

Revision made by NSDA\_25 May 2015

## **QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**

### **Name and address 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 Unarmed Security Guard - Annexure 1
2. QP – MEP/Q7101 – Unarmed Security Guard - Annexure 2

## 1. QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	Unarmed Security Guard		
<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>	Unarmed Security Guard		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Anticipated volume of training/ learning required to complete the qualification.</b>	160 hours		
<b>Entry requirements / recommendations.</b>	8 <sup>th</sup> Standard		
<b>Progression from the qualification.</b>	Unarmed Security Guard (Career progression for an Unarmed Security Guard with due learning and experience is Security Supervisor)		
<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/N7101 - Security tasks in accordance with basic security practices	Mandatory	15	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	22	4
MEP/N7104 - Control access to the assigned premises	Mandatory	10	4
MEP/N7105 - Carry out screening and search activities to maintain security	Mandatory	11	4
MEP/N7106 - Control parking in designated areas	Mandatory	10	4
MEP/N7107 - Security escort	Mandatory	10	4
MEP/N7108 - Health and safety	Mandatory	16	4
MEP/N7109 - Security in commercial deployments	Mandatory	16	4

MEP/N7110 - Security in industrial deployments	Mandatory	16	4
MEP/N7111 - Positive projection of self and the organisation	Mandatory	26	4

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/Q7101 for Unarmed Security Guard – 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. 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 – Annexue

## ASSESSMENT EVIDENCE

In this section, you are asked to show how the assessment tools you will use will cover all the outcomes and criteria in the qualification.

Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

### CRITERIA FOR ASSESSMENT OF UNARMED SECURITY GUARD

**Job Role** Unarmed Security Guard

Title of Component:

Assessment outcomes	Assessment criteria for outcomes
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 and report about hazards and emergencies
	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 private 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

<p>MEP/N7104 Control access to the assigned premises</p>	<p>PC1. carry out access control procedures in the premises with or without use of equipment as per organisational standards</p> <p>PC2. establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises</p> <p>PC3. check and prevent entry to and exit of people/ vehicles/ material without valid authorisation</p> <p>PC4. direct visitors to designated areas for waiting and inform concerned staff/ department promptly</p> <p>PC5. prepare passes/ permits accurately for people/ vehicles entering the premises</p> <p>PC6. collect passes/ permits from people/ vehicles exiting the premises and confirm authenticity and validity</p> <p>PC7. check relevant documents for movement of goods/ materials for accuracy of all necessary details and validity</p> <p>PC8. inform concerned department on arrival of relevant consignments with necessary detail and instructions</p> <p>PC9. handle different situations faced during access control operations effectively, minimising risk and damage and as per organisational procedures</p> <p>PC10. update and maintain relevant security registers as per instructions and organisational procedure</p> <p>PC11. report irregularities to superior clearly, with necessary detail, and in a timely manner</p> <p>PC12. operate access control equipment in accordance with organisational procedures and manufacturer's instructions</p> <p>PC13. check and report functioning/ malfunctioning of access control equipment to relevant authority as per organisation procedures</p> <p>PC14. identify and interpret signals from access control equipment correctly and respond as per organisational procedures respectively</p> <p>PC15. carry out access control operations manually in case of equipment breakdown, ensuring safety and security, while minimising dissatisfaction and discomfort</p> <p>PC16. receive postal mail and couriers after office hours, when assigned, as per organisational procedures, safely and record details accurately</p> <p>PC17. report about delivery of suspicious package/s to supervisor/manager in a timely manner and follow organisational procedure, minimising risks</p> <p>PC18. secure and store letters and packages as per organisational procedures</p> <p>PC19. deliver letters and packages to the designated person as per organisational procedures</p>
<p>MEP/N7105 Carry out screening and search activities to maintain security</p>	<p>PC1. screen and search people/ vehicle/ material seeking to enter/ exit from the premises as per relevant organisational procedures</p>

	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
	PC7. identify and respond to irregular situations in accordance with organisation's procedures and guidelines
	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/N7107 Provide security escort	PC1. list relevant tasks and instructions received during briefing related to the vehicular security escort duty from superior
	PC2. ascertain suitability and readiness of driver and vehicle for use during the escort duty
	PC3. ensure necessary equipment and aids are carried during escort duty
	PC4. maintain communication with control room or supervisor as per instructions
	PC5. carry documents relevant to escort duty as per instructions
	PC6. respond to risks as per organisation procedures, within limits of authority
	PC7. communicate and seek assistance in a timely manner, as per organisation protocols
	PC8. provide necessary information and support to the person/s being escorted as per limits of authority and instructions
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 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
	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/N7110 Perform security task 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
	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. maintain a professional appearance by following organisation's standards of grooming and 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 tab 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. maintain decorum of the workplace and professional standards by following organisational standards with respect to discipline and timeliness
	PC9. carry out assigned tasks and duties as per instructions and organisational standards
	PC10. maintain confidentiality of information as per organisational and professional standards
	PC11.co-operate with team members

### 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?

The primary role of the Unarmed Security Guard is to rescue and mitigate emergency and fire situations, by using appropriate fire-fighting equipment and safety devices. The core responsibility is to extinguish fire, rescue trapped personnel and respond to various manmade and natural disasters.

