

**Course Curricula
For
Short Term Courses based on Modular Employable
Skills (MES)
In
Security Sector**



**DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
MINISTRY OF LABOUR AND EMPLOYMENT
GOVERNMENT OF INDIA**

Course curricula for Short Term Courses based on Modular Employable Skills
(MES) in Security Sector.

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Skill Development based on Modular Employable Skills (MES)

Introduction

With economy of India growing like never before and many multinational companies bringing money, establishing their offices, business houses, enterprises and industry in India, there is need to provide good, stable and secure social environment. To address their safety concerns and requirements is the need of the hour. Police looks after the law and order situation in civil life in general. But with increasing demand for specialized security personnel in industry, business undertakings as well as at private level, there is a need of an established system for providing training to the unemployed youth, grooming them to take up jobs in security sector. Such trained youth can fill in the void that is present in our system earning their livelihood respectably and also playing a constructive role in society. This initiative has been taken up by the Department of Employment Generation and Training as it considers providing training through courses having Modular Employable Skill format under its Skill Development Initiative Programme. This will also help in improving the workings and standards of the security agencies hiring such trainees.

The need for giving emphasis on the Skills Development, especially for the less educated, poor and out of school youth has been highlighted in various forums. The skill level and educational attainment of the work force determines the productivity, income levels as well as the adaptability of the working class in changing environment. Large percentage of population in India is living below poverty line. One of the important causes is lower percentage of skilled persons in the workforce.

The skill development at present is taking place mostly in the informal way, i.e. persons acquire skill at the work-place when they help their parents, relatives and employers etc. Such persons do not have a formal certificate and thus earn lower wages and are exploited by employers. They have come through informal system due to socio-economic circumstances of the

family and the compulsions of earning a livelihood rather than attending a formal course. While their productivity is low, their contribution to the national GDP cannot be ignored. If the country can create a system of certification which not only recognizes their skills but also provides education and

training in a mode that suits their economic compulsions, it will not only benefit the workforce to earn a decent living but also contribute to the national economy by better productivity of this workforce.

Another related problem to be tackled is large number of students dropt outs (About 63% of the school students drop out a different stages before reaching Class-X).

Frame work for Skill Development based on ‘Modular Employable Skills (MES)’

Very few opportunities for skill development are available for the above referred groups (out of school youth & existing workers especially in the informal sector). Most of the existing Skill Development programmes are long term in nature. Poor and less educated persons cannot afford long term training programmes due to higher entry qualifications, opportunity cost etc. Therefore, a new frame work for Skill Development for the Informal Sector has been evolved by the DEGT to address to the above mentioned problems. The key features of the new frame work for skill development are:

- Demand driven Short term training courses based on modular employable skills decided in consultation with industry.
- Flexible delivery mechanism (part time, weekends, full time).
- Different levels of programmes (Foundation level as well as skill upgradation) to meet demands of various target groups.
- Government will facilitate and promote training under public private partnership structure.

- Optimum utilization of existing infrastructure to make training cost effective.
- Testing of skills of trainees by independent assessing bodies who would not be involved in conduct of the training programme, to ensure that it is done impartially.
- Testing & certification of prior learning (Skills of persons acquired informally).

The Short Term courses would be based on „Modular Employable Skills (MES)“.

The concept for the MES is:

- Identification of „minimum skills set“ which is sufficient to get an employment in the labour market.
- It allows skills upgradation, multiskilling, multi entry and exit, vertical mobility and life long learning opportunities in a flexible manner.
- The modules in a sector when grouped together could lead to a qualification equivalent to National Trade Certificate or higher.
- Courses could be available from level 1 to level 3 in different vocations depending upon the need of the employer organizations.
- MES would benefit different target groups like:
 - Workers seeking skill upgradation.
 - Early school drop-outs and unemployed.
 - Previously child labour and their family.

Age of participants

The minimum age limit for persons to take part in the scheme is 18 years and there is upper age limit of 65 years.

Curriculum Development Process

Following procedure is used for developing courses curricula

- Identification of Employable Skills set in a sector based on division of work in the labour market.
- Development of training modules corresponding to skills set identified so as to provide training for specific & fit for purpose.
- Organization of modules in to a Course Matrix indicating vertical and horizontal mobility. The course matrix depicts pictorially relation among various modules, per requisites for higher level modules and how one can progress from one level to another.
- Development of detailed curriculum and vetting by a trade committee and by the NCVT.

