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# Model Curriculum

## Unarmed Security Guard

**SECTOR: PRIVATE SECURITY SECTOR**  
**SUB-SECTOR: COMMERCIAL AND INDUSTRIAL**  
**OCCUPATION: GUARDING**  
**REF. ID: SSS/Q0101**  
**NSQF LEVEL: 4**

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## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**SECURITY SECTOR SKILL DEVELOPMENT COUNCIL**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Unarmed Security Guard' QP No. 'SSS/Q0101 NSQF Level 4'

Date of Issuance: **December 23rd, 2015**

Valid up to: **June 1<sup>st</sup>, 2016**

\* Valid up to the next review date of the Qualification Pack

Authorised Signatory  
(Security Sector Skill Development Council)



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# Unarmed Security Guard

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Unarmed Security Guard”, in the “Private Security” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<Unarmed Security Guard>		
<b>Qualification Pack Name &amp; Reference ID.</b>	SSS/Q0101		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	01/06/2013
<b>Pre-requisites to Training</b>	Preferably equivalent to 8th (Normal literacy of reading, writing and understanding)		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"><li>• <b>Perform basic security tasks:</b> Be able to perform security tasks in accordance with basic security practices.</li><li>• <b>Understand the legal requirements:</b> Understand the legal requirements and work within the law when undertaking private security tasks.</li><li>• <b>Provide private guarding service:</b> Provide private guarding service to people, property, premises and businesses.</li><li>• <b>Control access:</b> Control access to guarded premises.</li><li>• <b>Perform screening and search:</b> Carry out screening and search operations</li><li>• <b>Manage traffic:</b> Manage traffic and control parking.</li><li>• <b>Perform security escort:</b> Perform security escort duties.</li><li>• <b>Observe personal hygiene and occupational health and safety:</b> Maintain personal hygiene and observe occupational health and safety practices at work place.</li><li>• <b>Perform domain-specific security tasks:</b> Carry out private security tasks in commercial and industrial deployments.</li><li>• <b>Communicate effectively:</b> Communicate effectively with stakeholders.</li><li>• <b>Respond to emergencies:</b> Identify and operate security, safety, fire-fighting and communication equipment effectively and respond to emergencies.</li><li>• <b>Render first aid:</b> Provide basic first aid.</li><li>• <b>Image building:</b> Project positive image of self and the organization.</li></ul>		



This course encompasses 11 out of 11 National Occupational Standards (NOS) of “Unarmed Security Guard” Qualification Pack issued by “SSC: Security Sector Skill Development Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> SSS/N0101</p>	<ul style="list-style-type: none"> <li>• Introduction to course and ice-breaking</li> <li>• Learn about role of an Unarmed Security Guard and job opportunities in the Private Security Sector</li> </ul>	Computer, projector, blackboard, classroom, classroom furniture
2	<p><b>Physical Training</b></p> <p><b>Theory Duration</b> (hh:mm) 00:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> SSS/N0111</p>	<ul style="list-style-type: none"> <li>• Improve physical health, strength and dexterity in trainees</li> <li>• Inculcate good personal hygiene practices</li> </ul>	PT field, running track, vertical rope, beam, 9” ditch, balance, mat
3	<p><b>Drill</b></p> <p><b>Theory Duration</b> (hh:mm) 00:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> SSS/N0111</p>	<ul style="list-style-type: none"> <li>• Improve bearing and deportment and grooming trainees into smart individuals</li> </ul>	Drill ground, full length mirror, drill charts
4	<p><b>Unarmed Combat</b></p> <p><b>Theory Duration</b> (hh:mm) 00:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p>	<ul style="list-style-type: none"> <li>• Introduce trainees to unarmed combat techniques for self defence</li> </ul>	Mat, lathi, baton, other weapons



