



Careers in the Private Security Industry

Guidelines for Entry, Training and Careers in Security Guarding and Related Employment

Membership of IPSA

Persons seeking a career in the security industry should consider membership of an appropriate professional body which will enable them to take advantage of the services and training opportunities that are available to members. IPSA, founded in 1958, is one such body specifically focused on the development of the security officer as a professional. Information about membership of the Association may be found on the web site or by contacting the Association Office (for details see below). IPSA is also a member of the Joint Security Industry Council. Applications forms for individual or company membership may be accessed and printed off from the web site for completion and forwarding to the IPSA office.

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EMPLOYMENT IN THE NON-TECHNICAL SERVICES OF THE SECURITY INDUSTRY

The Private Security Industry is now in part subject to regulation and licensing under the Private Security Industry Act 2001. Traditionally it recruited from those leaving the armed services and police and continues to do so. However, with the increased diversification and sophistication of security requirements and the application of modern technology to all aspects of security, CCTV surveillance and crime prevention, including the introduction of community police support and street wardens, new and exciting opportunities for employment, training and career development have emerged. This offers varied and interesting career choices for men and women who are motivated to regard security as an important profession.

Regulation of the industry

Currently in England and Wales the following, if provided on contract, must hold a licence issued by the Security Industry Authority (SIA): Door Supervisors, Vehicle Immobilisers, Security Operatives and Supervisors, Key holders, Cash in Transit operatives, Close Protection personnel and public space CCTV operatives. The Authority not only issues licences but also sets standards for training and other criteria for the grant of licences. These licensing requirements were also introduced in Scotland in February 2007 with full compliance required from November 2007. Licensing is due to be introduced to Northern Ireland thereafter. For the time being personnel who are employed directly by the owners of a business or organisation ("in-house") are exempt from licensing. In future years other sectors of the industry e.g. Private Investigators and Consultants may be brought into the scheme. **It is an offence to work in a licensed job without holding a licence [Penalty £5000 fine or 6 months imprisonment].** Employers can also be prosecuted.

Types of work: The range of work available includes:

Licensed activities (Applicants must be at least **18** years of age):

- **Door Supervision:** (Stewards in Scotland) engaged in security of places of public entertainment and sport such as night clubs, pubs etc. licensed under the Licensing Act 2003.
- **Security Guarding:** on contract at commercial and residential premises, schools, hospitals, museums, airports, construction sites, shopping centres and many other locations.
- **Cash & Valuables in Transit:** collection and delivery on contract of cash and high value cargoes and escort operations.
- **Key holding:** services provided on contract.
- **Close Protection:** contracted close protection staff (bodyguards) responsible for the safety of individuals and their families.
- **Public Space Surveillance CCTV:** contracted CCTV operators in retail and local authority CCTV control rooms.
- **Event Stewarding:** Door Supervisor or Security Guard licences required if performing a licensed activity whether on contract or otherwise, at a venue/event that is licensed under the Licensing Act 2003, or not so licensed, respectively.

Other activities — currently not subject to licensing:

- **Security Guarding:** as an in-house activity.
- **Event Stewarding:** stewarding at major venues of sports and entertainment both indoors and outdoors that does not involve licensable activities. (Certain circumstances can lead to individuals still requiring a licence.)
- **Private Investigators:** investigation of losses, fraud and other investigation work.
- **Consultants:** risk assessment and surveying of buildings and enterprises; security consultancy work etc.

New directions and opportunities — the extended police/security family

The employment of police community support officers and wardens working together with police in patrolling for the purposes of crime prevention and the creation of a secure environment in which people may live and work, opens fresh opportunities for employment in the wider security community and may lead to service in the police and other support services. Police community support officers and wardens are recruited by the various Local Authorities, Police Services and private companies. Enquires should be made at local job centres and recruitment agencies.

Casual and Part time work

There are some opportunities for part time employment. Casual and part time workers must also be licensed as appropriate. Experience may be gained by short term working on event stewarding at major events such as music festivals. Vetting procedures will be followed and the organisers will require evidence of previous training or provide it for the event. Contracts of service should be obtained and examined carefully in order to ensure that adequate protection is available by insurance and other measures to safeguard the employees when carrying out these duties. Event stewards may be exempt from licensing, but not if they are deemed to be doing front line security jobs.

Are you suitable?

The Security Officer is now often seen in the streets or is the first person seen when entering a public or private building or venue. Therefore a smart appearance is very important, as is a courteous and polite manner, the ability to listen carefully and to speak clearly, and to create a positive impression. Common sense, a willingness to obey rules and procedures, and a proper sense of responsibility will almost certainly be found in all those who are successful in making a career in this industry. Persons with learning difficulties or English as a second language, may require further training or language tuition before being eligible for employment, also persons who are unable to satisfy the vetting requirements due to recent arrival from other countries may be unable secure a position in security related work.