(Close involvement of Employers Organizations, other states / union Government, experts, vocational training provides and other stake holders is ensured at each stage.)

Development of core Competencies

Possession of proper attitudes is one of the most important attribute of a competent person. Without proper attitudes, the performance of a person gets adversely affected. Hence, systematic efforts will be made to develop attitudes during the training programme.

The trainees deal with men, materials and machines. They handle sophisticated tools and instruments. Positive attitudes have to be developed in the trainees by properly guiding them and setting up examples of good attitudes by demonstrated behaviors and by the environment provided during training.

Some important core competencies to be developed are:

1. Role and responsibility of security officer.
2. Knowledge of law (civil and criminal).
3. Customer service.
4. Access control.
5. Reporting.
6. Avoid conflict and reducing risks.
7. Managing aggression.
8. Safety consciousness and safe working practices.
9. Care of equipment and tools.
10. Punctuality, discipline and honesty.
11. Concern for quality of service.
12. Respect for rules and regulations.
13. Concern for health and hygiene.
14. Cordial relationship, Cooperation and team work.
15. Positive attitude and behavior.
16. Responsibility and accountability.
17. Learn continuously.
18. Communication skills.
19. Concern for environment and waste disposal.
20. Coordination with local administration including law and order agencies.
21. Multitasking capability.

Following competencies should also be developed during level-II and higher courses:

- i. Pre-emptive.
- ii. Motivating and deriving the best out of team.
- iii. Post incident consideration.
- iv. Verbal and non verbal communication.
- v. Identify different types of behaviors.
- vi. Ability for planning, organizing and coordinating.

- vii. Creative thinking, problem solving and decision making.
- viii. Leadership.
- ix. Ability to bear stress.
- x. Capacity to negotiate.

Duration of the Programmes:

Time taken to gain the qualification will vary according to the pathway taken and will be kept very flexible for persons with different backgrounds and experience. Duration has been prescribed in hours in the curriculum of individual module, which are based on the content and requirements of a MES Module. However, some persons may take more time than the prescribed time. They should be provided reasonable time to complete the course.

Pathways to acquire Qualifications:

Access to the qualification could be through:

- An approved training programme; Or
- A combination of an approved training programme plus recognition of prior learning including credit transfer; Or
- The recognition of prior learning that provides evidence of the achievement of the competencies for the qualification.

Methodology

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on “performing” and not on

“Knowing”. Lecturing will be restricted to the minimum necessary and emphasis to be given for „hands on training“.

The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. The learning process will be continuously monitored and feedback will be provided on individual basis.

Demonstrations using different models, audio visual aids and equipment will be used intensively.

Instructional Media Packages

In order to maintain quality of training uniformly in the entire state, instructional media packages (IMPs) will be developed and will be suitably made available.

