

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 Personal Security Officer - Annexure 1
2. QP – SSS/Q0401 – Personal Security Officer - Annexure 2

## QUALIFICATION FILE SECTION 1

### SUMMARY

<b>Qualification Title</b>	Personal Security Officer		
<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>	Personal Security Officer		
<b>Proposed level of the qualification in the NSQF.</b>	5		
<b>Anticipated volume of training/ learning required to complete the qualification.</b>	160 hours		
<b>Entry requirements / recommendations.</b>	12 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/N0401 Prepare to minimize threats and risks to principal	Mandatory	21	5
SSS/N0402 Maintain the safety and security of principal	Mandatory	20	5
SSS/N0403 Maintain personal security awareness and respond to threats	Mandatory	21	5
SSS/N0404 Use physical intervention for personal protection	Mandatory	20	5
SSS/N0102 - Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 while undertaking security tasks	Mandatory	10	5
SSS/N0108 - Health and safety	Mandatory	18	5
SSS/N0201 – Armed security tasks in accordance with basic security practices	Mandatory	10	5
SSS/N0202 - Observe safety norms while handling firearms	Mandatory	10	5

SSS/N0203 - Deal with security situations warranting use of licenced firearms	Mandatory	10	5
SSS/N0210 – Project positive image of self and the organisation	Mandatory	20	5

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/Q0401) for Personal Security Officer – 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

### 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.

**CRITERIA FOR ASSESSMENT OF PERSONAL SECURITY OFFICER**

**Job Role** Personal Security Officer

**Qualification Pack** SSS/Q0401

**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

Assessment outcomes	Assessment Criteria for outcomes	Total Marks ( )	Out Of	Marks Allocation	
				Theor y	Skills Practica l
1. SSS/N0401 – (Prepare to minimize threats and risks to principal)	PC1. Familiarize with the background, habitat, routine and vulnerabilities of the principal	<b>100</b>	10	5	5
	PC2. Identify likely threats and risks; brief principal and recommend modifications to the principal's routine		10	5	5
	PC3. Draw a close protection plan; prepare to protect principal against likely threats and risks and recommend resources required		20	10	10
	PC4. Maintain security and confidentiality of information; carry out periodic review of the situation and protection plan		10	5	5 4

	PC5. Sanitize venue/ location related to principal based on availability of resources		20	10	10
	PC6. Establish a communication protocol and co-ordinate with supporting agencies and stakeholders		10	5	5
	PC7. Maintain security and safety of principal, self and others		10	5	5
	PC8. Record and report details/ events related to operations		10	5	5
		<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
2. SSS/N0402– (Maintain the safety and security of principal)	PC1. Understand threats and risks to principal, itinerary details, own designated role and responsibilities and prepare to protect the principal by covering likely threats and risks	<b>140</b>	10	5	5
	PC2. Advise on the nature and type of close protection detail and maintain security and confidentiality of the plan and information		5	3	2
	PC3. Maintain situational awareness; monitor and assess security situation continuously		5	2	3
	PC4. Search and sanitize venue/ location to be used by principal, if so tasked		10	6	4
	PC5. Maintain effective communication with principal, security detail, stakeholders and supporting agencies and follow communication protocol		10	6	4
	PC6. Use appropriate personal protection equipment, weapon & ammunition and communication equipment to maintain security of principal, self and others		10	6	4
	PC7. Give clear and concise instructions to principal and team		5	3	2

	members
	PC8. Scan area of responsibility to locate potential threats; alert protection detail; keep principal in visual contact and cover principal effectively
	PC9. Take active/ passive actions to protect principal; remove principal from the situation before it gets out of control and be prepared to deal with secondary incident/ attempt on principal
	PC10. Respond to emergencies concerning the principal; administer first-aid and arrange evacuation, if needed
	PC11. Record and report details/events related to operations
	PC12. Familiarise with the layout and approaches to residence/ workplace of principal; gauge the likely threats to the principal while at home or at the workplace and implement counter measures against likely threats
	PC13. Organise close protection detail into relevant foot escort formation to protect principal; prevent people getting too close to principal and negotiate hazards in a way that maintains safety and security of the principal
	PC14. Scan and search principal's luggage and vehicle and maintain its security
	PC15. Ensure lining up of vehicle(s) as per the plan; ensure quick embussing/ debussing; seating of principal and security detail on designated place and securing of doors and windows
	PC16. Maintain safety of principal, self and others
	PC17. Use firearm as a last resort and minimize collateral damage

