

Revision made by NSDA\_25 May 2015

**QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**

**Name and address of submitting body:**

Security Sector Skill Development Council (SSSDC)

305 City Court, Sikenderpur, MG Road, Gurgaon - 122002

**Name and contact details of individual dealing with the submission**

Name: Colonel Utkarsh Singh Rathore (Retd)

Position in the organisation: Principal (Standards & Quality Assurance)

Address if different from above: Same as above

Tel number(s): T: +91-124-4937450, Fax: +91-124-4937499, M: +91-9540645355

E-mail address: principal.sqa@sssd.in

**List of documents submitted in support of the Qualifications File**

1. Career map of Armed Security Guard - Annexure 1
2. QP – SSS/Q0201 – Armed Security Guard - Annexure 2

## QUALIFICATION FILE SECTION 1

### SUMMARY

<b>Qualification Title</b>	Armed Security Guard		
<b>Body/bodies which will assess candidates</b>	<ul style="list-style-type: none"> <li>• Aspiring Minds Assessments Pvt Ltd</li> <li>• CAPSI Assessments &amp; Certification</li> <li>• India Skills Pvt Ltd</li> <li>• Multi Skills Assessors Guild</li> <li>• Private Eye (P) Ltd</li> <li>• Trend Setters Skills Assessors</li> </ul>		
<b>Body/bodies which will assess candidates</b>	Security Sector Skill Development Council		
<b>Body/bodies which will award the certificate for the qualification.</b>	Security Sector Skill Development Council		
<b>Occupation(s) to which the qualification gives access</b>	Armed Security Guard		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Anticipated volume of training/ learning required to complete the qualification.</b>	160 hours		
<b>Entry requirements / recommendations.</b>	10 th Standard		
<b>Progression from the qualification.</b>	Armed Security Guard (Career progression for an Armed Security Guard with due learning and experience is Security Supervisor)		
<b>Planned arrangements for RPL.</b>	RPL protocols prepared and shared with the PSS		
<b>International comparability where known.</b>	Nil		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
SSS/N0201 - Security tasks in accordance with basic security practices	Mandatory	20	4
SSS/N0202 - Observe safety norms while handling firearms	Mandatory	15	4
SSS/N0203 – Deal with security situations warranting use of firearms	Mandatory	25	4
SSS/N0204 - Provide private armed guarding service to people, property and premises	Mandatory	10	4
SSS/N0205 – Support guarding duties with licenced firearms	Mandatory	10	4
SSS/N0206 – Carryout routine armed guarding duties	Mandatory	10	4
SSS/N0207 – Support cash and valuables-in-transit operations	Mandatory	10	4
SSS/N0208 – Armed guarding duties in commercial deployments	Mandatory	6	4

SSS/N0209 – Armed guarding duties in industrial deployments	Mandatory	6	4
SSS/N0210 - Positive projection of self and the organisation	Mandatory	20	4
SSS/N0102 - Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act - 2005 when undertaking security tasks	Mandatory	10	4
SSS/N0108 - Health and safety	Mandatory	18	4

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

1. Qualification Pack (SSS/Q0201) for Armed Security Guard – Annexure 2

## SECTION 1

### ASSESSMENT

#### Name of assessment body:

If there will be more than one assessment body (AB) for this qualification, give details.

- India Skills Pvt Ltd, C – 147, Lajpat Nagar 1, Delhi. 110024
- Multi Skills Assessors Guild, A-313 (BM) Defence Colony, New Delhi 110024
- Aspiring Minds Assessments Pvt Ltd, 323 Phase 2, Udyog Vihar, Gurgaon, Haryana
- Trend Setters Skills Assessors, Unit 340, Tower B-3, Spaze IT Park, Sector-49, Sohna Road, Gurgaon - 122018
- CAPSI Assessments & Certification, 276 Sultan Sadan, West End Marg, SaidullahJab, New Delhi - 110030
- Private Eye (P) Ltd, 30/9, 80 feet Road, Indiranagar, Bangalore 560038

#### Will the assessment body be responsible for RPL assessment?

Yes.

