



**POLWEL Approved Assessment Organisation**

**Provide Guard and Patrol Services – Assessment-Only Pathway (PGPS-AOP)**

**Assessment Readiness Self-Evaluation Checklist**

<b>Technical Skills Competency (TSC)</b>	Guard and Patrol		
<b>TSC Level</b>	Level 1		
<b>Course Title</b>	Guard and Patrol (Provide Guard and Patrol Services)		
<b>Name</b>			
<b>NRIC / FIN</b>			
<b>Contact Number</b>			
<b>Total Score</b>	/ 46	<b>Percentage</b>	

## Important Notes for Prospective AOP Candidate

1. Individual who chooses to achieve a Statement of Attainment (SOA) via AOP should have the relevant work experience and/or previous formal/informal training in that area of competency.

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

2. Potential AOP candidate are required to undergo an Assessment Readiness Self-Evaluation and obtain a minimum score of 80% for the particular TSC Title that they are going to be assessed in.
3. The successful completion of this Self-Evaluation will not lead to a Statement of Attainment (SOA) to be issued by SkillsFuture Singapore (SSG) for this TSC Title.
4. It is important for the potential AOP candidate to be as realistic and honest as possible when completing the Assessment Readiness Self-Evaluation checklist to evaluate if he / she is able to meet the assessment requirements and the relevant 'Abilities' and 'Knowledge' of the TSC; failing which, it is likely to result in a 'Not Yet Competent' assessment outcome.

**I have read and understood the above important notes:**

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

## Assessment Method

The assessment will comprise of practical performance through Role Play and posing of Oral Questions to address the relevant Abilities (A) and Knowledge (K) required of the TSC.

Abilities	Description
A1	Check and clarify assignment details with appropriate authorities
A2	Prepare and operate appropriate equipment necessary for guard and patrol duties in accordance to organisation standard operating procedures (SOPs)
A3	Carry out guarding in accordance with assigned schedules
A4	Carry out patrol of building premises in accordance with assigned schedules
A5	Attend calls promptly and clearly according to organisation SOPs
A6	Handle theft incident in accordance to organisation SOPs and relevant legal requirements
A7	Inform and report to appropriate authorities during situations
A8	Handle prohibited and hazardous items in accordance to organisation SOPs
A9	Check and return all equipment to appropriate authorities

Knowledge	Description
K1	Organisational procedures for preparing and performing guard and patrol activities
K2	Organisational procedures for checking and using appropriate equipment for guard and patrol activities
K3	Relevant legal requirements relating to guard and patrol activities
K4	Organisational procedures for handling enquiries, requests and offences during guard and patrol activities
K5	Techniques and tactics for guard and patrol activities
K6	List of prohibited and hazardous items and goods
K7	Types of relevant stakeholders
K8	Types of issues and situations during the conduct of guard and patrol activities
K9	Organisational procedures for reporting of incidents during guard and patrol activities

Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 1]</b></p> <p><b>I am able to demonstrate the actions to check my turnout and grooming when reporting for duty.</b></p>		
<p><b>I am able to demonstrate the actions when preparing to take over duty from outgoing security officer.</b></p>		
<p><b>I am able to demonstrate the appropriate actions to clarify with supervisor on given work schedule.</b></p>		
<p><b>I am able to demonstrate the actions when checking the relevant equipment and systems.</b></p>		
<p><b>I am able to demonstrate the actions to check the various books for duty.</b></p>		
<p><b>I am able to demonstrate the actions to be taken on the outstanding issues handed to me during the take-over duty</b></p>		
<p><b>Sub-total</b></p>	<b>/ 6</b>	
Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 2]</b></p> <p><b>I am able to demonstrate the actions to be taken when a Contractor and his vehicle stopped in front of the Guard House of the premises during my guard static duties</b></p>		
<p><b>I am able to demonstrate the actions to be taken when the Facility Manager approaches me to draw the keys to the pump room.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when the Contractor informed that he has finished repairing the valve at the pump room.</b></p>		

