

Course Profile of the Training Course for Vehicle Crew Commanders

With effect from 25 April 2008, all employees appointed as Vehicle Crew Commander and above must have satisfactorily completed and passed the above training organised by the company's training officer prior to the appointment. The duration and contents of the course should be no less than those prescribed in this course profile.

1.	Course Name	Training Course for Vehicle Crew Commanders
2.	Course Aim	<ul style="list-style-type: none"> (a) To provide trainees with sound knowledge of the different roles and functions of a crew commander (b) To develop and refine trainees' knowledge and understanding of operation and supervisory skills required to assess security and associated risks, and to provide solutions for handling such risks (c) To equip trainees with the knowledge required for attaining higher level of management responsibilities of armoured transportation services
3.	Learning Outcome	<p>By the end of the course, trainees will be able to:</p> <ul style="list-style-type: none"> (a) understand the supervisory skills required to direct and monitor a team of cash-in-transit crew in carrying out duties of safe escort and carrying of cash or valuables from one or more locations to another and maintain performance standard (b) understand the communication skills required to maintain effective relationships with clients and team members, and write detailed report (c) operate and monitor the use of communication and security equipment (d) *operate and handle of firearms according to safety instruction (e) detect irregularities and identify persons involved in suspicious activities and take appropriate actions (f) identify property equipment damages/defects and to take appropriate action for rectification (g) understand the essential laws and regulations relating to security services (h) understand the fire safety, first aid and risk management
4.	Target Trainee	Security personnel who have valid Category B or C* Security Personnel Permit and have successfully completed the initial basic training course of not less than 24 hours for vehicle crew and passed the assessment
5.	Duration	Minimum 16 hours (14 hours' training plus 2 hours' assessment)

6.	Syllabus	Topic	Duration
		Duties and Responsibilities (a) Types of duties (b) Responsibilities (c) Code of ethics of security services professional	1 hr
		Law and Regulation (a) Security and Guarding Services Ordinance (Cap. 460) (b) Personal Data (Privacy) Ordinance (Cap. 486) (c) Criminal Procedure Ordinance (Cap. 221) governing arrest and use of force (d) Road Traffic (Parking on Private Roads) Regulations (Cap. 374) (e) Prevention of Bribery Ordinance (Cap. 201) (f) Smoking (Public Health) Ordinance (Cap. 371) (g) Employee Compensation Ordinance (Cap. 282) (h) Occupational Safety and Health Ordinance (Cap. 509) (i) Fire Services Ordinance (Cap. 95) in relation to fire safety (j) *Firearms and Ammunition Ordinance (Cap. 238)	3 hrs
		Safety and Health (a) Fire and other safety precaution and measures relating to occupational safety and health in the workplace (b) Occupational stress and their control measures (c) First aid	2 hrs
		Risk Management (a) Risk management methodologies, processes and control	1 hr & 30 mins
		Operation Skills (a) Handling of emergency and other chaotic/conflicting situations (b) Potential hazards and control measures related to security services and aware of any possible liability (c) Monitoring the use of the following equipment: (i) Communication equipment: - walkie-talkie (ii) Security equipment: - CCTV - alarm systems - fire fighting equipment - vehicle security system / company specific security equipment, e.g. smoke box	4 hrs

6.	Syllabus (cont.)	Topic	Duration
		Operation Skills (cont.) (d) Handling and operating of firearms according to safety instructions covered in arms training* (e) Detection methodologies for irregularities and identification of persons involved in suspicious activities and prevention techniques (f) Property damages/defects and appropriate rectification actions	
		Supervisory Skills (a) Supervision and training (b) Leadership and delegation (c) Performance management (d) Teamwork	1 hr & 30 mins
		Communication Skills (a) Customer service (b) Report writing techniques	1 hr

Note: * Applies to armed crew commander

Security and Guarding Services Industry Authority