

## CERTIFICATE IN SECURITY OPERATIONS

### CORE MODULES

| Course Title  | Course Date / Period |               |              |       |                |              |       |
|---|----------------------|---------------|--------------|-------|----------------|--------------|-------|
|   | 2017                 |               |              |       | 2018           |              |       |
|   | Sep                  | Oct           | Nov          | Dec   | Jan            | Feb          | Mar   |
| <b>Provide Guard and Patrol Services (WS8)</b><br><i>(Duration 2 days)</i>      | 4-5                  | 2-3           | 6-7          | 4-5   | 2-3            | 5-6          | 5-6   |
|   | 11-12                | 9-10          | 13-14        | 11-12 | 8-9            | 12-13        | 12-13 |
|   | 18-19                | 16-17         | 20-21        | 18-19 | 15-16          | 19-20        | 19-20 |
|   | 25-26                | 23-24         | 27-28        | 26-27 | 22-23          | 26-27        | 26-27 |
|   |                      | 30-31         |              |       | 29-30          |              |       |
| <b>Handle Security Incidents and Services (WS7)</b><br><i>(Duration 3 days)</i> | 5-7                  | 3-5           |              | 5-7   | 3-5            |              |       |
|   | 12-14                | 10-12         | 7-9          | 12-14 | 9-11           | 6-8          | 6-8   |
|   | 19-21                | 17,19-20      | 14-16        | 19-21 | 16-18          | 12-14        | 13-15 |
|   | 26-28                | 24-26         | 21-23        | 27-29 | 23-25          | 20-22        | 20-22 |
|   |                      | 31 Oct -2 Nov | 28-30        |       | 30 Jan - 1 Feb | 27 Feb-1 Mar | 27-29 |
| <b>Recognise Terrorist Threats (WS9)</b><br><i>(Duration 2 days)</i>            | 7-8                  | 5-6           | 2-3          | 14-15 | 8-9            | 1-2          | 1-2   |
|   | 21-22                | 19-20         | 16-17        | 21-22 | 11-12          | 8-9          | 8-9   |
|   |                      |               | 30 Nov-1 Dec | 28-29 | 18-19          | 12-13        | 15-16 |
|   |                      |               |              |       | 25-26          | 22-23        | 22-23 |
|   |                      |               |              |       |                |              | 26-27 |

### ELECTIVE MODULES

| Course Title  | Course Date / Period |       |              |       |                |       |       |
|---|----------------------|-------|--------------|-------|----------------|-------|-------|
|   | 2017                 |       |              |       | 2018           |       |       |
|   | Sep                  | Oct   | Nov          | Dec   | Jan            | Feb   | Mar   |
| <b>Manage Disorderly Conduct and Threatening Behaviour (WSZ)</b><br><i>(Duration 2 days)</i>  | 4-5                  | 5-6   | 2-3          |       | 11-12          | 8-9   | 8-9   |
|   | 21-22                | 19-20 | 16-17        | 14-15 | 25-26          | 22-23 | 22-23 |
|   |                      |       | 30 Nov-1 Dec | 28-29 |                |       |       |
| <b>Minimise Retail Theft and Loss (WSK)</b><br><i>(Duration 2 days)</i>                       | 7-8                  | 12-13 | 16-17        | 19-20 | 23-24          | 27-28 |       |
| <b>Provide Mobile Patrol Services (WSL)</b><br><i>(Duration 2 days)</i>                       | 18-19                | 23-24 | 29-30        |       | 5-6            | 7-8   | 14-15 |
| <b>Operate Basic Security Equipment (WSV)</b><br><i>(Duration 1.5 days)</i>                   | 13-14                | 9-10  | 9-10         | 7-8   | 4-5            |       | 1-2   |
|   | 28-29                | 23-24 | 20-21        | 21-22 | 18-19          | 12-13 | 15-16 |
|   |                      |       |              |       | 31 Jan - 1 Feb |       | 28-29 |
| <b>Perform Covert Retail Security (WSJ)</b><br><i>(Duration 2 days)</i>                       |                      | 5-6   | 9-10         | 14-15 | 18-19          | 19-20 | 28-29 |
| <b>Provide People Protection Services (WSI)</b><br><i>(Duration 2 days)</i>                   | 20-21                | 20-21 | 16-17        | 19-20 | 22-23          | 22-23 | 19-20 |
| <b>Assist in the Evacuation of Premises (WSD)</b><br><i>(Duration 2 days)</i>                 | 12-13                | 19-20 | 23-24        | 27-28 | 29-30          |       | 6-7   |
| <b>Conduct Crowd and Traffic Control (WSG)</b><br><i>(Duration 3 days)</i>                    | 11-13                | 10-12 | 6-8          | 4-6   | 3-5            | 26-28 | 26-28 |
|   |                      |       |              |       | 29-31          |       |       |
| <b>Perform Security Operations within Legal Framework (WSM)</b><br><i>(Duration 1.5 days)</i> | 7-8                  | 5-6   | 2-3          | 21-22 | 25-26          | 22-23 | 22-23 |
|   |                      |       | 28-29        |       |                |       |       |
| <b>Conduct Security Screening of Person &amp; Bag (WSW)</b><br><i>(Duration 2 days)</i>       | 12-13                | 3-4   | 14-15        | 5-6   | 16-17          | 8-9   | 12-13 |
|   |                      | 24-25 |              | 28-29 |                | 22-23 |       |
| <b>Conduct Security Screening and Search of Vehicles (WUX)</b><br><i>(Duration 2 days)</i>    | 7-8                  | 12-13 | 16-17        | 19-20 | 23-24          | 27-28 |       |