The RPL assessment will be carried out through screening, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates

#### Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment is done through third parties who are affiliated to SSSDC as Assessment Body. Assessors are trained & certified by SSSDC through Train the Trainers (T3) program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and

Where appropriate, any supplementary criteria used to make a judgement on the level of performance. The assessment is conducted through theory, viva voce and practical.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

1. SSSDC Protocol on Accreditation of Assessment Bodies in PSS – Annexure 3
2. SSSDC Protocol on Assessment and Certification of existing workforce of the PSS based on Recognition of Previous Learning – Annexure 4

---

**CRITERIA FOR ASSESSMENT OF ARMED SECURITY GUARD**

---

**ASSESSMENT EVIDENCE**

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

**Job Role** Armed Security Guard

**Qualification Pack** SSS/Q0201

**Sector Skill Council** Security Sector Skill Development Council

**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark (500)	Out Of	Theory	Skills Practical
SSS/N0201 – Armed security tasks in accordance with basic security practices	PC1. carry out assigned armed security tasks in line with procedures and instructions	35	5	3	2
	PC2. respond and report about risks and threats		4	2	2
	PC3. respond and report about hazards and emergencies		4	2	2
	PC4. assist police and other organisations, if required		3	2	1

	PC5. recognise rank/ badge of rank in police and military		3	1	2	
	PC6. handle licensed firearm responsibly		13	6	7	
	PC7. identify various firearms in use in public and police		3	1	2	
	PC8. identify improvised explosive devices	<b>Total</b>	<b>35</b>	<b>17</b>	<b>18</b>	
SSS/N0202 - Observe safety norms while handling firearms	PC1. follow safety procedures with regard to firearms	<b>45</b>	10	5	5	
	PC2. insist on colleagues and subordinates adhering to safety procedures.		2	1	1	
	PC3. ensure security and safety of firearm in storage and during carriage		3	1	2	
	PC4. handle misfires correctly		3	1	2	
	PC5. maintain firearm before and after its use		3	1	2	
	PC6. ensure documents related to firearm are complete and updated		4	3	1	
	PC1. identify illegal/ defective/ modified firearm or ammunition		4	2	2	
	PC2. receive requisite training before using a firearm		5	3	2	
	PC3. avoid collateral damage while using a firearm		4	2	2	
	PC4. use firearm effectively		4	2	2	
	PC5. report inadequacies/ incidents to superior		3	2	1	
			<b>Total</b>	<b>45</b>	<b>23</b>	<b>22</b>
SSS/N0203 - Deal with security situations	PC1. anticipate threat/ risks to life and property			4	2	2

warranting use of licenced firearms					
	PC2. assess security situations warranting use of firearms		4	2	2
	PC3. inform superiors about developing security situation		2	1	1
	PC4. maintain a safe distance from the miscreants/ crowd/ mob		3	1	2
	PC5. identify individual(s) endangering life and property	<b>45</b>	3	1	2
	PC6. load firearm		3	1	2
	PC7. take suitable cover		3	1	2
	PC8. warn individuals/ miscreants endangering life and property		4	2	2
	PC9. take aim and fire as per laid down procedures		4	2	2
	PC10. avoid collateral damage		4	2	2
	PC11. maintain safety of self and others		3	1	2
	PC12. report to superiors		2	1	1
	PC13. record incident		3	2	1
	PC14. preserve evidence		3	2	1
		<b>Total</b>	<b>45</b>	<b>21</b>	<b>24</b>
SSS/N0204 - Provide private armed guarding service to people, property and premises	PC1. familiarise with the area of your responsibility		2	1	1
	PC2. guard people, property and premises as per site instructions		3	1	2
	PC3. receive briefing for guard duty and patrolling and patrol designated premises as per		3	1	2

	instructions				
	PC4. use security equipment to carry out your task		3	1	2
	PC5. report and respond to security breaches		3	1	2
	PC6. maintain basic security registers		3	2	1
	PC7. carry out or support searches as per instructions		2	1	1
	PC8. caution and report risks & threats during the search		1	-	1
	PC9. liaise with other search parties in the premises		1	-	1
	PC10. detain suspect(s) during the search and report to superior		2	1	1
	PC11. use firearm, if situation so warrants		5	2	3
	PC12. prevent tampering of evidence and report		2	1	1
	PC13. maintain personal safety		2	1	1
	PC14. maintain communication during search		1	-	1
	PC15. report incident details to superiors		2	-	2
		<b>Total</b>	<b>35</b>	<b>13</b>	<b>22</b>
SSS/N0205 - Support guarding duties with licenced firearms	PC1. ensure safety precautions and safe handling of weapon in line with safety instructions and organization's procedures		3	1	2
	PC2. ensure safe storage of weapon, ammunition, accessories and spares in line with relevant		2	1	1



