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QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

**Management & Entrepreneurship and Professional Skills Council,
14 Management House, Institutional Area,
Lodhi Road, New Delhi-110003**

Name and contact details of individual dealing with the submission

Name: Col. Anil Kumar Pokhriyal

Position in the organisation: Chief Executive Officer

Address if different from above

Tel number(s): 011- 24645100

E-mail address: ceo@mepsc.in

List of documents submitted in support of the Qualifications File

1. Career map of Personal Security Officer - Annexure 1
2. QP – MEP/Q7103 – Personal Security Officer - Annexure 2

QUALIFICATION FILE SECTION 1

SUMMARY

Qualification Title	Personal Security Officer		
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • Aspiring Minds Assessments Pvt Ltd • Co Cubes Technology Pvt Ltd • India Skills Pvt Ltd • Induslynk Training Services Pvt Ltd (METTL) • Skill Training Management Partners Ltd (STAMP) • Trend Setters Skills Assessors 		
Body/bodies which will assess candidates	Management & Entrepreneurship and Professional Skills Council		
Body/bodies which will award the certificate for the qualification.	Management & Entrepreneurship and Professional Skills Council		
Occupation(s) to which the qualification gives access	Personal Security Officer		
Proposed level of the qualification in the NSQF.	5		
Anticipated volume of training/ learning required to complete the qualification.	160 hours		
Entry requirements / recommendations.	12 th Standard		
Progression from the qualification.	Armed Security Guard (Career progression for an Armed Security Guard with due learning and experience is Security Supervisor)		
Planned arrangements for RPL.	RPL protocols prepared and shared with the PSS		
International comparability where known.	Nil		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
MEP/N7122 Prepare to minimize threats and risks to principal	Mandatory	21	5
MEP/N7123 Maintain the safety and security of principal	Mandatory	20	5
MEP/N7124 Maintain personal security awareness and respond to threats	Mandatory	21	5
MEP/N7125 Use physical intervention for personal protection	Mandatory	20	5
MEP/N7102 - Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 while undertaking security tasks	Mandatory	10	5
MEP/N7108 - Health and safety	Mandatory	18	5
MEP/N7112 - Armed security tasks in accordance with basic security practices	Mandatory	10	5
MEP/N7113 - Observe safety norms while handling firearms	Mandatory	10	5

MEP/N7114 - Deal with security situations warranting use of licenced firearms	Mandatory	10	5
MEP/N7111 – Project positive image of self and the organisation	Mandatory	20	5

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

1. Qualification Pack (SSS/Q0401) for Personal Security Officer – Annexure 2

SECTION 1

ASSESSMENT

Name of assessment body:

Assessments agencies empanelled with MEPSC to carry out assessment:

- Aspiring Minds Assessments Pvt Ltd
- Co Cubes Technologies Pvt Ltd
- India Skills Pvt Ltd
- Induslynk Training Services Pvt Ltd (METTL)
- Skill Training Assessment Management Partners Ltd (STAMP)
- Trendsetters Skill Assessors Pvt Ltd

Will the assessment body be responsible for RPL assessment?

Yes.

The RPL assessment will be carried out through screening, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

MEPSC empanels 3rd party assessment agencies for carrying out Skills assessment. Assessment agencies develops assessments guide/blueprints specific to job roles and develops Question bank for conducting theory & practical assessments. MEPSC subject matter experts validate the question bank and ensure the appropriateness of the question bank as per the Job role. MEPSC shares the question bank with SME (having relevant industry and academics experience) for validation.

Assessment agency also source assessors (having rich industry experience) cv's and share it with MEPSC for conducting telephonic interviews by the experts and post approval these assessors are allowed to carry out assessments on the ground.