10	4	6
10	4	6
10	4	6
5	2	3
10	6	4
10	6	4
5	2	3
5	3	2
5	3	2
15	10	5

		<b>Total</b>	<b>140</b>	<b>75</b>	<b>65</b>
3. SSS/N0403 (Maintain personal security awareness and respond to threats)	PC1. Use physical intervention techniques to protect principal	<b>40</b>	15	8	7
	PC2. Maintain the security and confidentiality of information		5	2	3
	PC3. Give clear and concise instructions to the principal and team members		10	5	5
	PC4. Maintain safety of principal, self and team members		5	3	2
	PC5. Take in to account medical condition of the principal		5	2	3
		<b>Total</b>	<b>40</b>	<b>20</b>	<b>20</b>
4. SSS/N0404 (Use physical intervention for personal protection)	PC1. Use physical intervention in a decisive and effective manner to neutralise source of threat using necessary force as per procedure	<b>40</b>	10	5	5
	PC2. Remove principal from threatened area to a safe location; control situation; call for assistance to ensure security of principal and be prepared to counter a secondary threat to the principal		5	2	3
	PC3. Ensure security of principal and team members and avoid collateral damage		5	3	2
	PC4. Record and report incidents as per organizational procedures to designate superior and concerned agencies to seek help		10	6	4
	PC5. Move injured persons to a safe location; assess the nature of injuries and arrange first-aid; contact emergency medical services for assistance and provide known details of injury, medical		10	4	6

	signs and symptoms to medical staff				
		<b>Total</b>	<b>40</b>	<b>20</b>	<b>20</b>
5. SSS/ N 0102 (Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks )	PC1. comply with basic legal provisions applicable to your role and tasks	<b>40</b>	15	10	5
	PC2. obtain clarity in case of lack of understanding		5	3	2
	PC3. take cognisance of offences and report to superiors/ police		10	6	4
	PC4. cooperate in investigations		5	4	1
	PC5. give evidence in court, if required by law		5	2	3
			<b>Total</b>	<b>40</b>	<b>25</b>
6. 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
	PC6. undertake physical exercises and activities (commensurate with age)		2	1	1
	PC7. maintain personal hygiene and good habits		3	1	2



	PC8. refrain from alcohol, tobacco, drugs and other intoxicants	<b>65</b>	3	1	2
	PC9. guard against sexually transmitted diseases and HIV take precautions against common ailments		3	1	2
	PC10. identify and report fire hazards		6	2	4
	PC11. carry out fire-fighting in line with organisational training and procedures		12	3	9
	PC12. 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 using basic first-aid equipment		15	3	12
			<b>Total</b>	<b>65</b>	<b>20</b>
7. SSS/N0201 – (Armed security tasks in accordance with basic security practices)	PC1. carry out assigned armed security tasks in line with procedures and instructions	<b>35</b>	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 and improvised explosive devices		3	1	2
			<b>Total</b>	<b>35</b>	<b>17</b>

8. 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>
9. SSS/N0203 – (Deal with security situations warranting use of licenced firearms)	PC1. anticipate threat/ risks to life and property	<b>45</b>	4	2	2
	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		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	1	2
		<b>Total</b>	<b>45</b>	<b>20</b>	<b>25</b>
10. SSS/N0210 – (Project positive image of self and the organization)	PC1. maintain good health, personal hygiene & sanitation and stay free from intoxicants	<b>50</b>	6	4	2
	PC2. comply with organisation's standards of grooming and personal behaviour and wear organisation's uniform with name tab correctly and smartly		6	4	2
	PC3. wear, carry and use personal protection gear and equipment		6	2	4
	PC4. co-operate with team members		6	3	3

	PC5. observe organisation's "meet and greet procedure"		10	6	4
	PC6. observe confidentiality as per organisational procedure		4	2	2
	PC7. observe discipline and punctuality		6	4	2
	PC8. carry out assigned tasks and duties diligently		6	5	1
		<b>Total</b>	<b>50</b>	<b>30</b>	<b>20</b>
		<b>Total</b>	<b>600</b>	<b>300</b>	<b>300</b>

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

## 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. Personal Security Officer is a niche job-role, which is in demand due to increased threat perception to personal security. 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 5000 Personal Security Officers 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/Q0401) of Personal Security Officer – 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.