Meeting the costs of training and your licence

The majority of companies will pay for your training, though they frequently include clauses in contracts of employment allowing them to claw back a percentage of the costs if you leave within a short space of time. Most companies will pay for your licence for you, though this may have to be paid back via deductions in wages or be subject to similar terms to training costs.

Training requirements for guarding sector jobs

Before the 2001 Act there were no specific requirements for employment and people were recruited direct by companies most of which offered basic courses to comply with the training requirements of the Static Site Guarding and Mobile Patrol Services Code of Practice (now British Standard 7499:2002). For positions that are not subject to licences, e.g. in-house employment, most companies will still offer this or the same training as required for licensable positions. Some qualifications issued prior to licensing may grant exemption from Part 1 of the new qualifications.

Training for licensed activities: Entry to licensed positions is conditional on completing the required courses of training. All such training must now be delivered by qualified trainers with the examinations set and marked by Approved Awarding Bodies, e.g. City & Guilds, Edexcel. Basic Training must be completed before an application can be made for a licence. There are various courses, depending on which licence you require:

- **Door Supervision:** Level 2 National Certificate for Door Supervisors (also covers security guarding)
- **Security Guarding:** Level 2 National Qualification in Security Operations
The training is in two parts: Part 1 (3 days) Core competency : Knowledge based training and assessment
Part 2 (1 day) Communication and Conflict Management
- **Cash & Valuables in Transit:** see SIA web site for qualifications required and exemptions permitted for prior learning
- **Close Protection:** see SIA web site for qualifications required and exemptions permitted for prior learning
- **Key Holding:** no qualifications required.
- **Public Space Surveillance CCTV:** see SIA web site for qualifications required and exemptions permitted for prior learning

Training is provided by employers or by training agencies working as Centres approved by an Awarding Body - details can be found on the SIA web site. Certificates are then issued by the Awarding Bodies. The Awarding Body is responsible for notifying the SIA of the course results and qualifications obtained, which will then be matched against the application for a licence from the same individual.

In addition to basic security training, companies should provide a company induction. Depending on the employee's intended role, first aid, and fire prevention training may also be provided.

Registering with the SIA for a licence

Application forms can be obtained by either writing to **Security Industry Authority P O Box 9, Newcastle - Upon - Tyne, NE82 6YX**, calling the Help Line Tel: **0872 430100**, or logging on to the web site: **www.the-sia.org.uk**. The web site has much more information than can be included in this leaflet.

The licensing process involves an application form to be completed by the individual and sent to the SIA, supported by evidence of identity and current residence, evidence of a certificate issued by an Approved Awarding Body of completion of the required training and payment of £245 (non returnable) license fee. The fee is allowable against income tax. Confirmation of identity and training and a criminal record check will be carried out by the SIA and a licence issued if all aspects are satisfactory. While persons with criminal convictions are not totally barred from employment and the Rehabilitation of Offenders Act 1974 applies to many "spent" convictions, all convictions and police cautions should be included in job applications or when completing licence application forms. Failure to disclose may be more detrimental to success than the offence(s) in question. The licence is valid for 3 years from the date of issue [1 year in case of Vehicle Immobilisers]. Companies which have joined the SIA's Approved Contractor Scheme may employ individuals on assignments while the application for a licence is being processed, but if it is refused, the employer will have to terminate the employment. Other companies can not employ individuals on assignment until they receive their licence.

Supervisor, Manager and Director licences: Supervisors and Managers require a "non-front line" licence. There are no qualification requirements in these cases at present. However, if they are involved in front line duties, e.g. emergency cover, they would require to undergo training and apply for a standard front line licence.

Pre-employment Screening

Best practice requires security personnel to be vetted in accordance with Guidelines on Security Screening (BS7858:2006) covering a period of five years (ten or more years in some cases). This includes a Criminal Records Bureau Disclosure report and checks on financial history. Proof of identity and residence is required for such checks. Employers must make an informed judgement, and for the applicant, honesty is the best policy. Screening may be done by the employer or subcontracted to providers such as the **IPSA Certificated Screening Service**, a UKAS approved outsourced screening service.

Higher Training: Distance Learning: Member IISec and Diplomat MIISec qualifications

Courses leading to the Certificate in Security Management and Diploma in Security Management qualifications of the International Institute of Security (IISec) are delivered by distance learning programmes, supported by revision classes, and examinations held in centres which are accessible to those taking part in various parts of the UK and elsewhere in the world. It is possible to sit the examination without taking part on a formal course. Courses may be started at various times during the year in preparation for the twice yearly examinations. The courses are independently accredited and provide the underpinning knowledge required by professionals to advance to higher levels in the industry. They are particularly suitable for service personnel preparing for transfer to civilian employment in security and for those in the industry who wish to advance their career prospects by achieving higher level qualifications while still working. Information on courses and examinations are available direct from IISec, contact details are listed on the next page. Training organisations offer a wide range of other taught courses suitable for security officers at all levels in their chosen field of activity.

