The Principles of Working in the

Private Security Industry

Self-Study Course Book

Name

Learner N°:

Training Provider:

Start Date:

End Date:

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, photocopying, recording or otherwise, without the prior permission of Highfield Products Limited.

The publisher of this book has made every effort to ensure the accuracy of the information contained in this book. Neither the author, Highfield Products Limited nor anyone involved in the creation of this publication accepts responsibility for any inaccuracies or failure to implement correctly, however caused.

Disclaimer of Endorsement

Reference to or any image of any specific commercial or non-commercial product, process or service by company name, trade name, trade mark, service mark, manufacturer or otherwise does not constitute or imply endorsement or recommendation by Highfield Products Limited.

Highfield Products®

Introduction

This workbook has been developed to support you in achieving the requirements of the self-study learning outcomes and assessment criteria from 'Unit 1: Principles of Working in the Private Security Industry'.

This workbook must be completed and returned to your training provider before you attend any further face-to-face training.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

LO1 Know the main characteristics and purposes of the private security industry.

AC1.1 Identify the key purposes of the private security industry.
AC2.2 State the main aims of the private security industry Act 2001.

The private security industry has several purposes. The purposes will differ, and priorities will change depending on the environment a security operative is working in.

Question 1a
Identify the key purposes of the private security industry.

Question 1b
State **SIX** main aims of the Private Security Industry Act 2001.

1

2

3

4

5

6

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC1.2 State the aims and functions of the Security Industry Authority (SIA).

The organisation responsible for regulating the private security industry is the **Security Industry Authority (SIA)**. The SIA is a non-departmental public body reporting to the Home Secretary, under the terms of the Private Security Industry Act 2001.

Question 2
State the **FIVE** aims and functions of the Security Industry Authority (SIA).

1

2

3

4

5

AC1.3 Recognise the required standards of behaviour of a security operative.

It is very important that all security operatives always conduct themselves professionally. Clients and members of the public expect security staff to act competently.

Question 3
Identify the required standards of behaviour of a security operative.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC1.4 Identify the benefits of community safety initiatives.

Community safety initiatives involve several different organisations that come together to achieve common goals that benefit the community as a whole.

Question 4
Identify **FIVE** benefits of community safety initiatives.

1

2

3

4

5

AC1.5 Recognise how assignment instructions support the security operative role.

Assignment instructions contain a large amount of very useful information. It is important that you read the assignment instructions whenever you start work at a new location.

Question 5
Explain how assignment instructions can support the role of a security operative.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC1.6 Recognise how each security operative role may use CCTV.
AC1.7 Identify the limitations of CCTV within the security operative role.

Closed-circuit television (CCTV) systems can be used to monitor premises for crimeand disorder.

Question 6a
Describe how CCTV can be used within the different security operative roles.

Question 6b
Explain the limitations of CCTV within the role of a security operative.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC1.8 State the purpose of the Approved Contractor Scheme.

The Approved Contractor Scheme (ACS) was created by the SIA as a voluntary scheme.

More information can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921727/sia-acs-get-approved-clarifications.pdf

Question 7
State the purpose of the Approved Contractor Scheme.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

LO2 Understand legislation as it applies to a security operative.

AC2.1 Identify the difference between civil and criminal law.

Security operatives are playing an increasing role in the fight against crime. Because of this, and so that they can be effective in the workplace, it is important that they have a basic working knowledge of the law.

Question 8
Identify the differences between civil law and criminal law, providing **TWO** examples of each.

Civil law	
Example 1	
Example 2	
Criminal law	
Example 1	
Example 2	

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC2.3 Identify key legislation relating to promoting equality and diversity in the workplace.

As security operatives strive to improve their image and levels of professionalism, it is important that they are aware of and act correctly in relation to issues concerning equality and diversity.

Question 9a
Identify key legislation relating to promoting equality and diversity in the workplace.

Question 9b
Identify the **NINE** protected characteristics.

1

2

3

4

5

6

7

8

9

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

Question 9c
Identify **SEVEN** areas where equal opportunities legislation applies.