Assessment

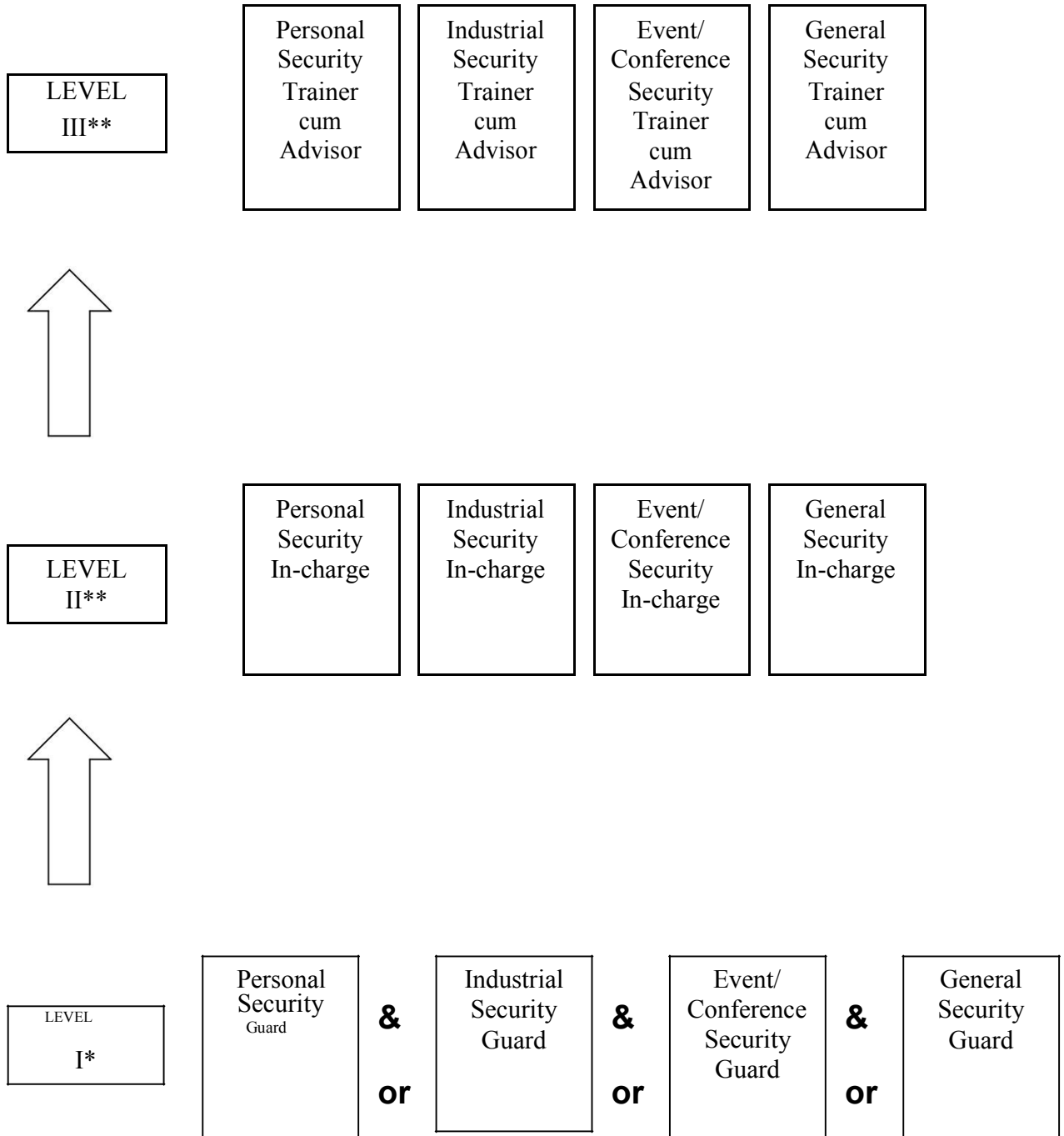
DEG&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the target of providing training/ testing of large number of persons through out the state and to avoid monopoly, more than one assessing bodies will be appointed

Certificate

Successful persons will be awarded certificates issued by National Council for Vocational Training (NCVT). Skills that the candidates gain by undergoing these courses being corroborated by the certificate of a standardized certifying agency like NCVT will go a long way in helping the trainee to make a successful carrier in a security agency.

Course Matrix

Security sector



- * Curricula for Level-I has been finalized.
- ** Curricula for Level-II and Level-III are being finalized. The name of the courses is hence subject to change.

MODULES

MODULE – PERSONAL SECURITY GUARD

NAME	:	Personal Security Guard
SECTOR	:	Service in Security Sector
CODE	:	SEC101
ENTRY QUALIFICATION	:	8 th Pass with atleast 18 years of age
COMPETENCIES	:	After completing the course the trainee would be able to provide personal security to an individual.
DURATION	:	160 Hours (30 days) Indoor training spread over 15 days, 2 days out of which are for testing & evaluation. & Outdoor training spread over 15 days, 2 days out of which are for testing & evaluation.

Indoor Training	Outdoor Training
1) Duties and Responsibilities of a Personal Security Guard.	1) Physical Fitness Exercises
2) Basic Imperatives of Proximate Security.	2) Endurance Practice
3) Attitudinal Shaping-up of a Personal Security Guard.	3) Proper Wearing of Dress
4) Acquaintance with different Security Gadgets/Mechanisms.	4) Saluting/Greeting
5) Sensitization about Threat Potential from different quarters in different situations.	5) Proper Body Movements and Basics of Marching
6) Orientation about Pre-emptive/ Preventive Personal Security Measures.	6) Un-armed Combat
7) Manners and Courtesies required to be observed by a Personal Security Guard.	7) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations) i) Access Control/Frisking ii) Anti-sabotage Checking iii) Cordoning and Sealing iv) Surveillance v) Body Search, Premises Search and

