

Revision made by NSDA\_25 May 2015

## **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 Security Supervisor - Annexure 1
2. QP – MEP/Q7201 – Security Supervisor - Annexure 2

## 1. QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	Security Supervisor		
<b>Body/bodies which will assess candidates</b>	<ul style="list-style-type: none"> <li>• Aspiring Minds Assessments Pvt Ltd</li> <li>• Co Cubes Technology Pvt Ltd</li> <li>• India Skills Pvt Ltd</li> <li>• Induslynk Training Services Pvt Ltd (METTL)</li> <li>• Skill Training Management Partners Ltd (STAMP)</li> <li>• Trend Setters Skills Assessors Pvt Ltd</li> </ul>		
<b>Body which will award the certificate for the qualification.</b>	Management & Entrepreneurship and Professional Skills Council		
<b>Body which will accredit providers to offer the qualification.</b>	Management & Entrepreneurship and Professional Skills Council		
<b>Occupation(s) to which the qualification gives access</b>	Security Supervisor		
<b>Proposed level of the qualification in the NSQF.</b>	5		
<b>Anticipated volume of training/ learning required to complete the qualification.</b>	160 hours		
<b>Entry requirements / recommendations.</b>	XII th Standard		
<b>Progression from the qualification.</b>	Security Supervisor (Career progression for an Security Supervisor with due learning and experience is Security Officer)		
<b>Planned arrangements for RPL.</b>	RPL protocols prepared and shared with the PSS		
<b>International comparability where known.</b>	Nil		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
MEP/N7201 - Supervise a security unit	Mandatory	22	5
MEP/N7202 - Carry out job-specific security duties)	Mandatory	8	5
MEP/N7203 – Deal with lost & found property)	Mandatory	6	5
MEP/N7204 - Supervise security escort duties)	Mandatory	8	5
MEP/N7205 - Control access to the assigned premises)	Mandatory	8	5
MEP/N7101 - Security tasks in accordance with basic security practices	Mandatory	12	4
MEP/N7102 - Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act - 2005 when undertaking security tasks	Mandatory	8	4
MEP/N7103 - Provide private guarding service to people, property and premises	Mandatory	12	4

MEP/N7105 - Carry out screening and search activities to maintain security	Mandatory	10	4
MEP/N7106 - Control parking in designated areas	Mandatory	10	4
MEP/N7108 - Health and safety	Mandatory	16	5
MEP/N7109 - Security in commercial deployments	Mandatory	10	5
MEP/N7110 - Security in industrial deployments	Mandatory	10	5
MEP/N7111 - Positive projection 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 MEP/Q7201 for Security Supervisor – 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 develop assessments guide/blueprints specific to job roles and develop 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. MEPSC Protocol on Accreditation of Assessment Bodies in PSS – Annexure 3
2. MEPSC Protocol on Assessment and Certification of existing workforce of the PSS based on Recognition of Previous Learning – Annexure 4

## 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.

Title of Component:

Assessment outcomes	Assessment criteria for outcomes
MEP/N7201 Supervise a security unit	PC1.commence operations at a new or existing site, as per instructions
	PC2.identify work instructions and relevant guidelines from the briefing received from superiors
	PC3.extract relevant information from the shift report received from outgoing supervisor
	PC4.take attendance of personnel and report about deficiency, if any
	PC5.identify manpower and equipment resources available and required for security operations at the assigned premises/area of responsibility