1

2

3

4

5

6

7

AC2.4 Identify licensable roles under the Private Security Industry Act.

There are several licensable roles that fall under the Private Security Industry Act.

Question 10
Identify **SEVEN** roles that fall under the Private Security Industry Act.

1

2

3

4

5

6

7

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC2.5 Identify how data protection regulation impacts on the security operative.

Security operatives need to understand the current data protection regulation, including the general principles.

More information can be found at:
https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/

Question 11a
Explain how data protection impacts your role as a security operative.

Question 11b
Explain the purpose of body-worn cameras and describe the data protection restrictions around their use.

More information can be found at:
https://ico.org.uk/for-organisations/guide-to-data-protection-1998/encryption/scenarios/body-worn-video/

Purpose of use

Data protection restrictions

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

Question 11c
Explain why it is important for security operatives to comply with the GDPR when recording and documenting information in notebooks.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

LO4 Understanding the importance of safe working practices.

AC4.1 Identify responsibilities under the Health and Safety at Work etc. Act.

All security operatives have responsibilities with regards to health and safety at work.

Question 12a
Identify the responsibilities of security operatives under the Health and Safety at Work etc. Act.

Question 12b
Identify the responsibilities of employers under the Health and Safety at Work etc. Act.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC4.2 Identify the risks of lone working within the private security industry.

Lone working is classed as somebody working by themselves without close or direct supervision.

More information can be found at:
www.hse.gov.uk/lone-working/index.htm

Question 13
Identify the **TWO** main risks to lone workers within the private security industry.

1

2

AC4.3 Identify typical workplace hazards and risks.

It is important that security operatives can identify hazards and risks, doing so will allow risks to be reduced and help accidents to be avoided.

Question 14
Identify **SIX** typical workplace hazards and risks.

1

2

3

4

5

6

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC4.4 State how to minimise risk to personal safety at work.

The role of a security operative can be risky, it is important that risks to personal safety are minimised.

Question 15
State how to minimise risk to personal safety at work.

AC4.5 Identify safety signs and signals.

Safety signs are used to communicate health and safety instructions. They must be kept clean and in good condition, and must be displayed where they can be easily seen. Security operatives must be aware of the colours and shapes of the 6 different types of signs.

Question 16
Identify the meaning of the following signs.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC4.6 State procedures to be followed for recording and reporting accidents and health and safety incidents.

Following any accident or medical incident, it is important to record all the details relating to the situation.

Question 17
Explain the procedures that must be followed when recording and reporting accidents and health and safety incidents.

AC4.7 Identify ways to keep personal information safe.

Security operatives have a responsibility to ensure that all personal information, either their own or someone else's is kept safe.

Question 18
Identify **FIVE** ways in which personal information can be kept safe.

1

2

3

4

5

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

LO5 Understand fire procedures in the workplace.

AC5.1 Identify the elements that must be present for fire to exist.

Fire needs 3 elements to start and survive. If any of these elements are greatly reduced or removed, then the fire itself will be reduced or extinguished.

Question 19
Identify the elements that must be present for fire to exist.

Element 1	Element 2	Element 2

AC5.2 State the actions to be taken upon discovering a fire.

It is important that all security operatives take the correct actions on discovering a fire.

KEY POINT
The actions for each specific site will be recorded in the site risk assessments.

Question 20
State the actions that should be taken upon discovering a fire.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC5.3 Identify basic fire safety controls.

Basic fire safety controls can help to reduce the risk of a fire.

Question 21
Identify **SEVEN** basic fire safety control measures.

1
2
3
4
5
6
7

AC5.4 Identify classifications of fire.

Fires are divided into types or classes. Each class of fire requires a different method to extinguish it, and so it is important that you understand the differences.

Question 22
Identify classifications of fire.

Classification	Fire Type
Class A	
Class B	
Class C	
Class D	
Class F	

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC5.5 Identify the different types of firefighting equipment.