Assessment Execution Process

- Training Provider (TP) to share the start date and end date with no. of trainees under the specified job role.
- Training Provider to share the assessment date to conduct assessment at the training centre.
- MEPSC will share the assessment date with the 3rd party assessment agency and give confirmation to the TP on the assessment dates

- Following details to be confirmed by TP 10 days prior the assessment date:
 - Tentative number of trainees for assessment
 - SPOC on the day of assessments
 - Location of assessment
 - Any other special instruction for the day of assessments
 - Assessment language
- MEPSC along with assessment agency will empanel assessor to conduct the assessment. Assessor has to undergo a telephonic interview with Subject Matter Expert.
- Assessment Batch should not be less than 20 trainees
- MEPSC & Assessment agency will share a list of requirements (raw material, machinery, class room/infrastructure etc) with the TP for the day of assessment (7 days before assessments)
- TP to make necessary arrangements for the same to conduct the assessment
- On the day of assessment, batches will be divided in two i.e. one for theoretical assessment and second for practical knowledge. Both the batches will run parallel to each other.
- Trainees assessment is conducted through Theory & practical question paper. Questions banks are pre-approved by Management SME.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

1. SSSDC Protocol on Accreditation of Assessment Bodies in PSS – Annexure 3

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

Assessment outcomes	Assessment criteria for outcomes
MEP/N7122 – (Prepare to minimize threats and risks to principal	PC1. Familiarize with the background, habitat, routine and vulnerabilities of the principal
	PC2. Identify likely threats and risks; brief principal and recommend modifications to the principal’s routine
	PC3. Draw a close protection plan; prepare to protect principal against likely threats and risks and recommend resources required
	PC4. Maintain security and confidentiality of information; carry out periodic review of the situation and protection plan
	PC5. Sanitize venue/ location related to principal based on availability of resources
	PC6. Establish a communication protocol and co-ordinate with supporting agencies and stakeholders
	PC7. Maintain security and safety of principal, self and others
	PC8. Record and report details/ events related to operations
MEP/N7123 (Maintain the safety and security of principal)	PC1. Understand threats and risks to principal, itinerary details, own designated role and responsibilities and prepare to protect the principal by covering likely threats and risks
	PC2. Advise on the nature and type of close protection detail and maintain security and confidentiality of the plan and information
	PC3. Maintain situational awareness; monitor and assess security

	situation continuously
	PC4. Search and sanitise venue/ location to be used by principal, if so tasked
	PC5. Maintain effective communication with principal, security detail, stakeholders and supporting agencies and follow communication protocol
	PC6. Use appropriate personal protection equipment, weapon & ammunition and communication equipment to maintain security of principal, self and others
	PC7. Give clear and concise instructions to principal and team members
	PC8. Scan area of responsibility to locate potential threats; alert protection detail; keep principal in visual contact and cover principal effectively
	PC9. Take active/ passive actions to protect principal; remove principal from the situation before it gets out of control and be prepared to deal with secondary incident/ attempt on principal
	PC10. Respond to emergencies concerning the principal; administer first-aid and arrange evacuation, if needed
	PC11. Record and report details/events related to operations
	PC12. Familiarise with the layout and approaches to residence/ workplace of principal; gauge the likely threats to the principal while at home or at the workplace and implement counter measures against likely threats
	PC13. Organise close protection detail into relevant foot escort formation to protect principal; prevent people getting too close to principal and negotiate hazards in a way that maintains safety and security of the principal
	PC14. Scan and search principal's luggage and vehicle and maintain its security
	PC15. Ensure lining up of vehicle(s) as per the plan; ensure quick embussing/ debussing; seating of principal and security detail on designated place and securing of doors and windows
	PC16. Maintain safety of principal, self and others
	PC17. Use firearm as a last resort and minimize collateral damage
MEP/N7124 (Maintain personal security awareness and respond to threats)	PC1. Use physical intervention techniques to protect principal

	PC2. Maintain the security and confidentiality of information
	PC3. Give clear and concise instructions to the principal and team members
	PC4. Maintain safety of principal, self and team members
	PC5. Take in to account medical condition of the principal
MEP/N7125 (Use physical intervention for personal protection)	PC1. Use physical intervention in a decisive and effective manner to neutralise source of threat using necessary force as per procedure
	PC2. Remove principal from threatened area to a safe location; control situation; call for assistance to ensure security of principal and be prepared to counter a secondary threat to the principal
	PC3. Ensure security of principal and team members and avoid collateral damage
	PC4. Record and report incidents as per organizational procedures to designate superior and concerned agencies to seek help
	PC5. Move injured persons to a safe location; assess the nature of injuries and arrange first-aid; contact emergency medical services for assistance and provide known details of injury, medical signs and symptoms to medical staff
MEP/N7102 (Conform to rudimentary legal requirements of Private Security Agencies)	PC1. comply with basic legal provisions applicable to your role and tasks
	PC2. obtain clarity in case of lack of understanding
	PC3. take cognisance of offences and report to superiors/ police
	PC4. cooperate in investigations
	PC5. give evidence in court, if required by law
MEP/N7108 (Health and safety)	PC1. carry out safety of workplace in line with organisational procedures
	PC2. keep emergency and escape routes free from obstructions and report violation
	PC3. wear personal safety gear and clothing as per organisational procedure
	PC4. check violators of defined safety and security instructions and report violations
	PC5. report to superiors and emergency service organisations for assistance in the event of emergencies
	PC6. undertake physical exercises and activities