	PC6.prepare plan for manpower and equipment deployment as per the operational requirement and site instructions
	PC7.report suitability of personnel and equipment provided for specific tasks
	PC8.assign and earmark available security personnel to cater for anticipated threat/ risks and provide necessary instructions
	PC9.prepare duty roster for the shift as per deployment plan
	PC10.assign tasks to team members, such that all operational activities are covered and as per the capabilities of the team members
	PC11.carry out temporary modifications to site instructions to cover deficiencies in personnel/ equipment
	PC12.issue security and safety equipment to team members, as per deployment plan
	PC13.deploy personnel and equipment as per deployment plan
	PC14.organise manpower and resources for collection of intelligence and information
	PC15.monitor deployment and functioning of security team members, using various techniques, to ensure that they are functioning as per site instructions and maintaining occupational standards of work
	PC16.check for proper functioning of equipment and report in case of any malfunctioning
	PC17.maintain 'key-control' and 'movement control' to the assigned premises as per site instructions
	PC18.liaise with fire, maintenance and control room personnel
	PC19.record and report status and issues related to personnel and equipment as per organisational standards
	PC20.prepare and share report on achievement of performance standards of personnel to the authorized personnel
	PC21.identify training requirements of team members relevant to assigned work in performing the work they are deployed at and report to relevant department
	PC22.carry out on-the-job-training for personnel on the training requirements identified
	PC23.maintain security documents in line with site instructions
	PC24.carry out checks to assess operational effectiveness of security unit

	PC25.take proactive measures against possible threat/ risks to the security unit deployment
	PC26.observe and report about the standard of response of security personnel and stakeholders
	PC27.communicate with superiors/ team members and other stakeholders as per organizational protocol
	PC28.maintain own grooming and behaviour in line with organisational and professional standards
	PC29.prepare comprehensive shift report covering all relevant details and handover to the reliever
	PC30.identify risk and hazards specific to the assigned premises
	PC31.seek support from stakeholders and other departments following established protocol
	PC32.perform responsibilities as assigned as part of organisation's response team
	PC33.select and nominate an on-site emergency team as required for the assigned premises matching requirements and capabilities
	PC34.carry out mock-drills as per instructions for fire alarm and evacuation
	PC35.carry out rehearsals with the team on various emergency scenarios
	PC36.report to designated superior and other agencies during an emergency promptly and accurately
	PC37.secure key assets on priority at the time of an emergency
	PC38.organise evacuation of the premises as per organizational procedure established
	PC39.ensure on-site reception, briefing and guidance for fire fighters, rescue workers and medical teams
	PC40.ensure first aid and evacuation within available means and as per established standards
	PC41.cordon off scene of crime/ incident as per established protocol
	PC42.liaise with police in investigation
	PC43.record and report incidents as per organizational process
	PC44.lodge complaint of incident with the police and get first information report
	PC45.maintain information about team members with respect to personal details, training needs, leave, overtime, complaints and welfare-related issues

	PC46.identify concerns/ grievances of team members and take measures to address the same in line with organisational protocol
	PC47.record, report and follow-up for resolution of HR/ administration-related problems of team members with the relevant personnel from the respective functions
	PC48.identify recurring grievances or grievances that have an organisational impact and intimate management
	PC49.display fair and impartial practices during performance of duties
	PC50.take measures to ensure health and safety of team members in workplace
	PC51.identify high performers in the team using established performance parameters and recommend for reward/ recognition as per organizational process
MEP/N7202 Carry out job-specific security duties	PC1.check authorization of visitors for entry/ visit to premises as per organisational procedures with regard to reception protocol
	PC2.ensure that visitors to the premises are attended to promptly and appropriately
	PC3.communicate with visitors in professional manner as per organizational protocol
	PC4.communicate over telephone in professional manner as per organizational protocol
	PC5.answer queries about the organization promptly and within own limits of authority
	PC6.direct visitors/ escort visitors to designated authority as per their purpose of visit
	PC7.receive postal mail and couriers as per organisational protocol
	PC8.respond in case of delivery of suspicious mail/ package as per established process
	PC9.deal with irregular situations arising at front office
	PC10.take preventive actions to avoid irregular situations and seek assistance from relevant personal for the same as per organizational protocol
	PC11.maintain personal safety and safety of others while performing front office duties
	PC12.prepare passes/ permits for visitors in approved templates as per organizational guidelines
	PC13.maintain basic security function-related documents accurately
	PC14.report to designated superior as per procedure



