

## Course Profile of the Initial Basic Training for Vehicle Crew

With effect from 25 April 2008, all employees deployed as a member of an armoured vehicle crew must undergo and pass the above training, in addition to the 16-hour initial basic training (as prescribed in (I)(m) of “Matters to which the Security and Guarding Services Industry Authority shall have regard when determining an application for a security company licence”), regardless of working experience. The duration and contents of the course should be no less than those prescribed in this course profile.

1.	Course Name	Initial Basic Training for Vehicle Crew
2.	Course Aim	To develop trainees’ competence and ability to undertake safe escort and carrying of cash or valuables from one or more locations to another as a member of an armoured vehicle crew
3.	Learning Outcome	By the end of the course, trainees will be able to: (a) be a contributive member of an armoured vehicle crew (b) understand the operational skills required to undertake safe escort and carrying of cash or valuables from one or more locations to another (c) understand communication skills required to maintain effective relationships with clients, employers and colleagues (d) operate the communications and security equipment (e) identify persons involved in suspicious activities and take appropriate action (f) understand the essential laws and regulations relating to security services (g) understand fire safety, first aid and risk management
4.	Target Trainee	New entrants wishing to become security services personnel of security companies licensed for Type II work, who have successfully completed the 16 hours’ initial basic training course.
5.	Duration	Minimum 24 hours (21 hours’ training plus 3 hours’ assessment)

6.	Syllabus	Topic	Duration
		<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>(a) Overview of Armoured Transportation Work</li> <li>(b) Detail on different types of Cash-in-Transit (Crew) security work, e.g. CIT, ATM, D&amp;J</li> <li>(c) Emphasis on Category “C” security work</li> <li>(d) Types of duties</li> <li>(e) Responsibilities</li> <li>(f) Code of conduct for security services personnel</li> <li>(g) Punctuality – Booking on and off duty</li> </ul>	1 hr & 15 mins
		<p><b>Appearance and uniform:</b></p> <ul style="list-style-type: none"> <li>(a) Appearance</li> <li>(b) Uniform</li> <li>(c) Company regulations</li> </ul>	1 hr & 15 mins
		<p><b>Law and Regulation</b></p> <ul style="list-style-type: none"> <li>(a) Security and Guarding Services Ordinance (Cap. 460) <ul style="list-style-type: none"> <li>(i) Emphasis on CIT security work, e.g. CIT, ATM and D&amp;J</li> </ul> </li> <li>(b) Personal Data (Privacy) Ordinance (Cap. 486) <ul style="list-style-type: none"> <li>(i) Overview of the Personal Data (Privacy) Ordinance</li> <li>(ii) How the Ordinance applies to CIT business; e.g. how to come across client &amp; customer data in the course of duties; how to handle sensitive customer information, receipts during collection &amp; delivery services, etc.</li> <li>(iii) How to comply with the Ordinance</li> </ul> </li> <li>(c) Criminal Procedure Ordinance (Cap. 221) governing arrest and use of force <ul style="list-style-type: none"> <li>(i) Overview of criminal procedure</li> <li>(ii) Elaboration on scenarios such as Theft, Robberies &amp; Hold ups</li> <li>(iii) *Additional reference to the definitions of “use of force” when equipped with firearms</li> </ul> </li> <li>(d) Road Traffic (Parking on Private Roads) Regulations (Cap. 374)</li> </ul>	3 hrs & 30 mins

<ul style="list-style-type: none"> <li>(e) Prevention of Bribery Ordinance (Cap. 201) <ul style="list-style-type: none"> <li>(i) Overview of the Ordinance</li> <li>(ii) Corruption prone areas &amp; examples in CIT business; e.g. not reporting discrepancies, bribery, favoritism, etc.</li> <li>(iii) Company guidelines regarding the Ordinance; e.g. Lei See</li> </ul> </li> <li>(f) Smoking (Public Health) Ordinance (Cap. 371) <ul style="list-style-type: none"> <li>(i) Overview of the Ordinance</li> <li>(ii) Smoking Ordinance applicable to all workplaces, including vehicles and all operational areas</li> </ul> </li> <li>(g) Employee Compensation Ordinance (Cap. 282)</li> <li>(h) Occupational Safety and Health Ordinance (Cap. 509)</li> <li>(i) Fire Services Ordinance (Cap. 95) in relation to fire safety</li> <li>(j) *Firearms and Ammunition Ordinance (Cap. 238) <ul style="list-style-type: none"> <li>(i) Emphasis on Section 13</li> </ul> </li> </ul>	
<p><b>Safety and Health</b></p> <ul style="list-style-type: none"> <li>(a) Fire and other safety precautions, and measures relating to occupational safety and health in the workplace</li> <li>(b) Occupational stress and its control measures</li> <li>(c) First aid</li> <li>(d) Manual handling</li> </ul>	3 hrs & 30 mins
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>(a) Risk management and control</li> <li>(b) How to handle situations, such as Theft, Robberies &amp; Hold ups, etc.</li> </ul>	1 hr & 30 mins
<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>(a) Reporting writing techniques</li> <li>(b) Customer service</li> </ul>	2 hrs

		<p><b>Operation skills</b></p> <ul style="list-style-type: none"> <li>(a) Escorting and carrying valuables in a safe manner</li> <li>(b) Prevention of crimes and accidents</li> <li>(c) Protection of valuable assets from damage</li> <li>(d) Handling emergencies and other stressful situations</li> <li>(e) Procedure for incident reporting</li> <li>(f) Identification of persons involved in suspicious activities and taking appropriate action</li> <li>(g) Use of the following equipment: <ul style="list-style-type: none"> <li>(i) Communication equipment: <ul style="list-style-type: none"> <li>- walkie-talkie</li> <li>- radio/telephone</li> <li>- notebook/incident book</li> </ul> </li> <li>(ii) Security equipment: <ul style="list-style-type: none"> <li>- CCTV</li> <li>- alarm systems</li> <li>- fire fighting equipment</li> <li>- company specific security equipment (e.g. Smoke boxes, vehicle security systems, etc)</li> </ul> </li> </ul> </li> </ul>	7 hrs
		<b>Pavement Drills</b>	1 hr

Note: \* Applies to armed crew

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