

## **Handbook for the Trade Test for Security Guards**

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## **Handbook for the Trade Test for Security Guards**

### **1 Introduction**

- 1.1 The Trade Test for Security Guards is designed largely based on the basic training standards set by the Security and Guarding Services Industry Authority (SGSIA) in its assessment criteria for security training courses for security guards.
- 1.2 The test is administered by the Security and Disciplined Services Training Board (the “Training Board”) and the PEAK Examination Centre (the “Examination Centre”) of the Vocational Training Council (VTC).
- 1.3 This Handbook aims to provide details of the Trade Test including its requirements, formats and application procedures.

### **2 Structure of the Test**

#### **2.1 Syllabus**

Syllabus of the test is at Appendix I.

#### **2.2 Format of Test**

- 2.2.1 Each test lasts for 1 hour.
- 2.2.2 Each test paper is presented in both English and Chinese. Candidates can choose to sit for the written or computer test.
- 2.2.3 All test questions are compulsory.

#### **2.3 Grading and Results**

- 2.3.1 Test results are graded as follows:-

- (i) PASS WITH MERIT
- (ii) PASS
- (iii) FAIL

The exact score, the examination questions and the corresponding correct answers will not be disclosed in any case.

- 2.3.2 Candidates who are not able to attend the test for whatever reason are regarded as "ABSENT" and the test fee is not refundable or transferable.

#### **2.4 Assessment**

To pass the test, candidates are required to attain a minimum score of marks to be decided by the Training Board.

### **3 Application**

#### **3.1 Entry Requirements**

- 3.1.1 The test is open to the public with age of 18 or above and who can understand either Chinese or English.
- 3.1.2 There will be no mandatory training requirement for candidates wishing to take the trade test. However, candidates are encouraged to attend an appropriate security training course to enhance their chances of passing the test. Applicants may refer to the security services training courses under the Recognition Scheme. Course list is available from [www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc).
- 3.1.3 The timetable of the test is made available at the Examination Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)). Applicants should submit their application forms to the Examination Centre on or before the deadline for application. Late submission will not be accepted.

#### **3.2 Application Form**

- 3.2.1 Each candidate will receive a complete set of package consisting of the following:
  - (i) an application form; and
  - (ii) a Trade Test Handbook.
- 3.2.2 The package can be obtained in person during office hours at the locations below or by mail (with a self-addressed and HK\$3.7 stamp affixed 7" x 10" envelope enclosed) at location (i):
  - (i) PEAK Examination Centre  
M/F, VTC Tower  
27 Wood Road, Wanchai  
Hong Kong  
Tel.: 2919 1467 / 2919 1468 / 2919 1478
  - (ii) Security and Guarding Services Industry Authority  
Room 813, 8/F, Kowloon East Government Offices,  
12 Lei Yue Mun Road, Kwun Tong, Kowloon.  
Tel.: 2801 6181
- 3.2.3 Candidates can also download the package from the website of the Examination Centre at [www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc).

### **4 Registration Procedures**

Registration can be made in person, by representative, or by post on a first-come-first-served basis.

#### **4.1 Registration by post**

- 4.1.1 Registration by post for written or computer test ends **7 full working days** before the date of test.

- 4.1.2 Candidate should return the completed application form together with a photocopy of the candidate's valid Hong Kong Identity Card or Passport, and enclose a crossed cheque or cashier's order for the test fee payable to "Vocational Training Council" at the following address:

**PEAK Examination Centre**  
**M/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong**

- 4.1.3 Please mark "Trade Test for Security Guards" on the envelope when sending the application form by post.
- 4.1.4 Do not enclose cash with the application form.
- 4.1.5 The VTC or Examination Centre would not take responsibility for application forms and cheques or cashier's orders lost in the post.

#### 4.2 Registration in person or by a representative

- 4.2.1 Registration for written test (in person or by a representative) ends **2 full working days** before the date of test. Registration for computer test (in person or by a representative) ends **1 full working day** before the date of test.
- 4.2.2 Candidate can register for the test in person during office hours at the address stated in paragraph 4.1.2. If registration by a representative, a completed application form should be submitted together with a photocopy of the candidate's valid Hong Kong Identity Card or Passport.
- 4.2.3 Candidates may pay the test fee by cash, EPS, Visa Card, Master Card, UnionPay, Alipay HK or WeChat Pay HK.
- 4.2.4 If place is available, walk-in candidate may register for the test session of the same day as the following registration deadline:

Trade Test Session	Registration Deadline
Afternoon sessions between 2:00p.m. and 5:00p.m.	10:00a.m. of the same day
Late afternoon sessions after 5:00p.m.	12:00noon of the same day

### 5 Payment of Test Fee

- 5.1 The fee for each sitting of the test is HK\$100 with no limit to the number of sittings. A postage fee of \$25 has to be paid if mailing of the certificate is required.
- 5.2 Entry to the test will be invalidated if a candidate fails to comply with the above mentioned payment procedures.
- 5.3 Fees paid are **not refundable or transferable** except where candidates cannot be arranged to sit for the test.
- 5.4 Fees may be subject to revision as required.
- 5.5 Once the enrollment is accepted, any requests for re-scheduling and / or cancellation will not be accepted. **All test fees are non-transferable and non-refundable.**

## 6 Admission Form

- 6.1 After the completion of the registration procedures, Admission Form will be issued. Candidates should check the information printed on the Admission Form and must notify the Examination Centre of any necessary amendments.
- 6.2 Candidates who enrol by post will normally receive an Admission Form by mail at least **3 full working days** before the date of the test concerned. If not, they should contact the Examination Centre to check if this has been misposted and should enrol in person or by a representative, if necessary, at least **2 full working days** before the date of test.
- 6.3 Candidates who enrol in person or by a representative will be normally issued an Admission Form about 15 minutes upon the acceptance of the enrolments.
- 6.4 The Examination Centre will collect all Admission Forms during the test. Candidates will only be allowed to keep the Admission Forms upon the approval of invigilator.

## 7 Test Regulations

Candidates should read carefully the Regulations of the Test at Appendix II. Failure to observe any of these regulations will result in disqualification from the test.

## 8 Disqualification

If a candidate is found cheating in whatever manner in the test, he/she may be disqualified from taking the same Trade Test.

## 9 Identification Requirements

Candidates are required to bring with them their valid and original Hong Kong Identity Cards<sup>1</sup> or Passports and Admission Forms to the test venue for identification checking throughout the test. Those who fail to produce such identification or whose identity cannot be satisfactorily verified will not be permitted to sit for the test. Fees paid are not refundable or transferable.

## 10 Distribution of Results

### 10.1 Written Test

For Candidates sitting the written test, “Notification of Result” will be sent to candidates by post within 2 working days after the date of the test (exclusive of the test day).

	Test Day	Day for sending out the “Notification of Result”
Example 1	Monday	Wednesday
Example 2	Friday / Saturday	Tuesday

Candidates can make enquiries to the Examination Centre by phone at 2919 1467 / 2919 1468 / 2919 1478 or in person if they do not receive the “Notification of Result” 7 full working days after the date of test.

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<sup>1</sup> For candidates who have just reached 18 years old, they are required to produce their adult identity card (or an acknowledgement of an application for an adult identity card) for identity verification during any examination which takes place after the 30th days following their 18th birthday. Otherwise, they will not be allowed to take the examination. Fees paid are not refundable or transferable.

## 10.2 Computer Test

For Candidates sitting the computer test, they can get the “Notification of Result” immediately right after the test.

10.3 By virtue of confidentiality, the examination results will not be disclosed by phone, facsimile or email.

## 11 Re-marking of the Test Papers

11.1 Candidates who have enquiries on their test results may, within **2 weeks** after the date of issue of the Notification of Result, request in writing to the Examination Centre for the remarking of the test papers.

11.2 Candidates submitting such request would have to enclose a crossed cheque or cashier’s order for HK\$400 payable to “Vocational Training Council” as a fee for remarking for each test paper.

11.3 All remarking fees are non-transferable and non-refundable. However, if the original test result is found incorrect after the remarking, the remarking fee will be refunded to the candidate concerned.

11.4 All applications for remarking of test papers will be kept confidential.

11.5 The result will be sent to the candidates concerned in writing within one week after receipt of the remarking request.

11.6 Candidates will only be notified of the result. The result of the remarking is final. The Examination Centre will not disclose the scores, test questions and the corresponding correct answers.

## 12 Re-sit for the Test

Candidates who have failed in the test can apply for the re-sit with full payment.

## 13 Certificates

Certificates will be awarded to the candidates who pass the test by:

13.1 Collection in person at the Examination Centre during office hours on the second full working day after the test, or 2 days upon receipt of the "Notification of Result".

