with standard operating procedures.</p> <p>2.6 Car pass/es issued in accordance with standard operating procedures.</p> <p>2.7 Vehicle/s directed to destination and parking area in accordance with standard operating procedures.</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
	2.8 Vehicle/s leaving the premises inspected in accordance with standard operating procedures.
3. Check properties entering and leaving the premises	3.1 Properties entering/leaving the premises classified in accordance with company policies. 3.2 Documentation of properties entering and leaving the premises checked in accordance with company policies. 3.3 Properties verified and accounted in accordance with documents and company policies. 3.4 Property pass checked and verified in accordance with company policies.
4. Check parking arrangement	4.1 Vehicles are checked if parked in accordance with parking arrangements/assignments. 4.2 Check if parking signages are followed in accordance with company policies.
5. Check barriers	5.1 Types of barriers determined in accordance with standard operating procedures. 5.2 Barriers are checked if in operational condition and in accordance with standard operating procedures. 5.3 Vulnerable areas are identified in accordance with standard operating procedures.

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. Visitors	2.1 Sales Representatives 2.2 Contractors 2.3 Emergency Services 2.4 Utility Company
3. Vehicles	3.1 Organic 3.2 Non-Organic 3.3 Size
4. Passenger's ID	4.1 Name of Passenger 4.2 Name of Employer 4.3 Address of Employer 4.4 Contact Number
5. Purpose of Visit	5.1 Official 5.2 Personal
6. Parking Area	6.1 Organic 6.2 Non-Organic
7. Properties	7.1 Deliveries 7.2 Luggage 7.3 Baggage 7.4 Bags 7.5 Parcels
8. Documentation	8.1 Invoice 8.2 Delivery Receipts 8.3 Purchase Orders 8.4 Gate Pass 8.5 Tally-Out
9. Types of Barriers	9.1 Working Systems 9.2 Traffic Barriers 9.3 Electronic Access Doors 9.4 Shutters and Gates

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 Checked persons entering and leaving the premises. 1.2 Checked vehicles entering and leaving the premises. 1.3 Checked properties entering and leaving the premises. 1.4 Checked parking arrangement. 1.5 Checked barriers.
<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 Radio Communication 2.39 Legal Aspect 2.40 Gender Awareness and Development
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Checking persons entering/leaving the premises 3.2 Checking vehicles entering/leaving the premises 3.3 Reporting untoward incidents and observations 3.4 Controlling entry in restricted area 3.5 Marksmanship 3.6 Defensive Tactics

	<ul style="list-style-type: none"> 3.7 Report Writing Skills 3.8 Communicating Skills 3.9 Monitoring Skills 3.10 Securing the area 3.11 Observing and identifying suspicious movements 3.12 Roving 3.13 Securing and Inspecting Skills 3.14 Bomb Threat 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 may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning 5.3 Written Test/Examination
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 : **PERFORM BASIC COMMUNICATION SKILLS**

UNIT CODE : **HCS516303**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in performing basic communication skills.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare written reports	1.1 Supplies, materials and equipment are prepared in accordance with standard operating procedures. 1.2 Reports are prepared in accordance with the recommended format. 1.3 Reports are prepared is in accordance with standard operating procedures.
2. Transmit reports	3.1 Communication equipment is prepared in accordance with manufacturers' instruction. 3.1 Communication equipment is used in accordance with unit specification. 3.1 Communication call signs and language are used in accordance with transmitting messages procedures. 3.1 Communication courtesy are observed/applied in accordance with transmitting messages procedures. 2.5 Communication equipment are stored in a safe place as per standard operating procedures.
3. Demonstrate and interpret hand signals	3.1 Hand signals are demonstrated and interpreted in accordance with standard operating procedures.
4. Maintain security logbook	4.1 Accurate and detailed report of facts and events in the guard post is properly signed by the guard on duty. 4.2 Events and facts are recorded in chronological order. 4.3 Security logbook is properly signed by both guards during turn-over. 4.4 Confidentiality of information is maintained at all times. 4.5 Proper safekeeping of security logbook is maintained in accordance with organizational guidelines.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Report	1.1 Incident /Spot report 1.2 Violations Report 1.3 Information Report 1.4 Security Equipment Report 1.5 Explanation Report 1.6 Daily Activity Report
2. Communication Equipment	2.1 Hand Held Radio 2.2 Telephone 2.3 Cell phones 2.4 Intercom 2.5 Writing Paraphernalia
3. Call Signs and Languages	3.1 Ten (10) Codes 3.2 Phonetics Language 3.3 Radio Language
4. Messages	4.1 Memorandum 4.2 Circulars, Directives, Orders (Verbal or Written) 4.3 Guidelines and Policies
5. Hand Signals	5.1 Traffic Signals

