

The Principles of Working as a Security Officer in the Private Security Industry (Refresher)

Self-study workbook



Name

Learner N°:

Training Provider:

Start Date:

End Date:

All rights reserved. No part of this product may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including electronic, photocopying, recording or otherwise, without the prior permission of Highfield Products Ltd. This includes the sharing or uploading of whole or partial copies online or on social media, whether on personal or business accounts.
Any unauthorised act may result in civil or criminal actions.

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.

Introduction

The Principles of Working as a Security Officer in the Private Security Industry (Refresher) self-study coursebook and workbook has been written to support the delivery of 3 self-study learning outcomes from 'Unit 1: Principles of Working as a Security Officer in the Private Security Industry (Refresher)'.

If the workbook is being used as self-study before attending face-to-face training/assessment, it must be returned to your training provider before you attend.

Knowledge questions

LO1 Know how to conduct effective search procedures

AC1.1 State the different type of searches carried out by a security officer

As a security officer you will be required to carry out different types of searches.

Question 1

State the **THREE** different types of searches that are carried out by a security officer.

1

2

3

AC1.2 Identify a security officer's right to search

Security officers have specific powers related to their duties, but your right to search individuals is limited.

Question 2a

Identify **THREE** occasions when a security officer has the right to search.

1

2

3

When conducting searches on single-sex and transgender individuals, security officers must follow guidelines to ensure the process is respectful.

More information can be found at:

Guidance on conducting a search is available on paragraphs 13.57-13.60 on pages 197 to 198 of the Equality and Human Rights Commission guidance at:

https://www.equalityhumanrights.com/sites/default/files/servicescode_0.pdf

Knowledge questions

Question 2b

Explain the search process required when carrying out:

- single sex searches
- transgender individuals' searches

Single sex	
Transgender individuals	

AC1.3 Identify the different types of searching equipment

As a security officer, you may be required to search staff, visitors or customers at a site before allowing entry.

Question 3

Identify **SEVEN** different types of equipment that can be used to assist with searches.

1	
2	
3	
4	
5	
6	
7	

Knowledge questions

AC1.4 Recognise possible hazards when conducting a search

Security officers may encounter various potential hazards when conducting searches.

Question 4

Identify **SEVEN** hazards you may encounter when conducting searches.

1

2

3

4

5

6

7

AC1.5 State the precautions to take when carrying out a search

It is important that as a security officer you take care of yourself when conducting searches.

Question 5

State **FIVE** precautions that you can take when carrying out a search.

1

2

3

4

5

Knowledge questions

AC1.6 State the actions to take if an incident or an accident occurs

From time to time, incidents or accidents may occur; it is important to always follow the venue's policy or assignment instructions.

Question 6

State the actions to take if an incident or an accident occurs.

Knowledge questions

AC1.8 State typical areas of vehicles to be searched

Some sites require vehicles to be searched, including:

- cycles
- motorcycles
- cars
- vans
- heavy goods vehicles

Question 7

State typical areas of vehicles to be searched.

Cycles

Motorcycles

Cars

Vans

Heavy goods vehicles

Knowledge questions

AC1.9 Identify the reasons for carrying out a premises search

As well as searching people, you may be required to carry out a premises search.

Question 8

Identify **FIVE** reasons for carrying out a premises search.

1

2

3

4

5

AC1.10 Recognise actions to take in the event of a search refusal

Individuals may refuse to be searched or to have their belongings searched. Any refusals should be handled according to the venue's policy or assignment instructions.

Question 9

State **FOUR** actions to take in the event of a search refusal.

1

2

3

4

Knowledge questions

AC1.11 Identify reasons for completing search documentation

Venues that require the security team to search people or their property must provide a suitable method of recording searches.

Question 10

Identify **FOUR** reasons for completing search documentation.

1

2

3

4

AC1.12 Identify actions to take if a prohibited or restricted item is found during a search

Any stolen, illegal or unauthorised items found during a search must be dealt with correctly.

Question 11

Identify **SIX** actions to take if a prohibited or restricted item is found during a search.