Example	Test Day	Day for sending out the “Notification of Result”	Day for collection of certificate
Example 1 (Written Test Candidates)	Monday	Wednesday	Friday
Example 2 (Computer Test Candidates)	Thursday	Available right after the test	Monday

13.2 Collection by a representative with an authorization letter and a copy of Hong Kong Identity Card or Passport of the candidate concerned;

13.3 The certificate can be sent to the candidate by registered mail upon candidate's application in writing with a pre-payment of the postal expenses of HK\$25 by a crossed cheque or cashier's order payable to "Vocational Training Council".

Uncollected certificates will be disposed of six months after the test.

#### **14 Loss or Damage to Certificates**

Candidates who have lost or damaged their certificates may apply in writing for re-issue of certificate subject to payment of a replacement fee of HK\$50 to the Examination Centre.

#### **15 Re-issuance of Receipt**

Candidates may request a re-issued copy of the receipt in writing subject to payment of a reissuance fee of HK\$10 to the Examination Centre.

#### **16 Notice relating to the Personal Data (Privacy) Ordinance**

Candidates are advised to read the Notice relating to the Personal Data (Privacy) Ordinance in Appendix III to understand their rights and obligations regarding the supply of their personal data to the Examination Centre, and the way in which the Examination Centre may use or deal with such data for their examination applications.

#### **17 Disclaimer**

The VTC or Examination Centre shall not be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, epidemic, governmental action or intervention, riot or any other cause not reasonably foreseeable and beyond the reasonable control of the VTC or Examination Centre. Fees paid are not refundable or transferable.

#### **18 Enquiries and Complaint**

18.1 Enquiries about the trade test may be directed to PEAK Examination Centre of VTC at the telephone number stated below:

General Office: Tel.: 2919 1467 / 2919 1468 / 2919 1478

Services Hours for Answering Telephone Enquires:

9:00 a.m. – 5:15 p.m from Monday to Friday

9:00 a.m. - 12:00 noon on Saturday

Email: [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk)

Fax: 2574 0213

Note: The office hour may subject to change on the working day immediately before a public holiday or under special work arrangement. The Examination Centre will publish the related information in the website at [www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc) and post in the centre.

- 18.2 A Complaint Panel is set up to deal with any complaint relating to the test. Any complaint can be addressed to the Complaint Panel at the address below:

Complaint Panel for the Trade Test  
Vocational Training Council  
16/F, Vocational Training Council Tower  
27 Wood Road  
Wanchai  
Hong Kong.

- 18.3 Enquiries about the application for Security Personnell Permit may be directed to the Police Licensing Office:

12/F, Arsenal House  
Police Headquarters  
1 Arsenal Street  
Wanchai  
Hong Kong.

General Enquiries: 2860 2973  
New Applications: 2860 6543  
Renewal Applications: 2860 6546

Note: To avoid mail loss, candidates should notify the Examination Centre in writing IMMEDIATELY of any change in their correspondence address.



**Syllabus for the Trade Test for Security Guards**

**(i) Role, General Duties and Responsibilities of a Security Guard**

- (a) The role and functions of security guards: to prevent and minimize losses and damages to life and properties:
- (b) Major duties and responsibilities including:
  - prevention of unauthorized access to premises and properties;
  - registration of visitors and taking precautionary measures to protect the personal data from leaking out to unauthorized persons/parties;
  - regulating movement of persons and vehicles;
  - taking proper steps to impound unauthorized vehicles in accordance with the Road Traffic (Parking on Private Roads) Regulations Cap. 374;
  - patrolling;
  - prevention and detection of crimes and accidents;
  - preventing valuable assets from damages;
  - reporting and recording incidents properly;
  - handling emergencies in accordance with the contingency plan as set out by the employer;
  - monitoring of security systems;
  - keeping of keys properly;
  - acquainting with the assignment instructions as set out by the employer.

**(ii) Conduct and Behaviour**

- not to sleep, take alcoholic drinks and participate in any improper activities;
- not act contrary to the requirements of his/her duties as a security personnel, such as sleeping on duty, or being negligent, or remiss in the execution of his/her duty;
- be punctual to work, clock in or sign on and off on the attendance book;
- be polite;
- not to go off duty until handing over to the staff of next shift;
- to maintain good public relations with clients.

**(iii) Uniforms and Equipment**

(a) Uniforms

- Wear the right type of uniform;
- Keeps and maintains the uniform in a good condition.

(b) Equipment

- Types and use of general equipment including but not limiting to the use of CCTV, radio, recording and patrolling system, etc.
- Knowledge of operation of equipment.

