



## POLWEL Approved Assessment Organisation (AAO)

### Information Sheet on Recognise Terrorist Threats – Assessment-Only Pathway (RTT–AOP)

#### 1. About RTT–AOP

The RTT–AOP is an option for security agencies to identify officers who have developed the relevant skills, experience and knowledge in recognising terrorist threats but have never had them formally recognised. This route will enable the security officers to achieve a Statement of Attainment (SOA) in the module of ‘Recognise Terrorist Threats’ (SE-SO-104C-1) issued by the SkillsFuture Singapore (SSG) without having to undergo training if they are assessed to be ‘Competent’ by POLWEL AAO assessors.

#### 2. Pre-requisites for RTT–AOP

Potential RTT–AOP candidates are required to fulfil the following pre-requisites:

- a. Completed or Exempted by the Police Licensing Regulatory Department (PLRD) for Basic Licensing Units (BLUs):
  - Handle Security Incidents & Services
  - Provide Guard & Patrol Services
- b. Undergo Assessment Readiness Self-Evaluation Checklist (to be administered by security agency) and achieve minimum 80% score (*please refer to FAQ for more information on Assessment Readiness Self-Evaluation Checklist*)

#### 3. RTT–AOP Fees

| Assessment Fee           | Appeal Fee              |
|--------------------------|-------------------------|
| \$128.50 (including GST) | \$60.00 (including GST) |

Important Notes:

- Assessment booking slots are subject to availability as advised by POLWEL AAO
- SSG funding is not applicable under RTT–AOP

- The Appeal Fee is only applicable if a candidate is not satisfied with the assessment outcome and wishes to file an appeal application (to be submitted to POLWEL AAO through the security agency, within 7 working days from the date of assessment)

#### 4. Funding of RTT-AOP Fees

Security agencies will be able to apply for funding of the assessment fees paid for their officers if they meet all of the following criteria:

- a) The candidate is a Singaporean or Singapore Permanent Resident,
- b) The candidate is assessed to be 'Competent' for RTT-AOP; and
- c) The candidate must complete the assessment by 30 June 2019.

The funding by the Employment and Employability Institute (e2i) will be processed by POLWEL on a reimbursement basis. Please note the following guidelines:

- The funding is on 90% of the assessment fee without GST.
- Security agencies will receive disbursement of the funds approximately three months after completion of the assessment.
- Based on the application submitted by POLWEL on behalf of the security agency, the decision by e2i on the funding shall be final. In the event of any unsuccessful funding claims, POLWEL shall not be liable for any claims by the security agency.

For ease of reference, please refer to table below for the funding amount by e2i:

| Assessment Fee | Funding by e2i  | Incurred by SA |
|----------------|-----------------|----------------|
| \$128.50       | <b>\$108.08</b> | \$20.42        |

#### 5. RTT-AOP Application Process

Security agencies are required to apply for RTT-AOP on behalf of their security officers – please refer to Annex A for the application workflow.

#### 6. Assessment Venue / On-site Assessment

The RTT–AOP assessment is typically conducted at a fully-equipped and approved assessment room of security training institutions or other suitable venues.

Nevertheless, POLWEL AAO will consider the request by security agencies to conduct on-site assessment in view of their operational requirements. Subject to meeting the relevant requirements as spelt out in Annex B, the on-site assessment may be conducted at the security agency's office or deployment site.

## **7. Frequently Asked Questions (FAQ)**

### ***a) What is Assessment Readiness Self-Evaluation?***

Potential AOP candidates are required to undergo an Assessment Readiness Self-Evaluation (via a checklist to be administered by the security agencies) and obtain a minimum score of 80% for the RTT module.

The purpose of the self-evaluation is to provide potential AOP candidates with an insight on the competency standards of the module and help them determine for themselves whether they possess the relevant skills set to clear the assessment.

In the course of completing the Assessment Readiness Self-Evaluation checklist, potential candidates are strongly encouraged to be as realistic and honest as possible with the potential gaps between their existing skills set and assessment requirements, in order to avoid disappointment in the assessment outcome.

If there is a need for the officers to reinforce their existing skills set and enhance their confidence in assessment-readiness, security agencies are encouraged to opt for the more commonly adopted 'train-and-assess' pathway i.e. attend training at an Approved Training Organisation (ATO) and subsequently undergo assessment by POLWEL AAO.