## ADVANCED CERTIFICATE IN SECURITY SUPERVISION

### CORE MODULES

| Course Title   | Course Date / Period |             |                 |       |       |       |       |
|--|----------------------|-------------|-----------------|-------|-------|-------|-------|
|  | 2017                 |             |                 |       | 2018  |       |       |
|  | Sep                  | Oct         | Nov             | Dec   | Jan   | Feb   | Mar   |
| <b>Supervise Security Officers (WQ2)</b><br><i>(Duration 2.5 days)</i>                       | 6-8                  | 4-6         | 1-3             |       | 10-12 | 7-9   | 7-9   |
|  | 20-22                | 19-21       | 15-17           | 13-15 | 24-26 | 21-23 | 21-23 |
|  |                      |             | 29-30,1 Dec     | 26-28 |       |       |       |
| <b>Assess and Address Security Risks (WQR)</b><br><i>(Duration 3 days)</i>                   | 4-6                  | 2-4         |                 | 11-13 | 8-10  | 5-7   | 5-7   |
|  | 18-20                | 16-17,19    | 13-15           | 26-28 | 22-24 | 19-21 | 19-21 |
|  |                      | 30-31,1 Nov | 27-29           |       |       |       |       |
| <b>Perform Supervisory Duties within Legal Framework (WQQ)</b><br><i>(Duration 2.5 days)</i> | 12-14                | 11-13       | 8-10            | 11-13 | 4-6   | 13-15 | 7-9   |
|  | 25-27                | 25-27       | 20-22           |       | 24-26 |       | 26-28 |
|  |                      |             |                 |       |       |       |       |
| <b>Induct Security Personnel (WQS)</b><br><i>(Duration 3 days)</i>                           | 7-9                  | 5-7         | 2-4             |       | 4-6   | 8-10  | 1-3   |
|  | 18-20                | 19-21       | 16-18           | 14-16 | 18-20 |       | 15-17 |
|  |                      |             | 30 Nov, 1-2 Dec |       |       |       | 27-29 |

### ELECTIVE MODULES

| Course Title   | Course Date / Period |             |                 |       |       |       |       |
|--|----------------------|-------------|-----------------|-------|-------|-------|-------|
|  | 2017                 |             |                 |       | 2018  |       |       |
|  | Sep                  | Oct         | Nov             | Dec   | Jan   | Feb   | Mar   |
| <b>Conduct Operation Briefing and Debriefing (WQE)</b><br><i>(Duration 2 days)</i>                         | 21-22                | 12-13       | 2-3             | 14-15 | 4-5   | 13-14 | 8-9   |
|  |                      |             | 23-24           |       | 25-26 |       | 28-29 |
| <b>Lead and Manage a Team of Security Officers (WQL)</b><br><i>(Duration 3 days)</i>                       | 7-9                  | 5-7         | 2-4             |       | 11-13 | 12-14 | 8-10  |
|  | 21-23                | 19-21       | 16-18           | 14-16 |       |       |       |
|  |                      |             | 30 Nov, 1-2 Dec |       |       |       |       |
| <b>Contribute to the Management of Security Incidents (WQI)</b><br><i>(Duration 3 days)</i>                | 28-30                |             | 2-4             | 7-9   | 11-13 | 13-15 | 22-24 |
| <b>Monitor and Review Security Operations (WQJ)</b><br><i>(Duration 3 days)</i>                            | 4-6                  | 2-4         |                 | 11-13 | 8-10  | 5-7   | 5-7   |
|  | 18-20                | 16-17,19    | 13-15           | 27-29 | 24-26 | 21-23 | 26-28 |
|  |                      | 30-31,1 Nov | 27-29           |       |       |       |       |
| <b>Deploy Security Equipment (WQN)</b><br><i>(Duration 3 days)</i>   | 13-15                | 12-14       | 9-11            | 6-8   | 11-13 | 13-15 | 15-17 |
| <b>Perform Security Command Centre Activities at Client's Premises (WQP)</b><br><i>(Duration 3 days)</i>   | 4-6                  | 4-6         | 8-10            | 6-8   | 3-5   | 5-7   | 7-9   |
| <b>Perform Monitoring and Reporting Duties at Central Command Centre (WQO)</b><br><i>(Duration 2 days)</i> | 18-19                | 9-10        | 22-23           | 14-15 | 2-3   | 26-27 | 28-29 |
|  |                      | 30-31       |                 |       | 29-30 |       |       |
| <b>Supervise Crowd and Traffic Control Activities (WQT)</b><br><i>(Duration 3 days)</i>                    | 4-6                  | 4-6         | 8-10            | 6-8   | 3-5   | 5-7   | 7-9   |

