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| **Minor Award Name** | Security Industry Procedures |
| **Minor Award Code** | 5N1785 |
| **Level** | 5 |

**Suggested resources to support delivery:**

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| **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.irishstatutebook.ie/2004/en/act/pub/2001>  <http://www.irishstatuteboo.ie/eli/2011/act/23/section/34/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) | <http://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 | <http://www.isia.ie/security-licensing-regulations-standards> |
| National Security Standards | website | Provides a list of security standards. | National Standards Authority of Ireland (NSAI) | <http://www.nsai.ie> |
| European Security Standards | website | Provides a list of European Security Standards | European Standardisation Organisation | <http://www.en-standard.eu> |
| Security Licensing | website | Information on the licensing of security companies, employees and security staff. | Private Security Authority | <https://www.psa.gov.ie/> |
| Role of Private Security Authority | website | Information on the role and function of the Private Security Authority | Private Security Authority | <https://www.psa.gov.ie/> |
| European Security Services | website | The Confederation of European Security Services (CoESS) is the European umbrella organisations for 26 national private security employer’s association. | The Confederation of European Security Services (CoESS) | <http://www.coess.org> |
| Ethics and Code of Conduct for Security Staff | Manual | Essential Reading – A manual written by the Security Institute of Ireland (SII) to meet the educational requirements for the PSA licensing of security personnel in the Basic Guarding and Door Security sectors. Chapter One – The Private Security Industry | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| Role and Function of An Garda Siochana | website | An Garda Siochana Act 2005 -Role and Function of An Garda Siochana | Irish Statute Book | <http://www.Irishstatutebook.ie/eli/2005/act/20/enacted/en/html> |
| Role of Private Security Authority Inspector | website | Information on the role of the Private Security Authority Inspector | Private Security Authority | <http://www.psa.gov.ie> |
| Role of Fire Officer | website | Fire Service Act 1981 and the Safety, Health and Safety Act 2005. The role and Function of the Fire Service and the role of the Fire Officer. | Irish Statute Book | <http://www.Irishstatutebook.ie/eli/1981/act/30/enacted/en/html> |
| Role of H&S Inspector | website | Safety, Health and Welfare Act 2005 – The role of the Health and Safety Inspector. | Irish Statute Book | <http://www.Irishstatutebook.ie/2005/en/act/pub/0010> |
| Role of Custom Officer | Online PDF document | The role of the customs officer | Irish Statute Book | <http://www.revenue.ie/en/customs/> |
| Law and Security | Website | The legal system is vast and can be complex, it is therefore important that the security officer concentrates only on those areas which may impact on the day to day function and duties of security staff.  The most common type of crimes security staff deal with on a day to day bases are covered in the following Acts:  Criminal Justice Act (Theft & Fraud) 2001 – this Act covers the following crimes Theft, Robbery, Burglary, Aggravate Burglary and Forgery.  Criminal Law Act (1997) – this Act covers Arrest without warrant.  Non-Fatal Offences Against the Person Act, 1997 – this Act covers the crimes of Assault, Assault Causing Harm, Assault Causing Serious Harm and False Imprisonment.  Criminal Damage Act 1991 – this Act covers the crime of Damaging Property.  Misuse of Drugs Act 1997/1984 – Covers Drug Offences. | Irish Statue Book | <http://www.irishstatutebook.ie>  <http://irishstatutebook.ie/eli/2001/act/50/enacted/en/html>  <http://irishstatutebook.ie/eli/1997/act/14/enacted/en/html>  <http://irishstatutebook.ie/eli/1997/act/26/enacted/en/html>  <http://www.irishstatuebook.ie/eli/1991/en/act/pub/0031>  <http://www.irishstatuebook.ie/eli/1977/act/12/enacted/en/html>  <http://www/irishstatuetebook.ie/1984/act/18/enacted/en/html> |
| Public Order Offences | website | Criminal Justice (Public Order) Act 1994 – this Act covers Trespass on building, Intoxicating in public place, disorderly conduct in public place and Threatening abusive or insulting behaviour in public place. | Irish Statue Book | <http://www.Irishstatuebook.ie/eli/1994/act/2/enacted/en/html> |
| Equality Legislation | Website | Employment Equality Act 1998,  Equal Status Act 2000 | Irish Stature Book | <http://www.Irishstatuebook.ie/1998/en/act/pub/0021>  <http://www.irishstatuebook.ie/2000/en/act/pub/008> |
| Profile and qualifications of Security Staff | Classroom Discussion | Classroom discussion regarding the profile and professional qualities of a security officer | N/A | N/A |
| Different working environments | Classroom Discussion | Classroom discussion regarding the duties of security officers in different working environments e.g. retail, industrial, manufacturing, events, hospitals, night clubs etc. | N/A | N/A |
| Security Staff Job Advertisments | websites | On line security officers 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 Officers Duties | Activity | Interview security officers in different working environments e.g. Retail, Industrial, Event security, Door Security etc. | N/A | N/A |
| Security Officers Duties | Workplacement | Carry out the duties and procedures required of a security officer to include patrolling, searching, report writing, using security equipment. | N/A | N/A |
| Security Officers Duties and Responsibilities | Book | **Essential Reading**: This book provides an ideal learning aid and is a useful reference prior to, during and after courses. This book has been written for the UK Security Industry Authority (SIA). The book is divided into three Parts Module 1 Common Security Module, Module 2 Security Guarding Specialist Module and Module 3 Communications Skills and Conflict Management Module. The book contains full-colour illustrations and photos. | Author(s) Jason Dyson and Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/product/sector/security> |
| Working as a Door Supervisor | Book | This book provides an ideal learning aid and is a useful reference prior to, during and after courses. This book has been written to support learners taking Level 2 Award for Working as a Door Supervisor with the Private Security Industry (Irish equivalent Level 4 Door Security Procedures) | Author: Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/product/sector/security> |
| Working as a Door Supervisor | Presentation | This presentation has been specifically written to support delivery of Working as a Door Supervisor book. | Author: Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/product/sector/security> |
| Events Security Officer Duties | website | This website outlines the duties of a Events Security Officer | Delta Protection | <http://www.deltaprotectiveservices.com/index.php.events-securityofficer> |
| Working as a Security Officer | Book | This book provides an ideal learning aid and is a useful reference prior to, during and after courses. This book has been written to support learners taking Level 2 Award for Working as a Security Officer with the Private Security Industry (Irish equivalent Level 4 Basic Guarding) | Author(s) Jason Dyson and Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/product/sector/security> |
| Working as a Security Officer | Presentation | This presentation has been specifically written to support delivery of Working as a Security Officer book. | Author(s) Jason Dyson and Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/product/sector/security> |
| Report Writing | Manual | **Essential Reading**: 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. | Editor: David Brooksbank Publisher: Gower Publishing Limited | <http://www.ashgate.com/isbn/9780566087837> |
| 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. | Editor: David Brooksbank Publisher: Gower Publishing Limited | <http://www.ashgate.com/isbn/9780566087837> |
| Patrolling | 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. | Editor: David Brooksbank Publisher: Gower Publishing Limited | <http://www.ashgate.com/isbn/9780566087837> |
| Access and Egress | Book | This book provides an ideal learning aid and is a useful reference prior to, during and after courses. This book has been written for the UK Security Industry Authority (SIA). The book is divided into three Parts Module 1 Common Security Module, Module 2 Security Guarding Specialist Module and Module 3 Communications Skills and Conflict Management Module. The book contains full-colour illustrations and photos. | Author(s) Jason Dyson and Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/products/security> |
| Physical Security Measurers | 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. | Editor: David Brooksbank Publisher: Gower Publishing Limited | <http://www.ashgate.com/isbn/9780566087837> |
| Security Technology | Book | This book provides an ideal learning aid and is a useful reference prior to, during and after courses. This book has been written for the UK Security Industry Authority (SIA). The book is divided into three Parts Module 1 Common Security Module, Module 2 Security Guarding Specialist Module and Module 3 Communications Skills and Conflict Management Module. The book contains full-colour illustrations and photos. | Author(s) Jason Dyson and Andy Walker. Published by: Highfield Ltd | <http://www.highfield.co.uk/products/security> |