### ***b) Will the candidate be graded 'Competent' under the RTT–AOP if he / she meets the requirements of the Assessment Readiness Self-Evaluation?***

No, the self-evaluation checklist merely gives an insight of the assessment requirements. The assessment outcome is dependent on several factors such as candidate's readiness for assessment, candidate's performance in demonstrating the competency requirements via role-plays, candidate's knowledge in responding to the oral questions posed etc.

### ***c) What happens if the candidate is graded 'Not Yet Competent' for the assessment under RTT–AOP?***

The security agency is encouraged to send the candidate to undergo training at the ATOs. Alternatively, the security agency may book for a re-assessment under the RTT–AOP.

**d) *Can the security agency change the date of assessment for their officers?***

Only one change of the group booking date is allowed and it must be done at least 3 days before the date of assessment. The new assessment date requested will be subjected to availability to be advised by POLWEL AAO.

**e) *Will there be any refund of assessment fee if the security agency decides to cancel the assessment booking?***

Once the assessment booking is confirmed (i.e. 5 calendar days before the assessment date), no refund of the assessment fee paid will be allowed for cancellation of booking. Refund will only be considered in exceptional circumstances such as bereavement of family member or security officer is no longer with the security agency, and the necessary supporting documents will be required to be produced for consideration.

**f) *Will there be any refund of assessment fee if the candidate does not turn up for assessment?***

There will be no refund of assessment fee paid. If the candidate is on medical leave or absent due to exceptional circumstances, he / she is required to produce the necessary supporting documents (through the security agency) for consideration by POLWEL AAO to reschedule the assessment. Candidate's absence from assessment due to work or operational requirements will not be considered as valid reasons for refund of assessment fee paid.

**g) *What does the candidate need to bring on the date of assessment?***

Candidate is required to bring along his / her identification document (i.e. NRIC or Work Permit) which was used to register for the assessment by the security agency and photocopies will not be accepted for verification by any POLWEL AAO assessor.

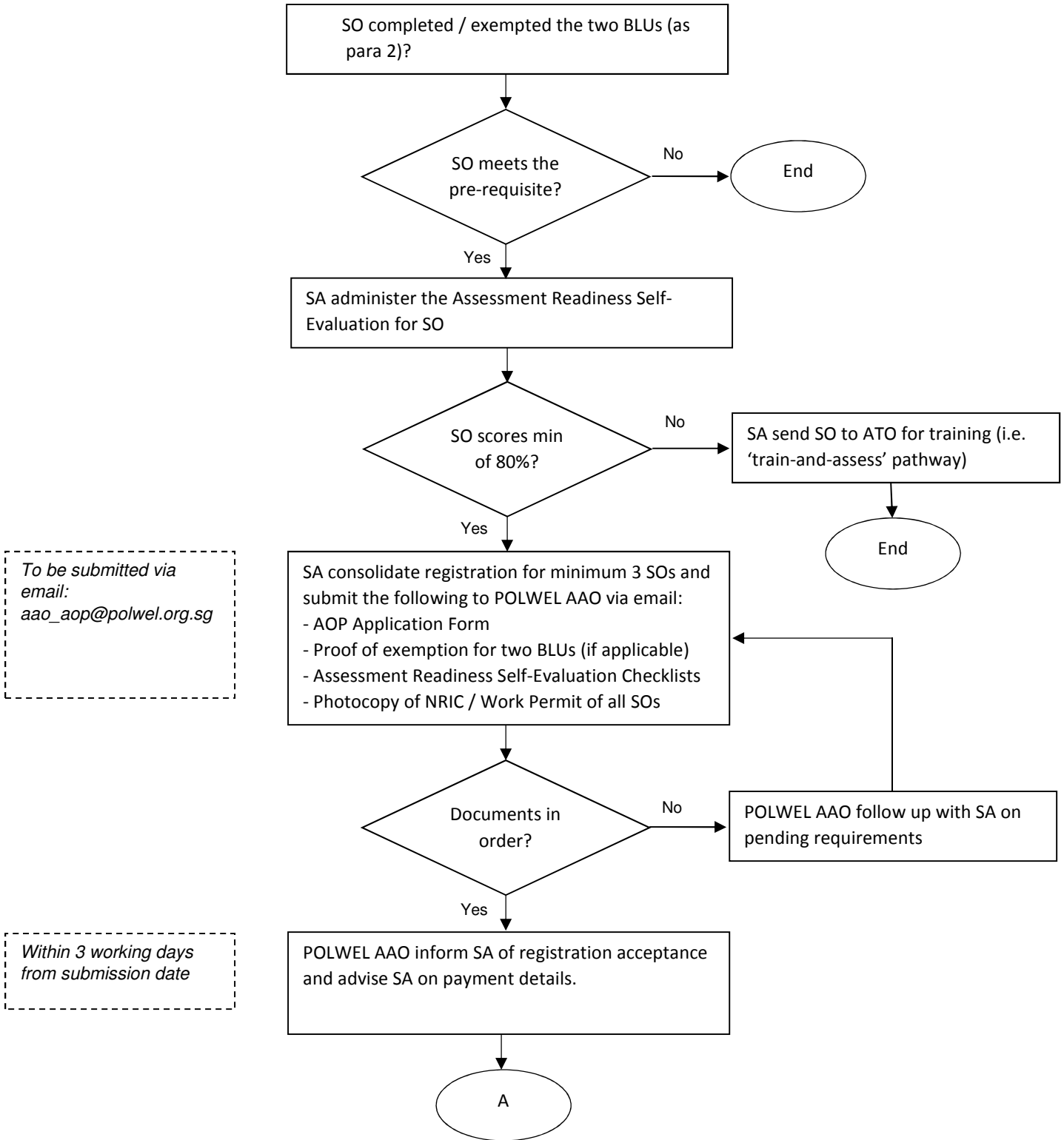
**h) *Will there be a Statement of Attainment (SOA) or certificate awarded upon successful completion of assessment (i.e. graded 'Competent')?***