<p>8) Role of a Personal Security Guard in Crisis/Emergency situations.</p> <p>9) Co-ordinative role of a Personal Security Guard.</p> <p>10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.</p> <p>11) Cautionary and Advisory Role of a Personal Security Guard.</p> <p>12) Professional Ethics and Commitments of a Personal Security Guard.</p> <p>13) Brief case studies of Important Incidents having Security Implications:-</p> <p>a. Beant Singh Murder Case.</p> <p>b. Rajiv Gandhi Assassination Case.</p> <p>c. Sant Longowal Murder Case.</p> <p>d. Partap Singh Kairon Murder Case.</p> <p>e. Lala Jagat Narain Murder Case.</p>	<p>Area Search.</p> <p>vi) Handling and Operating Basic Fire-fighting Equipments.</p> <p>vii) Close quarter combat Techniques.</p> <p>viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.</p> <p>ix) Handling and Operation of Wireless Communication Equipments.</p>
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LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground having obstacle course
2. Gymnasium
3. Area cordoning off equipment
4. Anti-sabotage checking gadgetry
5. Metal detector
6. Fire fighting equipment
7. Wireless communication equipment
8. Surveillance equipment
9. Bullet proof jacket
10. Blast resistant security contraception
11. Personal and parcel search equipment
12. Electric and electronic security devices
13. Monitoring system
14. Explosives
15. Gun and revolver

MODULE – SECURITY GUARD (GENERAL)

NAME	:	Security Guard (General)
SECTOR	:	Service in Security Sector
CODE	:	SEC104
ENTRY QUALIFICATION	:	8 th Pass with atleast 18 years of age
COMPETENCIES	:	After completing the course the trainee will be able to cater to security requirements of an event or a conference.
DURATION	:	160 Hours (30 days) Indoor training spread over 15 days (39 working days), 2 days out of which are for testing & evaluation. Outdoor training spread over 15 days (39 working days), 2 days out of which are for testing & evaluation.

Indoor Training	Outdoor Training
<ol style="list-style-type: none"> 1) Legal and Procedural Provisions related to Security. 2) Vital Security Operations and their Practical Methodology. 3) Role of Security Personnel in Contingency Management. 4) Use of Computer (basic operations of computer – accessing internet, booting, shut down, sending- receiving mail, working on notepad, taking print etc.) / Electronic Appliances in Security Arrangements. 5) Public Dealing and Self-Development. 6) General Knowledge and Awareness about Current Events. 	<ol style="list-style-type: none"> 1) Physical Fitness Exercises 2) Endurance Practice 3) Proper Wearing of Dress 4) Saluting/Greeting 5) Proper Body Movements and Basics of Marching 6) Un-armed Combat 7) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations) <ol style="list-style-type: none"> i) Access Control/Frisking ii) Anti-sabotage Checking iii) Cordoning and Sealing iv) Evacuation v) Surveillance

	<p>vi) Chasing, Overpowering Immobilization of and Mobster/Suspect a</p> <p>vii) Identification of I.E.Ds and Explosive/Narcotic Material.</p> <p>viii) Body Search, Premises Search and Area Search.</p> <p>ix) Defensive Driving.</p> <p>x) Working of Anti-sabotage Checking Gadgetry.</p> <p>xi) Role of Sniffer Dogs in Security Operations.</p> <p>xii) First-aid.</p> <p>xiii) Type and Techniques of Patrolling.</p> <p>xiv) Handling a Mob-attack.</p> <p>xv) Handling and Operation of Wireless Communication Equipments.</p> <p>xvi) Handling and Operating Basic Fire-fighting Equipments.</p> <p>xvii) Close quarter combat Techniques.</p> <p>xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.</p> <p>8) Musketry Handling and Firing of personal weapon</p>	06
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LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ten computers.
2. Ground having obstacle course
3. Gymnasium
4. Area cordoning off and sealing equipment
5. Anti-sabotage checking gadgetry
6. Hand held metal detector
7. Door frame metal detector
8. Fire fighting equipment
9. Wireless communication equipment
10. Surveillance system
11. CCTV/ video recording camera
12. Electronic/ biometrical devices
13. First aid equipment
14. Bugging devices
15. X-ray monitoring machine
16. Bullet proof shields/ jackets
17. Night vision device
18. Micro recorder
19. Magnifying glass
20. Binoculars

21. Flash light
22. Search light
23. Weapon and ammunition
24. IED/ explosive/ narcotic material.

List of the Members attended in the Trade Committee Metering for designing the Course Curricula under Skill Development Initiative Scheme (SDIS) based on Modular Employability Skills (MES) on Security sector held at DGE&T HQtrs., New Delhi on 29.07.2013

