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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)

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List of documents submitted in support of the Qualifications File

1. Career map of Unarmed Security Guard - Annexure 1
2. QP – SSS/Q0101 – Unarmed Security Guard - Annexure 2

1. QUALIFICATION FILE SUMMARY

Qualification Title	Unarmed Security Guard		
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • Aspiring Minds Assessments Pvt Ltd • CAPSI Assessments & Certification • India Skills Pvt Ltd • Multi Skills Assessors Guild • Private Eye (P) Ltd • Trend Setters Skills Assessors 		
Body which will award the certificate for the qualification.	Security Sector Skill Development Council (SSSDC)		
Body which will accredit providers to offer the qualification.	SSSDC		
Occupation(s) to which the qualification gives access	Unarmed Security Guard		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/ learning required to complete the qualification.	160 hours		
Entry requirements / recommendations.	8 th Standard		
Progression from the qualification.	Unarmed Security Guard (Career progression for an Unarmed Security Guard with due learning and experience is Security Supervisor)		
Planned arrangements for RPL.	RPL protocols prepared and shared with the PSS		
International comparability where known.	Nil		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
SSS/N0101 - Security tasks in accordance with basic security practices	Mandatory	15	4
SSS/N0102 - Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act - 2005 when undertaking security tasks	Mandatory	8	4
SSS/N0103 - Provide private guarding service to people, property and premises	Mandatory	22	4
SSS/N0104 - Control access to the assigned premises	Mandatory	10	4
SSS/N0105 - Carry out screening and search activities to maintain security	Mandatory	11	4
SSS/N0106 - Control parking in designated areas	Mandatory	10	4
SSS/N0107 - Security escort	Mandatory	10	4
SSS/N0108 - Health and safety	Mandatory	16	4
SSS/N0109 - Security in commercial deployments	Mandatory	16	4

SSS/N0110 - Security in industrial deployments	Mandatory	16	4
SSS/N0111 - Positive projection of self and the organisation	Mandatory	26	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/Q0101) for Unarmed 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

ASSESSMENT EVIDENCE

CRITERIA FOR ASSESSMENT OF UNARMED SECURITY GUARD

Job Role Unarmed Security Guard

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.

Qualification Pack SSS/Q0101

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 50% 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
1. SSS/N0101 - (Security tasks in accordance with basic security practices)	PC1. carry out assigned security duties in line with procedures and instructions	40	7	3	4
	PC2. respond and report about risks and threats		6	2	4
	PC3. respond and report about hazards and emergencies		7	3	4
	PC4. assist police and other organisations, if required		5	2	3
	PC5. recognise rank/ badge of rank in police and military		5	2	3
	PC6. identify various arms in use in public and police		5	2	3

	PC7. identify improvised explosive devices		5	1	4
		Total	40	15	25
2. 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	15	5	4	1
	PC2. obtain clarity in case of lack of understanding		2	1	1
	PC1. take cognisance of offences and report to superiors/ police		4	3	1
	PC4. cooperate in investigations		2	1	1
	PC5. give evidence in court, if required by law		2	1	1
			Total	15	10
3. SSS/N0103 - (Provide private guarding service to people, property and premises)	PC1. familiarise with the area of your responsibility		4	1	3
	PC2. guard people, property and premises as per site instructions		8	3	5
	PC3. receive briefing for guard duty and patrolling		4	1	3
	PC4. patrol designated premises as per instructions		4	1	3
	PC5. use security equipment to carry out your task		6	2	4
	PC6. report and respond to security breaches		5	1	4

	PC7. maintain basic security registers	70	6	2	4	
	PC8. carry out required searches as per instructions		4	1	3	
	PC9. caution and report risks, threats and hazards during the search		4	1	3	
	PC10. liaise with other search parties in the premises		4	1	3	
	PC11. detain suspect(s) during the search and report to superior		4	1	3	
	PC12. prevent tampering of evidence and report		4	1	3	
	PC13. maintain personal safety		5	2	3	
	PC14. maintain communication during search		4	1	3	
	PC15. report incident details to superiors		4	1	3	
			Total	70	20	50
4. SSS/N0104 - (Control access to the assigned premises)	PC1. comply with organisational procedures related to access control in the premises with or without use of equipment			1	1	-
	PC2. establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises			2	1	1
	PC3. check and prevent entry to and exit of people/ vehicles/ material without valid authorisation			1	-	1
	PC4. direct visitors to designated areas and inform concerned staff/ department			1	-	1
	PC5. prepare passes/ permits for people/ vehicles entering the premises			2	1	1
	PC6. collect passes/ permits from people/ vehicles exiting the premises		1	-	1	
	PC7. check relevant documents for movement of goods/ materials		2	1	1	

