



Assessment-Only Pathway (AOP) Application Form

Personal Particulars			
ID No:		ID Type:	NRIC / Passport / FIN (please delete accordingly)
Name (underline surname):			
Address:			
Date of Birth (dd/mm/yyyy):		Gender:	
Nationality:		Race:	
Contact No (Mobile):		Email Address:	
Contact No (Home):		Education Level:	
Occupation:		Employer:	
For Former or Current Uniformed Officer Only			
Type of Service:	SPF / SCDF / SAF / Others (please specify):	Date Retired / Left (if applicable):	
Length of Service:		Last Rank Held:	
Assessment Application			
AOP Eligibility Criteria: <i>* Please refer to Annex A for details on training exemption requirements.</i>	Please tick where applicable and attach relevant supporting document for exemption. I am exempted from training requirement as advised by SIRD for: <input type="checkbox"/> Security Officer <input type="checkbox"/> Security Supervisor <input type="checkbox"/> Private Investigator		
Skill(s) to Assess and Fee Payable*: <i>* Rate subject to change</i>	<input type="checkbox"/> Handle Security Incidents and Services (SE-SO-102C-1) - \$128.50 <input type="checkbox"/> Provide Guard and Patrol Services (SE-SO-103C-0) - \$66.50 <input type="checkbox"/> Supervise Security Officers (SE-SO-301C-0) - \$190.50 <input type="checkbox"/> Perform Investigation Activities in Compliance with Legal Requirements (SE-SO-118E-0) - \$190.50		
Declaration			
Candidate's Signature / Date:			
	I hereby declare that the information provided above is true.		
For Official Use Only			
Accepted By:		Received Date:	
Receipt No.:		Total Amount:	
Briefing Date:		Briefing Location:	
Assessment Date:		Assessment Location:	

Assessment-Only Pathway (AOP) Information Sheet

- 1 AOP is currently available for the following competency units:
 - 1.1 Handle Security Incidents and Services (SE-SO-102C-1)
 - 1.2 Provide Guard and Patrol Services (SE-SO-103C-0)
 - 1.3 Supervise Security Officers (SE-SO-301C-0)
 - 1.4 Perform Investigation Activities in Compliance with Legal Requirements (SE-SO-118E-0)

Eligibility criteria and supporting evidences to be produced

- 2 Only person/s who are exempted from training requirement to be licensed security officer/s may apply for AOP. The exemption criteria are as follow:

2.1 PERSONS WHO MAY BE EXEMPTED FROM TRAINING REQUIREMENT FOR SECURITY OFFICER

- 2.1.1 Former Auxiliary Police Officers who have completed and passed the Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School.

Former uniformed commissioned officer / uniformed senior officer / other ranks from the Singapore Police Force (SPF), the Central Narcotics Bureau (CNB), the Singapore Prison Service (Prisons), the Singapore Civil Defence Force (SCDF), the Corrupt Practices Investigations Bureau (CPIB).

Those who have completed Full-time / Part-time National Service in the SPF.

Those who have completed Full-time National Service in the SCDF.

Volunteer Special Constabulary (VSC) officers from SPF.

Former regular uniformed commissioned officer / other ranks from the Singapore Armed Forces (SAF).

SAF full-time National Servicemen who had served full-time NS in the vocation of Military Police or Provost Unit. Please note that Regimental Police Officers (RP) do not fall under this criteria.

- 2.1.2 Person who has passed the Essential Security Guarding at Group 4 CISCO Training before 1 Jan 96.
- 2.1.3 Person who has passed the Specialised Guarding Skill at Group 4 CISCO Training before 1 Jan 96.
- 2.1.4 Person who has passed the Advance Security Course at APRO Asian Protection Pte Ltd before 1 Jan 96.
- 2.1.5 Person who has passed the Basic Protection Officer Course at APRO Asian Protection Pte Ltd before 1 Nov 2002.
- 2.1.6 Person who has passed the Basic Security Training Course at APRO Asian Protection Pte Ltd before 1 Nov 2002.
- 2.1.7 Person who has passed the 2-day Basic Security Course Examination organised by ACSA or SAS and certified by SHRI or RELC before 1 Nov 2002.

2.1.8 Person who has passed the Certificate in Hotel Security Operations organised by the SHATEC before 1 Jan 1998.

2.2 PERSONS WHO MAY BE EXEMPTED FROM TRAINING REQUIREMENT FOR SUPERVISORS

2.2.1 Former regular officers or current reserve officers who have attained the rank of Staff Sergeant and above with the SPF, VSC, CNB or any Auxiliary Police Force.

