



**POLWEL Approved Assessment Organisation**  
**Progressive Wage Model – Assessment-Only Pathway (PWM–AOP)**  
**Access Control Management (Operate Basic Security Equipment)**

## Assessment Readiness Self-Evaluation

<b>Technical Skills &amp; Competence (TSC)</b>	Access Control Management		
<b>TSC Code</b>	SEC-TEM-2001-1.1		
<b>Course Title</b>	Access Control Management (Operate Basic Security Equipment)		
<b>Proficiency Level</b>	1		
<b>Name of Security Officer</b>			
<b>NRIC / FIN</b>			
<b>Contact Number</b>			
<b>Total Score</b>	/ 22	<b>Percentage</b>	

## 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 TSC.
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 TSC’s Abilities and 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 SkillsFuture Singapore (SSG) for this TSC.

<b>Signature of Security Officer</b>	
<b>Name of Security Officer</b>	
<b>Date</b>	

## Assessment Method

The ways of assessing the Candidate will include 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	Operate access control equipment in accordance to organisation procedures
A2	Operate alarm monitoring equipment according to organisation procedures
A3	Operate closed-circuit television equipment according to organisation procedures
A4	Identify access points of entry for different levels of authorised entries
A5	Report locations of unauthorised entries
A6	Identify nature of unauthorised entries
A7	Enter particulars of authorised staff into card access systems
A8	Activate key pads
A9	Complete relevant documentation relating to access control operations
A10	Carry out basic troubleshooting and report access control equipment faults to supervisors

<b>Knowledge</b>	<b>Description</b>
K1	Organisational procedures for handling access control equipment during entry and exit of pedestrians and vehicle
K2	Role and responsibilities in operating the alarm monitoring equipment
K3	Role and responsibilities in operating the closed-circuit television equipment
K4	Types of incident reporting procedures
K5	Types and uses of access control equipment
K6	Characteristics and limitations of access control equipment
K7	List of prohibited and hazardous items and goods
K8	Types of documentation relating to access control equipment

Self-Evaluation Statement	Y (1)	N (0)
<b>[Role Play 1]</b> <b>Based on the brief and site plan given to me, I am able to explain the different levels of authorised entry within the premises</b>		
<b>Sub-Total Score</b>	<b>/ 1</b>	

Self-Evaluation Statement	Y (1)	N (0)
<b>[Role Play 2]</b> <b>I am able to demonstrate the handling of an application by a new staff who is requesting for access to a designated area.</b>		
<b>I am able to demonstrate the steps to disarm the Access Control System for a designated area.</b>		
<b>I am able to demonstrate the handling of a visitor entering secured premises.</b>		
<b>I am able to demonstrate the actions to be taken if the access card reader at a designated area is showing flashing indicator light.</b>		
<b>Sub-Total Score</b>	<b>/4</b>	

Self-Evaluation Statement	Y (1)	N (0)
<b>[Role Play 3]</b> I am able to demonstrate the actions to be taken if a person is found to be at an area which is out-of-bounds to him based on the pass issued.		
Based on the above incident, I am able to update the Occurrence Book and put up an Incident Report.		
<b>Sub-Total Score</b>	<b>/ 2</b>	

<b>[Role Play 4]</b> I am able to demonstrate the actions to be taken at the Control Room when the Intrusion Alarm is activated / sounded.		
I am able to demonstrate the follow-up actions to be taken if it is a case of false alarm.		
<b>Sub-Total Score</b>	<b>/2</b>	

Self-Evaluation Statement	Y (1)	N (0)
<b>[Role Play 5]</b> <b>I am able to demonstrate how to operate the CCTV equipment.</b>		
<b>I am able to demonstrate the course of action if a particular frame on the CCTV monitor goes blank.</b>		
<b>I am able to demonstrate the actions to be taken when it is observed on the CCTV monitor screen that a suspicious person is loitering at the Loading and Unloading Bay and subsequently seen to be pushing a trolley with some goods in a hurried manner.</b>		
<b>I am able to demonstrate the follow-up actions to be taken if it is a confirmed case of theft.</b>		
<b>Sub-Total Score</b>	<b>/ 4</b>	

Self-Evaluation Statement	Y (1)	N (0)
[Oral Question 1] I am able to list the characteristics and limitations of the access control equipment.		
[Oral Question 2] I am able to give examples of access control equipment.		
[Oral Question 3] I am able to give examples of prohibited and hazardous items and goods.		
[Oral Question 4] I know why it is important for me to understand and know the procedures relating to access control duties.		
[Oral Question 5] I am able to give examples of documents which are important in operating and managing security equipment.		
[Oral Question 6] I know my roles and responsibilities in operating the alarm monitoring equipment.		
[Oral Question 7] I am able to give examples of alarm monitoring equipment.		
[Oral Question 8] I am able to list the characteristics and limitations of the alarm monitoring equipment.		
[Oral Question 9] I know the possible causes of false intrusion alarm that can take place in the premises.		
<b>Sub-Total Score</b>	<b>/ 9</b>	

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