Personal Security Officer - QP SSS/Q0401					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>Personal Security Officers are expected to secure life of their principal from risks and threats, by providing security cover - with firearm. They are the first one to notice or encounter potential risks and threats, which may harm the principal and take preventive counter measures, including unarmed combat and use of firearm. Considering the outcomes the job roles is pegged at level 5.</p>	<p>A Personal Security Officer is expected to be aware of risk and threats to the principal under various circumstances and use firearm and unarmed combat to thwart the same. A Personal Security Officer should be able to communicate effectively. Considering the type of knowledge the job holder is placed at level 5</p>	<p>A Personal Security Officer is expected to identify potential risks and threats, take counter-measures, protect principal, if needed use firearm effectively, report incidents to get assistance from concerned agencies and communicate effectively. Hence, the job holder can be place at level 5</p>	<p>A Personal Security Officer's core skill lies in protecting the principal by anticipating risks and threats and use firearms safely and proficiently. Considering these outcomes the job holder can be place at level 5</p>	<p>A Personal Security Officer is responsible for the safety and security of the principal during the course of duty. Hence the job role has been placed at level 5</p>	5
Level 5	Level 5	Level 5	Level 5	Level 5	

**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?**

A Personal Security Officer is equated to supervisory role in the hierarchy of Private Security Sector. With requisite learning and service experience Personal Security Officer can progress on career path as per Annexure 1.

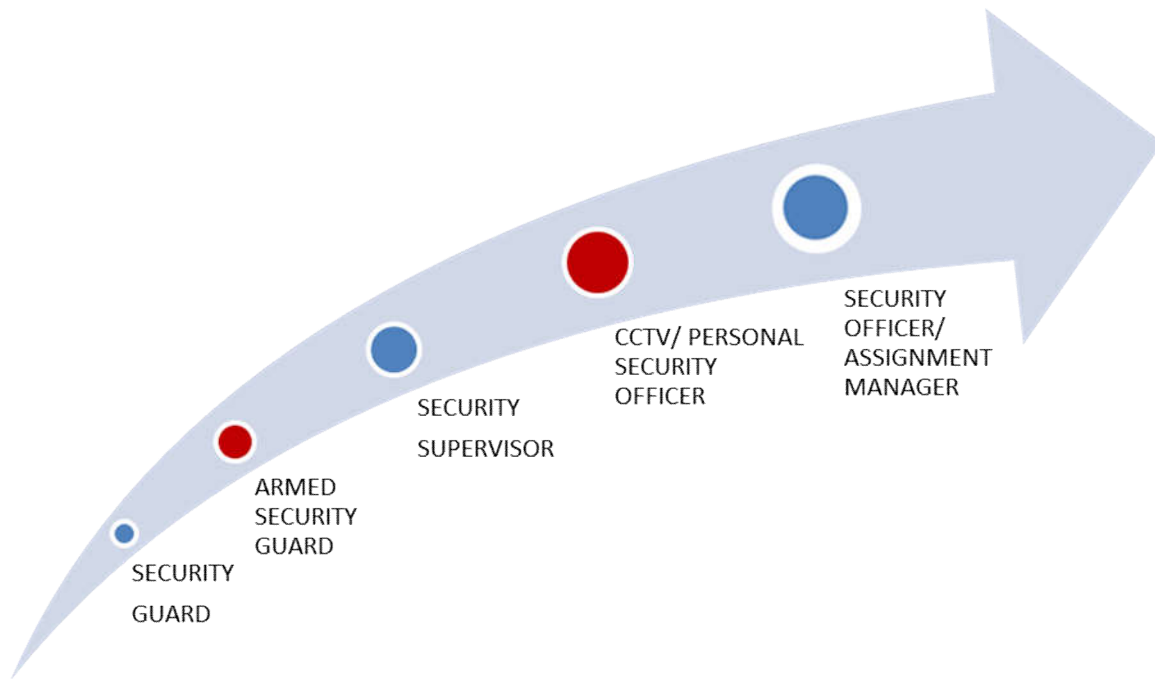
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career map of Personal Security Officer - Annexure 1

## **ANNEXURE 1**

### **CAREER MAP IN THE PRIVATE SECURITY SECTOR**



Annexures 2 to 5 attached as soft copies