

**SELF ASSESSMENT CHECKLIST
FOR CANDIDATE**

**COMPETENCY UNIT:
HANDLE SECURITY INCIDENTS AND SERVICES
(SE-SO-102C-0)**

**ASSESSMENT-ONLY PATHWAY
CHALLENGE TEST**

Name: _____

ID No: _____

Contact No: _____

1. What is this document?

- 1.1 An individual who selects the Assessment Only Pathway (AOP) by Challenge Test to achieve a Statement of Attainment (SOA) must show his/her competency through the Challenge Test. The Challenge Test is a form of observation on the display of attitudes, skills and knowledge to verify that the individual is competent in a specific area of security work.
- 1.2 The individual who chooses this mode of assessment should have the relevant work experience and/or previous formal/informal training in that area of competency. He has to evaluate himself through a self-assessment checklist to ensure that he has the relevant attitudes, skills and knowledge to be able to successfully attempt the challenge test and be certified in that competency.
- 1.3 This document may help you to prepare for the Challenge Test on the competency unit: Handle Security Incidents and Services (SE-SO-102C-0). It provides you with:
 - a) Transformation about the Challenge Test, and
 - b) Self Assessment Checklist to check your readiness to take the test.

2. What is the Challenge Test for Competency Unit: Handle Security Incidents and Services (SE-SO-102C-0)?

- 2.1 The Challenge Test consists of 2 assessment methods:
 - a) Direct observation of your performance
 - b) Oral questioning to assess underpinning knowledge

3. What will you gain from taking the Challenge Test?

- 3.1 When you are able to show your attitudes, skills and knowledge in performing the required competency standard and when the assessor (person who tests the candidate) evaluates you as competent, you will be awarded a Statement of Attainment (SOA) for this competency unit (SE-SO-102C-0).
- 3.2 The Statement of Attainment is nationally recognised and indicates your ability or competency in a particular area of security work.

4. How can you prepare yourself for the Challenge Test?

- 4.1 Use the Self Assessment Checklist to appraise your attitudes, skills and knowledge.

**COMPETENCY UNIT: HANDLE SECURITY INCIDENTS AND SERVICES
 SE-SO-102C-0**

SELF ASSESSMENT CHECKLIST

Instruction for Completion of the Self Assessment Checklist

- a) For each performance criteria, please check if you have the attitudes, skills and knowledge (ASK) described.
- b) If you have the ASK, put a tick (✓) in the column, 'I have the ASK'.
- c) If you do not have the required ASK, write the areas you have to learn in the column, 'Details of ASK that I do not have yet'.

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 1: Contain Incidents of Damage to Facilities and Equipment			
1.1	Identify and report faulty/defective equipment or facility if encountered when preparing and during my patrol duties, and make the necessary entries in the relevant record/pocket book		
1.2	Cordon the area where the defective/faulty facility or equipment is located, and place warning signs to warn onlookers and passers-by to keep away from the area (should there be potential harm or dangers caused as a result)		
1.3	Monitor the defects/faults and ensure that they have been rectified and subsequently report, and record the outcome of the rectification/repair works		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 2: Handle Fire-Related Incidents			
2.1	Identify the affected zone when the Fire Alarm Panel in the control room is activated		
2.2	Silence the fire alarm sounding		
2.3	Instruct and deploy security resources to check the location represented by the zone to determine the situation		
2.4	Inform my supervisor and DECAM		
2.5	Take the appropriate follow-up actions when I have identified that the fire alarm activation is false		
2.6	Respond to incidents of small and big fire whilst at the scene		
2.7	Take the necessary actions to respond whilst on duty in a Control Room		
2.8	Prepare the necessary Incident Report and/or make the necessary entries/record in the relevant books and submit to the appropriate parties		

S/No	I have these Attitude, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 3: Handle Crime-Related Incidents			
3.1	Respond to criminal cases (e.g. robbery and molest cases) upon receiving the first information from the victim at the scene		
3.2	Monitor and track suspicious person during patrols, until he/she leaves the premises		
3.3	Determine the suspicious activities of the person through behavioural profiling		
3.4	Provide information to control room about the suspicious person and his suspicious activities		
3.5	Identify the suspicious behaviours or actions that may lead/constitute an offence under the Penal Code and subsequently detain the person		
3.6	Inform the Police and provide them with relevant information		
3.7	Know what action to take if a detainee escapes from custody. Know what actions to take if a member of public assists to detain a suspect		
3.8	Inform supervisor and authorised client's representative regarding the arrest		
3.9	Prepare the necessary Incident Report and/or make the necessary entries/record in the relevant books, and submit to the appropriate parties		

S/No	I have these Attitude, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 4: Handle Medical or First-Aid Incidents			
4.1	Provide first aid to the injured and provide the necessary response to the injured (minor or serious injuries)		
4.2	Accurately report and record all relevant details of the incident and forward to supervisor(s) and other appropriate persons		

S/No	I have these Attitude, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 5: Handle Bomb or IED (Improvised Explosive Device) Threat Incidents			
5.1	Know the procedures, actions to take and how to react upon receiving a bomb or IED threat (at unknown location)		
5.2	Know the procedures, actions to take and how to react upon receiving a bomb or IED threat (at known location)		
5.3	Render assistance and evacuate people according to organisational procedures		
5.4	Clear the driveway for the emergency vehicles access		
5.5	Carry out instructions given by relevant authorities		
5.6	Prepare the necessary Incident Report and/or make the necessary entries/record in the relevant books and submit to the appropriate parties		

S/No	I have these Attitude, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 6: Search, Apprehend and Arrest Suspect			
6.1	Conduct checks on vehicle access within and outside building premises and issue visitor passes in accordance with organisational procedures		
6.2	Take actions to search person, property or vehicle according to client instructions and/or authority given by client regarding entry into premises.		
6.3	Report cases of persons found possessing items that contravene company rules		
6.4	Know legal powers and rights in making an arrest when a person has committed a seizable and/or non-bailable offence		
6.5	Preserve the crime scene and evidence until the arrival of the Police		
6.6	Know the legal rights of the detainee and monitor him continuously to prevent detainee from inflicting self injury and on others		
6.7	Accurately report and record all relevant details of the incident and forward to supervisor(s) and other appropriate persons		

S/No	I have these Attitude, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 7: Give Evidence in Court			
7.1	Prepare for court cases should there be a need to attend court as a police witness		
7.2	Know the appropriate dress code for court attendance when attending court as a witness		
7.3	Know the court protocol when giving evidence in court		