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p><b>Corresponding NOS Code</b> SSS/N0111</p>		
5	<p><b>Security and security practices and tasks</b></p> <p><b>Theory Duration</b> (hh:mm) 06:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> SSS/N0101</p>	<ul style="list-style-type: none"> <li>• Learn about - <ul style="list-style-type: none"> <li>○ Security organisations</li> <li>○ Private Security Sector (PSS)</li> <li>○ Private security tasks and guarding duties</li> <li>○ Risks, Threats, Hazards/ Disasters and Emergencies</li> <li>○ Weapons and firearms</li> <li>○ Improvised explosive devices (IED)</li> <li>○ Military and police ranks</li> </ul> </li> </ul>	Charts – weapon and firearm, badges of rank, security organisation, risks and threats
6	<p><b>Basic rules pertaining to private security service and security personnel</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> SSS/N0102</p>	<ul style="list-style-type: none"> <li>• Learn about - <ul style="list-style-type: none"> <li>○ Right to private defence, important body and property offences and cognisable and non-cognisable offences</li> <li>○ Aid to magistrate, duty of public to inform about certain offences, arrest by private person, complaints and first information report and warrants and summons</li> <li>○ Difference between legal and illegal activities; take cognisance of offences and report to superiors and police</li> <li>○ Basics of Human Rights; obligations of the holder of an arms licence, explosives and explosive substances</li> <li>○ Physical standards, security training, verification, uniform, ID cards for security guards as per PSARA – 2005</li> <li>○ Rights and entitlements of workers</li> <li>○ Roles and responsibilities of unarmed security guard</li> <li>○ Internal or police investigations and giving evidence in the court</li> <li>○ Lodging of complaints or assisting others in filing first information report</li> </ul> </li> </ul>	Classroom training
7	<p><b>Private guarding services to people, property and premises</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p>	<ul style="list-style-type: none"> <li>• Learn about - <ul style="list-style-type: none"> <li>○ Types of buildings and premises and visitors</li> <li>○ Risk and threats to life, property and premises and security breaches</li> <li>○ Taking briefing and instructions, assuming charge of area of responsibility and carrying out guarding operations</li> </ul> </li> </ul>	Personal protective equipment – helmet, goggles, gloves, ERP jacket, boots, knee cap, carabiner, torch, rope, ladder. Forms for recording incidents



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> SSS/N0103	<ul style="list-style-type: none"><li>○ Carryout patrolling</li><li>○ Search of a place and area</li><li>○ Prevent tampering of evidence</li><li>○ Personal and stakeholder's safety</li><li>○ Identify, understand characteristics, and operate safety and security equipment.</li><li>○ Reporting and recording incidents and visits as per formats and procedures accurately</li></ul>	
8	<b>Control access</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> SSS/N0104	<ul style="list-style-type: none"><li>● Understand organisational procedure on access control</li><li>● Know types of visitors, vehicles and material entering or exiting a premises</li><li>● Identify, read, interpret identification and authorisation documents issued to employees, visitors, vehicles and material</li><li>● Prepare, issue and collect permit and passes to visitors, vehicles and material</li><li>● Understand capability and limitation of equipment</li><li>● Check and report functioning of equipment</li><li>● Discern signals emanating from the equipment and respond accordingly</li><li>● Understand methods adopted by criminals for gaining access to a premises</li><li>● Identify and operate access control equipment</li><li>● Be able to carry out manual operation if needed</li><li>● Manage adverse situations arising during access control operations</li><li>● Direct or escort visitors to their destination</li><li>● Receive mail and parcel from couriers</li><li>● Secure received mail and parcel and deliver to the designated person</li><li>● Discern suspicious packages, segregate the same and report to superiors</li><li>● Report cases of infringement to superiors</li></ul>	Access control equipment – gate, barrier, etc. Sample of ID cards, visitor/ vehicle/ material forms and passes



Sr. No.	Module	Key Learning Outcomes	Equipment Required
9	<p><b>Screening and search</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> SSS/N0105</p>	<ul style="list-style-type: none"> <li>• Understand organisational procedure on screening and search</li> <li>• Understand capability and limitation of equipment</li> <li>• Check and report functioning of equipment</li> <li>• Discern signals emanating from the equipment and respond accordingly</li> <li>• Items and persons who cannot be put through the equipment</li> <li>• Be able to carry out manual operation if needed</li> <li>• Manage adverse situations arising during screening and search operations</li> <li>• Search and screening of people, vehicle and material</li> <li>• Read authorisation documents</li> <li>• Understand visitor’s right to privacy, religious and gender</li> <li>• Understand prohibited and unauthorised items</li> <li>• Understand methods adopted by criminals to hoodwink the system</li> <li>• Manage adverse situations arising operations</li> <li>• Report cases of infringement to superiors</li> </ul>	<p>Screening &amp; search equipment – hand-held metal detector, doorframe metal detector, Under chassis inspection mirror, torch, chart of prohibited items</p>
10	<p><b>Parking and traffic management</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> SSS/N0106</p>	<ul style="list-style-type: none"> <li>• Understand organisational procedure on parking and traffic management</li> <li>• Familiarise with layout, capacity, traffic, lighting and other infrastructure and conditions in parking area</li> <li>• Identify various types of vehicles</li> <li>• Identify and use various traffic control equipment</li> <li>• Identify and use security, safety and communication equipment necessary for operations</li> <li>• Identify and use personal protective equipment</li> <li>• Report functioning of equipment</li> <li>• Familiarise with signage and other fixtures in the parking area</li> <li>• Guide and communicate with drivers effectively</li> <li>• Understand irregular situations and control defaulting persons and vehicles</li> <li>• Control emergency arising from incidents and seek assistance</li> </ul>	<p>Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and communication. Chart on traffic signals and symbols.</p>





