

Guideline of Quality Assurance System for the Recognition Scheme of Security Training Courses/Programmes

Effective Date: 1 January 2019

1. Background

- 1.1 Since 1 April 2004, an applicant for Category A, B and/or C Security Personnel Permit who has sat and passed a course-end examination within 1 year before submitting his/her application, of a security training course that has met the requirements of a scheme for quality assurance that has been endorsed by the Security and Guarding Services Industry Authority (SGSIA) (QASRS) and announced in a manner that it thinks fit is deemed to have met the criterion of "Proficiency in Security Work" for issuing a Security Personnel Permit (SPP).
- 1.2 The SGSIA has entrusted the Security Services Training Board (SSTB) of the Vocational Training Council (VTC) to oversee the operation of the QASRS to ensure that the quality of basic security training courses/programmes available in the market would meet the standards endorsed by the SGSIA. With effect from 1 January 2019, basic security training course/programmes accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) as meeting the standards of the "Specifications of Competency Standards UoC 107753L1 – Perform basic guarding services for QASRS" under the Qualifications Framework would be deemed by the SGSIA and SSTB as meeting the standards of the QASRS. Details on how to obtain HKCAAVQ's accreditation can be found from the following website: www.hkcaavq.edu.hk.
- 1.3 Any person who has successfully completed a valid recognized course/programme accredited by the HKCAAVQ as meeting the QASRS standards, passed its relevant course-end examination and is able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The exemption will be valid for five years from the date of successful completion of the valid recognized course/programme.

2. Additional Guidelines for Accredited Courses/Programmes

In addition to guidelines provided by the HKCAAVQ for their accreditation, there are guidelines applicable to the accreditation of the basic security training courses/programmes according to the standards of the QASRS. They are set out below:

2.1 Course/Programme Development and Administration

- 2.1.1 The course/programme provider should establish a management structure for the provision and operation of the course/programme according to the requirements set by the HKCAAVQ. "Course/Programme Director" and "Administrative Officers" should be appointed to oversee the operation of the course/programme.

- 2.1.2 The course/programme provider should keep all documents relating to the implementation of the recognized course/programme, including course/programme approval, class register, course/programme delivery, certificate register and course/programme evaluation, within the five years after the completion of the course/programme, and make available for inspection upon request.
- 2.1.3 The class register should contain the names, Hong Kong Identity Card or passport numbers (the collection and handling of which should be in conformity with the relevant provisions under the Personal Data (Privacy) Ordinance (Cap. 486)) and the attendance record (including arrival and departure time) of all trainees in each class, and should be signed by the attending trainee and countersigned by the trainer to ensure accuracy.
- 2.1.4 The course/programme provider should seek the HKCAAVQ's approval **before** implementing any substantial change, at both institutional and programme levels, to the course/programme. Information on applying for changes to the course/programme accredited by the HKCAAVQ can be found from the "Guidance Notes on Substantial Change to Accreditation Status" available at HKCAAVQ's website. A fee may be levied on certain changes and amendments.

2.2 Course/Programme Syllabus

The course/programme must cover the whole syllabus of the "Specifications of Competency Standards UoC 107753L1 – Perform basic guarding services for QASRS" under the Qualifications Framework. Details can be found from the website of the Qualifications Framework:

https://www.hkqf.gov.hk/security/en/scs/introduction/uoc/index.html#FA_3.

2.3 Course/Programme Duration and Mode of Delivery

- 2.3.1 The minimum duration of a recognized course/programme is 16 hours, which should be completed within a period not exceeding 8 days in a face-to-face manner in classroom setting.
- 2.3.2 Recognition will only be given to the security-related subjects of a course/programme covering the whole recognized syllabus with a minimum of 16 hours regardless of the duration of the whole course/programme.
- 2.3.3 Maximum number of trainees per class is 40. Training facilities should be provided according to the requirements set by the HKCAAVQ.

2.4 Qualification of Trainers

The course/programme provider should engage qualified trainers. It should demonstrate evidence that trainers employed are either:

- (a) Qualified QASRS trainers recognized by SSTB (Details on how to become a qualified QASRS trainer are available at the following website: <https://www.peak.edu.hk/exam/en/page.php?id=911453>); **OR**
- (b) Graduates from programmes accredited by the HKCAAVQ as meeting the standards of “Specification of Competency Standards UoC 107749L4” under the Qualifications Framework.

2.5 Assessment

2.5.1 All trainees are required to attend an course/programme-end assessment in the form of multiple-choice questions. Each set of the examination paper(s) should be endorsed by the Course/Programme Director prior to use, and documentation should be maintained to confirm the endorsement. The assessment topics and the distribution of number of multiple-choices questions are as follows:

Topic		No. of Question
1.	Role, general duties and responsibilities	7
2.	Conduct and behaviour	2
3.	Uniforms and equipment	3
4.	Legal responsibilities and relevant legislation	13
5.	Fire prevention and procedures	5
6.	Handling of emergencies	12
7.	Access control, patrolling, reporting and Recording	3
8.	Health and safety	2
9.	Courtesy and customer relations	3
Total:		50

2.5.2 The course/programme provider should maintain a question bank with at least 150 different questions. The ratio of the number of questions in the bank covering different assessment topics should follow the distribution in the table in 2.5.1 above.

2.5.3 The course/programme provider should use different sets of examination paper for different classes. The questions in each set of examination paper should comprise of questions drawn from the question bank and should have less than 50% of the questions overlapping with the examination paper in the last cohort/examination.

2.5.4 All answer sheets to the examination paper of each examination should be marked by the trainer and endorsed by the “Administrative Officer”

appointed by the course/programme provider for overseeing the course/programme. Proof of such endorsement must be indicated in an Administrative Officer's report to be completed within one month from the date of the course/programme-end examination.

2.6 Certification

2.6.1 The course/programme providers should issue a certificate to trainees who have successfully completed the course/programme and passed the end-of-course/programme examination.

2.6.2 Certificates must contain the following details:

(a) Course/Programme Title

- For courses/programmes which cover only the recognized syllabus of "Specifications of Competency Standards UoC 107753L1 – Perform basic guarding services for QASRS":

(Name of Course/Programme Provider) (Name of Course/Programme) (The SGSIA Recognized Training Course/Programme – Quality Assurance System Compliance)

- For courses/programmes which cover other non-recognized syllabuses:

(Name of Course/Programme Provider) (Name of Course/Programme) (Including the SGSIA Recognized Training Course/Programme – Quality Assurance System Compliance)

(b) Name of the trainee with Hong Kong Identity Card or passport number.

(c) Serial number of certificate.

(d) Signature and name of the trainer and a responsible person designated by the Course/Programme of the agency providing the approved course/programme.

(e) Date of issue of certificate.

(f) A note stating "For a period of 5 years from the date of this certificate, the holder of this certificate may be exempted from the basic training on being employed by a security company" should be printed on the certificate.

A sample certificate for courses/programmes covering only the recognized syllabus of "Specifications of Competency Standards UoC 107753L1 – Perform basic guarding services for QASRS" is at **Appendix**

2.6.3 The course/programme providers should maintain a certificate register containing the course/programme details, the name and Hong Kong Identity Card or passport number of all the trainees receiving certificates and a serial number for each certificate issued.

2.7 Course/Programme Monitoring, Evaluation and Communication

2.7.1 The course/programme providers should establish a course/programme monitoring, class observation, communication and evaluation system.

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