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Prepared written reports 1.2 Followed written report format 1.3 Prepared supplies, materials and equipment 1.4 Transmitted reports 1.5 Prepared communication equipment 1.6 Used communication call signs and languages 1.7 Followed transmitting message procedures 1.8 Followed communication equipment storage procedures 1.9 Demonstrated and interpreted hand signals 1.10 Maintained security logbook
2. Underpinning knowledge and attitudes	2.1 R.A. 5487 as amended 2.2 Sources of Information 2.3 Kinds of Report 2.4 Customer Relations 2.5 Human Relations 2.6 Log/Note Taking 2.7 Elements of Good Report 2.8 Qualities of Good Report 2.9 Parts of a Report 2.10 Protocol Usage 2.11 Value Formation 2.12 Leadership Concept 2.13 Assignment Instruction 2.14 Communication Codes 2.15 Operation of Communication Equipment 2.16 Control System Operation 2.17 Client's Instruction

	<ul style="list-style-type: none"> 2.18 Company's Physical Lay-Out 2.19 Building Security Procedures 2.20 Legal Aspect 2.21 Gender Awareness and Development
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing written reports 3.2 Preparing supplies, materials and equipment 3.3 Transmitting reports using communication equipment 3.4 Preparing communication equipment 3.5 Following communication equipment installation procedures 3.6 Using communication call signs and languages 3.7 Demonstrating and interpreting hand signals 3.8 Monitoring skills 3.9 Securing area 3.10 Observing suspicious movements 3.11 Communicating clearly with client's/customers 3.12 Giving instructions 3.13 Directing traffic 3.14 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 may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning 5.3 Written Test/Examination
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 : **RESPOND TO EMERGENCY SITUATIONS**

UNIT CODE : **HCS516303**

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Check emergency preparedness plan	1.1 Functions/roles of security guards during emergencies are checked in accordance with the emergency preparedness plan . 1.2 Status of emergency is verified in accordance with standard operating procedures (SOPs).
2. Check emergency alarm system	2.1 Alarm system is located and checked as per unit's specification. 2.2 Alarm system is monitored in the company premises in accordance with standard operating procedures (SOPs). 2.3 Observations are noted in accordance with standard operating procedures (SOPs).
3. Check emergency equipment	3.1 Emergency equipment is located and checked in accordance with standard operating procedures (SOPs). 3.2 Operational condition of emergency equipment is checked in accordance with standard operating procedures (SOPs). 3.3 Emergency equipment availability are checked in accordance with standard operating procedures (SOPs). 3.4 Use of emergency equipment is demonstrated in accordance with manufacturer's instruction.
4. Receive and record threats	4.1 Function/role are checked in accordance with standard operating procedures (SOPs). 4.2 Threat received are recorded and reported in accordance with standard operating procedures (SOPs).
5. Apply first aid procedures	5.1 First aid procedures are applied to injuries following safety guidelines and procedures. 5.2 Personal belongings of injured victims checked as per standard operating procedures (SOPs). 5.3 Personal identification of victims is checked and verified in accordance with standard operating procedures. 5.4 Assistance for other people in the area of responsibility (AOR) is requested if necessary and in accordance with standard operating procedures.
6. Follow instructions during emergency	6.1 Evacuation areas are sealed off and isolated in accordance with standard operating procedures. 6.2 Direction and control of escape routes are provided based on company requirements. 6.3 Onlookers/crowds/other persons are controlled and kept at a safe distance from the emergency area and in accordance with standard operating procedures. 6.4 Emergency areas are secured and protected in accordance with standard operating procedures. 6.5 Injured and sick evacuees are brought to a secured and safe place in accordance with standard operating procedures. 6.6 Lateral coordination is made in accordance with standard operating procedures (SOPs).

