



POLWEL Approved Assessment Organisation
Progressive Wage Model – Assessment-Only Pathway (PWM–AOP)

Assessment Readiness Self-Evaluation

Competency Unit	Assess and Address Security Risks		
Competency Code	SE-SO-302C-1		
Name of Security Officer			
NRIC / FIN			
Contact Number			
Total Score	/ 15	Percentage	

Terms and Conditions

1. I declare that the completion of this Self-Evaluation is my own effort and it is not the work of others. I understand that POLWEL AAO has every right to withdraw my application for PWM–AOP and forfeit the assessment fees paid if I am found to be untruthful in my declaration.
2. I declare that I have the relevant work experience as stipulated in the pre-requisites for PWM–AOP.
3. I understand the PWM-AOP is suitable for me if I have received previous formal or informal training relating to the competency requirements of this Competency Unit.
4. I understand that I need to be as realistic and honest as possible to evaluate if I am able to meet the assessment requirements of the Competency Unit’s Performance Criteria and Underpinning Knowledge based on my existing skills and knowledge; failing which, it is likely to result in a ‘Not Yet Competent’ assessment outcome.
5. I understand that the successful completion of this Self-Evaluation will not lead to a Statement of Attainment (SOA) to be issued by WDA for this Competency Unit.

Signature of Security Officer	
Name of Security Officer	
Date	

Competency Element 1: Assess Client Security Status

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
1.1	<p>Identify changes of security needs and requirements of security site arising from changes in site amenities and environment according to organization procedures, which may include:</p> <ul style="list-style-type: none"> • Fire • Crime • Health and safety • Damage • Waste • Flood • Risks in the building • Types of industry • Neighbours • Traffic flow • Human traffic • Surrounding amenities 	<p>[Role Play 1]</p> <p>Based on the scenario given to me, I am able to check with client on any change in security needs or security concerns.</p> <p>Based on the information provided by the client, I am able to demonstrate recording of the concerns raised and check on availability of the relevant information sources / documents for review.</p> <p>Based on the documents given, I am able to demonstrate reviewing of the SOPs to highlight inadequate or ambiguous information and the need to review the past incident reports to identify security weaknesses.</p>		
1.2	<p>Collect data from information sources concerning security incidents for analysis of any trends and patterns of occurrences. Information sources include:</p> <ul style="list-style-type: none"> • log and occurrence book • incident reports • Security Watch Group (SWG) / cluster group 	<p>After reviewing the documents, I am able to advise that a site assessment will need to be carried out to better understand the security requirements and explain that a work plan will be prepared to list down the activities to be done during the site assessment.</p>		
1.3	<p>Conduct discussion with client to identify any security concerns. Security concerns include:</p> <ul style="list-style-type: none"> • core business operations • goals and objectives • security needs, requirements and expectations such as persons, property or assets to be protected • perceived risks and threats / potential dangers 			

1.4	Record issues raised and any changes to client's security needs	[As above - Role Play 1]		
1.5	<p>Examine security operations orders and terms of the security services contract with client according to organisational procedures to assess client's security status. Details may include:</p> <ul style="list-style-type: none"> • security operations orders e.g., situation/ background, mission, main/principal considerations, concept of operations, threats, execution, service and support, command and signal • contract terms e.g., operational environment, objectives, security requirements, scope, client expectations, limitations and exclusions, timeframe • site profile e.g., site assessment, security risk survey • Emergency & evacuation procedures 			
1.5	<p>Prepare site assessment work plan to optimize utilisation of resources, which may include:</p> <ul style="list-style-type: none"> • Details of work activities to be carried out during site assessment • Special site areas for inspection 			
		Sub-Total Score		/ 1

UK	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
1.5	Duties and responsibilities for carrying security observations	[Oral Question 1] I know the qualities, skills or experience needed to conduct a security risk survey.		
1.8	Contract terms & penalty clauses	[Oral Question 2] I am able to give examples of contract terms for engagement of security services.		
1.9	Client's requirements	[Oral Question 2] I am able to name the different types of security surveys.		
		Sub-Total Score	/ 3	