**(iv) Legal Responsibilities and Relevant Legislation**

(a) Security and Guarding Services Ordinance (Cap. 460)

- To notify the Commissioner of Police in writing of:
  - any change of employer, unless he/she is employed by a Licensed Security Company; and
  - any institution of criminal proceedings against him/her within 14 days after the relevant event has occurred.
- Understands:
  - that one has to carry the security personnel permit at all time when on duty; and to produce this permit for inspection on demand by any police officer;
  - that one can only perform the type(s) of security work as specified in the Security Personnel Permit;
  - that one must not work over 372 hours per month and must not normally work over 12 hours per day;
  - the basic functions and activities of the Security Companies Inspection Unit and Police Licensing Office.

(b) Personal Data (Privacy) Ordinance (Cap. 486)

The importance of the Ordinance and registration of visitors in the following manner:

- not to place and keep the registration book open at the guard counter;
- to take possible security means to prevent visitors from gaining access to the personal information/data of the previous visitors;
- to store the registration book properly after registration.

(c) Criminal Procedure Ordinance (Cap. 221) governing arrest and use of force.

- Understands that:
  - a security guard has no more authority than a general citizen and has no power of search;
  - one has to call the Police immediately in case of occurrence of crime;
  - one can only arrest under safe condition and to use minimum force when effecting an arrest.
- Able to maintain politeness when questioning the suspects, effecting an arrest with minimum force;

(d) Road Traffic (Parking on Private Roads) Regulations (Cap. 374)

- The condition that one can only impound/tow a vehicle at the “Restricted Parking Area” of a private road under the following conditions:
  - the vehicle is parked without authorization and the driver cannot be located;
  - the driver is unable to remove the vehicle, or refuse or fail to remove the vehicle, on being requested to do so by the owner of the private road concerned or an authorized officer in respect of the road.
- Understands that one can only use an approved immobilization device to impound unauthorized vehicle;
- Has the basic knowledge of impounding, removal and storage charges.

(e) Prevention of Bribery Ordinance (Cap. 201)

- The importance of the Ordinance so as to refrain from:
  - acceptance of money and benefit from clients or contractors in carrying out the duties;
  - soliciting of money or benefits in any form;

(f) Smoking (Public Health) Ordinance (Cap. 371)

- The knowledge of which area is designated as “No Smoking Area” in the work site;
- The following handling procedures, when smoking in “No Smoking Area” is discovered:
  - to indicate to the offender that smoking is prohibited in the “No Smoking Area”;
  - to request the offender to extinguish cigarette/tobacco product;

- if the offender refused to extinguish the cigarette, request him to leave the “No Smoking Area”.

**(v) Fire Prevention and Procedures**

**(a) Fire Prevention**

- the major causes of fire such as careless disposal of lighted cigarettes, etc;
- use and maintenance of the fire services installation;
- fire prevention including the importance of smoke doors.

**(b) Handling Procedures**

- the proper procedures in the use of fire services installation;
- the proper steps to be taken in case of fire;
- degrees and kinds of fire: handling of small local fire;
- information required in a fire report;
- evacuation procedures.

**(vi) Handling of Emergencies**

- remain calm in case of emergency;
- report case to the Police and supervisor and seek for assistance when emergency occurred;
- provide possible assistance to law enforcing officer/technician, etc;
- take appropriate steps according to the contingency plans to cope with different types of emergencies as below:
  - criminal activities
  - fire outbreak
  - sick or injured person
  - electricity failure
  - gas leakage: refrain from using radio, switching on lights etc. which may create sparks
  - lift failure
  - typhoon
  - flooding
  - bombs or suspicious objects: do not touch, cover or use radio evacuation
  - sounding of burglar alarm
  - suspicious persons
  - crowd control
  - falling objects
  - collapse of building parts

**(vii) Reporting and Recording**

- book on and off duty punctually and with accuracy and legibility;
- hand over duty by recording in the occurrence book;
- record every events happened in the work site in the occurrence book;
- take appropriate follow-up action to solve the problem;
- report promptly important incidents to supervisor or responsible person for follow-up action.

**(viii) Access Control and Patrolling**

Able to:

- prevent unauthorized access;
- pay special attention to stranger who follow residents into the building;
- conduct patrol and be familiar with the work site;
- record and report patrol results.

**(ix) Health and Safety**

- Understands that a security guard can also contribute to safety and health in the work sites.
- Able to follow the proper work procedures in observing safety rules.
- Aware of the potential danger at work site.

**(x) Courtesy and Customer Relations**

Understands the importance of being polite and courteous while on duty.