	PC15.control material movement as per organizational procedures
	PC16.check authorization for material and vehicle & personnel entry or exit to/from premises
	PC17.work within the limits of responsibility
	PC18.prepare various documentation related to material movement
	PC19.record and report irregularities to superior promptly
	PC20.check authorization of personnel drawing or depositing key(s) as per organizational procedure
	PC21.ensure original and duplicate keys are stored as per organizational procedure
	PC22.follow appropriate key labeling system as per organizational procedure
	PC23.carry out key issue and deposit documentation accurately
	PC24.ensure security of key panels by implementing approved processes for the same
	PC25.record and report irregular situations with regard to key management promptly
MEP/N7203 Process lost & found property	PC1.obtain information or report of lost property directly from complainant or superiors
	PC2.record details of lost property as per organisation's procedures and guidelines
	PC3.seek additional information, on lost property, from complainant if required
	PC4.inform superior, on lost property complaints, as per procedure and timelines
	PC5.take approved action, within area of responsibility to recover lost property as per organisational procedure
	PC6.handle and store information relating to lost property confidentially and as per organisational procedures
	PC7.receive found property and handle it in line with organisation's policies and procedures
	PC8.record details of found property as per organisation's procedures and guidelines
	PC9.inform superior, about found property, as per procedure and timelines
	PC10.identify and contact, where possible, the owner of the property
	PC11.establish the identity of the claimant to the found property
	PC13.release the found property to the owner, based on organisational norms

		PC14.store, retrieve and update information relating to found property confidentially and as per organisational procedure
MEP/N7204 security escort duties	Supervise	PC1.ensure that appropriate personal safety gear, equipment/ aids, documents, and weapon & ammunition are used as per organizational procedure
		PC2.obtain all relevant duty details and task-related briefing from designated superior
		PC3.co-ordinate with the transport supervisor/ provider for suitable vehicle(s)
		PC4.co-ordinate with the driver of the vehicle
		PC5.approve driver and escort for escort duty after ensuring they follow prescribed fitness standards for the same
		PC6.approve vehicle for escort duty after ensuring they follow prescribed fitness standards for the same
		PC7.provide complete briefing to escort regarding escort duty and the potential threat/ risks
		PC8.maintain communication with escort as per instructions
		PC9.respond promptly and as per organizational protocol to communication received from vehicle/escort enroute
		PC10.record and report incidents occurring in line of duty as per organisational procedures
		PC11.instruct escort to disengage from escalated situation before it escalates beyond control
MEP/N7205 control to the assigned premises	Supervise access	PC1.establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises
		PC2.check and prevent entry to and exit of people/ vehicles/ material without valid authorisation as per organisational process
		PC3.direct visitors to designated areas and inform concerned staff/ department
		PC4.prepare passes/ permits for people/ vehicles entering the premises
		PC5.collect passes/ permits from people/ vehicles exiting the premises before providing them permission to exit
		PC6.check relevant documents for movement of goods/ materials
		PC7.inform the correct department promptly on arrival of consignments

	PC8.handle different situations faced during access control operations as per organisational procedures
	PC9.maintain basic security registers as per instructions
	PC10.report all irregularities to superiors promptly
	PC11.operate access control equipment in accordance with laid down procedures
	PC12.check and report functioning/ malfunctioning of access control equipment
	PC13.respond to signals from access control equipment as per organisational process
	PC14.carry out access control operations manually in case of a breakdown
MEP/N7101 Perform security tasks in accordance with basic security practices	PC1.carry out assigned security duties in line with procedures and instructions
	PC2.respond to risks and threats as per organisational and legal protocols
	PC3.respond to hazards and emergencies as per organisational policies and procedures
	PC4.report accurately and clearly, conveying relevant information as per organisational policies, procedures and templates
	PC5.provide accurate information and access to premises, records and other resources to the police as per organisation protocol
	PC6.identify rank by recognising the badge of rank of police and military personnel
	PC7.identify various arms commonly used by the police and perpetrators
	PC8.identify improvised explosive devices as per established protocol
MEP/N7102 Conform to regulatory and legal requirements governing security tasks	PC1.carry out tasks relevant to the role while complying with basic regulatory and legal provisions applicable to the role and tasks
	PC2.work within rules and regulations governing employment terms and conditions and discuss the same with employer where required
	PC3.obtain clarity in case of lack of understanding from the appropriate source
	PC4.note offences and security violations and report to superiors/ police
	PC5.provide information, access and materials for investigations by following organisational and legal protocols while dealing with police, seniors, media and other authorities, within limits of own authority