Competency Element 2: Conduct Site Assessment

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
2.1	<p>Carry out site assessment systematically according to organisational procedures, site assessment work plan and client's requirements, which may include:</p> <ul style="list-style-type: none"> • Security resources such as in-house staff, contract staff and service • Security equipment such as telephone sets, walkie-talkie, torch light, undercarriage mirror, guard tour / clocking and hand-held metal detector • Security systems such as CCTV, intrusion detection, electronic access control, intercom and public address and fire alarm 	<p>[Role Play 2]</p> <p>I am able to demonstrate the conduct of site assessment of the premises (guided with the use of the Building Site Plan, Security Equipment Inventory List and Site Assessment Checklist), which may include assessing the following areas:</p> <ul style="list-style-type: none"> • Guardroom / Control Room to check whether the security equipment in the site plan tally with the equipment inventory list and whether the existing security system and equipment are adequate or to be upgraded / replaced 		
2.2	<p>Compare actual security site performance against security operation procedures and record any variance accurately.</p>	<ul style="list-style-type: none"> • Building and its surroundings to examine access control measures, identify any flaws / defects as well as any potential security threats 		
2.3	<p>Examine details of client's security system / equipment and building premises according to organisational procedures to assess client security status. Details may include:</p> <p>Security systems such as:</p> <ul style="list-style-type: none"> • security alarm system • key control system • access control system • security arrangements including CCTV, recording system and security lighting • search systems for staff such as scanners and metal detectors • recording and checking system for vehicles • equipment such as fire hose and fire extinguisher 	<p>I am able to explain the need to conduct a night survey on the security lightings and physical surroundings.</p>		

	<p>Building premises such as:</p> <ul style="list-style-type: none"> • site activities • building structures • movement of goods and services • movement of workers • location of cash or valuables • control of stores • control of cleaners and other contractors • machinery & equipment requiring special attention 	[As above - Role Play 2]		
2.4	<p>Assess suitability of client's existing security system / equipment in meeting client's security needs. Suitability may include:</p> <ul style="list-style-type: none"> • Currency and adequacy of client's security system 			
2.5	<p>Examine updated floor plan of assignment location to identify building structures and layout</p>			
2.6	<p>Identify variance and deviations from client's security requirements, which may include:</p> <ul style="list-style-type: none"> • Lacking in security checks • Faulty security equipment • Obsolescence of equipment 			
2.7	<p>Identify security risks raised by environment factors, which may include:</p> <ul style="list-style-type: none"> • Adequacy of street lighting levels • Traffic flow • Neighbourhood crime rating • Proximity of other buildings • Overgrown trees, plants and bushes 			

2.8	<p>Identify security risks and threats to assignment location. Risks and threats may include:</p> <ul style="list-style-type: none"> • loss due to theft and pilferage • damage due to mischief and vandalism • damage due to fire, flood and weather • unauthorised access and intrusion 	[As above - Role Play 2]		
		Sub-Total Score		/ 1

UK	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
2.10	Types of security risks and threats	<p>[Oral Question 3]</p> <p>I know the purpose of carrying out site assessment.</p>		
2.11	Preparing site assessment work plan	<p>[Oral Question 4]</p> <p>I know the stages in security risk assessment.</p>		
		Sub-Total Score		/ 2

Competency Element 3: Address Security Deficiencies

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
3.1	Confirm accuracy and currency of data related to client security status prior to recommending security options	<p>[Role Play 3]</p> <p>I am able to demonstrate the completion of the necessary documentation, which may include the following:</p> <ul style="list-style-type: none"> • Put up recommendations to address the relevant findings recorded in the Site Assessment Checklist • Provide estimated cost of the recommended solution(s) • Ensure the Site Assessment Checklist is duly completed 		
3.2	Determine risk potential by analyzing relevant client security status data			
3.3	<p>Assess a range of security resources for suitability and availability against security risks. Security resources include:</p> <ul style="list-style-type: none"> • manpower • communications devices • control mechanisms and equipment • security systems 			
3.4	<p>Identify any security deficiencies due to manpower and security systems resources and take appropriate corrective measures. Measures include:</p> <ul style="list-style-type: none"> • security staff training • increase in security manpower allocation • introduction of new electronic and physical security equipment and monitoring systems 			
3.5	<p>Prevent risk to client operations by addressing deficiencies in existing control mechanisms. Measures include:</p> <ul style="list-style-type: none"> • modification of security system • system upgrade • installation of additional systems • transfer of risk • increase in security manpower allocation 			