RANGE OF VARIABLES

VARIABLE	RANGE
1. Emergency Plan	1.1 Types of emergencies 1.2 Physical layout of the company 1.3 Observation, description, identification control 1.4 Security and safety inspection 1.5 Communication flow/protocol
2. Emergencies	2.1 Bomb Threat 2.2 Civil Disturbance 2.3 Earthquake 2.4 Fire 2.5 Hold-Up/Robbery 2.6 Hostage Situation 2.7 Riot
3. Alarm System	3.1 Megaphone 3.2 Fire Alarm
4. Emergency Equipment	4.1 ABC Fire Extinguishers 4.2 Axe 4.3 Fire Hose 4.4 Water Pail 4.5 Rubber Coat 4.6 Protective Helmet 4.7 Rubber Boots 4.8 Search Light 4.9 First aid Kits 4.10 Stretcher 4.11 Rope 4.12 Ladder 4.13 Communication Equipment
5. Threats	5.1 Natural 5.1.1 Typhoons 5.1.2 Floods 5.1.3 Volcanic Eruptions 5.1.4 Earthquakes 5.1.5 Hurricanes 5.1.6 Tornados 5.1.7 Forest Fires 5.2 Man-Made 5.2.1 Fires 5.2.2 Transportation Accidents 5.2.3 Civil Disturbances 5.2.4 Bomb Threats 5.2.5 Sabotage 5.2.6 Hostage Taking

VARIABLE	RANGE
6. Injuries	6.1 Back Injury 6.2 Bleeding 6.3 Broken Bones 6.4 Burns 6.5 Choking 6.6 Dislocation 6.7 Fractures 6.8 Heart Attack 6.9 Heart Stops 6.10 Heat Exhaustion 6.11 Shock 6.12 Sprains 6.13 Strains 6.14 Snake Bites 6.15 Unconsciousness 6.16 Wounds

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 Checked emergency preparedness plan 1.2 Checked emergency alarm system 1.3 Checked emergency equipment 1.4 Receive and recorded threats 1.5 Applied first aid procedures 1.6 Followed instructions during emergencies
<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 Human Relations 2.4 Log/Note Taking 2.5 First Aid 2.6 Bomb Awareness 2.7 Contingency Plan (Typhoon, Earthquake, Fire, Strikes) 2.8 Basic Life Support 2.9 Hygiene and Sanitation 2.10 Personal Hygiene 2.11 Protocol Usage 2.12 Telephone Ethics 2.13 Proper Wearing of Uniform 2.14 Criminal Justice System 2.15 Leadership Concept 2.16 Firefighting Drills 2.17 Assignment Instructions 2.18 Alarm Systems and Locations 2.19 Communication Codes 2.20 Operation of Communication Equipment 2.21 Control System Operation 2.22 Client's Instructions 2.23 Legal Aspect
<p>3. Underpinning skills</p>	<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 Report Writing Skills 3.8 Communicating Skills 3.9 Monitoring Skills 3.10 Securing area 3.11 Observing suspicious movements 3.12 Describing/identifying suspicious movements 3.13 Communicating clearly with clients/customers 3.14 Following instructions 3.15 Conducting Search (Baggage, Vehicles, Loads) 3.16 Directing Traffic 3.17 Records Keeping

<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 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
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning 5.3 Written Test/Examination
<p>6. Context of assessment</p>	<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 : **DEMONSTRATE MARKSMANSHIP**