1

2

3

4

5

6

Knowledge questions

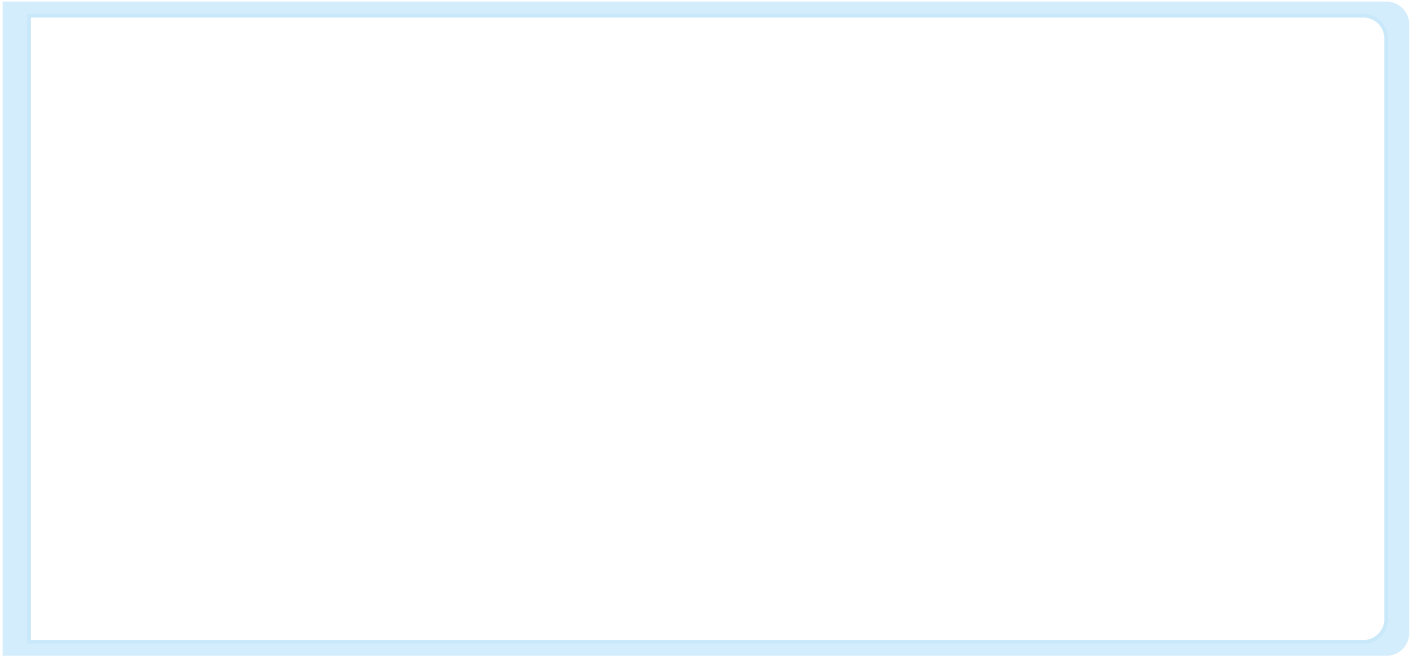
LO2 Understand how to keep vulnerable people safe

AC2.1 Recognise duty of care with regard to vulnerable people

As a security officer you have a duty of care to vulnerable people that enter the premises.