3.6	Take appropriate corrective measures to address security deficiencies identified in security survey of assignment location	[As above - Role Play 3]		
3.7	Gauge and define potential impact of any security deficiencies accurately to prioritise measures to address gaps in security			
3.8	Provide recommendations which address client's security deficiencies within scope of security services contract terms where necessary to appropriate parties to follow up on actions to be taken to address security risks			
3.9	Complete analysis and recommendations for client within agreed timescale			
3.10	Record analysis and recommendations in accordance with organizational procedures			
		Sub-Total Score		/ 1

UK	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
3.2	Security solutions	[Oral Question 3] I know the benefits of carrying out a security survey.		
		Sub-Total Score		/ 1

Competency Element 4: Submit Findings and Recommendations

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
4.1	<p>Compile and record relevant information accurately and report to appropriate person according to organizational procedures, which include:</p> <ul style="list-style-type: none"> • Information captured during initial review of drawings • Client’s security requirements • Site assessment audit conducted • Existing security resources and systems used • Systems faults, security risks and threats identified during site assessment 	<p>[Role Play 4]</p> <p>I am able to demonstrate the presentation of the findings and recommendations to the client (using the completed Site Assessment Checklist as a guide), which may include:</p> <ul style="list-style-type: none"> • Present key findings by highlighting security weaknesses and system weaknesses • Present recommendations based on terms of reference • Provide alternative security options based on budget constraints (if applicable) • Allow Q&A after presentation • Assure confidentiality of information presented 		
4.2	<p>Ensure findings and recommendations in report are clear, logical and consistent with contract terms and conditions. Details include:</p> <ul style="list-style-type: none"> • terms of reference • analysis • findings • recommendations 			
4.3	<p>Make recommendations based on the findings, which may include the following and taking into consideration:</p> <ul style="list-style-type: none"> • Security resources • System utilisation • Security performance standards • Operations costs • Recommendations made should optimise resources and operation costs • Record recommendations accurately and completely 			

4.4	<p>Prepare a complete and accurate account of security Assessment study report with indemnity specification according to organisation procedures, which may include:</p> <ul style="list-style-type: none"> • Findings on security resources • Findings on security systems • Recommendations for improvements and on how to further optimise the use of security resources and system utilisation, security performance standards and operations cost 	<p>[As above - Role Play 4]</p>			
4.5	<p>Establish recommendations for new and existing security service requirements / appropriate security risk prevention measures supported by relevant documentation, if any, on:</p> <ul style="list-style-type: none"> • Equipment • Manpower • Security & safety • Upgrading of equipment • Improvement of staff competencies • Improvement & back-up on security systems 				
4.6	<p>Outline constraints, limitations and exclusions to security survey and analysis in report and submit report to relevant person for approval</p>				

4.7	<p>Follow-up and meet with client to discuss on the site survey findings and seek agreement to proposed security recommendations. Finalise with client the terms of reference for the next step in preparing operations order, which may include:</p> <ul style="list-style-type: none"> • Highlighting security deficiencies and gaps identified during site survey such as potential security risks and inadequate security resources • Providing recommendation to address these security deficiencies and gaps • Obtaining final approval to endorse the terms of reference 	[As above - Role Play 4]		
4.8	Implement agreed terms of reference when security recommendations are accepted			
4.9	Carry out any changes and adjustments to recommended actions within agreed terms of reference			
4.10	Maintain the confidentiality of all recorded information			
		Sub-Total Score		/ 1

UK	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
4.1	Organisational procedures relating to completing security assessment study with recommendation, which include: <ul style="list-style-type: none"> • Recording information on assessment activities carried out on security resources and systems • Preparing security assessment study reports on security resources and systems • Communicating and handing over of security assessment study report on security resources and systems 	[Oral Question 7] I know how to ensure confidentiality of the information gathered from the security assessment.		
4.3	Organisational regulatory and standards	[Oral Question 8] I know how to ensure my officers have the required knowledge and competency to carry out their duties.		
4.9	Preparing assessment study report	[Oral Question 9] I know how to structure the assessment report to present the important information.		
4.10	Completing and handing over assignment study project to client	[Oral Question 10] I know of the follow-up actions to take after client approves the report and directs to implement the recommendations.		
4.13	Written and verbal communications	[Oral Question 11] I know the course of action after the recommendations have been implemented.		
		Sub-Total Score		/ 5

- END -