

# **Security Services Training Board**

## **Guide to Registering a Security Training Course under the Recognition Scheme**

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Effective Date: 24 February 2012

### **1. Objectives and Background**

- 1.1 The Recognition Scheme aims to provide the public with information on the basic security training courses that meet the standards of the Security and Guarding Services Industry Authority (SGSIA) and are available from the market. Those who may benefit from the Scheme include security companies which need to train their staff through external sources, the building management bodies such as Owners' Corporations and Mutual Aid Committees which wish to send their guards for proper training, and the general public who seek such training for personal enhancement.
- 1.2 Through giving recognition, it is hoped that the training organizations and security companies providing such external courses could be encouraged to improve standards, thereby helping to enhance the quality of security services. Participation in the Scheme is voluntary.
- 1.3 With effect from 1<sup>st</sup> April 2004, an applicant for Category A, B and/or C Security Personnel Permit who has sat and passed a course-end examination, within 1 year before submitting his/her application, of a security training course that has met the requirements of a scheme for quality assurance that has been endorsed by the SGSIA and announced in a manner that it thinks fit will be deemed to have met the criterion of "Proficiency in Security Work" for issuing a Security Personnel Permit (SPP).
- 1.4 The SGSIA has endorsed the Quality Assurance System for the Recognition Scheme (QASRS) of security training courses developed by the Security Services Training Board (SSTB) of the Vocational Training Council (VTC).
- 1.5 Any person also has successfully completed a valid recognized course under the QASRS, passed its relevant examination and is able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The exemption will be valid for five years from the date of successful completion of the valid recognized course.

## 2. Taking Over the Recognition Scheme by the Security Services Training Board of the Vocational Training Council

- 2.1 The SSTB of the VTC, which comprises representatives from security industry, training professionals and various Government departments, has been entrusted to take over the Recognition Scheme with effect from 1<sup>st</sup> April 2003 and be the approving authority for recognized courses. The Institute of Professional Education And Knowledge (PEAK) of the VTC operates the Scheme and monitored by the SSTB. The SGSIA, however, reserves the ultimate recognition power.
- 2.2 As from 1<sup>st</sup> April 2003, all applications for registration of security training courses under the Scheme as well as amendments to existing courses already recognized by the SGSIA should be made to PEAK direct.
- 2.3 Courses already recognized by the SGSIA continue to be valid until their respective expiry dates as specified in the SGSIA's letter of approval.

## 3. Recognition Procedure

- 3.1 As security training course providers are required to meet the requirements prescribed in the QASRS of security training courses, which is a scheme for quality assurance endorsed and announced by the SGSIA, they should read the following documents carefully before submission of the applications for course recognition:
  - QASRS of security training course
  - Administrative guidelines on the course inspections, warning and appeal systems of the Recognition Scheme
- 3.2 Security training course providers should submit applications for course recognition by using the Course Information Sheet (**Appendix 1**) for approval before commencement of security training course. The Sheet can be downloaded from the website of PEAK (<http://www.peak.vtc.edu.hk/cpdc>).
- 3.3 Course providers should be able to demonstrate their abilities and capacity for conducting relevant training and should have suitable venues. To this end, course providers are required to submit the following supplementary documents:
  - (a) Company registration
  - (b) Layout and floor plan of training venue (maximum 2 venues) with the full address(es)
  - (c) Training facilities to be used [reference: QASRS sections 2.5.3 & 2.5.4]
  - (d) Photos of training venue(s) and facilities
  - (e) Proposed security training course(s) and course syllabus
  - (f) Personal details of trainer(s) and external examiner(s) including relevant qualifications and experience with the relevant certificate(s) and letter(s)

- (g) Trainer's manual / trainees handout
  - (h) Examination papers
  - (i) Sample of training record documentation, including course register and certificate register [reference: QASRS sections 2.1, 2.7, 2.8 and 2.9]
  - (j) Procedures to evaluate and review courses with the use of evaluation questionnaire. Please attach sample of evaluation questionnaire.
- 3.4 On-site inspection will be conducted during the application process. PEAK may request additional information and/or meet with the responsible trainers and other personnel as required.
- 3.5 Applicants for becoming a Security Trainer/External Examiner are required to attend an interview by a Panel comprising any two of the following three members and pay the corresponding assessment fee :
- (a) representative of the Police (at inspector-grade or above);
  - (b) representative of the VTC; and
  - (c) any one of the Convenors of the Working Parties of SSTB

Security Trainers/External Examiners who have been previously approved under the Scheme are normally exempted from the interview.