Sr. No.	Module	Key Learning Outcomes	Equipment Required
11	<p><b>Security Escort</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 04:00</p> <p><b>Corresponding NOS Code</b> SSS/N0107</p>	<ul style="list-style-type: none"> <li>• Learn about -               <ul style="list-style-type: none"> <li>○ Organisational procedure regarding security escort</li> <li>○ Risk and threat during escorting</li> <li>○ Readiness of vehicle, driver and guard for assignment</li> <li>○ Understand equipment and document required for assignment</li> <li>○ Communicate and report effectively</li> <li>○ Response to risks and emergencies</li> <li>○ Assist person (s) being escorted</li> </ul> </li> </ul>	<p>Duty chart, first aid kit, route chart, torch, walkie-talkie, mobile, communication diagram, baton and other non-lethal weapons</p>
12	<p><b>Health and Safety</b></p> <p><b>Theory Duration</b> (hh:mm) 18:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> SSS/N0108</p>	<ul style="list-style-type: none"> <li>• Understand, follow and enforce organisational procedures and instructions on workplace health and safety</li> <li>• Ensure health and safety of self and others</li> <li>• Understand about risks, hazards, accidents and emergencies concerning life at workplace and their management and mitigation</li> <li>• Understand details of floor plan, emergency exit, alarm, signage and fire-fighting equipment at workplace</li> <li>• Maintain safety equipment</li> <li>• Report malfunctioning of equipment</li> <li>• Check and report about non-adherence of rules by workers and other stakeholders and give report</li> <li>• Identify and use safety and personal protection equipment</li> <li>• Understand and identify types and causes of fire</li> <li>• Understand, identify and operate fire-fighting equipment and participate in training and drills</li> <li>• Understand, identify and deal with medical emergencies occurring at workplace</li> <li>• Render first-aid at workplace</li> <li>• Participate in training and drills and evacuation of premises and casualties</li> <li>• Keep hazards away from workplace</li> <li>• Raise alarm and call for help from emergency service organisations</li> </ul>	<p>Charts regarding health &amp; hygiene, fire-fighting, first aid.</p> <p>First aid kit, stretcher, blanket, splints, etc.</p> <p>Fire-fighting – extinguishers, fire tray, hose reel, hose pipe assembly, sensor, smoke detector, fire alarm, sprinkler, fire axe, fire beater, fire bucket, etc</p>



Sr. No.	Module	Key Learning Outcomes	Equipment Required
13	<p><b>Provide security in commercial and industrial deployments</b></p> <p><b>Theory Duration</b> (hh:mm) 06:00</p> <p><b>Practical Duration</b> (hh:mm) 04:00</p> <p><b>Corresponding NOS Code</b> SSS/N0109 &amp; N0110</p>	<ul style="list-style-type: none"> <li>Understand types and peculiarities of commercial and industrial deployments</li> <li>Follow organisational procedure and instructions</li> <li>Understand domain-specific risks and threats</li> <li>Provide guarding services at the commercial and industrial deployments</li> <li>Show desired behavioural standards while carrying out guarding duties</li> </ul>	Charts of various commercial and industrial domains
14	<p><b>Image projection</b></p> <p><b>Theory Duration</b> (hh:mm) 07:00</p> <p><b>Practical Duration</b> (hh:mm) 04:00</p> <p><b>Corresponding NOS Code</b> SSS/N0111</p>	<ul style="list-style-type: none"> <li>Comply with organisation's standards of grooming and personal behaviour</li> <li>Wear organisation's uniform correctly and smartly</li> <li>Carry and use personal protection gear and equipment</li> <li>Observe organisation's 'Meet and Greet Procedure'</li> <li>Observe confidentiality as per organisational procedure</li> <li>Observe discipline and punctuality</li> <li>Communicate effectively and assertively</li> </ul>	Male and female mannequins draped in security guard's uniform and accoutrements, personal protection gear. Communication equipment
	<p><b>Total Duration:</b></p> <p><b>Theory Duration</b> <b>80:00</b></p> <p><b>Practical Duration</b> <b>80:00</b></p>	<p><b>Unique Equipment Required:</b> Security, safety, first aid, firefighting, communication equipment</p>	