## DIPLOMA IN SECURITY MANAGEMENT

### CORE MODULES

| Course Title   | Course Date / Period |               |             |       |                   |                   |          |
|--|----------------------|---------------|-------------|-------|-------------------|-------------------|----------|
|  | 2017                 |               |             |       | 2018              |                   |          |
|  | Sep                  | Oct           | Nov         | Dec   | Jan               | Feb               | Mar      |
| <b>Achieve Work Effectiveness in Security Environment (WJI)</b><br><i>(Duration 3 days)</i>  | 7-9                  | 19-21         | 9-11        | 7-9   | 4-6               | 1-3               | 22-24    |
|  | 28-30                |               |             | 26-28 |                   | 22-24             |          |
| <b>Manage and Resolve Conflict in Security Environment (WJJ)</b><br><i>(Duration 3 days)</i> | 21-23                | 12-14         | 2-4         | 14-16 | 11-13             | 8-10              | 8-10     |
|  |                      |               | 23-25       |       |                   |                   |          |
| <b>Manage Security Operations (WJB)</b><br><i>(Duration 4 days)</i>                          | 6-9                  | 10-13         | 1-4         | 13-16 | 3-6               | 19-22             | 14-17    |
|  | 27-30                |               | 20-23       |       | 24-27             |                   |          |
| <b>Manage Security Agency within Legal Framework (WJC)</b><br><i>(Duration 5 days)</i>       | 11-15                | 2-6           |             |       | 2-6               |                   |          |
|  |                      | 30-31,1-3 Nov | 27-30,1 Dec |       | 29-31,1-2 Feb     | 26-28,1-2 Mar     | 26-29,31 |
| <b>Assess and Manage Security Risk Control Measures (WJQ)</b><br><i>(Duration 4.5 days)</i>  | 11-15                | 9-13          | 7-11        | 5-9   | 2-6               |                   |          |
|  |                      |               |             |       | 29-31 Jan,1-2 Feb | 27-28 Feb,1-3 Mar | 26-29,31 |

### ELECTIVE MODULES

| Course Title  | Course Date / Period |             |                   |       |       |       |       |
|---|----------------------|-------------|-------------------|-------|-------|-------|-------|
|   | 2017                 |             |                   |       | 2018  |       |       |
|   | Sep                  | Oct         | Nov               | Dec   | Jan   | Feb   | Mar   |
| <b>Develop a Manpower Deployment Plan (WJF)</b><br><i>(Duration 4 days)</i>                     |                      |             | 15-18             |       |       | 12-15 |       |
| <b>Conduct Security Survey (WJA)</b><br><i>(Duration 2.5 days)</i>                              | 25-27                |             |                   | 18-20 |       |       | 19-21 |
| <b>Prepare and Submit Tender for Security Services (WJG)</b><br><i>(Duration 2 days)</i>        | 18-19                | 16-17       | 13-14             | 11-12 | 8-9   | 5-6   | 5-6   |
| <b>Manage Performance of Security Personnel (WJK)</b><br><i>(Duration 2 days)</i>               | 4-5                  | 6-7         | 6-7               | 4-5   | 12-13 | 12-13 | 9-10  |
| <b>Manage Security Business (WJL)</b><br><i>(Duration 3.5 days)</i>                             | 27-30                |             | 29-30 Nov,1-2 Dec |       | 17-20 |       |       |
| <b>Manage Security Emergencies (WJP)</b><br><i>(Duration 3 days)</i>                            | 6-8                  | 2-4         |                   | 4-6   | 8-10  | 8-10  | 15-17 |
|   |                      | 30-31,1 Nov |                   |       |       |       |       |
| <b>Manage Recruitment and Selection of Security Personnel (WJH)</b><br><i>(Duration 3 days)</i> | 28-30                | 26-28       | 20-22             | 20-22 | 18-20 | 13-15 | 12-14 |
| <b>Plan and Implement Security Systems (WJR)</b><br><i>(Duration 4.5 days)</i>                  |                      | 24-28       |                   |       | 15-19 |       |       |