	PC8. inform concerned department on arrival of consignments		1	-	1
	PC9. handle different situations faced during access control operations		2	1	1
	PC10. maintain basic security registers as per instructions		2	2	-
	PC11. report irregularities to superior		1	-	1
	PC12. operate access control equipment in accordance with laid down procedures		3	1	2
	PC13. check and report functioning/ malfunctioning of access control equipment		2	1	1
	PC14. respond to signals from access control equipment	30	2	1	1
	PC15. carry out access control operations manually in case of a breakdown		1	-	1
	PC16. receive postal mail and couriers after office hours, if assigned		2	-	2
	PC17. report about delivery of suspicious package/s		2	-	2
	PC18. secure and store letters and packages as per procedures		1	-	1
	PC19. deliver letters and packages to the designated person		1	-	1
		Total	30	10	20
5. SSS/N0105 - (Carry out screening and search activities	PC1. comply with organisational procedures with respect to screening and search of people/ vehicle/ material seeking to enter/ exit from the premises		5	2	3

to maintain security)					
	PC2. organise queue to manage people at the screening and search point		3	2	1
	PC3. respond to situations arising during screening and search		3	2	1
	PC4. carry out screening and search manually/ with equipment		5	2	3
	PC5. report irregularities to superior		2	1	1
	PC6. maintain personal safety during screening and search		3	1	2
	PC7. respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity		3	1	2
	PC8. segregate persons violating laid down procedures		1	-	1
	PC9. segregate material containing prohibited/ unauthorised items		3	1	2
	PC10. carry out physical search of vehicle as per laid down procedures	35	5	2	3
	PC11. segregate suspected vehicle for detailed search		2	1	1
		Total	35	15	20
6. SSS/N0106 - (Control parking in designated areas)	PC1. identify entry and exit routes to available parking areas		3	2	1
	PC2. check prevailing conditions within the parking areas		3	2	1
	PC3. observe correct positioning of signage for guiding drivers	25	2	-	2
	PC4. guide drivers to the available parking areas		2	1	1
	PC5. use provided traffic and protective gear		3	1	2
	PC6. ensure drivers leave the area after parking as per laid down instructions		1	-	1

	PC7. identify and respond to irregular situations in accordance with organisation's procedures and guidelines		3	1	2
	PC8. call for assistance and take preventive steps		2	1	1
	PC9. report irregular situations immediately to superior		1	-	1
	PC10. report hazards and defects to superior		1	-	1
	PC11. respond as per organisational procedure		2	1	1
	PC12. ensure own safety		2	1	1
		Total	25	10	15
7. SSS/N0107 - (Security escort)	PC1. receive task and briefing related to the vehicular security escort duty from superior	25	6	2	4
	PC2. ascertain readiness of driver		2	1	1
	PC3. ensure necessary equipment and aids are carried		5	2	3
	PC4. maintain communication as per instructions		3	1	2
	PC5. carry documents as per instructions		2	1	1
	PC6. respond to risks		3	1	2
	PC7. communicate and seek assistance		2	1	1
	PC8. assist person/s being escorted		2	1	1
		Total	25	10	15
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	65	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		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	2	7	
	PC15. use available basic first-aid equipment		6	1	5	
			Total	65	20	45
9. SSS/N0109 - (Security in commercial deployments)	PC1. carry out security duties as per organisation's procedures and instructions		35	3	1	2
	PC2. respond to domain-specific risks and threats			6	3	3
	PC3. operate security equipment	5		1	4	

	PC4. communicate effectively with concerned stakeholders		5	1	4
	PC5. follow good behavioural standards		5	1	4
	PC6. maintain basic security registers as prescribed		6	2	4
	PC7. report incidents to superiors		5	1	4
		Total	35	10	25
10. SSS/N0110 - (Security in industrial deployments)	PC1. carry out security duties as per organisation's procedures and instructions	35	3	1	2
	PC2. respond to domain-specific risks and threats		6	3	3
	PC3. operate security equipment		5	1	4
	PC4. communicate		5	1	4
	PC5. follow good behavioural standards		5	1	4
	PC6. maintain basic security registers as prescribed		6	2	4
	PC7. report incidents to superiors		5	1	4
		Total	35	10	25
10. SSS/N0111 - (Positive projection of self and the organisation)	PC1. maintain good health, personal hygiene & sanitation		4	1	3
	PC2. comply with organisation's standards of grooming and personal behaviour		5	2	3
	PC3. stay free from intoxicants (alcohol, tobacco and drugs)		5	2	3
	PC4. wear organisation's uniform with name tab correctly and smartly		7	2	5
	PC5. wear, carry and use personal protection gear and equipment		6	3	3
	PC6. observe organisation's 'Meet and Greet Procedure'		7	2	5
	PC7. observe confidentiality as per organisational procedure		3	1	2

	PC8. observe discipline and punctuality		4	2	2
	PC9. carry out assigned tasks and duties diligently		5	3	2
	PC10. co-operate with team members		4	2	2
		Total	50	20	30
	Total		425	150	275

Note. *Seventy-five (75) marks are earmarked for Continuous Comprehensive Evaluation (CCE) by Trainer.