	PC6.give evidence accurately and clearly, when required, in court
MEP/N7103 Provide guarding service to people, property and premises	PC1.familiarise oneself with the area of one's responsibility
	PC2.guard people, property and premises as per site instructions
	PC3.identify various categories of people who need guarding
	PC4.identify various types of property that needs security
	PC5.restate work instructions received at briefings clearly, stating expectations of performance accurately, and ask clarifying questions where unclear
	PC6.carry out guarding and observation tasks attentively and effectively
	PC7.identify types of patrolling required and necessary tasks required to carry out patrolling activities effectively
	PC8.patrol designated premises effectively as per instructions
	PC9.use security equipment as per organisational and manufacturer guidelines, to carry out security tasks effectively
	PC10.report and respond to security breaches as per organisational procedures, in a timely manner, clearly and accurately
	PC11.maintain basic security registers and records accurately, in an up-to-date and timely manner
	PC12.carry out required searches of premises and properties as per instructions
	PC13.caution others in a timely and effective manner and report risks, threats and hazards during the search
	PC14.liaise with other authorised search parties in the premises effectively
	PC15.detain suspect(s) during the search as per organisational and legal guidelines and procedures and report to superior immediately
	PC16.prevent tampering of evidence and reports by taking necessary precautions
	PC17.maintain personal safety at all times when at work
	PC18.maintain constant communication during search with relevant authorities and seniors
	PC19.report incident details to superiors in an accurate and timely manner, communicating all relevant details

MEP/N7105 Carry out screening and search activities to maintain security	PC1.screen and search people/ vehicle/ material seeking to enter/ exit from the premises as per relevant organisational procedures
	PC2.organise queues to manage people at the screening and search point effectively
	PC3.respond effectively, within limits of authority and as per organisational procedures, to situations arising during screening and search
	PC4.carry out screening and search operations manually or with equipment, efficiently, minimising risks and as per organisational procedures
	PC5.report irregularities to superior in a timely, accurate and effective manner with necessary relevant details
	PC6.maintain personal safety during screening and search operations
	PC7.carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times
	PC8.segregate and isolate person or persons violating laid down procedures safely and effectively, with minimum disturbance
	PC9.segregate and isolate material containing prohibited/ unauthorised items
	PC10.carry out screening and search operations using provided equipment as per laid down procedures
	PC11.carry out physical search of vehicle as per laid down procedures
	PC12.segregate and isolate suspected vehicle for detailed search
	PC13.operate provided equipment in line with organisation's instructions
	PC14.report malfunctioning of equipment to superior in a timely manner, providing relevant detail, using laid down procedures
	PC15.spot attempts of people trying to defeat the process/ equipment each time, avoiding possible distractions
MEP/N7106 Control parking in designated areas	PC1.identify different types of parking areas and all entry and exit routes to available parking areas
	PC2.check prevailing conditions within the parking areas that impact operations, safety and security, and list anticipated consequences of these
	PC3.ensure correct positioning of signage for guiding drivers
	PC4.guide drivers to the available parking areas correctly