UNIT CODE : **HCS516304**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in demonstrating marksmanship.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Check operational condition of the firearm	1.1 <i>Firearms nomenclature</i> is identified and distinguished as manufacturer's specification. 1.2 Operational condition of firearm is checked in accordance with standard operating procedures. 1.3 Firearm is handled in accordance with <i>firearm safety rule and other related firearms laws.</i>
2. Demonstrate different firing positions	2.1 Firearm is handled in accordance with firearm safety rule. 2.2 <i>Firing positions</i> are demonstrated in accordance with SOPs.
3. Demonstrate dry fire procedures	3.1 Firearm is handled in accordance with firearm safety rule. 3.2 Safety instructions are received and complied in accordance with SOPs. 3.3 Dry fire is demonstrated in accordance with actual <i>firing procedures.</i>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Firearms Nomenclature	1.1 Handgun Nomenclature (Automatic Pistol) <ul style="list-style-type: none"> 1.1.1 Barrel 1.1.2 Front Sight 1.1.3 Grip Safety 1.1.4 Hammer 1.1.5 Magazine 1.1.6 Magazine Release 1.1.7 Muzzle 1.1.8 Rear Sight 1.1.9 Safety 1.1.10 Slide 1.1.11 Trigger 1.1.12 Trigger Guard 1.2 Handgun Nomenclature (Revolver) <ul style="list-style-type: none"> 1.2.1 Barrel 1.2.2 Breech 1.2.3 Cylinder 1.2.4 Cylinder Latch 1.2.5 Extractor Lock 1.2.6 Frame 1.2.7 Front Sight 1.2.8 Grip 1.2.9 Hammer 1.2.10 Muzzle 1.2.11 Rear Sight 1.2.12 Trigger 1.2.13 Trigger Guard 1.3 Long Arm Nomenclature (Rifle) <ul style="list-style-type: none"> 1.3.1 Barrel 1.3.2 Bolt 1.3.3 Butt Plate 1.3.4 Front Sight 1.3.5 Magazine 1.3.6 Magazine Release 1.3.7 Muzzle 1.3.8 Rear Sight 1.3.9 Sling 1.3.10 Trigger 1.3.11 Trigger Guard 1.4 Long Arm Nomenclature (Shotgun) <ul style="list-style-type: none"> 1.4.1 Barrel 1.4.2 Butt 1.4.3 Butt Plate 1.4.4 Front Sight 1.4.5 Magazine 1.4.6 Muzzle 1.4.7 Pump 1.4.8 Rear Sight 1.4.9 Safety 1.4.10 Trigger 1.4.11 Trigger Guard

VARIABLE	RANGE
2. Gun Safety Rules and Other Related Laws	<p>2.1 Gun Safety Rules</p> <p>2.1.1 Never use your firearm unless it is to protect your life or the life of someone you have a responsibility to protect from a deadly attack.</p> <p>2.1.2 Always consider that a gun is loaded. Check for yourself. Do not rely on others.</p> <p>2.1.3 Always inspect your gun and clean it regularly.</p> <p>2.1.4 Always put in mind that your authority is to carry your gun on duty. It may authorize you to transport your gun from work to your office and back. You are not authorized to use gun for anything other than your security work.</p> <p>2.1.5 Do not leave your gun unattended for any person to pick up.</p> <p>2.1.6 Use the proper ammunition which is intended only for your gun.</p> <p>2.1.7 Always report to your supervisor or employer any defect in the gun or ammunition you are using.</p> <p>2.1.8 Never play or practice quick draw with your gun as this only render the gun defective.</p> <p>2.2 Other Related Laws</p> <p>2.2.1 Offenses involving the use of firearm, parts of firearms, ammunition and explosives with their respective penalties as provided for by law: Amendments are based on RA 9294 (Amending PD No. 1866)</p>
3. Firing Positions	<p>3.1 Kneeling</p> <p>3.2 Prone</p> <p>3.3 Standing</p> <p>3.4 Squatting</p>
4. Firing Procedures	<p>4.1 Handgun</p> <p>4.1.1 Loading</p> <p>4.1.2 Firing</p> <p>4.1.3 Unloading</p> <p>4.1.4 Care and Cleaning</p> <p>4.2 Long Arm (12 Gauge Shotgun)</p> <p>4.2.1 Make long arm safe</p> <p>4.2.2 Release Safety</p> <p>4.2.3 Load Chamber</p> <p>4.2.4 Firing</p> <p>4.2.5 Remove Loaded Shell from Chamber Remove Leaded Shell from Magazine</p> <p>4.2.6 Care and Cleaning</p>

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Checked operational condition of the firearm. 1.2 Identified and distinguished firearms nomenclature. 1.3 Handled firearms in accordance with firearm safety rules and other related firearms laws. 1.4 Demonstrated different firing positions. 1.5 Demonstrated dry fire procedures.
2. Underpinning knowledge and attitudes	<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 First Aid 2.5 Marksmanship 2.6 Hygiene and Sanitation 2.7 Personal Hygiene 2.8 Use of Firearms 2.9 Protocol Usage 2.10 Proper Wearing of Uniform 2.11 Leadership Concept 2.12 Assignment Instructions
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Handling Firearms 3.2 Marksmanship 3.3 Defensive Tactics 3.4 Gathering security related information 3.5 Following firearm security rules 3.6 Demonstrating different firing positions 3.7 Following dry fire procedures
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 may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning 5.3 Written Test/Examination
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 : **PERFORM DEFENSIVE TECHNIQUES**