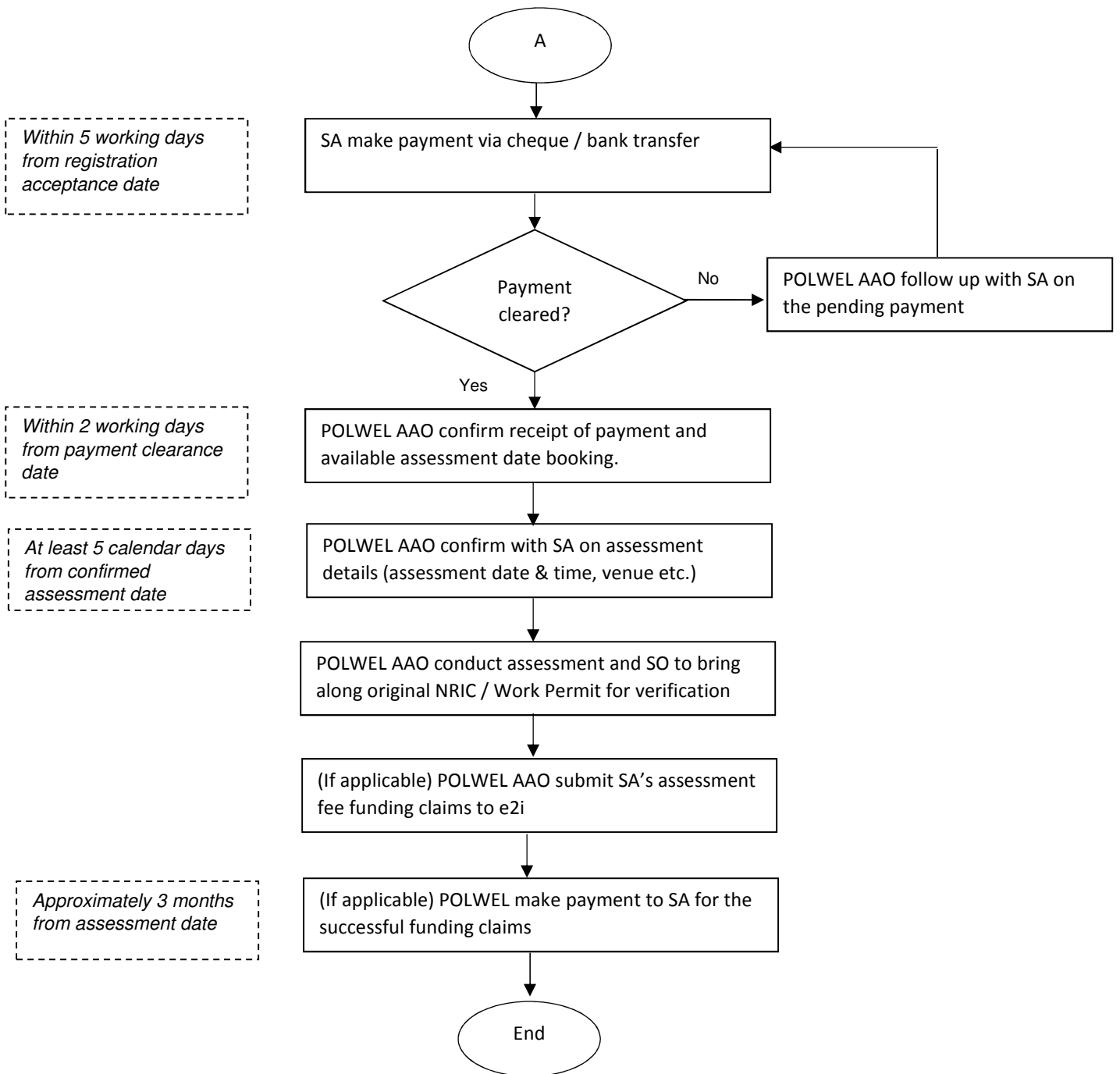
Yes. In line with SSG's initiative, the SOA will be disseminated electronically to the designated email address provided by the security agency and no hard copy will be issued.