Fire extinguishers are generally used to fight small fires to prevent them from spreading and causing large-scale damage. They have a limited capacity, but they can be easily carried to the fire and quickly put to work. Different types of extinguishers are designed to fight different classes of fire.

Question 23
Identify the different types of firefighting equipment available and describe the type of fire they can be used on, including fire blankets.

Equipment	Fire Type

AC5.6 Identify the role of a fire marshal in the event of an emergency.

Fire wardens (sometimes called fire marshals) are members of staff that are nominated to take responsibility for a particular area with regards to fire safety. The numbers of nominated wardens/marshals will vary depending on the size of the site and the number of people involved.

Question 24
Identify the role of a fire marshal in the event of an emergency.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

LO11 Understand good practice for post-incident management.

AC11.1 Identify sources of post-incident support available.

It is important that security operatives seek support should they need it after an incident has occurred.

Question 25
Identify support that is available to security operative's post-incident.

AC11.2 State why accessing support following an incident is important.

Due to varying degrees of experience and exposure to incidents, security operatives will cope with different incidents and situations in different ways.

Incidents where operatives are abused, threatened, or even assaulted in the workplace can impact people in different ways. Security operatives need to be aware of the support that is available to them following a traumatic incident.

Question 26
Explain why accessing support following an incident is important to security operatives.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Knowledge questions

AC11.3 State the benefits of reflecting on incidents.

Reflecting on an incident can have many benefits both personally and professionally.

Question 27
Describe the benefits of reflecting on an incident that has occurred.

AC11.4 Identify why it is important for security operatives to contribute to improving practice.

As a front-line member of the team, a security operative is a great asset as they often see different aspects of the organisation on a day-to-day basis, they also have one-to-one contact with different departments, members of staff and customers.

Question 28
Explain why it is important for security operatives to contribute to improving practices.

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Highfield Unit Mapping

The following mapping reference provides a guide for training providers/assessors on suggested coverage of unit criteria within this workbook.

However, it should be noted that it is still the responsibility of the training provider/assessor to ensure the answer provided by the learner is of the appropriate standard to meet the criteria in full.

Learner's name:

Centre's name:

Unit 1: Principles of working in the private security industry.

Unit criteria	Unit kit question	Additional evidence
1.1	Question 1 a, b	
1.2	Question 2	
1.3	Question 3	
1.4	Question 4	
1.5	Question 5	
1.6	Question 6 a, b	
1.7	Question 6 a, b	
1.8	Question 7	
2.1	Question 8	
2.2	Question 1 a, b	
2.3	Question 9 a, b, c	
2.4	Question 10	
2.5	Question 11 a, b, c	
4.1	Question 12 a, b	
4.2	Question 13	
4.3	Question 14	
4.4	Question 15	
4.5	Question 16	

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

4.6	Question 17	
4.7	Question 18	
5.1	Question 19	
5.2	Question 20	
5.3	Question 21	
5.4	Question 22	
5.5	Question 23	
5.6	Question 24	
11.1	Question 25	
11.2	Question 26	
11.3	Question 27	
11.4	Question 28	

Further Evidence

No further assessment evidence guidance is required, as all criteria within this unit are linked to the questions within the workbook. If assessors wish to supplement this learner evidence further, they may do so and map this in the 'Additional evidence' column above.

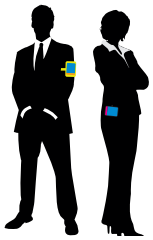
Training provider/Assessment confirmation

Learner's name:
Learner's signature:
Assessor's name:
Assessor's signature:

Quality Assurance Confirmation

IQA's name (if sampled):
IQA's signature (if sampled):
EQS's name (if sampled):
EQS's signature (if sampled):
Date completed:

The Principles of Working in the Private Security Industry



Published by
© 2021 Highfield Products Limited
Highfield Place, Shaw Wood Business Park, Shaw Wood Way,
Wheatley Hills, Doncaster, DN2 5TB, UK
01302 363277
info@highfield.co.uk
www.highfield.co.uk