**Regulations of the Trade Test for Security Guards**

**General Rules**

1. Candidates who attend a test not in a designated venue shall not be allowed to take the test.
2. Candidates are advised to arrive at the test centre at least **15 minutes** before the start of the test.
3. Candidates are required to switch off beeping watches, pagers and mobile phones before entering the test centre.
4. For written test, candidates should bring HB pencils and erasers to the test centre and have to use HB pencils to answer multiple choice questions.
5. No candidate will be admitted to the test centre **15 minutes** after the start of the test.
6. After the test has been in progress for **more than 15 minutes**, candidates may leave the test centre with the approval of the invigilator. However, candidates are not permitted to leave the test centre in the **final 15 minutes**.
7. VTC will not be responsible for any loss, theft or damage of personal property of candidates during the test.
8. All personal articles including any study materials must be placed in the designated area during test.
9. Drinking, eating and smoking are not allowed in the test centre.
10. Candidates must sit according to the designated seat numbers unless otherwise approved by the invigilator.
11. For written test, the use of correction fluid on the Multiple Choice Answer Sheets is not permitted.
12. At the end of the test, candidates should remain silent and seated until all test papers have been collected by the invigilators.

**Disqualification**

A candidate may be disqualified from the test if he or she:

1. fails to follow the General Rules or the instructions of the invigilators in the test; or
2. is found cheating in whatever manner.

## **Proof of Identity**

Candidates must bring the proof of identity such as Hong Kong Identity Cards<sup>2</sup> or valid Passports to the test. Those who fail to produce such identification may not be permitted to sit for the test.

## **Typhoon / Black Rainstorm Warning / “Extreme Conditions”**

1. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force after 6:15 a.m., but before 11:00 a.m., examinations between 9:00 a.m. to 12:00 noon will be cancelled.
2. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force at 11:00 a.m., but before 4:00 p.m., examinations between 12:00 noon to 6:00 p.m. will be cancelled.
3. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force at or after 4:00 p.m., examinations between 6:00 p.m. to 10:00 p.m. will be cancelled.
4. Candidates are advised to visit the website of the PEAK Examination Centre ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)) for any special announcements concerning postponement of examinations. The candidates will be notified of the new examination date and time as soon as possible.
5. However, once the examination has commenced, candidates are required to sit through the examination even if the Typhoon Signal No. 8 or above or the Black Rainstorm Warning Signal is announced.

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<sup>2</sup> For candidates who have just reached 18 years old, they are required to produce their adult identity card (or an acknowledgement of an application for an adult identity card) for identity verification during any examination which takes place after the 30th days following their 18th birthday. Otherwise, they will not be allowed to take the examination. Fees paid are not refundable or transferable.

**Notice Relating to the Personal Data (Privacy) Ordinance**

In view of the Personal Data (Privacy) Ordinance (“the Ordinance”), this notice is to help candidates understand their rights and obligations in respect of the supply of their personal data to the PEAK Examination Centre of the Vocational Training Council (“Examination Centre”) and the way in which Examination Centre may use or handle such data.

1. Candidates are required to keep the Examination Centre informed of any change of their personal data once they are enrolled as candidates for the examination, and until such time as they have completed the examination.
2. The Examination Centre may use the supplied personal data for the following purposes:
  - (a) administering the examination;
  - (b) maintaining a candidate record;
  - (c) distribution of examination results to candidates concerned;
  - (d) certifying candidates’ examination results to the relevant regulators and bodies;
  - (e) reporting cases of disqualified candidates to the relevant regulators and bodies;
  - (f) research or statistical analysis;
  - (g) any other related purposes.
3. The Examination Centre will keep the personal data of candidates confidential. Nevertheless, during its operations, the Examination Centre may, as permitted by law, compare, match, transfer or exchange their data with the data already possessed, or obtained hereafter, by the Examination Centre for these or any other purposes.
4. Candidates may have the right under the Ordinance to request access to or correction of any data provided by them as per the manner and limitations prescribed therein. In this connection, please note that the answer sheets used by candidates in the examination (which may contain their personal data) will be destroyed two months after the date of the examination concerned.
5. As the Ordinance allows, the Examination Centre has the right to charge a reasonable fee for the processing of any request for data access.
6. Candidates who request access to data or correction of data may contact or write to the Examination Centre. Its address, telephone number and fax number are as below:

PEAK Examination Centre,  
Vocational Training Council  
M/F VTC Tower,  
27 Wood Road,  
Wanchai, Hong Kong

Tel: 2919 1467 / 2919 1468 / 2919 1478  
Fax: 2574 0213  
Email: [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk)