|  |  |
| --- | --- |
| **Minor Award Name** | Supervisory Security Management |
| **Minor Award Code** | 6N1784 |
| **Level** | 6 |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Legislation governing the security industry. | Online documents | Private Security Service Act 2004  Civil Law (Miscellaneous Provisions) Act 2011 (Part 4) | Irish Statute Book also known as the electronic Irish Statute Book (eISB) | <http://www.irishstatuebook.ie/2004/en/act/pub/0012>  <http://www.irishstatuebook.ie/eli/2011/act/23/section/34/enacted/en/html> |
| Regulations governing the security industry. | Online documents | Private Security Regulations   * S.I. No 835/2005 Private Security (Licence Fees) Regulation 2005 * S.I. No 836/2005 Private Security (Licensing Application) Regulation 2005 * S.I. No 469/2006 Private Security (Licensing Applications) Regulations 2006. * S.I. No 858/2007 Private Security (Licence Fees) (Amendment Regulations 2007 * S.I. No 857/2007 Private Security (Licensing and Standards) (Cash in Transit) Regulations 2007. * S.I. No 332/2009 Private Security (Identity Badge) Regulations 2007 * S.I. No 419/2009 Private Security (Licensing and Standards) (Amendment) Regulations 2009 * S.I. No 144/2012 Private Security (Licensing and Standards) Regulations 2012. * S.I. No 293/2013 Private Security (Licence Fees) Regulations 2013. * S.I. No 302/2014 – Private Security (Licensing and Standards) (Event Security) Regulations 2014 * S.I. No 190/2014 Private Security (Licensing and Standards)(Security Guard Monitoring) 2014 | Irish Statute Book also known as the electronic Irish Statute Book (eISB) | <https://www.psa.gov.ie/en/PSA/Pages/statutory_instruments> |
| Standards governing the security industry | Online PDF documents | Private Security Authority:   * Door Supervisor (Licensed Premises) and Security Guarding (Static) PSA 28:2013 * Door Supervisor (Event Security) and Security Guarding (Event Security) PSA 39:2014 * Security Guarding (Alarm Monitoring) and Security Guarding (CCTV Monitoring) PSA 33:2014 * Cash-in-Transit PSA CIT2:2014 together with IS998 | Private Security Authority | <https://www.psa.gov.ie/en/PSA/A%2520STANDARD%2520FOR%2520PSALICENSING.pdf/File> |
| National Security Standards | website | Provides a list of security standards. | National Standards Authority of Ireland (NSAI) | <http://www.nsai.ie> |
| Security Licensing | website | Information on the licensing of security companies, employees and security staff. | Private Security Authority | <http://www.psa.gov.ie> |
| Role of Private Security Authority | website | Information on the role and function of the Private Security Authority | Private Security Authority | <http://www.psa.gov.ie> |
| Enforcement of Legislation of the Private Security Industry | Online PDF documents | The role of enforcement in the Private Security Authority is to ensure compliance with the Private Security Service Act 2004 and 2011 | Private Security Authority. | <http://www.psa.gov.ie> |
| Employment Law | website | Information on employment law in Ireland. | IBEC | <http://www.ibec.ie/> |
| Human Resources Management | Book | **Essential Reading**: Effective Security Management is a book on security staffing and supervision. Chapter 7 is on Human Resources. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | <http://store.elsevier.com/Effective-Security-Management/Charles-Sennewald/isbn-9780128027745/> |
| Recruitment of Security Supervisors | Book | **Essential Reading**: Is a valuable guide for all security professionals, and an essential resource for those who need a reference work to support their continuing education. | Author: John. J. Fay  Publisher: Butterworth Heinemann | <http://www.amazon.com/Encyclopedia-Security-Management-Second-Edition>/dp/0123708605 |
| Staff Induction | Online Template | A template outlining items to be considering to carry out security staff induction. | Jackson Security | <http://www.jacksonsecurity.com.au/assets/pdf/docs/induction-checklist.pdf> |
| Staff Training | Book | Is a valuable guide for all security professionals, and an essential resource for those who need a reference work to support their continuing education. | Author: John. J. Fay  Publisher: Butterworth Heinemann | <http://www.amazon.com/Encyclopedia-Security-Management-Second-Edition>/dp/0123708605 |
| Staff Motivation and Personal Development | Book | Effective Security Management is a book on security staffing and supervision. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | <http://store.elsevier.com/Effective-Security-Management/Charles-Sennewald/isbn-9780128027745/> |
| Role and Requirements of a Security Supervisor | Book | Effective Security Management is a book on security staffing and supervision. Chapter 5 is on The Security Supervisor’s Role. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | <http://store.elsevier.com/Effective-Security-Management/Charles-Sennewald/isbn-9780128027745/> |