2.2.2 Supervisor who has passed the Supervising Security Activities at Group 4 CISCO Training before 1 Aug 2004.

2.2.3 Supervisor who has passed the Security Supervisors Course Examination certified by SHRI or RELC before 1 Aug 2004.

2.2.4 Supervisor who has passed the Security Managers and Chief Security Officers Course at APRO Asian Protection Pte Ltd before 1 Aug 2004.

2.2.5 Person who has a Diploma in Police Studies and Security Management offered by Temasek Polytechnic.

2.2.6 Person who has a Diploma in Security & Fire Safety Management offered by Temasek Polytechnic.

2.2.7 Person who is deployed at a hotel and has passed the Certificate in Hotel Security Management organised by the SHATEC before 1 Jan 1998.

2.3 PERSONS WHO MAY BE EXEMPTED FROM MANDATORY TRAINING MODULE FOR PI LICENCE OBTAINED BEFORE 1 SEPTEMBER 2010

2.3.1 Person who has at least one year of relevant past investigative experience. Example: Former officer from the Singapore Police Force (SPF), Central Narcotics Bureau (CNB) or Corruption Practices Investigation Bureau (CPIB) who had at least one year of relevant investigative experience. (Note: All applications for exemptions must be accompanied with supporting documentary proof of investigative experience in their former employment and will be assessed on a case by case basis.)

2.3.2 Person who has obtained PI licence and passed the Basic Investigation Course by Civil Service College/ Institute Public Administration & Management (CSC/IPAM) before 1 September 2010.

2.3.3 Person who has obtained PI licence and passed the Principles of Investigation module under the Diploma in Police Studies and Security Management by Temasek Polytechnic before 1 September 2010.

2.3.4 Person who has obtained PI licence and passed the Specialist Investigation Course by CSC/IPAM before 1 September 2010.

2.3.5 Person who has obtained PI licence and passed the Certified Private Investigator (CPI) by ASIS International Singapore before 1 September 2010.

2.3.6 Person who has obtained PI licence and passed the Basic Private Investigator's Course by Security Association (Singapore)/ Association of Professional Investigation (Singapore) before 1 September 2010.

2.3.7 Those with security-related academic qualifications or work experiences may write in to Licensing Officer for permission to be assessed via the ASSESSMENT ONLY PATHWAY (AOP).

Application process

- Candidate may email the duly-completed Application Form and Self Assessment Checklist to aao_aop@polwel.org.sg to facilitate processing of application. Arrangement will be made via email for Candidate to visit POLWEL AAO office (address and operating hours as below) to produce the relevant training exemption document (original or certified true copy) and make payment for the AOP application.

POLWEL Co-operative Society Limited
Approved Assessment Organisation
150 Cantonment Road, #01-01 Cantonment Centre Block A, Singapore 089762
Mondays to Fridays, 9am to 12noon or 2pm to 5.30pm - except Public Holidays

- Candidate may also visit POLWEL AAO office to submit the duly-completed Application Form and Self Assessment Checklist, to be accompanied with the relevant training exemption document (original or certified true copy). For on-the-spot processing of AOP application, candidate will have to wait up to 1 hour for the application to be processed.
- Assessment will only be arranged if Candidate meets exemption criteria, requirements of the Self Assessment Checklist and upon full payment of the fee for the module. Payment can be made by NETS at POLWEL AAO office or cheque payable to "POLWEL Co-operative Society Limited".

Conduct of assessment

- Assessment will be conducted within 10 working days from the acceptance of application (clearance of payment). Request to change date and time of assessment will not be entertained, and no refund will be made on fees paid.
- The assessment will be conducted at the **Security Industry Institute (SII)** located at **10 Eunos Road 8, #14-01/02, Singapore Post Centre, Singapore 408600** or other suitable venue as determined by POLWEL AAO. Candidate will be notified of the venue, date and time of assessment via email.

Appeal

- Candidate will only be certified 'Competent' if he meets the requirements of **ALL** the Competency Elements in the assessment.
- If the Candidate is assessed to be 'Not Yet Competent', he has the right to appeal for review of the assessment decision. The Candidate should notify the Assessor should he wish to appeal and the Assessor will then enter the intention in the Feedback section of the Assessment Summary Record.
- Candidate must lodge the appeal in writing on a prescribed Appeal Form, giving reasons for the appeal within 7 working days with the appeal fee of \$30/- from the date of assessment. The Appeal Form will be available upon request via email to aao_aop@polwel.org.sg. Submission of the form will only be accepted via mail or hand-delivery, and payment for the appeal fee can only be made via NETS at POLWEL AAO office or cheque payable to "POLWEL Co-operative Society Limited".