| On-site Cash Handling | 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. | Editor: David Brooksbank Publisher: Gower Publishing Limited | <http://www.ashgate.com/isbn/9780566087837> |
| Loss Prevention and Detection | Manual | **Essential Reading** -The SII Manual Chapter 4 – Principles of Loss Prevention covers causes of losses, loss prevention agencies and security officer’s role regarding loss prevention and detection. | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual> |
| Scenes of Crime | Manual | The SII Security Manual Chapter 10 – This chapter covers the importants of keeping scenes of crime and accidents intact until the arrival of official authorities e.g. Garda Siochana, Health and Safety Authority, Fire Inspector etc. | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| Communications and Customer Service | Manual | The SII Security Manual Chapter Three and Chapter 12 covers Communications. Quality and Customer Care in the Security Industry | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| National Labour Regulations | Manual | The SII Security Manual Chapter Seventeen and Eighteen covers Employment Legislation and Labour Relations. | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manaul.htm> |
| Stopping, Use of Force, Arrest and Searching a dealing with Suspect | Manual | The SII Security Manual outlines the powers of the security officer in relation to: Stopping, Use of force, Arrest and Searching a Suspect. | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| Reasonable and necessary force | website | Non-Fatal Offences Against the Person Act, 1997 – Justifiable use of force Section 18, 19 and 20. | Irish Statute Book | <http://www.Irishstatutebook.ie/1997/en/act/pub/0026> |
| Conflict and Violence | Online PDF document | Violence at Work | Health and Safety Authority | <http://www.hsa.ie/eng/Publications_and_Forms_Publications/Occupational> |
| Conflict and Aggression | Manual | The SII Security Manual Chapter Three: Covers Conflict and aggression common terms and definitions. Causes of conflict and aggression. Guidelines on Intervention. | Editor: John Byrne. Publisher: Security Institute of Ireland | <http://www.sii.ie/manual.htm> |
| Preventing and Managing Conflict | Book | Module 3 Communications Skills and Conflict Management Module. Explains how conflict situations can be prevented or managed with effective communications. | 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 | Health and Safety Authority | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health> |
| 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> |
| Introduction to Fire Safety DVD | DVD | A DVD that helps staff with a basic understanding of fire awareness. | The Health and Safety Group | <http://www.officesafety.co.uk> |
| What is Fire | Youtube | What is Fire? | PSD Digital Studio | <https://www.youtube.com/watch%3Fv%3DfFWSlAP2NVk> |
| Fire Triangle | Youtube | The Fire Triangle | Phoenix Health and Safety | <http://www.youtube.com/watch%3Fv%3D83J101_XBOo> |  | Fire Fighting Equipment |  |  |
| Retail Fire Safety Training | Youtube | Retail Fire Safety | Stay Legal | <http://youtube/staylegal.net> |  | Dealing with a Fire |  |  |
| Bradford Fire | Youtube | Bradford Fire | Celebrity Radio | <http://www.youtube.com/bradfordfire> |
| 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 Evacuation | DVD | Emergency Evacuations: What every employee should know DVD | National Fire Protection Association (NFPA) | http://[www.nfpa.org/training/training](http://www.nfpa.org/training/training) videos |
| Emergency Procedures | Manual | The SII Security Manaul Chapter Nine: covers 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 |
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**Useful Organisations:**

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| **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.irishfireservice.ie> |
| An Garda Siochana | <http://www.garda.ie> |
| 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.citizeninformation.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) | <https://www.nsai.ie/> |
| Central Statistics Office | <http://www.cso.ie> |
| European Standardization Organisation | <http://www.en-standard.eu> |
| Security Industry Authority | <http://www.sia/homeoffice.gov.uk/> |

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| **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**

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

Walker, A, (2015) Safety Awareness for Door Supervision, 1st ed, Highfield Limited, England