	(commensurate with age)
	PC7. maintain personal hygiene and good habits
	PC8. refrain from alcohol, tobacco, drugs and other intoxicants
	PC9. guard against sexually transmitted diseases and HIV take precautions against common ailments
	PC10. identify and report fire hazards
	PC11. carry out fire-fighting in line with organisational training and procedures
	PC12. report fire incidents to superiors and emergency service organisations
	PC13. participate in evacuation of casualty and premises
	PC14. render first-aid using basic first-aid equipment
MEP/N7112 (Armed security tasks in accordance with basic security practices)	PC1. carry out assigned armed security tasks in line with procedures and instructions
	PC2. respond and report about risks and threats
	PC3. respond and report about hazards and emergencies
	PC4. assist police and other organisations, if required
	PC5. recognise rank/ badge of rank in police and military
	PC6. handle licensed firearm responsibly
	PC7. identify various firearms in use in public and police and improvised explosive devices
MEP/N7113 (Observe safety norms while handling firearms)	PC1. follow safety procedures with regard to firearms
	PC2. insist on colleagues and subordinates adhering to safety procedures.
	PC3. ensure security and safety of firearm in storage and during carriage
	PC4. handle misfires correctly
	PC5. maintain firearm before and after its use
	PC6. ensure documents related to firearm are complete and updated
	PC7. identify illegal/ defective/ modified firearm or ammunition
	PC8. receive requisite training before using a firearm
	PC9. avoid collateral damage while using a firearm
	PC10. use firearm effectively
	PC11. report inadequacies/ incidents to superior
MEP/N7114 (Deal with security situations warranting use of	PC1. anticipate threat/ risks to life and property

licenced firearms)	
	PC2. assess security situations warranting use of firearms
	PC3. inform superiors about developing security situation
	PC4. maintain a safe distance from the miscreants/ crowd/ mob
	PC5. identify individual(s) endangering life and property
	PC6. load firearm
	PC7. take suitable cover
	PC8. warn individuals/ miscreants endangering life and property
	PC9. take aim and fire as per laid down procedures
	PC10. avoid collateral damage
	PC11. maintain safety of self and others
	PC12. report to superiors
	PC13. record incident
	PC14. preserve evidence
MEP/N7111 (Project positive image of self and the organization)	PC1. maintain good health, personal hygiene & sanitation and stay free from intoxicants
	PC2. comply with organisation's standards of grooming and personal behaviour and wear organisation's uniform with name tab correctly and smartly
	PC3. wear, carry and use personal protection gear and equipment
	PC4. co-operate with team members
	PC5. observe organisation's "meet and greet procedure"
	PC6. observe confidentiality as per organisational procedure
	PC7. observe discipline and punctuality
	PC8. carry out assigned tasks and duties diligently

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

An extensive occupational and functional analysis and Labour Market Information survey for PSS was carried out. Unarmed Security Guard and Armed Security Guard at the lowest rung and Security Supervisor at supervisory level are the most populated job roles in the industry. Personal Security Officer is a niche job-role, which is in demand due to increased threat perception to personal security. The PSS is also growing 20% annually.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Every year about 5000 Personal Security Officers join PSS.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

Each QP and NOS will undergo review after two years. Comments from the environment will be asked for, which will be deliberated upon by a NOS sub-committee and incorporated in QP and NOS, if deemed fit.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Criteria for Assessments for QP MEP/Q7103 of Personal Security Officer – Annexure 5