UNIT CODE : **HCS516305**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in performing defensive techniques.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Demonstrate disarming techniques	1.1 Personal safety equipment is prepared in accordance with standard operating procedures. 1.2 Warm-up exercises are performed in accordance with standard operating procedures. 1.3 <i>Disarming techniques</i> are demonstrated in accordance with standard operating procedures. 1.4 <i>Martial arts equipment</i> and personal safety equipment are stored in accordance with standard operating procedures.
2. Demonstrate use of baton	2.1 Personal safety equipment is prepared in accordance with standard operating procedures. 2.2 Warm-up exercises are performed in accordance with standard operating procedures. 2.3 Baton is used in accordance with arnis techniques. 2.4 Martial arts equipment and personal safety equipment are stored in accordance with standard operating procedures.
3. Demonstrate use of handcuff	3.1 Personal safety equipment is prepared in accordance with standard operating procedures. 3.2 Warm-up exercises are performed in accordance with standard operating procedures. 3.3 <i>Handcuff</i> is used in accordance with law enforcement standards. 3.4 Personal safety equipment are stored in accordance with standard operating procedures.
4. Demonstrate the use of stun devices	4.1 Personal safety equipment is prepared in accordance with standard operating procedures. 4.2 Warm-up exercises are performed in accordance with standard operating procedures. 4.3 <i>Stun devises</i> are used in accordance with law enforcement standards. 4.4 Personal safety equipment is stored in accordance with standard operating procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Disarming Techniques	1.1 Balances and Stances 1.2 Safety Positions 1.3 Punching, Blocking and Kicking Techniques 1.4 Hold and Release Techniques 1.5 Hold and Counter Hold Techniques 1.6 Hold and Take Down Techniques 1.7 Arresting Techniques 1.8 Weaponry Techniques: 1.8.1 Knife Defense 1.8.2 Enemy Grabbing Weapon Techniques
2. Martial Arts Safety Equipment	2.1 Kimono 2.2 Dummy Knife and Gun 2.3 Matting or Its Equivalent 2.4 Safety Head Gear 2.5 Martial Arts Armour Vest 2.6 Martial Arts Gloves 2.7 Leg and Arm Protector
3. Handcuff Uses	3.1 Handcuffing techniques 3.2 Single Man Handcuffing Techniques 3.3 Positioning Techniques
4. Stun Devices	4.1 Types 4.1.1 Electronic 4.1.2 Manual 4.2 Uses 4.2.1 In accordance with manufacturers instructions

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 Demonstrated disarming techniques 1.2 Demonstrated use of baton 1.3 Demonstrated use of handcuffs 1.4 Demonstrated use of stun devices 1.5 Prepared personal safety equipment 1.6 Prepared martial arts safety equipment 1.7 Stored personal safety equipment 1.8 Stored martial arts safety equipment
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 R.A. 5487 as amended 2.2 Log/Note Taking 2.3 Defense Tactics 2.4 First Aid 2.5 Hygiene and Sanitation 2.6 Personal Hygiene 2.7 Baton Use, Care and Handling Procedures 2.8 Handcuffs Use, Care and Handling Procedures 2.9 Stun Devices Use, Care and Handling Procedure 2.10 Martial Arts Equipment, Use, Care and Handling 2.11 Leadership Concept
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Defensive Tactics 3.2 Defensive Tactics 3.3 Monitoring Skills 3.4 Securing area 3.5 Observing suspicious movements 3.6 Describing/identifying movements 3.7 Communicating clearly with clients/customers 3.8 Giving instructions 3.9 Records Keeping
<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 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
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning 5.3 Written Test/Examination
<p>6. Context of assessment</p>	<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

SECTION 3 TRAINING STANDARDS

This set of standards provides Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for certain Qualifications.

This includes information on curriculum design; training delivery; trainee entry requirements; tools and equipment; training facilities; and trainers qualification.

3.1 CURRICULUM DESIGN

Course Title: **SECURITY SERVICES**

NC Level: **NC I**

Nominal Training Duration : **28 Hrs. (Basic)**
36 Hrs. (Common)

Course Description:

This course is designed to enhance the knowledge, skills and desirable work attitude in **Security Services NC I**. It covers the basic, common and core competencies.

BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Receive and respond to workplace communication	1.1 Explain routinary speaking & messages in a workplace 1.2 Follow routinary speaking & message 1.3 Perform work duties following written notices	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Interviews/questioning • Observation
2. Work with others	2.1 Develop effective workplace relationship 2.2 Contribute to work group activities	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Interviews/questioning • Demonstration • Observation
3. Demonstrate work values	3.1 Define the purpose of work 3.2 Apply work values/ethics 3.3 Deal with ethical problems 3.4 Maintain integrity of conduct in the workplace	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/questioning
4. Practice housekeeping procedures	4.1 Sort and remove unnecessary items 4.2 Arrange items 4.3 Maintain work areas, tools and equipment 4.4 Follow standardize work process and procedures 4.5 Perform work spontaneously	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/questioning

COMMON COMPETENCIES

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Group discussion • Lecture • Role Playing • Simulation 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
3. Practice professionalism in the security service	3.1 Comprehend and appreciate the job / roles and responsibilities of a worker 3.2 Maintain professional appearance, security uniforms, paraphernalia and equipment 3.3 Maintain area of duty 3.4 Demonstrate positive work ethics and values	<ul style="list-style-type: none"> • Discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ questioning

CORE COMPETENCIES

Course Title: **SECURITY SERVICES**

NC Level: **NC I**

Nominal Training Duration: **106 Hrs.**

Course Description:

This course is designed to enhance the knowledge, skills and attitude of security guards in accordance with industry standards. It covers core competencies on performing control system in the workplace, performing basic communication skills, responding to emergency situations, demonstrating marksmanship skills, performing defensive techniques.

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform control system in the workplace	1.1 Check persons entering and leaving the premises 1.2 Check vehicle entering and leaving the premises 1.3 Check properties entering and leaving the premises 1.4 Check barriers	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
2. Perform basic communication skills	2.1 Prepare written reports 2.2 Transmit reports 2.3 Demonstrate and interpret hand signals 2.4 Maintain logbook recordings	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
3. Respond to emergency situation	3.1 Follow emergency preparedness plan 3.2 Check emergency equipment 3.3 Receive and record threats 3.4 Apply first aid procedures	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
4. Demonstrate marksmanship	4.1 Check operational condition of firearms 4.2 Demonstrate marksmanship skills in different positions	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Examination • Demonstration with oral questioning • Observation with oral questioning
5. Perform defensive techniques	5.1 Demonstrate disarming techniques 5.2 Demonstrate use of baton 5.3 Demonstrate use of handcuff 5.4 Demonstrate the use of stun devices	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration • Practical Exercises 	<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 or strategy in which students plan, implement and evaluate projects that have real world applicants.

3.3 TRAINEE ENTRY REQUIREMENTS

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

- Filipino citizen;
- High School Graduate;
- Physically and mentally fit;
- Not less than eighteen (18) years of age nor more than fifty (50) years of age (for new applicants and SGs in non-supervisory position; and
- Has undergone a pre-licensing training course or its equivalent

3.4 TOOLS, EQUIPMENT AND MATERIALS

Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for Security Services NC I 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 set	Computer Table	1 unit	Computer	1 unit	White Board
1 pc.	Telephone	1 unit	Typewriter	2 pcs.	Whiteboard Marker
1 pc.	Wall Clock	1 unit	Electric fan	12 pcs.	Transparency acetate
1 set	Search light	1 unit	Air con	1 pc.	Target board/sheet
10 pcs.	Traffic vests/ gloves	1 unit	Overhead Projector	1 pc.	Target stand
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		

TOOLS		EQUIPMENT		MATERIALS	
		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 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