- 3.6 Existing approved trainers are required to submit an application and attend an interview (including paying the corresponding assessment fee) if they wish to conduct the training in a language other than Chinese as medium of instruction for the first time.
- 3.7 All application and supporting documents should be submitted to PEAK at 9<sup>th</sup> floor, VTC Tower, 27 Wood Road, Wan Chai. For enquiries, please call 2919-1575.
- 3.8 The cost of the application (including interview fee for trainers/external examiners) and the annual inspection will be borne by course providers concerned according to the fee schedule as specified in section 6. The total fee for the application and inspection should be sent to PEAK together with the application documents. Cheque should be crossed and made payable to the "Vocational Training Council". PEAK will publish a list of the recognized security training courses on its website at <http://www.peak.vtc.edu.hk/cpdc>.

- 3.9 With effect from 1 July 2008, the re-recognition after the 3-year course validity will be replaced by an annual inspection. Course providers can have their recognition status renewed if the requirements of passing the inspection (**Appendix 2**), together with the payment of annual fee (the updated annual fee is shown in the Fee Schedule under section 6 of this document) are complied. Should they discontinue from the Scheme and later decide to join it again, this will be treated as a new application and they are required to pay the application fee and an annual inspection fee. Failure to settle the annual inspection fee 2 months before the expiry date of the registration will result in de-registration. Course providers are required to re-apply for recognition as new course application after de-registration.

#### **4. Recognition Outcome**

- 4.1 The course provider will receive a letter of recognition outcome, which can be one of the following:
- (a) The course is approved as presented; or
  - (b) The course is not approved.
- 4.2 There may be cases where additional information and/or rectification are required within a period of time prior to approval. Where additional information and/or rectification is not provided or performed within the specified period of time, non-approval of the course will be recommended.

#### **5. Amendments to Recognized courses**

- 5.1 The course provider should report to PEAK of any changes but the following changes will require prior approval by PEAK before such changes can be implemented for the course:
- (a) change of trainer and/or external examiner (except if the new trainers and external examiners are already approved under the Scheme),
  - (b) additional venue or substantive changes to the approved venue(s),
  - (c) course medium of instruction, language of examination paper and trainer's manual / trainees' handouts.
- 5.1.1 PEAK may withdraw the recognition of the course(s), or specify conditions to be met for the continuation of the course(s) after evaluation of proposed change / amendment information. For all amendments, please use the Course Amendment Form (**Appendix 3**). It should be noted that fees may be levied on certain changes and amendments. The fee schedule is listed in section 6 of this document.

## 6. Fee Schedule

### 6.1 Fee schedule

Type of Application	Fee
I. Initial Application <sup>(1), (2)</sup>	<b>\$5,400</b>
II. Annual Inspection <sup>(2)</sup>	<b>\$4,900</b>
III. Additional venue or substantive changes to approved venue <sup>(3)</sup>	<b>\$680</b>
IV. Additional or change of medium of instruction of a recognized course <sup>(4)</sup>	<b>\$2,300</b>
V. Interview fee for each security trainer/ external examiner applicant <sup>(5)</sup> (including application by existing trainers for using language other than Chinese as medium of instruction <sup>(6)</sup> )	<b>\$325</b>

*Notes :*

- 1. A maximum of two training venues will be allowed for a new application.*
- 2. With effect from 1 September 2011 onwards.*
- 3. With effect from 1 September 2011 onwards.*
- 4. With effect from 1 September 2011 onwards.*
- 5. With effect from 1 September 2011 onwards.*
- 6. With effect from 1 September 2011 onwards.*

- 6.2 The course cannot be offered without payment of appropriate fees as per section 6.1. Failure to pay the fee with the date specified will result in de-registration. Course provider can re-join the Scheme after de-registration as new course application. All fees paid are non-refundable. All payments should be sent to PEAK at 9th floor, VTC Tower, 27 Wood Road, Wan Chai. Cheques to be crossed and made payable to the "Vocational Training Council". For enquiries, please call 2919-1575.

Last updated on 27 February 2012