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/Q0101) of Unarmed 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.

Unarmed Security Guard- QP SSS/Q0101					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
An Unarmed Security Guard is expected to secure life, premises and property from risks and threats, by observing basic guarding practices - with or without the aid of security equipment. He/ she is the first one to notice or encounter risks and threats during the course of the duty and take preventive counter measures, including reporting about incidents. Considering the outcomes the job roles is pegged at level 4.	An Unarmed Security Guard is expected to be aware of risk and threats, 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 Unarmed Security Guard is expected to identify potential risks and threats, take counter-measures, operate provided security equipment, carry out basic documentation, report incidents to get assistance from concerned agencies and communicate effectively. Hence, the job holder can be place at level 4	An Unarmed Security Guard's core skill lies in securing life, premises and property by executing basic guarding practices, which involves access control, search and frisking, parking control, escort duties, control of emergencies, and use of security equipment, reporting and documentations in domain-specific environments. Considering these outcomes the job holder can be place at level 4	An Unarmed Security Guard is responsible for the safety and security of assigned premises and property during his/ her 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 Unarmed Security Guard is a stepping stone in the hierarchy of Private Security Sector. With requisite learning and service experience Unarmed Security Guard can progress on career path as per Annexure 1.

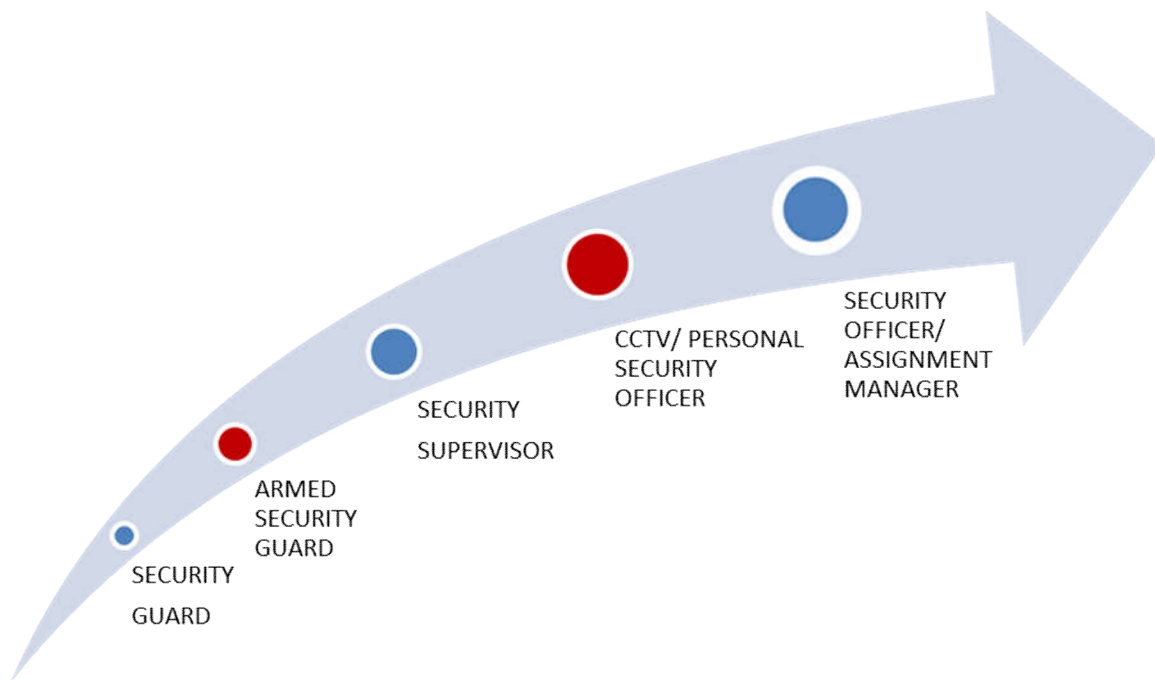
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career map of Unarmed Security Guard - Annexure 1

ANNEXURE 1

CAREER MAP IN THE PRIVATE SECURITY SECTOR



Annexures 2 to 5 attached as soft copies