## **8. Enquiries**

Please direct enquiries pertaining to RTT–AOP to email: [aao\\_aop@polwel.org.sg](mailto:aao_aop@polwel.org.sg) or call 65383243.

**RTT–AOP Application Process Workflow**





## **Guidelines for On-site Assessment**

### **1 Process for Approval of Assessment Site**

Before POLWEL AAO can proceed with the on-site assessment, the security agency will be required to make prior arrangements with POLWEL AAO to conduct a site audit to determine the suitability of the assessment venue and availability of the relevant assessment props and equipment (to be provided by the agency).

An administrative fee of \$60.00 is applicable for the conduct of the site audit, which has to be paid prior to the audit. POLWEL AAO will provide a checklist of the required props and equipment to assist the security agency with preparation of the site audit.

### **2 Requirements for Assessment Room**

Below are the requirements for the basic set up of an assessment room:

- a) The room must be of a reasonable size to accommodate the following:
  - ✓ A writing table and two chairs for the assessor and candidate
  - ✓ A side-table / cabinet (or any similar set-up) to place the necessary books / forms / props and equipment
  - ✓ Free space for the candidate to move around for demonstration of role play requirements
  
- b) The room must provide a conducive environment for the conduct of assessment and to maintain confidentiality and assessment integrity:
  - ✓ Enclosed space with door (i.e. a proper room)
  - ✓ Adequate sound-proofing to minimize noise and distractions
  - ✓ Electrical power point to facilitate the recording of assessment by the assessor
  - ✓ Well-lit to ensure assessor and candidate are able to read and write properly
  
- c) The room must be equipped with all the relevant assessment props and equipment

### **3 Other Requirements**

- a) Besides the assessment room, a separate waiting room / corner is to be provided to gather the candidates and for the candidates to wait for their turn for assessment.



- b) For assessments conducted at deployment sites, security agencies are responsible to obtain prior approval from the service buyers. Similarly, security agencies will be required to facilitate the security clearance of assessors to enter the premises.
- c) Security officers scheduled for assessments during the session (e.g. afternoon session from 2pm to 6pm) shall not be activated for duties by the service buyers or security agencies, unless they have completed their assessment. This is to help minimise distraction for the candidates and thereby avoiding the possibility of affecting the candidates' performance for the assessment.
- d) For each RTT–AOP assessment booking, only one assessment site will be allowed. For example, if there are 3 candidates booked for assessment by the security agency on the same date and session, the assessments shall be conducted at a single assessment site.

#### **4 Audit Outcome**

Please note that the requirements stated above are not exhaustive as conditions may vary according to the site audited, and the audit outcome by POLWEL AAO shall be final.

In the event of audit findings being highlighted by POLWEL AAO, the on-site assessment shall not proceed until the findings are being rectified. Otherwise, the RTT–AOP assessments will be conducted at the assessment venue assigned by POLWEL AAO as per usual procedure.