SECURITY INDUSTRY INSTITUTE (SII)

Information Sheet on Progressive Wage Model – Assessment-Only Pathway (PWM-AOP)

1. About PWM – AOP

The PWM-AOP is an option for security officers who have developed the relevant skills, experience and knowledge over the years with their respective security agencies but have never had them formally recognised. This route enables to achieve a Statement of Attainment (SOA) issued by the Singapore Workforce Development Agency (WDA) without having to undergo training if they are graded competent by SII assessors.

2. Modules available under the PWM-AOP administrated by SII

a. Security Supervisors

SE-SO- 304C- 0: Perform Supervisory Duties within Legal Framework

SE-SO- 305C- 0: Induct Security Personnel

3. Pre-requisites for PWM-AOP

a. Relevant Work Experience

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<tr>
<th>Module</th>
<th>Years of Experience</th>
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<tr>
<td>Perform Supervisory Duties within Legal Framework (304C)</td>
<td>3 years, with minimum of 2 years as Senior Security Officer</td>
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<tr>
<td>Induct Security Personnel (305C)</td>
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b. Assessment Readiness Self-Evaluation

Potential PWM-AOP candidates are required to undergo an Assessment Readiness Self-Evaluation via an Assessment Readiness Self-Evaluation Checklist to be administrated by the security agencies and obtain a minimum score of 80% for that particular module they are going to be assessed in.

The purpose of the self-evaluation is to provide PWM-AOP candidates with an insight on the competency standards of the module and help them determine for themselves whether they possess the relevant skills set to clear the assessment.

In the course of completing the Assessment Readiness Self-Evaluation checklist, potential candidates are strongly encouraged to be as realistic and honest as possible with the potential gaps between their existing skills set and assessment requirements, in order to avoid disappointment in the assessment outcome.

Security agencies are encouraged to opt for the more commonly adopted ‘train-and-assess’ pathway (i.e. attend training at an Approved Training Organisation and then subsequently undergo assessment) if there is a need for the officers to reinforce their existing skills set and enhance their confidence in their assessment-readiness.

4. PWM-AOP Fees

<table>
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<th>Date of Assessment</th>
<th>Assessment Fee</th>
<th>Appeal Fee</th>
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<tr>
<td>1 Jan 2016 onwards</td>
<td>$210 (including GST)</td>
<td>$16.10 (including GST)</td>
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Important Notes:

- Assessment and appeal fees are charged at the same rate for all modules offered under PWM-AOP
- Assessment booking slots are subject to availability as advised by SII
- No WDA funding is applicable under PWM-AOP
- The Appeal Fee is only applicable if a candidate is not satisfied with the assessment outcome and wishes to file an appeal application (to be submitted to SII through the security agency, within 7 working days from the date of assessment)
5. PWM-AOP Application Process

Security agencies are required to apply for PWM-AOP on behalf of their security officers – please refer to Annex A for the application workflow.

6. Frequently Asked Questions

a) Will the candidate be graded ‘Competent’ under the PWM-AOP if he /she meets the requirements of the Assessment Readiness Self-Evaluation?

No, the self-evaluation checklist merely gives an insight of the assessment requirements. The assessment outcome is dependent on several factors such as candidate’s readiness for assessment, candidate’s performance in demonstrating the competency requirements via role-plays, candidate’s knowledge in responding to the oral questions posed etc.

b) What happens if the candidate is graded ‘Not Yet Competent’ for the assessment under PWM-AOP?

The security agency is encouraged to send the candidate to undergo training at the respective ATOs. Alternatively, the security agency may book for a re-assessment under the PWM-AOP.

c) Can the security agency change the date of assessment for their officers?

Only one change of the group booking date is allowed and it must be done at least 3 working days before the date of assessment. The new assessment date requested will be subject to availability to be advised by SII.

d) Will there be any refund of assessment fee if the security agency decides to cancel the assessment booking?

Once the assessment booking is confirmed (i.e. 5 working days before the assessment date), no refund of the assessment fee paid will be allowed for cancellation of booking. Refund will only be considered in exceptional circumstances such as bereavement of family member or security officer (registered by the security agency) is no longer with the company, and the necessary supporting documents will be required to be produced for consideration.
e) **Will there be any refund of assessment fee if the candidate does not turn up for assessment?**

There will be no refund of assessment fee paid. If the candidate is on medical leave or absent due to unforeseen circumstances, he/she is required to produce the necessary supporting documents (through the security agency) for consideration by SII to reschedule the assessment. Candidate’s absence from assessment due to work or operational requirements will not be considered as valid reasons for refund of assessment fee paid.

f) **What does the candidate need to bring on the date of assessment?**

Candidate is required to bring along his/her identification document (i.e. NRIC or Work Permit) which was used to register for the security agency and photocopies will not be accepted for verification by SII assessor.

g) **Will there be a Statement of Attainment (SOA) or certificate awarded upon successful completion of assessment (i.e. graded ‘Competent’)?**

Yes. In line with WDA’s initiative, the SOA will be disseminated electronically to the designated email address provided by the security agency and no hard copy will be issued.

7. Enquiries

Please direct all enquiries pertaining to PWM-AOP to Edward Heng, senghuat@tp.edu.sg
SA checks the relevant work experience of SO as required under the PWM-AOP (refer to Para 3a)

SO meets the pre-requisite?

Yes

SA administers the Assessment Readiness Self-Evaluation for SO (refer to Para 3b)

SO scores min of 80%

Yes

SA consolidates registration for minimum 3 SOs and submit the following to SII via email:
- PWM-AOP Application Form
- Employment supporting documents
- Assessment Readiness Self-Evaluation Checklists
- Photocopy of NRIC/Work Permit of all SOs

No

SA sends SO to ATO for training (i.e. 'train-and-assess' pathway)

End

To be submitted via email: <senghuat@tp.edu.sg>

Documents in order?

Yes

Within 3 working days from submission date

SII informs SA of registration acceptance and available assessment dates, and advise SA on payment details

No

SII follows up with SA on pending requirements

End
SA makes payment via cheque/bank transfer (Not required for pre-paid group booking)

Payment cleared?

Yes

SII confirms receipt of payment and process the assessment booking

No

SII follows up with SA on the pending payment

Within 5 working days from registration acceptance date

Within 2 working days from payment clearance date

At least 5 working days from confirmed assessment date

SII confirms with SA on assessment details (assessment date, date & time, venue, etc.)

SII conducts assessment and SO to bring along original NRIC/Work Permit for verification

End