	PC5.use protective gear at all times while carrying out parking duties as per company provision and guidelines
	PC6.ensure drivers leave the area after parking as per laid down instructions
	PC8.call for timely assistance from relevant personnel and take preventive steps to minimise risks and damage
	PC9.report irregular situations immediately to superior with all necessary details
	PC10.report hazards and defects to superior as per organisational procedure
	PC11.respond as per organisational procedure on spotting hazards, and parking conditions that may increase risks
	PC12.ensure own safety at work at all times
MEP/N7108 Maintain health and safety	PC1.carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority
	PC2.keep emergency and escape routes free from obstructions, where violation is not addressable within limits of own authority, report violation to appropriate authority in a timely manner
	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.perform physical exercises and activities (commensurate with age) regularly
	PC7.maintain good personal hygiene and habits as per organisational and professional standards
	PC8.maintain own professional standards at work by avoiding alcohol, tobacco, drugs and other intoxicants
	PC9.follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and HIV
	PC10.identify and report fire hazards in a timely and accurate manner
	PC11.carry out fire-fighting in line with organisational training and procedures
	PC12.report fire incidents to superiors and emergency service organisations in a timely and effective manner as per organisation procedures
	PC13.carry out evacuation of casualty and premises tasks as per organisational procedures, within limits of authority
	PC14.provide first-aid as relevant to the affliction, condition of the victim and as per laid down standards and procedures, using available basic first-aid equipment correctly

MEP/N7109 Perform security tasks in commercial deployments	PC1.carry out security duties as per organisation’s procedures and instructions
	PC2.respond to domain-specific risks and threats as per organisational and professional standards
	PC3.operate security equipment correctly as per manufacturer guidelines
	PC4.communicate effectively with concerned stakeholders
	PC5.display good behavioural standards
	PC6.maintain security registers accurately and up-to-date, as per organisational procedures
	PC7.report incidents to superiors as per organisational standards in a timely and accurate manner
MEP/N7110 Perform security tasks in industrial deployments	PC1.carry out security duties as per organisation’s procedures and instructions
	PC2.respond to domain-specific risks and threats as per organisational standards, within limits of authority
	PC3.operate security equipment correctly and effectively, as per manufacturer’s instructions
	PC4.communicate clearly and effectively with all stakeholders at work
	PC5.follow good behavioural standards at the workplace at all times
	PC6.maintain security registers accurately and up-to-date as per organisational procedure
	PC7.report incidents to superiors accurately and in a timely manner as per organisational procedures
MEP/N7111 Project positive image of self and the organisation	PC1.maintain good health, personal hygiene & sanitation by following good grooming and hygiene practices
	PC2.follow organisation's standards of good personal behaviour
	PC3.abstain from using or being under the influence of intoxicants at work at all times (alcohol, tobacco and drugs)
	PC4.wear organisation’s uniform with name tag correctly and neatly
	PC5.wear, carry and use personal protection gear and equipment at all times at work
	PC6.demonstrate good team work practices at work at all times
	PC7.adhere to organisation’s ‘Meet and Greet Procedure’ when interacting with others at the workplace

	PC8.carry out assigned tasks and duties as per instructions and organisational standards
	PC9.maintain confidentiality of information as per organisational and professional standards

### Means of assessment 1

Depending on the profile of candidates trained in a particular batch.

#### Pass/Fail

1. Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To be deemed competent in the Qualification Pack, every trainee should score 70% aggregate of the NOS's in Qualification Pack.
6. Trainees has to score minimum 70% on QP aggregate to qualify in the assessments.

In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.