	regulations and organization's procedures
	PC3. test weapon to assess its proper functioning in line with safety instructions/ requirements
	PC4. report faults and get weapon repaired from an authorized artificer
	PC5. operate weapon in accordance with legislation / established procedures
	PC6. maintain weapon after use
	PC7. maintain license and records pertaining to weapon, ammunition, spares and repairs in line with relevant regulations
	PC8. receive instructions with regards to deployment and responsibility
	PC9. co-ordinate with security sub-unit deployed in the area of responsibility and support guarding duties
	PC10. understand IFF (Identification, Friend or Foe) protocol practiced in the premises/ property
	PC11. observe development of an untoward situation
	PC12. respond early to a security incident

45

2	1	1
2	1	1
3	1	2
2	1	1
2	2	-
2	2	-
2	1	1
2	2	-
2	1	1
2	1	1

	PC13. challenge miscreants to deter and defend		3	1	2
	PC14. report to designated superior, if possible, before using firearms		2	1	1
	PC15. use firearm as a 'last resort' in case security situation so warrants		2	1	1
	PC16. ensure personal safety and security of weapon		2	1	1
	PC17. avoid collateral damage		2	1	1
	PC18. render first aid to the injured and arrange their evacuation		4	2	2
	PC19. secure scene of incident and report to designated superior		2	1	1
	PC20. cooperate in investigation report sequence of incident to designated superior		2	1	1
		<b>Total</b>	<b>45</b>	<b>24</b>	<b>21</b>
SSS/N0206 - Carry out routine armed guarding duties	PC1. use appropriate weapon & ammunition, personal safety gear and other equipment/ aids, as per organizational procedure	<b>25</b>	2	1	1
	PC2. receive briefing from designated superior		1	1	-
	PC3. co-ordinate with other team members and armed guards, if assigned		1	1	-
	PC4. check vehicle for any suspicious indications and co-		2	1	1

	ordinate with driver				
	PC5. instruct driver, principal(s), and team members on security and safety aspects		3	1	2
	PC6. maintain communication with designated superior		2	1	1
	PC7. maintain vigilance against possible threat/ risks		2	1	1
	PC8. respond by taking appropriate and approved action		2	1	1
	PC9. maintain security and safety of self and others		2	1	1
	PC10. avoid collateral damage to bystanders/ assets		2	1	1
	PC11. disengage from situation before it escalates beyond control		2	1	1
	PC12. report incidents to concerned agencies, seek assistance and record relevant information		2	1	1
	PC13. follow organisational instructions on escorting of employees and guests		2	1	1
		<b>Total</b>	<b>25</b>	<b>13</b>	<b>12</b>
SSS/N0207 - Support cash and valuables-in-transit operations	PC1. assume responsibility of safety and security of crew, cash/ valuables and vehicle during CIT operations	<b>45</b>	3	2	1
	PC2. receive instructions from superior		3	2	1
	PC3. liaise with other armed guard, if any		3	2	1

	PC4. draw the gun and load the gun and make the weapon safe
	PC5. check vehicle for any suspicious indications
	PC6. get the van parked nearest to the point of loading and ensure vehicle is properly secured
	PC7. instruct team members on security aspects
	PC8. occupy co-driver's seat and instruct guard to sit next to the chest
	PC9. while vehicle is on the move, observe route carefully
	PC10. scan the area for any unusual signs of risk before stopping at the halts/ atm/ bank
	PC11. provide cover to van and team during transfer of cash/ valuables
	PC12. protect van and ATM replenishment party and maintain security at the site and operation
	PC13. resume onward journey
	PC14. not to permit stopping of vehicle at unscheduled halts

3	1	2
2	1	1
3	2	1
2	1	1
1	-	1
3	2	1
2	1	1
2	1	1
3	2	1
1	-	1
2	1	1

	PC15. maintain communication with the concerned agencies and report incident to seek assistance		2	1	1
	PC16. use weapon as last resort		2	1	1
	PC17. avoid collateral damage to bystanders/ consignment		2	1	1
	PC18. disengage from situation		2	1	1
	PC19. record relevant information		2	1	1
	PC20. abort delivery or collection process, if situation so warrants		2	1	1
		<b>Total</b>	<b>45</b>	<b>24</b>	<b>21</b>
SSS/N0208 - Armed guarding duties in commercial deployments	PC1. carry out armed guarding duties as per organisation's procedures and instructions	<b>20</b>	4	2	2
	PC2. observe and respond to risks and threats		3	1	2
	PC3. use licenced firearms effectively		4	2	2
	PC4. communicate effectively with concerned stakeholders		2	1	1
	PC5. follow good behavioural standards		2	1	1
	PC6. maintain basic security registers as prescribed		2	1	1