**Grand Total Course Duration: 160 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by SSC: Security Sector Skill Development Council)*



## Trainer Prerequisites for Job role: “Unarmed Security Guard” mapped to Qualification Pack: “SSS/Q0101”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “SSS/Q0108”.
2	<b>Personal Attributes</b>	A Physical Security Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment and firearms. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions.
3	<b>Minimum Educational Qualifications</b>	Class XII
4a	<b>Domain Certification</b>	Certified for Job Role: “Physical Security Trainer” mapped to QP: “SSS/Q0108”. Minimum accepted score as per respective SSC guidelines 70%.
4b	<b>Platform Certification</b>	Required that the Trainer be certified for the QP Code: SSC/ Q 1402 with a minimum accepted score of 70%.
5	<b>Experience</b>	<ul style="list-style-type: none"><li>Qualified on “Train-the-trainer” course from SSDC.</li></ul>



## Annexure: Assessment Criteria

<b>Assessment Criteria for Unarmed Security Guard</b>	
<b>Job Role</b>	<b>Unarmed Security Guard</b>
<b>Qualification Pack</b>	<b>SSS/Q0101</b>
<b>Sector Skill Council</b>	<b>Security</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for Qualification Pack has been created based on the NOSs and performance criteria by Security Sector Skill Development Council (SSSDC). Each Performance Criteria (PC) has been assigned marks proportional to its importance within NOS and weightages have also been given among the NOSs accordingly. SSSDC has laid down the proportion of marks for Skills, Theory/Knowledge and Behaviour/ Attitudes for each PC.
2	The assessment of the theory/knowledge will be based on written test/viva-voce or both while skill test shall be hands on practical. Behaviour and attitude will be assessed while performing the task.
3	The assessment shall be done as per the assessment sheets devised by SSSDC and accordingly the assessment agencies in consultation with SSSDC will create unique question papers for theory/knowledge and attitude for each candidate at each SSSDC accredited testing centres (as per assessment criteria below)
4	The assessment agencies will conduct the assessment as per the guidelines given by SSSDC having unique evaluations for skill practical for every student at each SSSDC accredited testing centre based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in Skill, 60% in Knowledge and 60% in Behaviour separately in each attributes.
6	Each trainee at Level-4 has to pass in Skill, Knowledge and Behaviour as per the percentage given below in totality.



Sr. No.	NOS No.	NOS Name	Total Marks	Marks Allocation: Skills	Marks Allocation: Knowledge	Marks Allocation: Behavior
1	SSS/N0101	Security tasks in accordance with basic security practices	45	20	20	05
2	SSS/N0102	Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks	25	05	15	05
3	SSS/N0103	Provide private guarding service to people, property and premises	70	30	20	20
4	SSS/N0104	Control access to the assigned premises	40	15	20	05
5	SSS/N0105	Carry out screening and search activities to maintain security	40	15	15	10
6	SSS/N0106	Control parking in designated areas	40	15	15	10
7	SSS/N0107	Security escort	30	10	15	05
8	SSS/N0108	Health and safety	80	35	30	15
9	SSS/N0109	Security in commercial deployments	40	15	15	10
10	SSS/N0110	Security in industrial deployments	40	15	15	10
11	SSS/N0111	Positive projection of self and the organisation	50	15	20	15
<b>Total:</b>			<b>500</b>	<b>190</b>	<b>200</b>	<b>110</b>
<b>Percentage Weightage:</b>				<b>38%</b>	<b>40%</b>	<b>22%</b>
<b>Minimum Pass% to qualify:</b>				<b>60%</b>	<b>60%</b>	<b>60%</b>



## Security Sector Skill Development Council

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