| Profile and qualifications of Security Supervisor | Classroom Discussion | Classroom discussion regarding the profile and professional qualities of a security supervisor. | N/A | N/A |
| Different working environments | Classroom Discussion | Classroom discussion regarding the duties of security supervisors in different working environments e.g. retail, industrial, manufacturing, events, hospitals, building sites, night clubs etc. | N/A | N/A |
| Security Supervisors Job Advertisments | websites | On line security supervisors job descriptions. | Online jobs | http://[www.irishjobs.ie](http://www.irishjobs.ie)  http://[www.jobs.ie](http://www.jobs.ie)  http://[www.careerjet.ie](http://www.careerjet.ie) |
| Security Supervisors Duties | Activity | Interview security supervisors in different working environments e.g. Retail, Industrial, Event security, Door Security etc. | N/A | N/A |
| Security Supervisors Duties | Workplacement | Carry out the duties and procedures required of a security supervisor to include patrolling, searching, report writing, using security equipment. | N/A | N/A |
| Security Supervisor | Website | A slideshow on the role and responsibilities of a Security Supervisor | Slideshare | <http://www.slideshare.net/captrisingh/security-supervisor-ppt> |
| Different methods of providing a security service | Book | Effective Security Management is a book on security staffing and supervision. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | <http://store.elsevier.com/Effective-Security-Management/Charles-Sennewald/isbn-9780128027745/> |
| Written Security Policies and Proceudrues | Book | Effective Security Management is a book on security staffing and supervision. Chapter 20 is on Security Policies and Procedures. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | <http://store.elsevier.com/Effective-Security-Management/Charles-Sennewald/isbn-9780128027745/> |
| Security Standing Operation Procedures | website | Security Companies must operate within the guidelines of their Standing Operation Procedures (SOP’s). This website provides a list of SOP’s that security companies should have in place. Security Supervisor need to be familiar with all SOP’s in place. | Startsecurity | <http://www.startasecuritycompany.com/standing-operations>-procedures-security-company.html |
| Internal and External Communications | Book | Effective Security Management is a book on security staffing and supervision. Chapter 13 is on Communications. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | <http://store.elsevier.com/Effective-Security-Management/Charles-Sennewald/isbn-9780128027745/> |
| Security Budgeting | Book | Effective Security Management is a book on security staffing and supervision. Chapter 15 is on Planning and Budgeting. | Author: Charles A Sennewald. Publisher: Butterworth-Heinemann | hppt://store.elsevier.com/Effective-Security-Manaagement/Charles-Sennewald/isbn-9780128027745/ |
| Company Policies and Procedures | website | An example of a Security Companies Policies and Procedures | Kennedy Security and Consultancy Ltd | <http://www.kennedysecurity.ie> |
| Assignment Instructions | Manual | The eight edition of the security manual provides practical guidance on all aspects of security work and is a ready made source of information for all members of the security profession. It has a chapter on Assignment Instructions. | Editor: David Brooksbank Publisher: Gower Publishing Limited | <http://www.ashgate.com/isbn/9780566087837> |
| Communications and Customer Service | Manual | A manual written by the Security Institute of Ireland to meet the education requirements for the PSA licensing of security personnel in the Basic and Door Security Sector. | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| Data Protection and CCTV | website | Guideliness regarding Data Protection and CCTV. Security Supervisors need to be familiar with Data Protection Legislation. | Editor: Data Protection Commissioner | <http://www.dataprotection.ie/docs/CCTV/1242.htm> |
| Preventing and Managing Conflict | Book | This book provides an ideal learning aid and is a useful reference to, during and after courses. This book has a module on Preventing and Managing Conflict. | Author(s) Jason Dyson and Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/product/sector/security> |
| Safety, Health and Welfare Act 2005 | Online PDF document | A Short Guide to The Safety, Health and Welfare Act, 2005. Security Supervisor need to be familiar with the H&S Act. | Health and Safety Authority | <http://www.pointofsinglecontract.ie/download/short-guide-to-shwwa-2005.pdf> |
| H&S Guidelines for Security Industry | Online PDF  Document | Health and Safety Guidelines for Employers, Employees and Clients in the Security Industry. Security Supervisor need to be familiar with these guidelines issued by H&S Authority. | Health and Safety Authority | <http://www.hsa.ie/eng/Publicationand_Forms_/Publications/Safety_and_Health>\_Management/se |