	PC7. report incidents to superiors		3	1	2
		<b>Total</b>	<b>20</b>	<b>9</b>	<b>11</b>
SSS/N0209 - Armed guarding duties in industrial deployments	PC1. carry out armed guarding duties as per organisation's procedures and instructions	<b>20</b>	4	2	2
	PC2. observe and respond to risks and threats		3	1	2
	PC3. use licenced firearms effectively		4	2	2
	PC4. communicate effectively with stakeholders		2	1	1
	PC5. follow good behavioural standards		2	1	1
	PC6. maintain basic security registers as prescribed		2	1	1
	PC7. report incidents to superiors		3	1	2
			<b>Total</b>	<b>20</b>	<b>9</b>
SSS/N0210 – (Project positive image of self and the organization)	PC1. maintain good health, personal hygiene & sanitation and stay free from intoxicants	<b>25</b>	3	2	1

	PC2. comply with organisation's standards of grooming and personal behaviour and wear organisation's uniform with name tab correctly and smartly		3	2	1
	PC3. wear, carry and use personal protection gear and equipment		3	1	2
	PC4. co-operate with team members		2	1	1
	PC5. observe organisation's "meet and greet procedure"		5	3	2
	PC6. observe confidentiality as per organisational procedure		2	1	1
	PC7. observe discipline and punctuality		3	2	1
	PC8. carry out assigned tasks and duties diligently		4	2	2
		<b>Total</b>	<b>25</b>	<b>14</b>	<b>11</b>
SSS/N0102 – (Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks)	PC1. comply with basic legal provisions applicable role and tasks	<b>20</b>	5	3	2
	PC2. obtain clarity in case of lack of understanding		3	2	1
	PC3. take cognisance of offences and report to superiors/ police		4	2	2
	PC4. cooperate in investigations		5	3	2
	PC5. give evidence in court, if		3	2	1

	required by law				
		<b>Total</b>	<b>20</b>	<b>12</b>	<b>8</b>
8. SSS/N0108 - (Health and safety)	PC1. carry out safety of workplace in line with organisational procedures		4	2	2
	PC2. keep emergency and escape routes free from obstructions and report violation		3	1	2
	PC3. wear personal safety gear and clothing as per organisational procedure		4	1	3
	PC4. check violators of defined safety and security instructions and report violations		2	1	1
	PC5. report to superiors and emergency service organisations for assistance in the event of emergencies		2	1	1
	PC1. undertake physical exercises and activities (commensurate with age)		2	1	1
	PC2. maintain personal hygiene and good habits		3	1	2
	PC3. refrain from alcohol, tobacco, drugs and other intoxicants		3	1	2
	PC4. guard against sexually transmitted diseases and HIV take precautions against common ailments		3	1	2
	PC5. identify and report fire hazards	<b>65</b>	6	2	4
	PC6. carry out fire-fighting in line with organisational training and procedures		12	3	9
	PC7. report fire incidents to superiors and emergency service organisations		3	1	2
	PC13. participate in evacuation of casualty and premises		3	1	2
	PC14. render first-aid		9	3	6



	PC15. use available basic first-aid equipment		6	1	5
		<b>Total</b>	<b>65</b>	<b>21</b>	<b>44</b>
		<b>Total</b>	<b>500*</b>	<b>200</b>	<b>225</b>

## SECTION 2

### EVIDENCE OF NEED

**What evidence is there that the qualification is needed?**

An extensive occupational and functional analysis and Labour Market Information survey for PSS was carried out. Unarmed Security Guard and Armed Security Guard at the lowest rung and Security Supervisor at supervisory level are the most populated job roles in the industry, which has a seven million strong workforce. The PSS is also growing 20% annually.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

Every year about a million people join PSS.