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SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Personal Security Officer - QP MEP/Q7103					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>Personal Security Officers are expected to secure life of their principal from risks and threats, by providing security cover - with firearm. They are the first one to notice or encounter potential risks and threats, which may harm the principal and take preventive counter measures, including unarmed combat and use of firearm. Considering the outcomes the job roles is pegged at level 5.</p>	<p>A Personal Security Officer is expected to be aware of risk and threats to the principal under various circumstances and use firearm and unarmed combat to thwart the same. A Personal Security Officer should be able to communicate effectively. Considering the type of knowledge the job holder is placed at level 5</p>	<p>A Personal Security Officer is expected to identify potential risks and threats, take counter-measures, protect principal, if needed use firearm effectively, report incidents to get assistance from concerned agencies and communicate effectively. Hence, the job holder can be place at level 5</p>	<p>A Personal Security Officer's core skill lies in protecting the principal by anticipating risks and threats and use firearms safely and proficiently. Considering these outcomes the job holder can be place at level 5</p>	<p>A Personal Security Officer is responsible for the safety and security of the principal during the course of duty. Hence the job role has been placed at level 5</p>	5
Level 5	Level 5	Level 5	Level 5	Level 5	

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used): - None

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

A Personal Security Officer is equated to supervisory role in the hierarchy of Private Security Sector. With requisite learning and service experience Personal Security Officer can progress on career path as per Annexure 1.

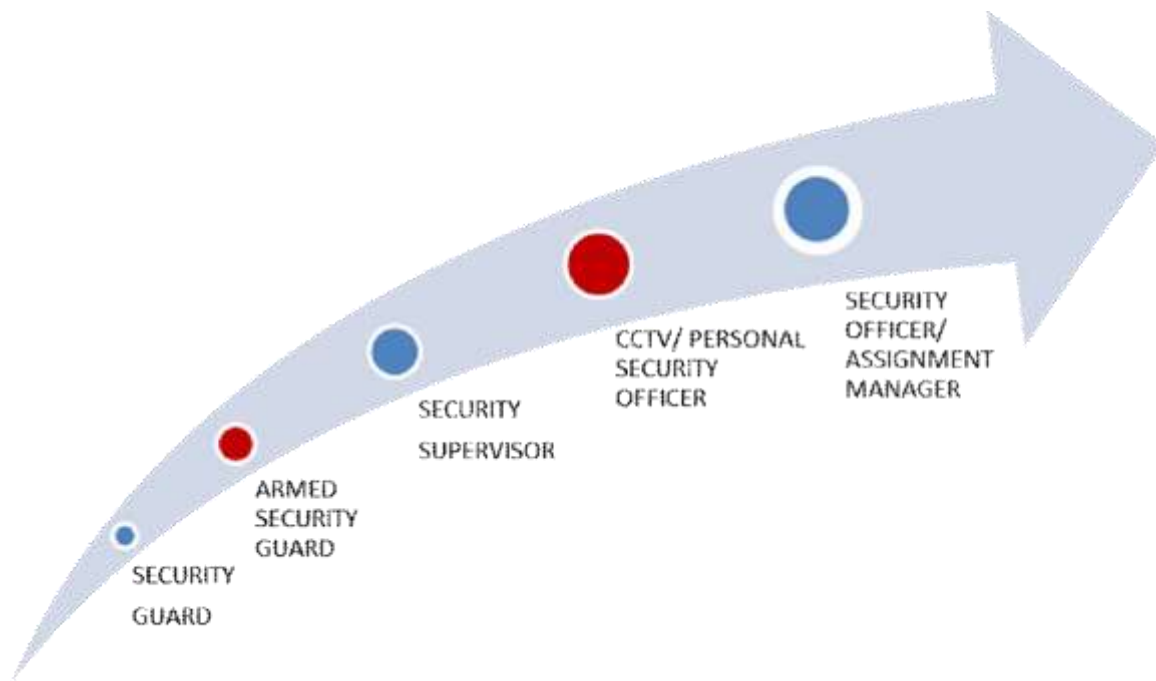
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career map of Personal Security Officer - Annexure 1

ANNEXURE 1

CAREER MAP IN THE PRIVATE SECURITY SECTOR



Annexures 2 to 5 attached as soft copies