## **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, which has a seven million strong workforce. 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 10000 security supervisor are added to 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/Q7201 of Security Supervisor – Annexure 5

## 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.

#### Security Supervisor - MEP/Q7201

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>A Security Supervisor is expected to ensure and supervise private security operations organised to secure life, premises and property from risks and threats. He/ she organises security as per site instructions and deploys manpower and resources accordingly. Through security guards a security supervisor is first person to know about security breach/ incident in the premises. Security supervisor takes preventive counter measures, including reporting about incidents. Considering the outcomes the job roles is pegged at level 5.</p>	<p>A Security Supervisor is expected to be adept in supervision, operation and administration of a security unit, aware of risk and threats, basic guarding practices, legal knowledge of job-roles and domain-specific security operations. Considering the type of knowledge the job holder is placed at level 5</p>	<p>A Security Supervisor is expected to deploy manpower and other resources as per site instructions on a site. He/ she supervises security operations and gives instructions to security guards as per situation. Apart from following established procedures a security supervisor is expected to take independent decision in case of emergencies. Hence, the job holder can be placed at level 5</p>	<p>A Security Supervisor's core skill lies in ensuring effective functioning of a security unit and its deployment on a site. Considering these outcomes the job holder can be placed at level 5</p>	<p>A Security Supervisor is fully responsible for the safety and security of assigned premises and property and the conduct of security guards during his/ her 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 Security Supervisor is the first supervisory job-role in the hierarchy of Private Security Sector. With requisite learning and service experience Security Supervisor can progress on career path as per Annexure 1.

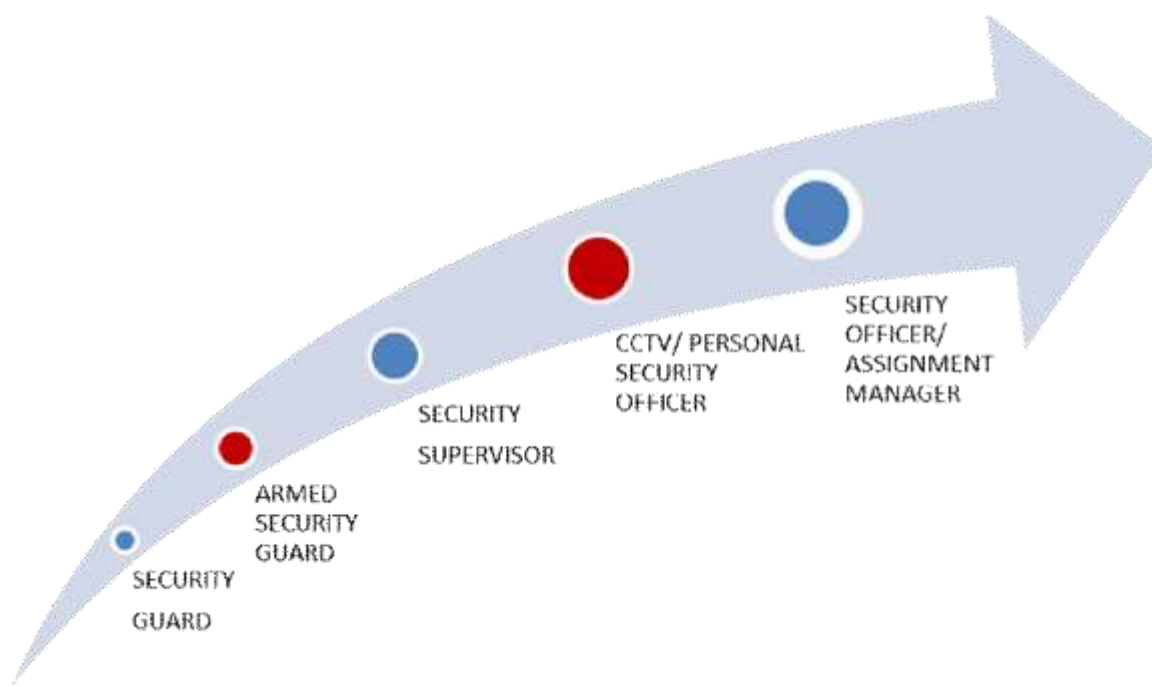
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career map of Security Supervisor - Annexure 1

## **ANNEXURE 1**

### **CAREER MAP IN THE PRIVATE SECURITY SECTOR**



Annexures 2 to 5 attached as soft copies