| Safety, Health and Welfare Act 2005 | website | The Safety, Health and Welfare Act 2005 – This Act also has sections regarding Fire Safety. | Irish Statute Book | <http://www.Irishstatutebook.ie/2005/en/act/pub/0010> |
| Fire Safety | Book | Book outlining Fire Safety Legislation in Ireland and Fire Safety Management. | Publisher: Health and Safety Publishers | <http://www.hspublications.ie> |
| Emergency Plans | Online PDF documents | Health and Safety Authority publish emergency plans for different industries. | Health and Safety Authority | <http://www.hsa.ie> |
| Emergency Procedures | Manual | A manual written by the Security Institute of Ireland to meet the education requirements for the PSA licensing of security personnel in the Basic and Door Security Sector. Chapter Nine: Emergency Procedures | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| Fire, Safety and Security Equipment in Operation | Activity | Visit premises (e.g. educational institutions, school, factories, manufacturing, retail outlets etc.) to view Fire, Safety and Security Equipment in operation. | N/A | N/A |
| H&S Guidelines for Violence at Work | Online PDF Document | Health and Safety Guidelines for Violence at Work. Security Supervisors need to be familiar with the contents of this document. | Health and Safety Authority | <http://www.hsa.ie/eng/Publication_and_Forms/Publications/Occupational_Health/Violence_at_Work> |
| H&S Guidelines for Cash In Transit Industry | Online PDF Document | Health and Safety Guidelines for Employers, Employees and Clients involved in the Cash in Transit Industry. If Security Supervisor are involved in the C.I.T Industry they need to be familiar with the contents of this document. | Health and Safety Authority | <http://www.hsa.ie/Publications_and_forms/Publications/Retail/Cash_in_Transit.pdf> |
| Building Site Security Procedures | Online PDF Document | Guidelines on Building Site Security. Security Supervisors need to be familiar with the contents of this document if managing building site security. | An Garda Siochana | <http://www.garda.ie/Documents/User/Building%2520Site%2520Security.pdf> |
| Retail Security Guide | Online PDF Document | Guidelines on Retail Security Policies and Procedures. Security Supervisors need to be familiar with the contents of this document if managing retail security outlets. | An Garda Siochana | [http://www.garda.ie/documents/user/retail%2520%Security2520%Guide.pdf](http://www.garda.ie/documents/user/retail%2520%25Security2520%25Guide.pdf) |
| Pharmacy Security Manual | Online Manual | Pharmacy Security Guidance Manual. Security Supervisors need to be familiar with the contents of this document if managing pharmacy. | The Pharmaceutical Society of Ireland and An Garda Siochana | <http://thepsi.ie/liberal/I_E/Security_Assessment_Guidance_2009.sf> |
| Events Safety Management Guide | Online document | This document outlines the best practice for safety at GAA Sports Grounds. Security Supervisor involved in security at sporting events would need to be familiar with the contents of this document. | National Infrastructure and Safety Committee | <Http://www.gaa.ie/content/document/publications/miscellaneous/NISC_E>. |
| Hotel Safety and Security Procedures | website | A slide show on Hotel Safety and Security Procedures. | Slideshare | [http://www.slideshare.net/Nostrad/safety\_and security\_issues](http://www.slideshare.net/Nostrad/safety_and%20security_issues) |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Private Security Authority | <http://www.psa.gov.ie> |
| The Security Institute | <http://www.sii.ie> |
| Health and Safety Authority | <http://www.hsa.ie> |
| Irish Fire Service | <http://www.irishfireservices.ie>/ |
| An Garda Siochana | <http://www.garda.ie> |
| Security Officers Course Book (England and Wales) | <http://www.highfiled.co.uk>/ |
| Equality Authority | <http://www.humanrights.ie> |
| Data Protection Authority | <http://www.dataprotection.ie> |
| The Irish Security Industry Association | <http://www.isia.ie> |
| Citizen Information | <http://www.citizensinformation.ie> |
| Ireland Customs | <http://www.revenue.ie/en/customs/index.html> |
| Data Protection | <http://www.dataprotection.ie> |
| The Court Service | <http://www.courts.ie> |
| National Standards Authority of Ireland (NSAI) | <http://www.nsai.ie> |
| Central Statistics Office | <http://www.cso.ie> |
| European Standardization Organisation | <http://www.en-standard.eu> |
|  |  |

|  |  |
| --- | --- |
| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |

**REFERENCE**

Fay, J,J, (2007) Encyclopedia of Security Management, 2nd ed, Butterworth Heinemann, USA

Sennewald, C,A, (2011) Effective Security Management, 5th ed, Butterworth Heinemann, USA

Byrne, J. (2007) Security Skills Manual, 6th ed, Security Institute Of Ireland, Ireland.

Dyson, J, Walker, A, (2010) Security Officers Course Book, 2nd ed, Highfield Limited, England

Brooksbank, D. (2007) Security Manual, 8th ed, Gower Publication Limited, England