I am able to demonstrate the actions to be taken when you came across the Contractor not wearing his pass while repairing the valve at the pump room.		
I am able to demonstrate the actions to be taken when a person banned from entering into the premises insist on forcing his way in.		
I am able to demonstrate the actions to be taken when a visitor returned a lost wallet to the Guard House that he has found within the premises.		
<b>Sub-total</b>	<b>/6</b>	
<b>Self-Evaluation Statement</b>	<b>Y (1)</b>	<b>N (0)</b>
<b>[Role Play 3]</b> I am able to demonstrate the actions to be taken when preparing for patrolling duties		
I am able to demonstrate the actions to be taken when I commenced my patrolling duties along the patrol route.		
I am able to demonstrate the actions to be taken when I came across the CCTV camera covered with a plastic bag during patrol.		
I am able to demonstrate the actions to be taken when I came across empty boxes obstructing the walkway, posing a safety hazard during my patrol.		
While on patrol, I am able to demonstrate the actions to be taken when a man rushed out from his office and reported to me that several of his colleagues were having difficulties in breathing and two of them had collapsed. There was also a strange smell in the air.		
While on patrol at the shopping mall, I am able to demonstrate the actions to be taken as when I heard gun shots and a male subject shooting randomly at shoppers who were screaming for help.		

I am able to demonstrate the actions to be taken when I saw someone bleeding profusely from the shooting.		
I am able to demonstrate the actions to be taken when I am back at the Guard House.		
<b>Sub-total</b>	<b>/8</b>	
<b>Self-Evaluation Statement</b>	<b>Y (1)</b>	<b>N (0)</b>
<b>[Role Play 4]</b> I am able to demonstrate the appropriate phone etiquette when answering a phone call in the Guard House		
I am able to demonstrate the actions to be taken when the caller wants to know the security information of the premises.		
I am able to demonstrate the actions to be taken if the Supervisor is not available to pick up the phone call.		
I am able to demonstrate the actions to be taken if the message provided by the caller is not clear.		
I am able to demonstrate the actions to be taken after I have taken down the caller's message and Supervisor has returned to the office.		
I am able to demonstrate the actions to be taken when I received an emergency phone call from a resident reporting that there is a fire.		
<b>Sub--total</b>	<b>/6</b>	

Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 5]</b></p> <p>During guard static duties at the factory premises, I am able to demonstrate the actions to be taken when I found electrical components belonging to the company inside the visitor's bag.</p>		
<p>I am able to demonstrate the actions to be taken when the visitor said that he did not have the gate pass for the electrical components.</p>		
<p><b>Sub-total</b></p>	<b>/2</b>	
Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 6]</b></p> <p>At the end of my work duty, I am able to demonstrate the actions to be taken when handing over duty to incoming officer.</p>		
<p><b>Sub-total</b></p>	<b>/ 1</b>	



Self-Evaluation Statement	Y (1)	N (0)
<p>[Oral Question 1]</p> <p>I know what to do if I cannot finish the work assigned to me.</p>		
<p>[Oral Question 2]</p> <p>I know what to do if one of the walkie-talkie is faulty.</p>		
<p>[Oral Question 3]</p> <p>I know the purpose of the fire alarm system.</p>		
<p>[Oral Question 4]</p> <p>I know the purpose of the hand held metal detector.</p>		
<p>[Oral Question 5]</p> <p>I know the purpose of CCTV cameras.</p>		
<p>[Oral Question 6]</p> <p>I know my rights when I am on medical leave.</p>		
<p>[Oral Question 7]</p> <p>I know the rate for overtime pay.</p>		
<p>[Oral Question 8]</p> <p>I am able to provide the types of safety equipment that I should wear if I go patrol at construction site.</p>		
<p>[Oral Question 9]</p> <p>I am able to provide reason(s) why it is important to recognise the tenants and staff of the guarded premises.</p>		

<p><b>[Oral Question 10]</b></p> <p><b>I know what do if the goods brought in by the delivery man does not tally with the delivery order.</b></p>		
<p><b>[Oral Question 11]</b></p> <p><b>I know why I should use a call sign when communicating with walkie-talkie.</b></p>		
<p><b>[Oral Question 12]</b></p> <p><b>I know what to do if the radio message to me is unclear.</b></p>		
<p><b>[Oral Question 13]</b></p> <p><b>I am able to name the tell-tale signs of a suspicious letters or parcels.</b></p>		
<p><b>[Oral Question 14]</b></p> <p><b>I know what to say to someone who has made a wrong call.</b></p>		
<p><b>[Oral Question 15]</b></p> <p><b>I know the reason why I should not make personal phone call from the guard house.</b></p>		
<p><b>[Oral Question 16]</b></p> <p><b>I am able to name the types of information that I should not reveal to an outsider or reporter</b></p>		
<p><b>[Oral Question 17]</b></p> <p><b>I know my rights to conduct a search at the premises I am guarding.</b></p>		
<p><b>Sub-total</b></p>	<b>/ 17</b>	

~END~