Many residential, commercial and industrial deployments are employing private security guards for the safety of personnel and assets.

We are also a growing country and physical infrastructure is growing at a rapid pace. This also calls for security of personnel and property. There is a definite need to create a pool of trained of Firemen to respond to any emergency situations.

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

This sector currently employs over 7 million employees and it is expected employ more than 11.8 million by 2022.

**Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences**

Ministry of Skill Development and Entrepreneurship (MSDE)

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

The qualification discussed above is checked for any duplication across sectors and given the qualification niche to MEPSC sector, there is no duplication or already existing similar qualifications

**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?**

The comments, feedback and suggestions were collected through interaction with industry. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post November 2021.

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/Q7101 of Unarmed Security Guard – 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.

<b>Unarmed Security Guard- QP MEP/Q7101</b>					
<b>Process required</b>	<b>Professional Knowledge</b>	<b>Professional Skills</b>	<b>Core Skills</b>	<b>Responsibility</b>	<b>Level</b>

An Unarmed Security Guard is expected to secure life, premises and property from risks and threats, by observing basic guarding practices - with or without the aid of security equipment. He/she is the first one to notice or encounter risks and threats during the course of the duty and take preventive counter measures, including reporting about incidents. Considering the outcomes the job roles is pegged at level 4.	An Unarmed Security Guard is expected to be aware of risk and threats, basic guarding practices, rudimentary legal knowledge and various domain-specific security operations. Considering the type of knowledge the job holder is placed at level 4	An Unarmed Security Guard is expected to identify potential risks and threats, take counter-measures, operate provided security equipment, carry out basic documentation, report incidents to get assistance from concerned agencies and communicate effectively. Hence, the job holder can be place at level 4	An Unarmed Security Guard's core skill lies in securing life, premises and property by executing basic guarding practices, which involves access control, search and frisking, parking control, escort duties, control of emergencies, and use of security equipment, reporting and documentations in domain-specific environments. Considering these outcomes the job holder can be place at level 4	An Unarmed Security Guard is responsible for the safety and security of assigned premises and property during his/ her course of duty. Hence the job role has been placed at level 4	4
Level 4	Level 4	Level 4	Level 4	Level 4	

**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?**

An Unarmed Security Guard is a stepping stone in the hierarchy of Private Security Sector. With requisite learning and service experience Unarmed Security Guard can progress on career path as per Annexure 1.

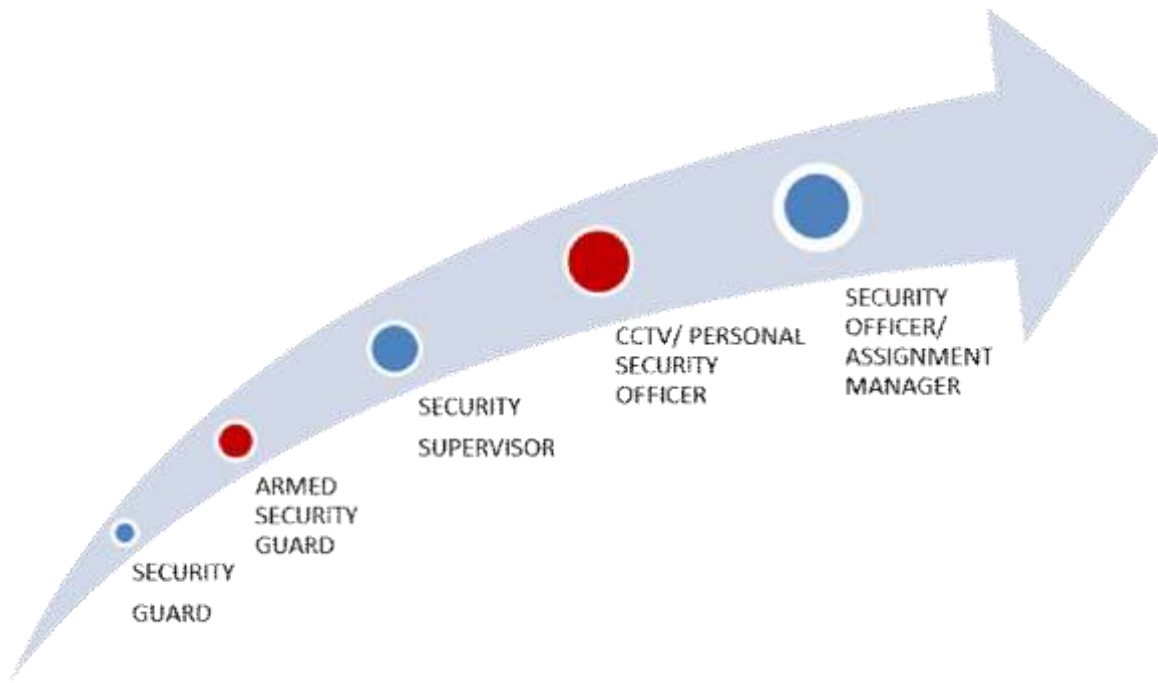
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career map of Unarmed Security Guard - Annexure 1

## **ANNEXURE 1**

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



Annexures 2 to 5 attached as soft copies