**What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

Each QP and NOS will undergo review after two years. Comments from the environment will be asked for, which will be deliberated upon by a NOS sub-committee and incorporated in QP and NOS, if deemed fit.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Criteria for Assessments for QP (SSS/Q0201) of Armed Security Guard – Annexure 5

### SECTION 3

#### SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Armed Security Guard- QP SSS/Q0201					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
An Armed Security Guards are expected to secure life, premises and property from risks and threats, by supporting guarding operations - with firearm. They are the first one to notice or encounter risks and threats during the course of the duty and take preventive counter measures, including use of firearm. Considering the outcomes the job roles is pegged at level 4.	An Armed Security Guard is expected to be aware of risk and threats, use of firearm, basic guarding practices, rudimentary legal knowledge and various domain-specific security operations. Considering the type of knowledge the job holder is placed at level 4	An Armed Security Guard is expected to identify potential risks and threats, take counter-measures, support guarding operations, report incidents to get assistance from concerned agencies and communicate effectively. Hence, the job holder can be place at level 4	An Armed Security Guard's core skill lies in supporting guarding operations by safe and proficient handling of firearms in various domain-specific environments. Considering these outcomes the job holder can be place at level 4	An Armed Security Guard is responsible for the safety and security of the security detail and assigned premises and property during the course of duty. Hence the job role has been placed at level 4	4
Level 4	Level 4	Level 4	Level 4	Level 4	

**OTHER EVIDENCE OF LEVEL** [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used): - None

## SECTION 4

### EVIDENCE OF RECOGNITION OR PROGRESSION

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

An Armed Security Guard is a stepping stone in the hierarchy of Private Security Sector. With requisite learning and service experience Armed Security Guard can progress on career path as per Annexure 1.

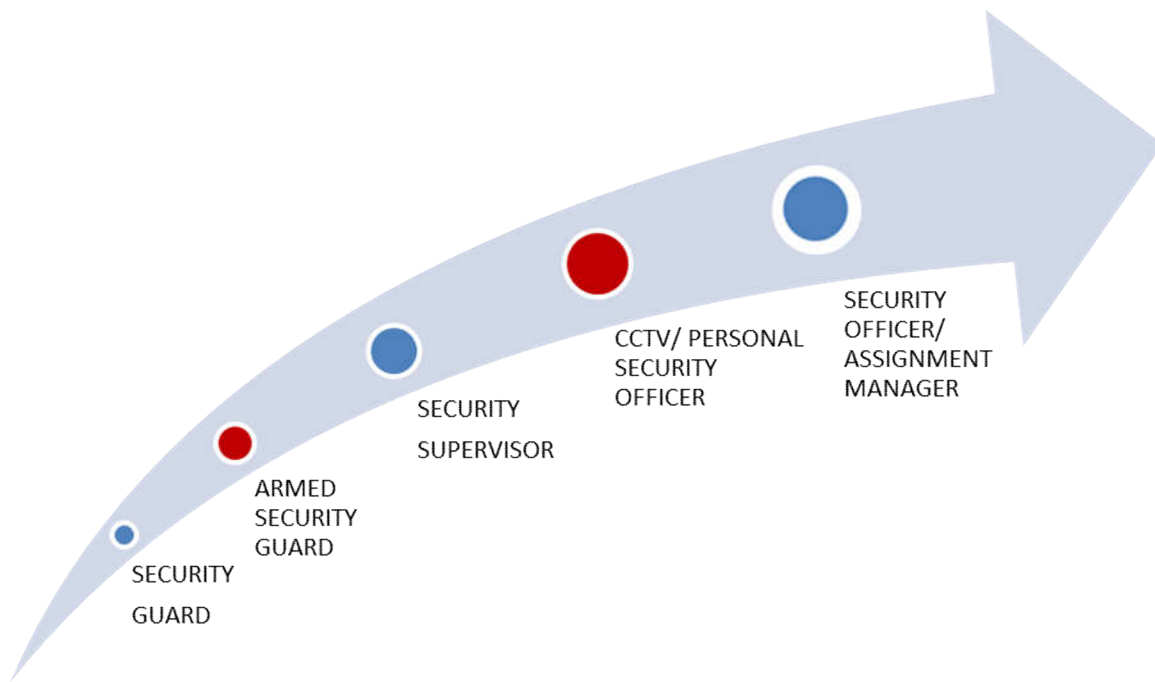
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career map of Armed Security Guard - Annexure 1

## ANNEXURE 1

### CAREER MAP IN THE PRIVATE SECURITY SECTOR



Annexures 2 to 5 attached as soft copies