Sr. No.	Name with Designation Shri / Shrimati	Organisation Name	Remarks
1.	Manjari Jaruhar, IPS(Retd.)	Former Special DG, CISF, New Delhi	Chairman
2.	Dinesh Nijhaman, Director	DGE&T, HQtrs. New Delhi	Member
3.	Rituraj Sinha, Group COO	SIS Group	Member
4.	Brig. (Retd.) S. Sreeramalu,	International Instt. Of Security & safety Management	Member
5.	Srinivasa Rao, Jt. Director	CSTARI, Kolkata	Member
6.	Jassi Dimple, Behavioural Trainer & Lead Consultant	PROGILENCE Capability Dev. (P) Ltd.	Member
7.	Hiranya Mohanty, Asstt. Vice President	Security Skills Council India Ltd. New Delhi	Member
8.	Gopal Prasad Chowdhary, Chief of Security.	Tata Steel Limited, Jamshedpur	Member
9.	Brig. Bhanu Sud, ED (Security & Vigilance)	IFFCO, New Delhi	Member
10.	Manjit Ranjan, MD	Peregrine Security Pvt. Ltd., Gurgaon	Member
11.	Viktram Mahurkar, MD	Checkmate Services Pvt. Ltd, Baroda	Member
12.	Director	Ministry of Home Affairs, New Delhi	Member
13.	Col. Alok Jha, Dy. Head Security	Bharati Airtel Ltd., Gurgaon	Member
14.	Jitendra Vaidya, Sr. VP & Head Security & Facility Management	Yes Bank, Mumbai	Member
15.	S. K. Dheri, Group Head, Fire & Safety	DLF Limited, New Delhi	Member
16.	Dr. R. S. P. Singh, Associate Professor	SOVET, IGNOU, New Delhi	Member
17.	Prof. Venugopal Reddy, Regional Director	IGNOU, New Delhi	Member
18.	Prof. B. N. Pattnaik, Former Principal	BJB College, Bhubaneswar	Member
19.	Suraj Mal, DIG (Retd.)	Skill Development Academy	Member

List of members attended in the “**Security Sector**” under Skill Development Initiative Scheme (SDIS) based on Module Employable Skills (MES) held at Oodles residency Hotel, New Delhi on 26.11.2014.

Sl. No.	Name & Designation S/Shri./Smt.	Organization	Remarks
1.	R. N. Bandyopadhyaya	CSTARI, Kolkata	Chairman
2.	L. K. Mukherjee. Dy. Director.	CSTARI, Kolkata.	Member
3.	Nirmalya Nath. Asstt. Director.	CSTARI, Kolkata.	Member
4.	Colonel K. G. Ramani.	C3i Consultants India (P) Ltd.	Member
5.	Major Gen. S. Mohindra. AVSM	Retired Army	Member
6.	Jasbir S. Wasu.	JW Securagard Solution Pvt. Ltd.	Member
7.	Capt. B. N. Yadav.	Consultant Retd. Chief Security officer IIT Delhi.	Member
8.	Brejesh Lall	IIT Delhi	Member
9.	DNS Bisht IGP (Retd.) V.P. Security Walk Delhi.	Security Walk Mall, Saket, New Delhi.	Member
10.	Major A. K. Moudgil.	RBJ, New Delhi.	Member
11.	Capt. Sukhjeet Singh	SBI, LTTO, New Delhi.	Member
12.	Capt. Shakti Tahlan.	SBI, LTTO, New Delhi.	Member
13.	Rani Farida	Patani Solution Pvt. Ltd.	
14.	S. S. Ramela. ACP.	Delhi, Police. (Security)	Member
15.	Col. Alok Akhauti. Director (Courses)	International Institute of security & safety Mgt. (IISSM).	Member
16.	Brig. A. K. Pathak (Retd) Director.	International Institute of security & Safety Mgt. (IISSM), East of kailash, New Delhi.	Member
17.	Col. K. S. Ahluwala. Director.	C3i Consultant India (P) Ltd.	Member
18.	Col. Snish Kakh	C3i Consultants India (P) Ltd.	Member
19.	D. L. Meena. Asst. Director	RDAT, Faridabad,	Member
20.	Dr. V. K. Kaul.	Central Electronic Limited	Member
21.	Hiranya Mohanty. VP (BD)	SIS (India) Ltd.	Member