Degrees and Diplomas in Risk and Security Management

Some Universities and Colleges provide a range of Degrees and Post-Graduate courses in security related subjects. See below for contact details.

Job Search

Job Centres may be able to assist but companies also advertise vacancies in local newspapers and on various web sites. Some hold recruitment days at local hotels. Managerial positions are advertised by major recruitment agencies in the national and local press and security journals. You can register your CV with recruitment agencies and web sites. Some useful addresses and other information follows to help you with your job search, career planning and training. If you join this industry now, you will be doing so at a very exciting time when opportunities for development and success are both interesting and varied both in technical and manned sectors of the industry.

Some Recruitment agencies:

SSR Personnel Services Ltd

5 Blackhorse Lane, London E17 6DN

Tel. 020 8626 3100 Web: www.ssr-personnel.com

Momentum

180-182 Upper Richmond Road, Putney, London SW15 2SH

Tel. 020 8780 9988 Web: www.momentumsecurity.co.uk

Churchill Recruitment Consultants

Arodene House, 41-55 Perth Road, Gants Hill, Essex IG2 6BX

Tel. 020 8518 6969 Web: www.churchillrecruitment.com

C2c recruitment

The Old Granary, West End Farm, Froyle, Alton, Hants GU43 1HG

Tel. 01420 85151 Web: www.c2c-recruitment.com

HJA Fire & Security Ltd

Talbot House, 204-226 Imperial Drive, Rayners Lane, Middx HA2 7HH

Tel: 0845 644 6891 Web: www.hja.co.uk

OASIS Recruitment Ltd

Ground Floor, 1 Meadway Court, Meadway Technology Park, Stevenage, Herts, SG1 2EF

Tel. 01438 741 999 Web: www.oasisrecruitment.com

Other useful web sites: www.jobsoracle.com www.fish4jobs.co.uk

Some Training Providers:

IPSA and related agencies - see **IPSA** web site - www.ipsa.org.uk

See also the **SIA** web site - www.the-sia.org.uk for training providers delivering courses required for licensing in various sectors.

Distance Learning and Degree courses leading to Higher Qualifications:

The International Institute of Security [IISec] *membership obtained by distance learning courses and examinations*

Suite 8, The Business Centre, 57 Torquay Road, Paignton, Devon TQ3 3DT Tel. 01803 663275 Web: www.iisec.co.uk

University of Leicester, The Department of Criminology (Scarman Centre)

The Friars, 154 Upper New Walk, Leicester LE1 7QA

Tel. 0116 252 2458 Web: www.le.ac.uk/criminology/

University of Portsmouth offering BSc (Hons) and MSc degrees

Tel. 023 9284 8484 Web: www.port.ac.uk

University House, Winston Churchill Avenue, Portsmouth, Hampshire PO1 2UP

Screening

IPSA Certificated Screening Service: Security Risk Management Ltd (in association with IPSA)

Fabrium Centre, Atmel Way, Middle Engine Lane, Newcastle upon Tyne, NE28 9NZ.

Tel. 08450 21 21 51 Web: www.srm-solutions.com

Associations

International Professional Security Association *membership open to Individuals and Companies*

Northumberland House, 11 The Pavement, Popes Lane, London W5 4NG

Tel. 020 8832 7417 Web: www.ipsa.org.uk

British Security Industry Association, *membership organisation for companies only*

Kirkham House, John Comyn Drive, Worcester, WR3 7NS, UK

Tel. 0845 389 3889 Web: www.bsia.co.uk

The International Institute of Security [IISec] *membership obtained by distance learning courses and examinations*

Suite 8, The Business Centre, 57 Torquay Road, Paignton, Devon TQ3 3DT

Tel. 01803 663275 Web: www.iisec.co.uk

Sector Skills Body /Awarding Bodies

Skills for Security (formerly SITO)

Security House, Barbourne Road, Worcester WR1 1RS

Tel. 08450 7501 11 Web: www.skillsforsecurity.org.uk

Edexcel One 90 High Holborn, London, WC1V 7BH

Tel. 0870 240 3941 Web: www.edexcel.org.uk

City and Guilds Institute, 1 Giltspur Street, London EC1A 9DD

Tel. 020 7294 2800 Web: www.city-and-guilds.co.uk

IPSA Security Instruction and Guidance Manual

This manual is obtainable from IPSA at a cost of £98.00 plus £8.50 post and packaging. It is a useful reference guide for all managers and others working in security or studying for security industry qualifications. Update pages can also be obtained.

Technical jobs:

The technical field offers training and qualifications for security and fire alarm and CCTV installation, locksmithing and other disciplines. Some Technical Colleges and other training agencies run courses leading to these qualifications.

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