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

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 I TRAINER QUALIFICATION

- 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

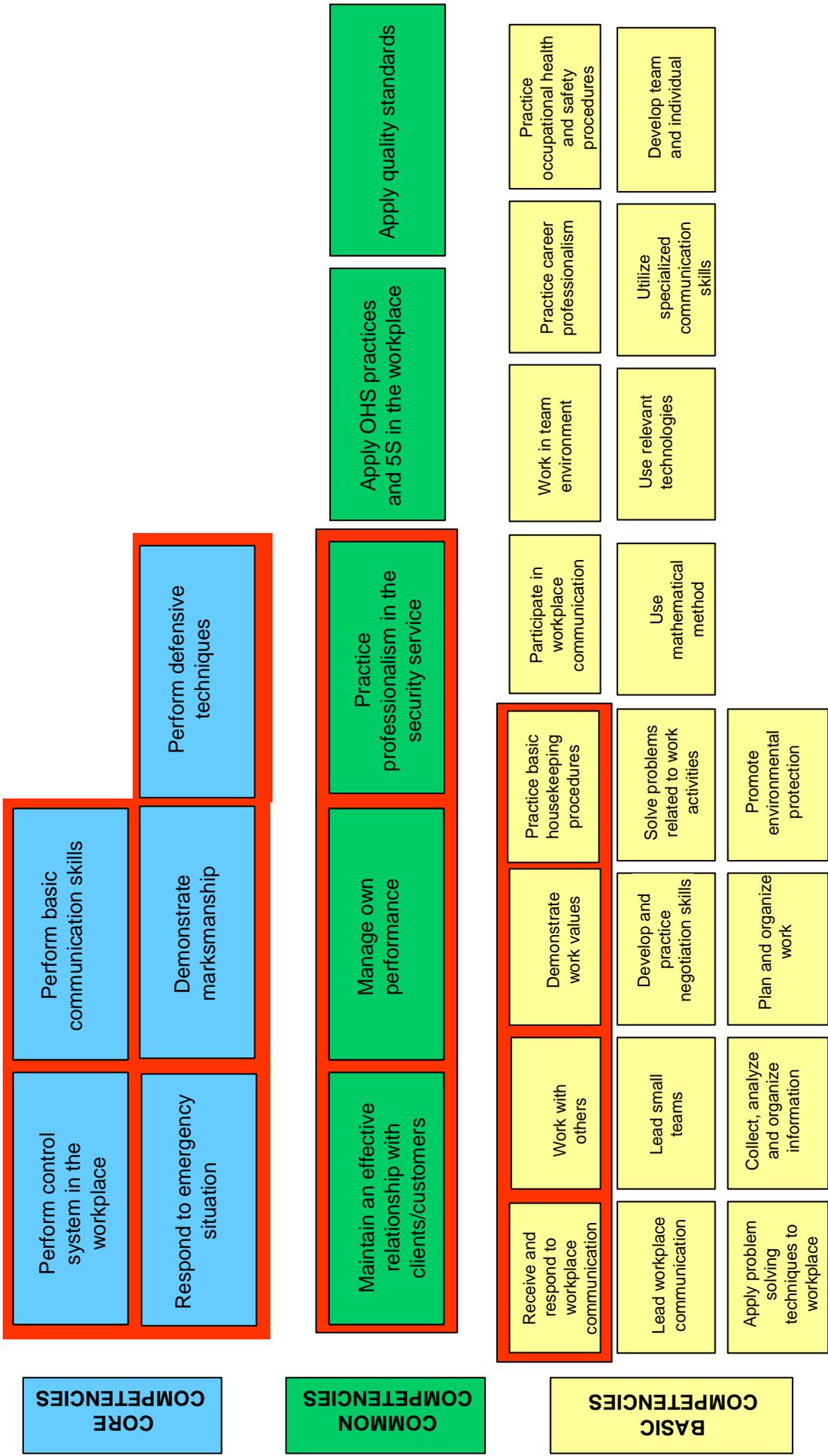
3.7 INSTITUTIONAL ASSESSMENT

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 I, 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 tool 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:
 - 4.2.1 Graduates of formal, non-formal and informal including enterprise-based training programs
 - 4.2.2 Experienced Workers (wage employed or self-employed)
- 4.4 Reassessment is allowed only after one month from the date of assessment. Reassessment for a National Certificate shall be done only on the task/s that the candidate did not successfully achieve.
- 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 may be nominated by the industry for accreditation as competency assessor.
- 4.7 Only accredited competency assessors are allowed to conduct 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 center. The performance assessment (demonstration of competence), however, may be done in any venue or 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.

**COMPETENCY MAP
SECURITY SERVICES NC I**



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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