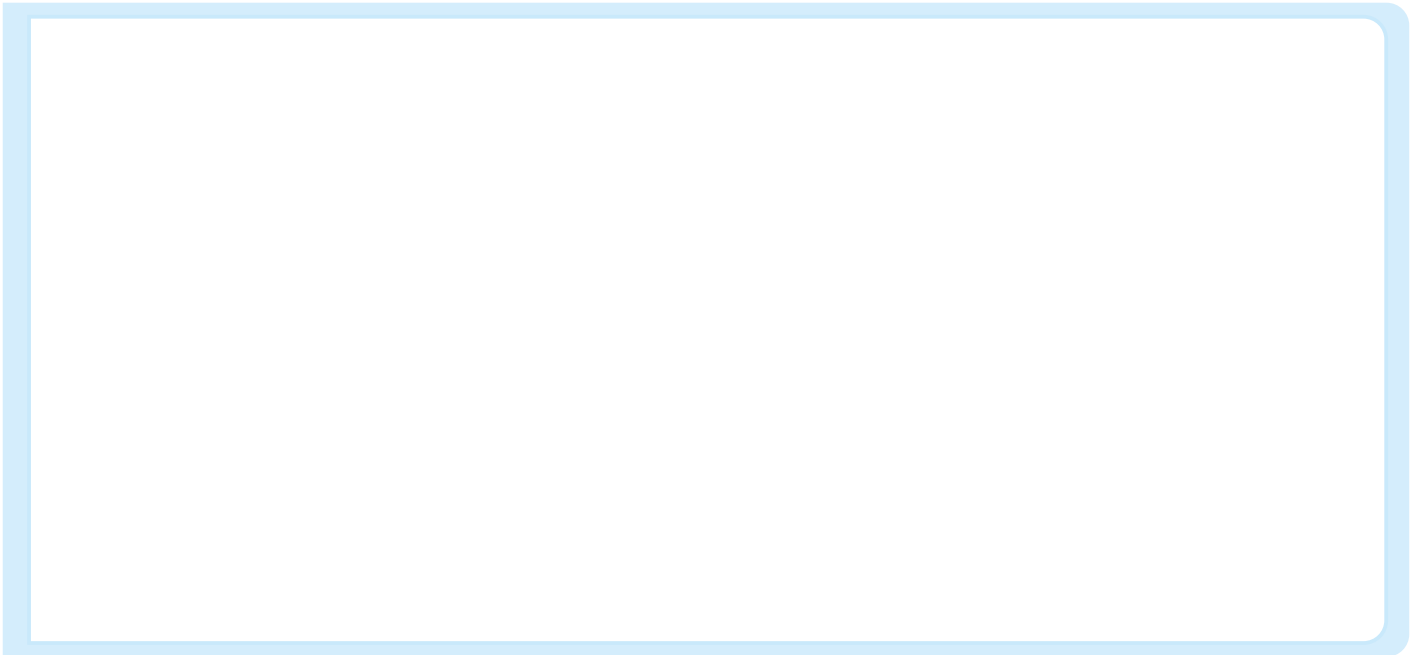
Question 12a

Explain what is meant by duty of care.



Question 12b

Explain why it is important to have a duty of care for everyone, even if they do not appear to be vulnerable.



Knowledge questions

AC 2.2 Identify factors that could make someone vulnerable

As a security officer, you need to be aware of individuals who may be considered vulnerable due to various factors.

Question 13a

Identify **FIVE** factors that could make someone vulnerable or more at risk than others.

1

2

3

4

5

Question 13b

Explain why the **FIVE** factors you identified in question **13a** could make someone vulnerable.

1

2

3

4

5

Knowledge questions

AC2.3 Identify actions that the security operative should take towards vulnerable individuals

In your professional judgement, if a person appears to be vulnerable, you need to consider what help they might need.

Question 14

Identify **FIVE** actions that you should take towards vulnerable individuals.

1

2

3

4

5

AC2.4 Identify behaviours that may be exhibited by sexual predators

As a security officer, you must be able to identify behaviours that may be exhibited by sexual predators.

Question 15

Identify **FOUR** behaviours that may be exhibited by sexual predators.

1

2

3

4

Knowledge questions

AC2.5 Identify indicators of abuse

There are several identifying indicators of abuse that a security officer can look out for.

Question 16

Identify **FOUR** indicators of abuse.

1

2

3

4

AC2.6 State how to deal with allegations of sexual assault

Security officers regularly wear uniforms. Some people find this reassuring and may choose to tell the operative about the abuse they have been subjected to. This is called disclosure.

Question 17

State how to deal with allegations of sexual assault.

Knowledge questions

AC2.7 State how to deal with anti-social behaviour

As a security officer, you should always maintain a positive and productive attitude when dealing with members of the public who are demonstrating anti-social behaviour.

Question 18

State how to deal with anti-social behaviour.

Knowledge questions

LO3 Understand terror threats and the role of the security operative in the event of a threat

AC3.1 Identify the different threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

Question 19

Identify the **FIVE** different threat levels.

1

2

3

4

5

AC3.2 Recognise the common terror attack methods

It is important to be aware of the common methods used in terror attacks.

Question 20

What are the most common terror attack methods?

Knowledge questions

AC3.3 Recognise the actions to take in the event of a terror threat

The role of a security officer during a terror attack will be outlined in the venue or site's policies and procedures.

Question 21

Explain the actions you should take in the event of a terror threat at the venue or site.

AC3.4 Identify the procedures for dealing with suspicious items

As a security officer, you need to be aware of suspicious packages and the procedures to follow if one is identified.

Question 22

Identify the procedures for dealing with suspicious items.

Knowledge questions

AC3.5 Identify behaviours that could indicate suspicious activity

Suspicious activity is any observed behaviour that could indicate terrorism or terrorism-related crime.

Question 23

Identify **SIX** behaviours that could indicate suspicious activity.

1

2

3

4

5

6

AC3.6 Identify how to respond to suspicious behaviour

As a security officer, you shouldn't be afraid of responding when you suspect suspicious behaviour.

Question 24

Identify how you should respond to suspicious behaviour.

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 as a security officer in the private security industry (refresher)

Assessment criteria	Module question	Additional evidence
1.1	Question 1	
1.2	Question 2 a, b	
1.3	Question 3	
1.4	Question 4	
1.5	Question 5	
1.6	Question 6	
1.8	Question 7	
1.9	Question 8	
1.10	Question 9	
1.11	Question 10	
1.12	Question 11	
2.1	Question 12 a, b	
2.2	Question 13 a, b	
2.3	Question 14	
2.4	Question 15	
2.5	Question 16	
2.6	Question 17	
2.7	Question 18	

3.1	Question 19	
3.2	Question 20	
3.3	Question 21	
3.4	Question 22	
3.5	Question 23	
3.6	Question 24	

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 as a Security Officer in the Private Security Industry (Refresher)

Highfield Icon, First Point,
Balby Carr Bank, Doncaster,
South Yorkshire, DN4 5JQ, UK

© 2024 Highfield Products Limited

Follow Highfield on:



01302 363277 www.highfieldqualifications.com info@highfield.co.uk

Find out about our
upcoming webinars!

