

**NATIONAL SKILLS QUALIFICATION/
NATIONAL OCCUPATIONAL STANDARD
(NSQ/NOS)**

**IN
HOMELAND SECURITY CORPS**

**LEVELS
1, 2, 3, 4 AND 5**

AUGUST 2026



PREFACE

It is with great pleasure that I present the National Skills Qualification (NSQ)/National Occupational Standards (NOS) for Homeland Security Corps Levels 1 to 5, developed to provide a structured framework for the acquisition, assessment, certification, and recognition of occupational competencies required for effective and professional service within the Homeland Security Corps in Nigeria. The standards establish progressive competency pathways from entry-level operational duties to supervisory and leadership responsibilities, covering security operations, communication, teamwork, occupational health and safety, patrol and beat management, intelligence gathering, rescue operations, security escort, risk management, personnel administration, operational planning, legal compliance, and organisational governance.

The standards emphasise professionalism, discipline, teamwork, lawful conduct, occupational safety, accountability, and effective cooperation with formal security agencies and the communities they serve. They progressively develop the capacity of personnel to perform assigned duties, supervise operations, assess security risks, manage incidents, analyse and report information, maintain records, and comply with relevant legal, regulatory, and human rights requirements. The standards will serve as essential reference documents for curriculum development, competency-based training, assessment, certification, Recognition of Prior Learning, and workforce development under the Nigerian Skills Qualification Framework (NSQF), providing a common benchmark for training institutions, assessors, employers, government agencies, and other stakeholders.

I wish to express my sincere appreciation to all government agencies, Homeland Security Sector Skills Council, security organisations, industry practitioners, subject-matter experts, training institutions, professional bodies, development partners, and other stakeholders whose expertise and commitment contributed to the development of these standards. It is my expectation that the standards will strengthen competency-based training, promote professionalism and accountability, enhance operational effectiveness, support constructive collaboration with formal security agencies and communities, and ultimately contribute to improved security service delivery, safer communities, enhanced employability, and the development of a competent, disciplined, and professional Homeland Security Corps capable of supporting Nigeria's evolving security needs.

Professor Idris M. Bugaje
Executive Secretary
National Board for Technical Education
Kaduna, Nigeria

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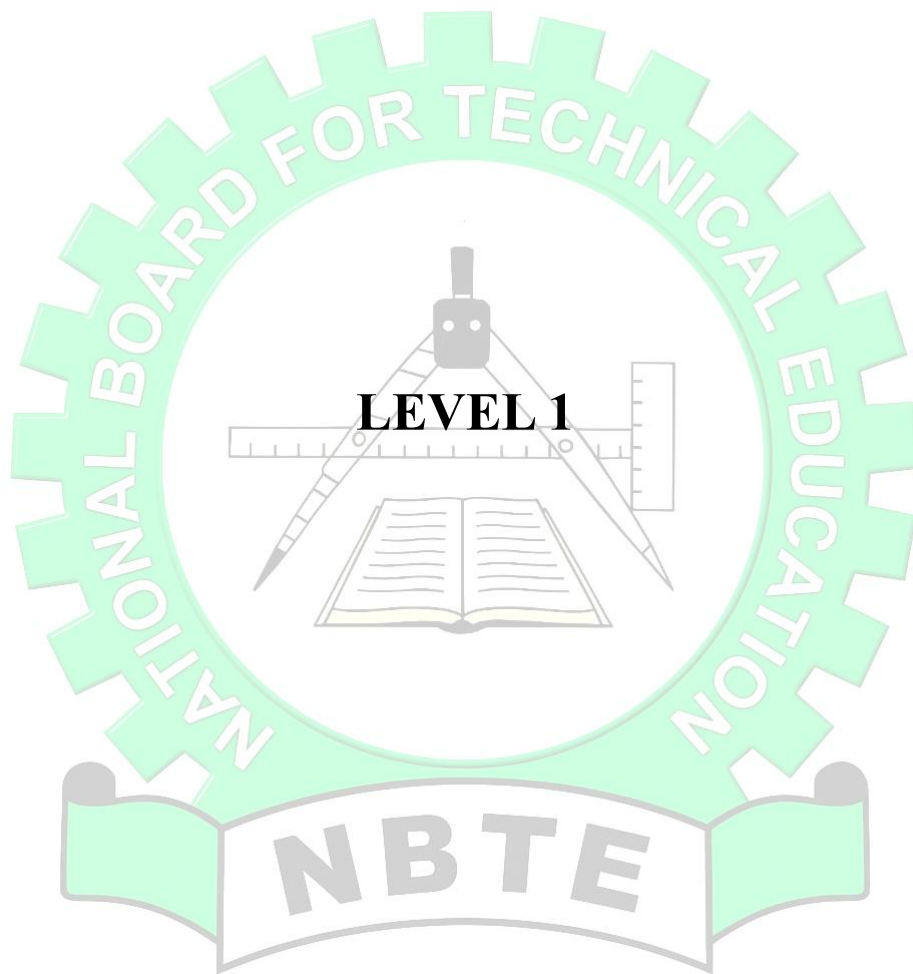
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OVERVIEW

This qualification is for those interested in developing a career in Homeland Security Sector for the award of National Skills Qualification (NSQ). It is aimed at producing Homeland Security Corps II at NSQ Level 1 with the competencies to support formal security agencies to secure neighbourhoods, premises, schools, carry out rescue operations, undertake Intelligence gathering exercise, handle weapons and engender community policing professionally while complying with relevant regulatory requirements and safety standards. This qualification is subject to review as and when the need arises

QUALIFICATION PURPOSE

This qualification is designed for individuals who are interested in developing a career as Homeland Security Operatives.

QUALIFICATION REQUIREMENTS

All Candidates must:

- a. Be at least 18 years of age
- b. Be medically fit
- c. Be physically fit
- d. Be mentally fit (Mental alertness)
- e. Have achieved all the mandatory units in the qualification
- f. Be a Nigerian citizen.
- g. Be vetted

QUALIFICATION OBJECTIVE

At the end of the qualification, the Homeland Security Corps II should be able to:

- a. Secure beat assigned (schools, neighbourhood, premises etc.)
- b. Communicate effectively in work environment
- c. Relate effectively in work environment
- d. Observe health and safety protocols
- e. Undertake patrol effectively
- f. Assist in carrying out rescue operations
- g. Assist in Gate Management and Access Control

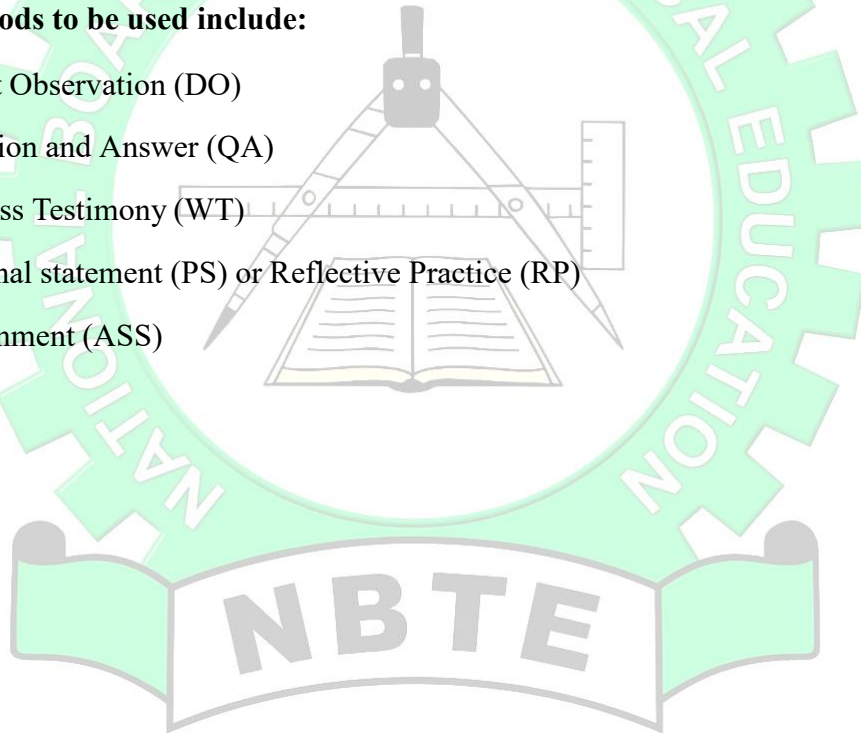
- h. Assist in Crowd Control
- i. Undertake drill and physical exercise
- j. Handle weapons professionally
- k. Assist in Information Gathering
- l. Comply with Homeland security code of conduct
- m. Be able to partake in unarmed combat
- n. Partake in Community Policing with other security agencies

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

- 1. Direct Observation (DO)
- 2. Question and Answer (QA)
- 3. Witness Testimony (WT)
- 4. Personal statement (PS) or Reflective Practice (RP)
- 5. Assignment (ASS)



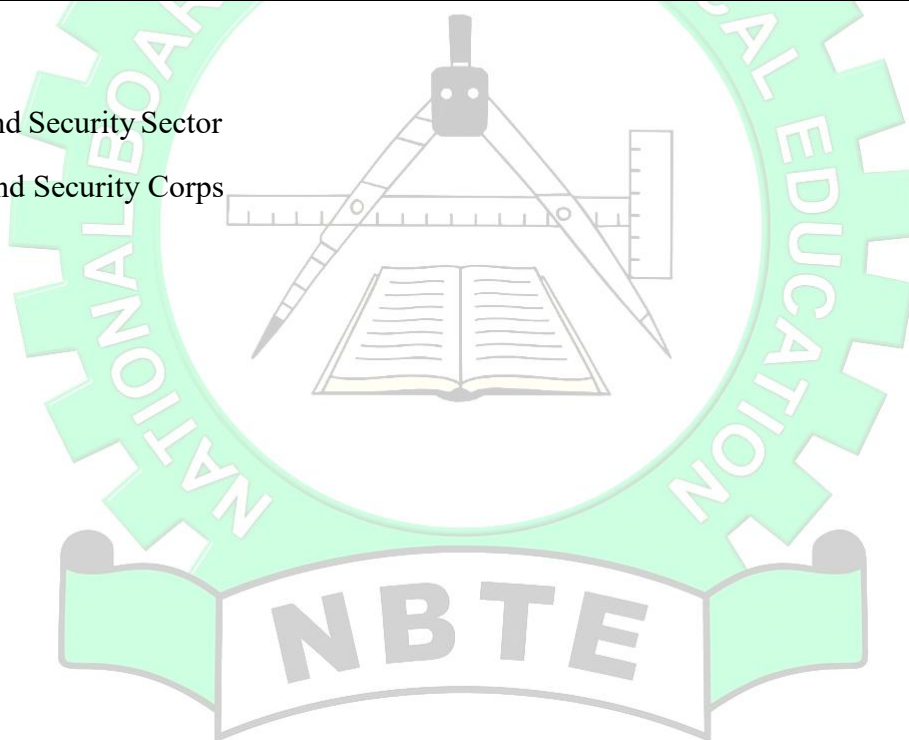
Mandatory Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Practice Time
Unit 001	HLS/HSC/001/L1	Communication in the Workplace	2	20	40
Unit 002	HLS/HSC/002/L1	Teamwork	2	20	40
Unit 003	HLS/HSC/003/L1	Health and Safety in Workplace	2	20	40
Unit 004	HLS/HSC/004/L1	Security Tasks	4	40	80
Unit 005	HLS/HSC/005/L1	Arrest	2	20	40
Unit 006	HLS/HSC/006/L1	Beat Management	3	30	60
Unit 007	HLS/HSC/007/L1	Drills and Unarmed Combat	4	40	80
Unit 008	HLS/HSC/008/L1	Weaponry	3	30	60
TOTAL			22	220	440

NOTE:

HLS: Homeland Security Sector

HSC: Homeland Security Corps



GENERAL GUIDE

Unit Title	Provides a clear explanation of the content of the unit.
Unit Number	The unique number assigned to the unit
Unit Reference	The unique reference number given to each unit at qualification approval by NBTE
Unit Level	Denotes the level of the unit within the National Skills Qualification Framework NSQF.
Unit Credit Value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit value = 10 guided learning hours
Unit Purpose	Provides a brief outline of the unit content.
Learning Outcome	A statement of what a learner will know, understand or be able to do, as a result of learning process.
Assessment Criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit Assessment Guidance	Any additional guidance provided to support the assessment of the unit.
Unit Guided Learning Hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: Communication in the Workplace

Unit reference number: HLS/HSC/001/L1

NSQ Level: 1

Credit value: 2

Guided learning hours: 20

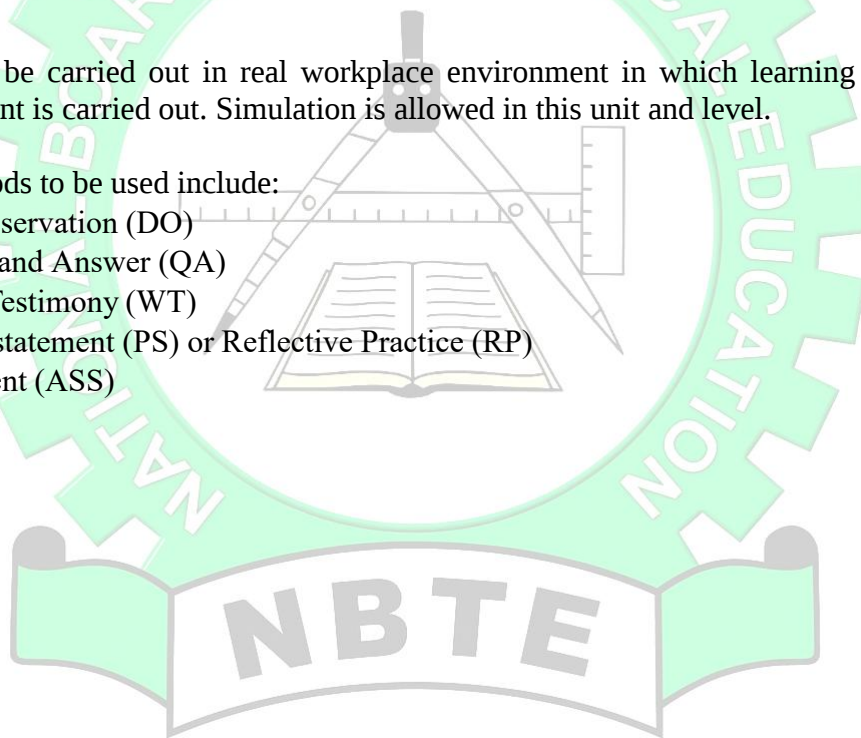
Unit Purpose: This unit is designed to provide Homeland Security Corps II with the knowledge and skills needed to communicate effectively in work environment.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 001: Communication in the Workplace

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. PageNo.
LO 1: Communication in Security Operations	1.1	Explain the term communication in security operations		
	1.2	List types of communication in security operations: • Verbal • Written • Signal		
	1.3	Explain communication cycle: • Sender • Receiver • End-User		
	1.4	Explain classes of message used in security operations: • Urgent • Restricted • Confidential • Secret • Top-secret		
LO 2: Communication Channels in Security Operations	2.1	List communication channels: • Interpersonal • E-mail • WhatsApp • Video • Blog • Radio		
	2.2	List communication gadgets: • Two way radio		

UNIT 002: Teamwork

Unit reference number: HLS/HSC/002/L1

NSQ level: 2

Credit value: 2

Guided learning hours: 20

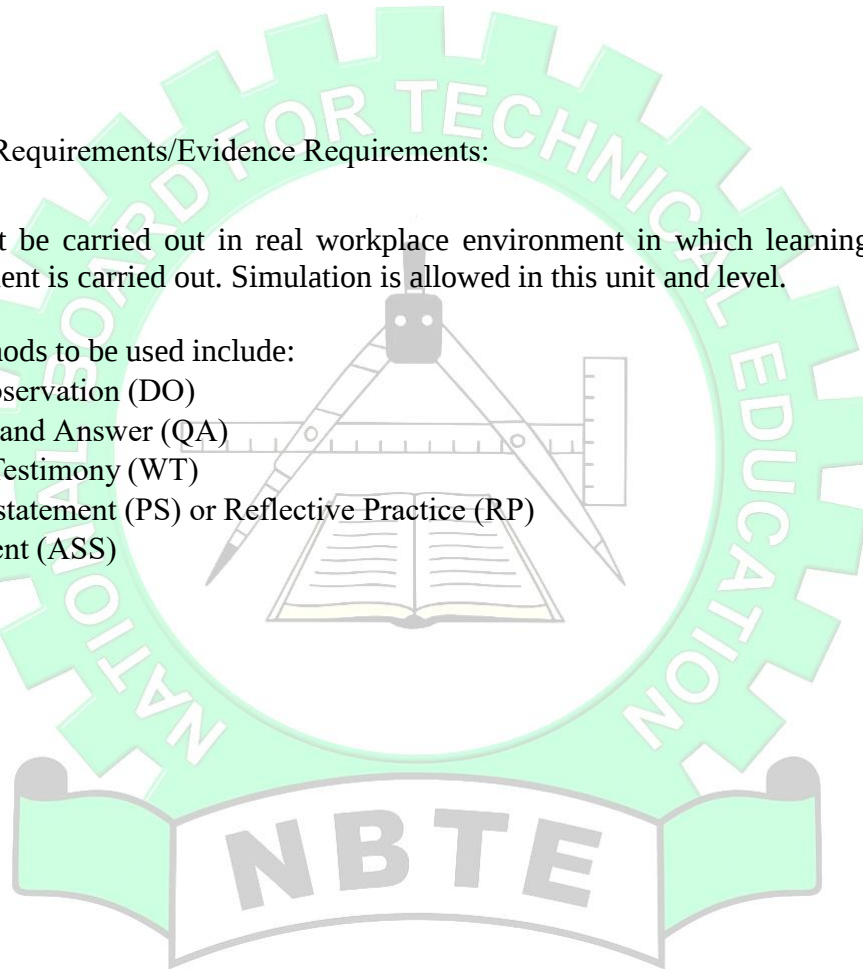
Unit Purpose: This unit is designed to provide Homeland Security Corps II with the knowledge and skills required to relate cordially with colleagues and others in work environment.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



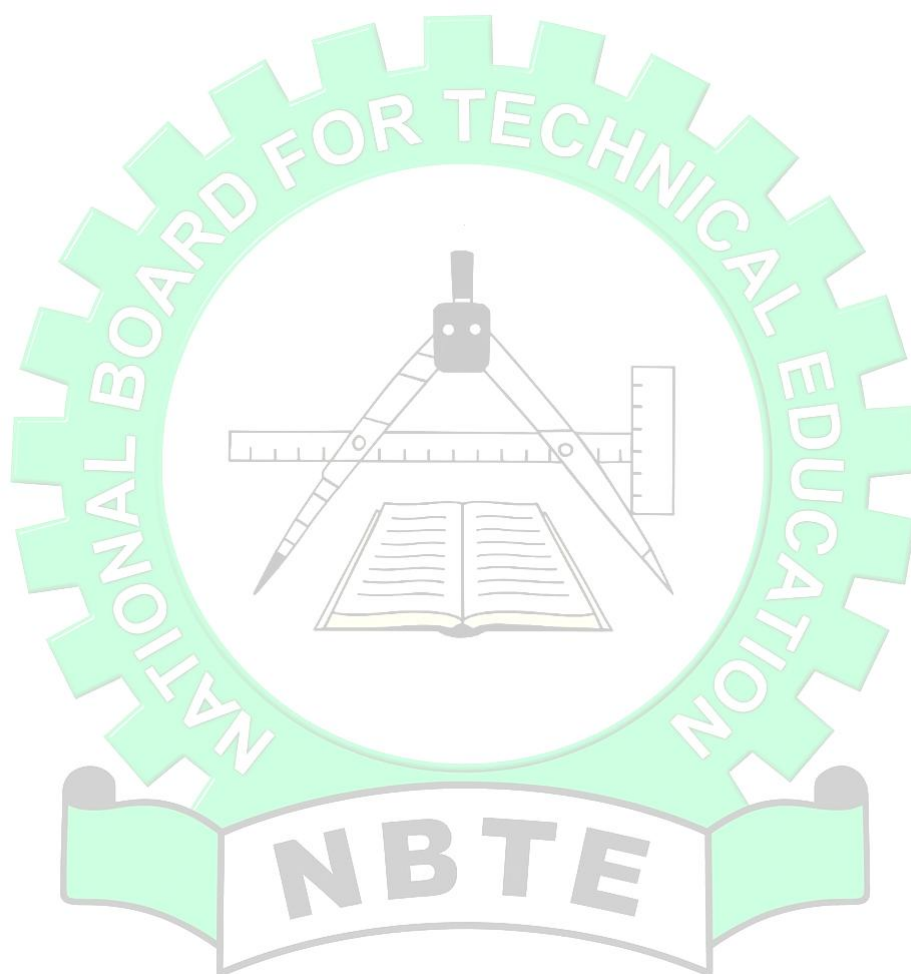
UNIT 002: Team Work

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO1: Know Teamwork	1.1	Explain teamwork		
	1.2	Explain the importance of Teamwork in security operations		
	1.3	Explain the term “esprit de corps”		
	1.4	Explain the importance of perseverance and endurance in Teamwork		
	1.5	Explain the importance of cooperation in Teamwork		
LO 2: Know how to relate with Colleagues	2.1	Explain the need for cordial working relationship with colleagues		
	2.2	Identify rank/badge of rankin: • Military • Police • Nigeria Security and Civil Defence Corps (NSCDC)		
	2.3	Explain factors that enhance cordial working relationshipwith colleagues: • Honesty		

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	agency in joint operations				
3.5	Explain the role of Homeland Security Corps in joint operations				
4.1	List the stakeholders involved in community policing: • Community (first party) • Formal security agencies (second party) • Homeland Security Corps (Third party)				
4.2	Explain the importance of good relationship between the security agencies, homeland security corps and the community				

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 003: Health and Safety in Workplace

Unit Reference number: HLS/HSC/003/L1

NSQ level: 2

Credit value: 2

Guided learning hours: 20

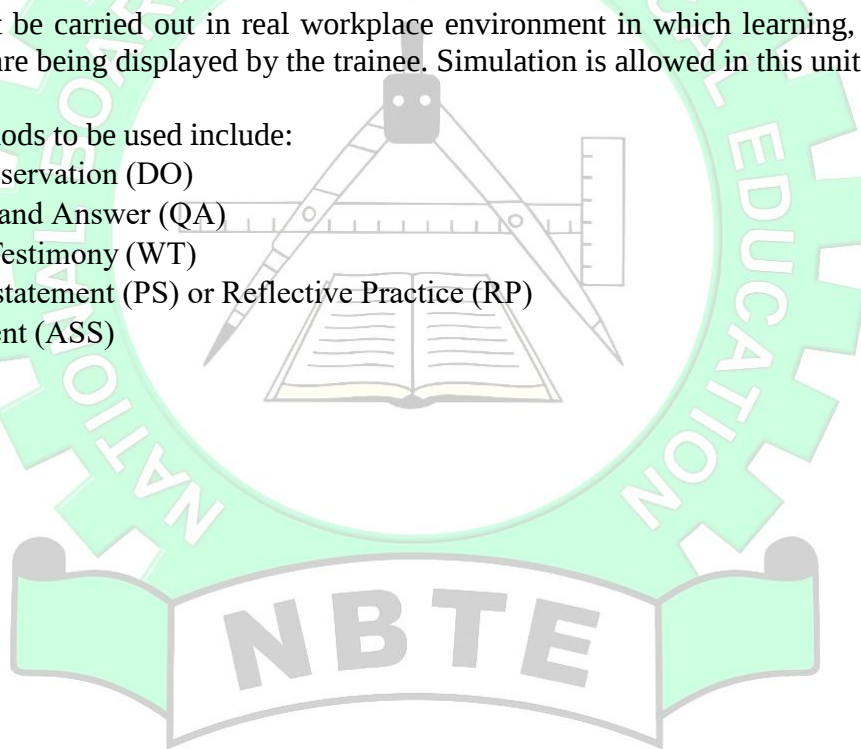
Unit Purpose: This unit is designed to provide Homeland Security Corps II with the knowledge and skills required for health and safety in security operations.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning, health and safety protocols are being displayed by the trainee. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 003: Health and Safety in Workplace

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Know Occupational Health in Security Operation	1.1	Explain the need for personal hygiene for homeland security operative		
	1.2	Explain how to maintain good personal hygiene: • Regular hand washing • Cleanliness • Adherence to disease prevention and control protocols • Avoid overcrowding • Regular supply of good drinking water		
	1.3	List the common hazards in security operations: • Injury • Sudden Attacks • Death • Accidents etc.		
	1.4	Explain the causes of Hazards in security operations: • Carelessness • Disregard for standing order • Poorly lit passages and stairways • Excavated and uncovered holes • Blocked emergency exits/escape routes		

	• Wear appropriate dress • Learn how to lift heavy objects • Avoid horse play • Lock all office doors at the close of work				
2.3	List safety equipment in security operations: • First Aid Box • Fire extinguisher • Fire alarm • Safety glass • Gas mask • Rope (Marine) • Helmet • Boot • Gloves • Knee and elbow caps				

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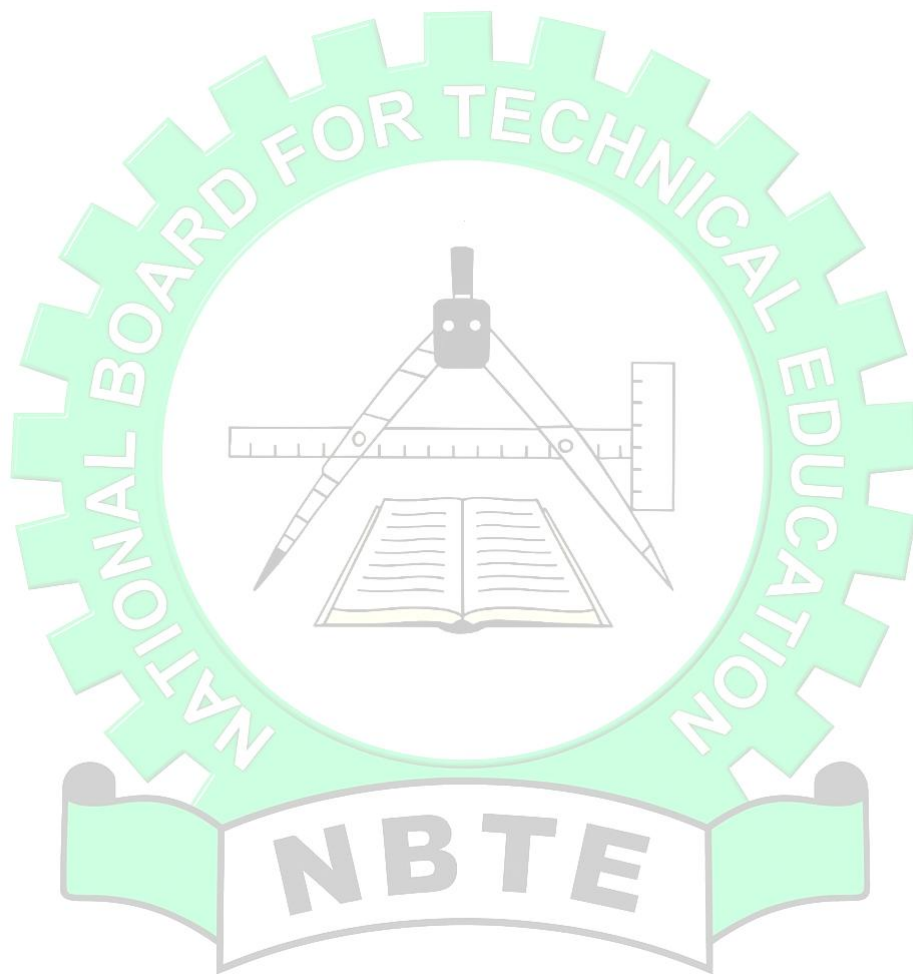
Date:

Date:

Date:

EQAM Signature (if sampled)

Date:



UNIT 004: Security Tasks

Unit reference number: HLS/HSC/004/L1

NSQ level: 1

Credit value: 7

Guided learning hours: 70

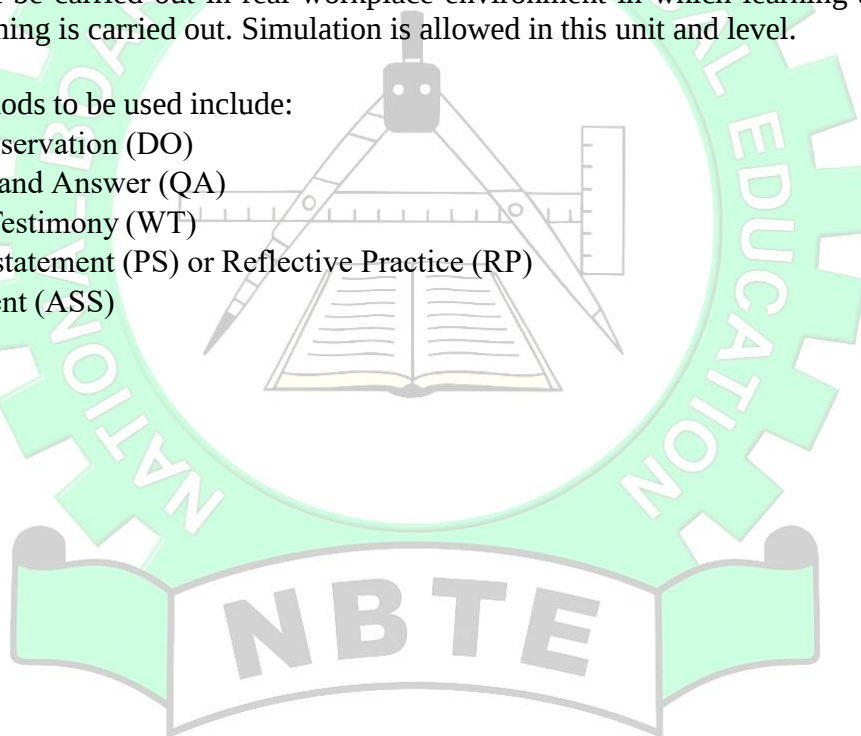
Unit Purpose: This unit is designed to provide Homeland Security Corps II with the knowledge and skills required to assist in intelligence gathering, undertake patrol duties, access control and gate management, crowd control, rescue operation, search and screening exercise while complying with regulatory, health and safety requirements.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development training is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

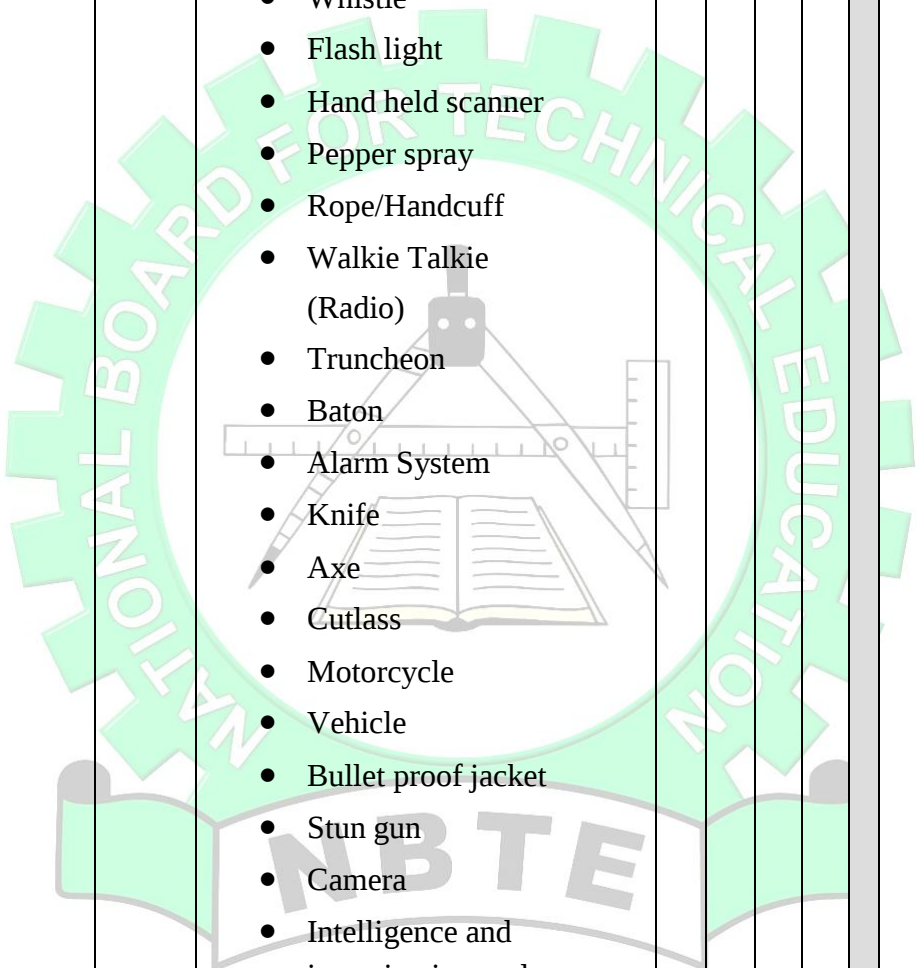
1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 004: Security Tasks

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Know the fundamentals of Security	1.1	Explain Security		
	1.2	State the types of security: • Personal Security • Community Security • Internal Security • External Security, etc.		
	1.3	State the qualities of a trained security operative: • Alertness • Discipline • Physical fitness • Duty Conscious • Vigilant • Observant • Combat Readiness • Endurance • Fairness.		
	1.4	Distinguish between officer and security operative		

	1.5	Explain the duties of security operative: • Intelligence Gathering • Rescue Operations • Crowd Control • Escort Duties • Community • Dispute Resolution • Physical Security - On the Spot Arrest and Search - Access Control and Gate Management • Community Policing - Administration of First Aid • Report Writing - Dispute Resolution • Physical Security - On the Spot Arrest and Search - Access Control and Gate Management • Community Policing - Administration of First Aid • Report Writing								
	1.6	Explain the duties of homeland security operative: • Assist in protection of lives and properties • Assist in crowd control • Joint patrol with								



- Whistle
- Flash light
- Hand held scanner
- Pepper spray
- Rope/Handcuff
- Walkie Talkie (Radio)
- Truncheon
- Baton
- Alarm System
- Knife
- Axe
- Cutlass
- Motorcycle
- Vehicle
- Bullet proof jacket
- Stun gun
- Camera
- Intelligence and investigation tools

intelligence gathering	2.2	Explain the purpose of intelligence gathering																	
	2.3	List sources of intelligence: • Human (HUMINT) • Signal (SIGINT) • Open source (OSINT)																	
	2.4	List factors that enhance information gathering: • Ability to communicate in the local language • Understand the culture of the community • Know the geography of the community • Identify information hot spots																	
	2.5	Explain surveillance																	
	2.6	State the types of surveillance: • Static • Mobile																	
	2.7	List the qualities of a surveillance operative: • Observant • Discrete • Endurance • Physical and mental fitness, etc.																	
	2.8	Carry out static surveillance																	
	2.9	Carry out mobile surveillance																	
	2.10	Report on surveillance carried out																	

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LO 5: Rescue Operations	5.1	List types of rescue operations: • Fire • Building collapse • Flood • Vehicular Accident • Human trafficking • Kidnapping, etc.																	
	5.2	Explain how to undertake rescue operation for any two(2) in 4.2 above																	
	5.3	Explain safety precautions involved in 4.2 above																	
	5.4	List common equipment used in rescue operation: • PPE • Fire extinguisher • Stretcher • Axe • Hammer • Shovel • Ladder • Rope • Cover ribbon • Pumps.																	
LO 6: Crowd Control Operation	6.1	State the purpose of crowd control operation																	
	6.2	Explain the following terms in relation to crowd control operation: • Stampede • Mob action • Peaceful gathering																	
	6.3	State the procedures for crowd control operation																	

7.2	List equipment used for search operation: • Hand held scanner • Metal detector • Under vehicle inspection mirror					
7.3	Comply with organizational procedure with respect to screening and searching					
7.4	Organize queue to manage people at the screening and searching point					
7.5	Carry out screening and searching: • Manually • Equipment					
7.6	Carry out physical search of vehicles as per laid down procedure					

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 005: Arrest

Unit reference number: HLS/HSC/005/L1

NSQ level: 1

Credit value: 2

Guided learning hours: 20

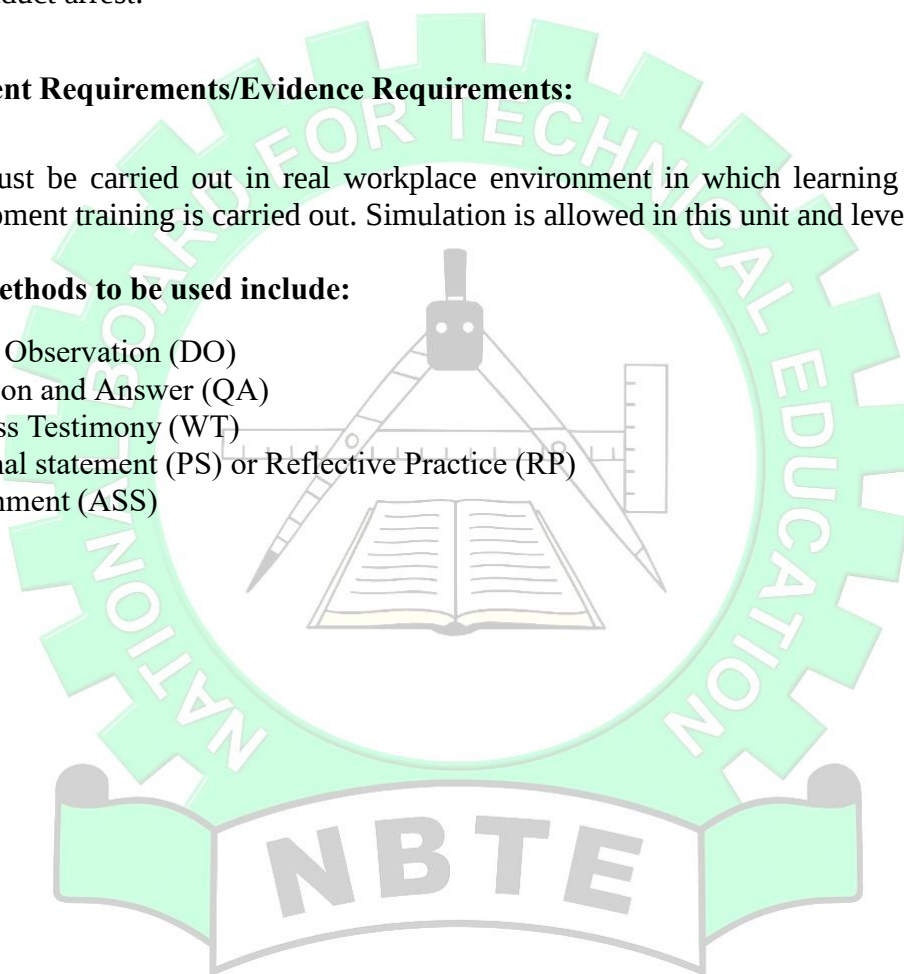
Unit Purpose: This unit is designed to provide Homeland Security Corps II with basic knowledge required to conduct arrest.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development training is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 005: Arrest

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Understand Arrest	1.1	Explain Arrest		
	1.2	Explain the Right to Arrest		
	1.3	Explain warrant of Arrest		
	1.4	List the types of Arrest • Arrest with warrant • Arrest without warrant • Private Arrest		
	1.5	Explain when to Arrest with warrant		
	1.6	Explain when to Arrest without warrant		
	1.7	Explain when to carry out private Arrest		
LO 2: Know Offences	2.1	Explain the term Offence		
	2.2	List classification of Offences: 1. Felony • Murder/Homicide • Armed Robbery • Rape • Kidnapping • Terrorism, etc. 2. Misdemeanour • Assault		

Basic g eria	3.1	Explain Laws guiding Arrestin Nigeria							
	3.2	State the types of Laws guiding Arrest: • Penal Code • Criminal Procedure Code (CPC)							
	3.3	State geographical areas of application of laws in 3.2							
	4.1	Comply with basic legal provisions applicable to Arrest							
	4.2	Explain conditions that can lead to an Arrest							
	4.3	Explain when to Arrest							
	4.4	Explain how to Arrest							
	4.5	Explain how to handle an Arrested suspect: • Extract exhibit if any							

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Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 006: Beat Management

Unit reference number: HLS/HSC/006/L1

NSQ level: 1
Credit value: 4
Guided learning hours: 40

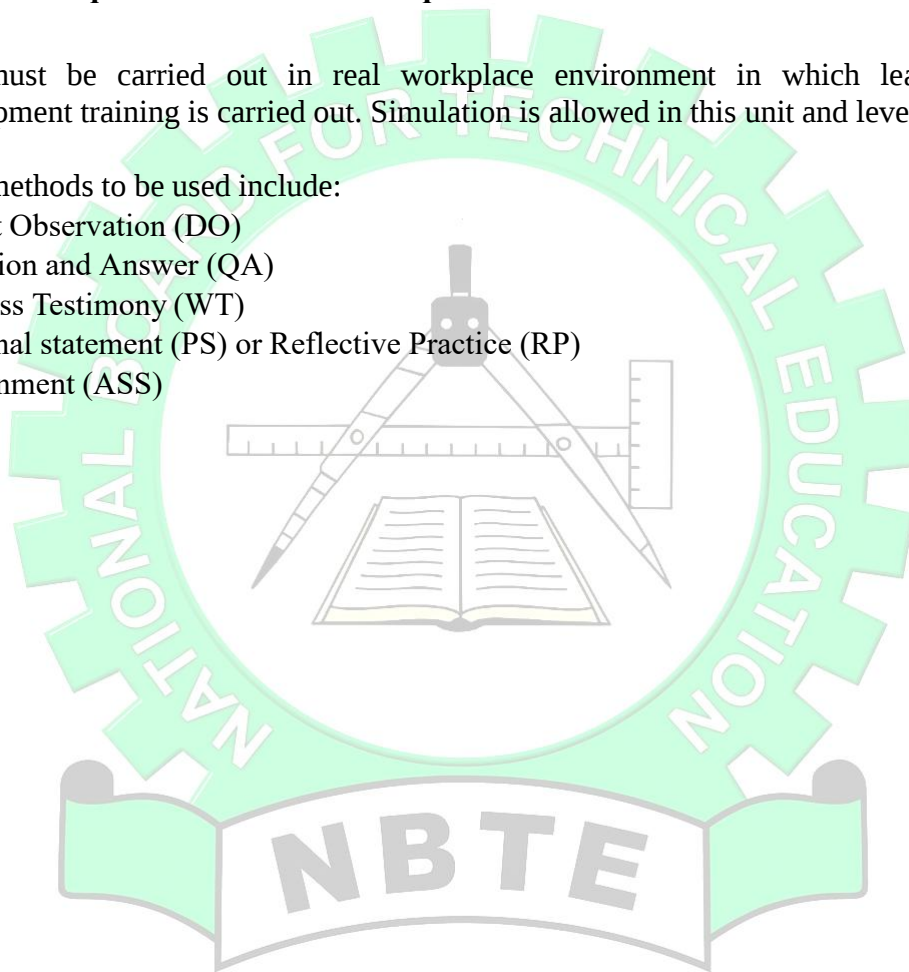
Unit Purpose: This unit is designed to equip Homeland Security Corps II with the knowledge and skills in Beat Duties.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development training is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 006: Beat Management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Understand Beat	1.1	Explain the term Beat in security		
	1.2	List types of Beat: • Route • Estate • Market • Hospital • School • House • Hotel • Neighbourhood, etc.		
	1.3	State the purpose of maintaining a Beat in security duties.		
	1.4	Explain conditions that can warrant an operative to leave his Beat: • Sickness • Fire Alarm • Pursuing a suspect • Fleeing from mortal Danger • Rescuing accidentvictims		
LO 2: Beat Management	2.1	Explain the purpose of Beat Management		

2.2	State activities involved in Beat Management: • Documentation ✓ Handover note ✓ Takeover note ✓ Incidence report • Access Control • Gate Management • Patrol • Observation • Surveillance • Screen and Search, etc.								
2.3	List gear, tools and equipment used for Beat Management: • Uniform and kit • Fire arms • Baton • Flash light • Stun gun • Rain coat/umbrella • Writing materials • Radio (Walkie Talkie) • Mobile phone, etc.								
2.4	Identify critical headings in the Register: • Serial Number. • Time of Takeover/Time of Handover • Date of Takeover/Date of Handover • Names of operatives on duty • Information on physical items/properties • Venue of duty • Signature of handover/takeover operatives.								

	• Youth • Women • Men • Security agencies			
2.6	State the security ethics in Beat Management			
3.1	Locate area of responsibility (AOR)			
3.2	Locate hazard points in your assigned Beat			
3.3	Carry out Beat duties while observing safety and precautionary measures			
3.4	Fill duty register (Logbook)			
Signature:		Date:		
Signature:		Date:		
Signature (if sampled)		Date:		
Signature (if sampled)		Date:		


 Date: _____
 Date: _____

UNIT007: Drills and Unarmed Combat

Unit reference number: HLS/HSC/007/L1

NSQ level: 1

Credit value: 4

Guided learning hours: 40

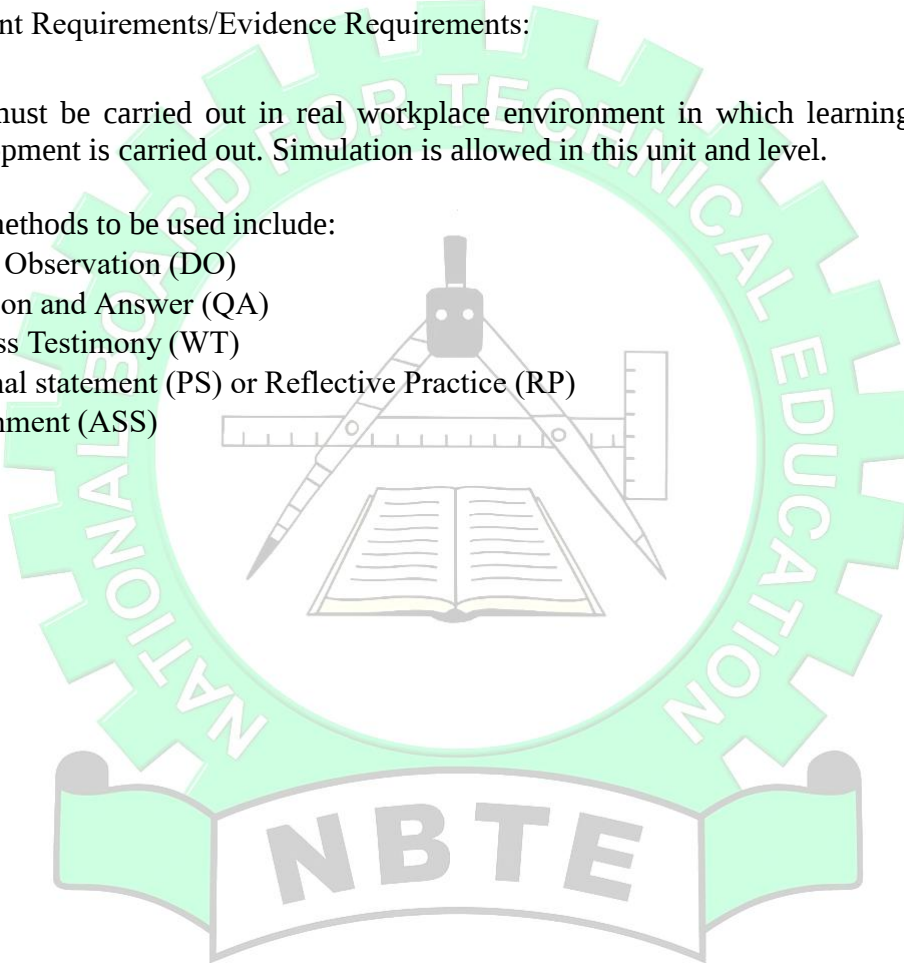
Unit Purpose: This unit is designed to provide Homeland Security Corps II with the knowledge and skills required to conduct drills, physical exercise and unarmed combat.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

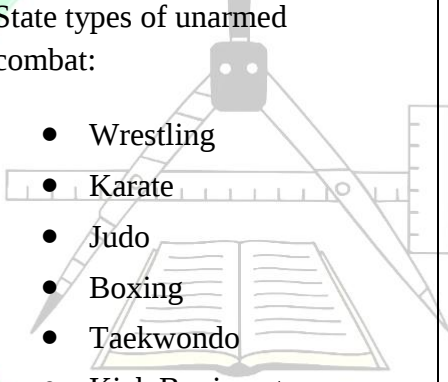
1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 007: Drills and Unarmed Combat

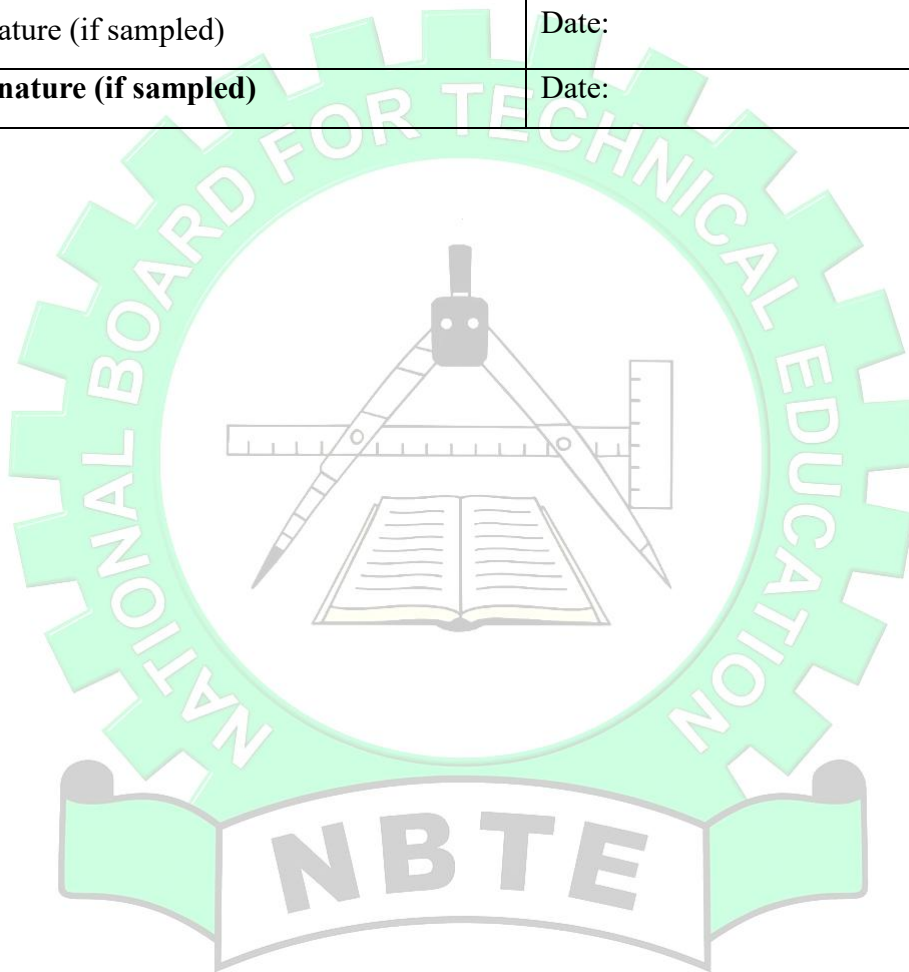
LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Know the Concept of Drills	1.1	List the types of Drills: • Arms • Foot • Vehicular • Silent • Burial • Colour • Sentry • Quarter guard		
	1.2	State the purpose of Drill: • Encourage teamwork • Physical fitness • Discipline • Build confidence • Battle readiness		
	1.3	State the importance of regimentation in operational unit and Beat.		
LO 2: Demonstrate Dress Code	2.1	List types of uniform: • Ceremonial • Combat • Working		
	2.2	List the parts of a uniform and accoutrements: • Shirt • Trouser • Boot		

[illegible]

LO 4: Carry out Physical Fitness Exercise	4.1	Perform Jogging for at least Three (3) Kilometres																	
	4.2	Perform Rope Climbing																	
	4.3	Carry out Monkey Bridge Crossing																	
	4.4	Perform Wall Climbing																	
	4.5	Perform Mountain Climbing or Swimming(optional)																	
	4.6	Perform Crawling under barbed wire																	
	4.7	Perform jumping of Ditches																	
LO 5: Demonstrate Unarmed Combat Drill	5.1	State types of unarmed combat: • Wrestling • Karate • Judo • Boxing • Taekwondo • Kick Boxing etc. 																	
	5.2	Perform Taekwondo moves																	
	5.3	Perform Karate moves																	
	5.4	Perform Kick-boxing moves																	
LO 6: Safety Precautions involved in unarmed combat	6.1	State the safety precautions involved in unarmed combat • Know when to retreat • Use of appropriate PPE																	
	6.2	State hazards involved in unarmed combat: • Injury • Exhaustion																	

		• Death										
	6.3	State the importance of physical fitness in an unarmed combat										

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 008: Weaponry I

Unit reference number: HLS/HSC/008/L1

NSQ level: 1

Credit value: 5

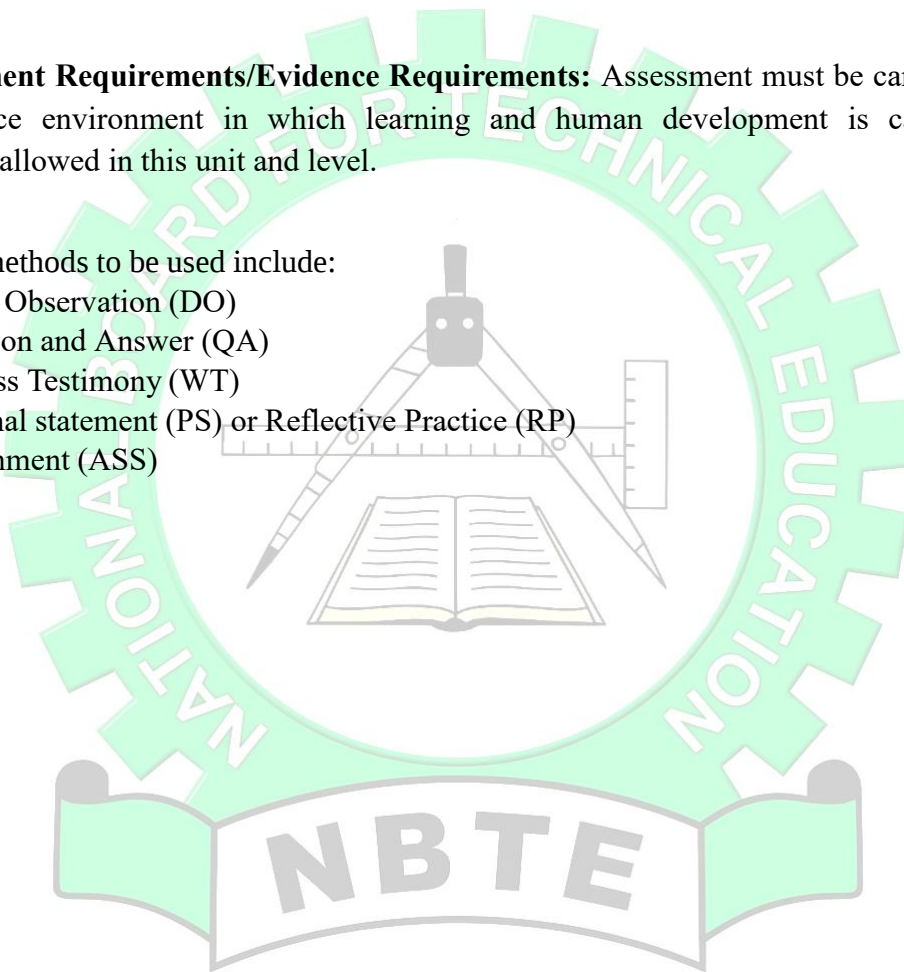
Guided learning hours: 50

Unit Purpose: This unit is designed to equip Homeland Security Corps II with requisite knowledge and skills needed to use weapons during security operations.

Unit Assessment Requirements/Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



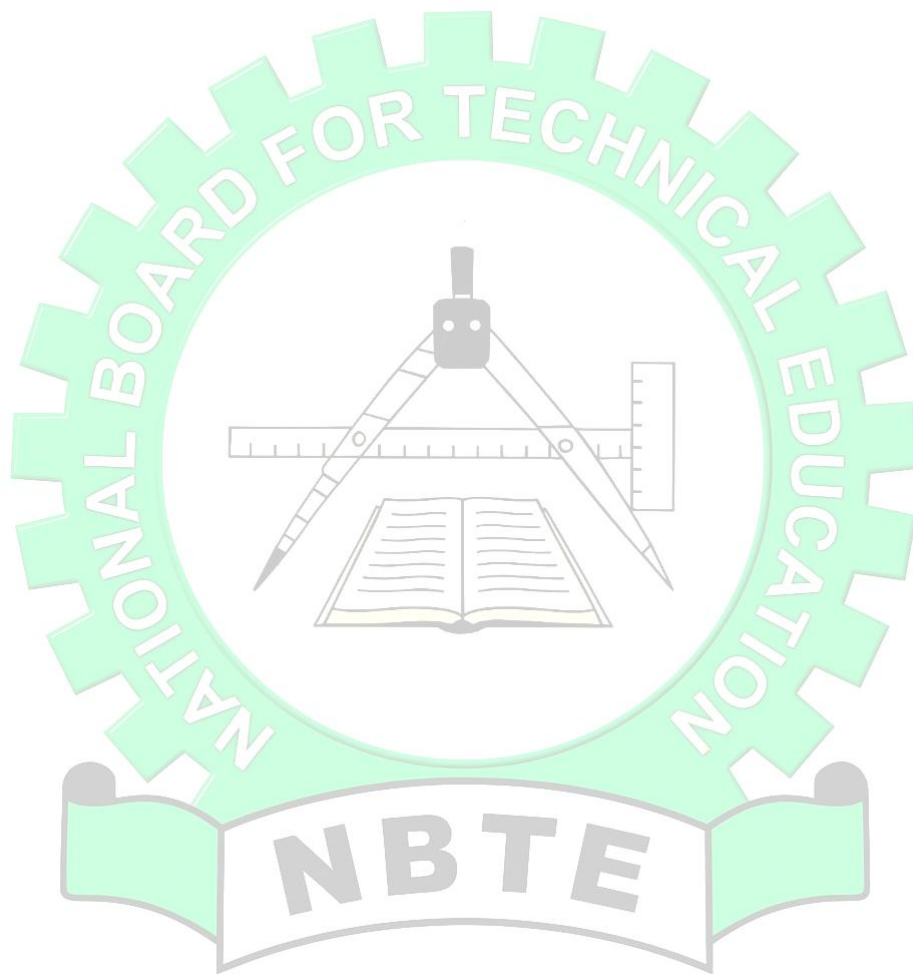
UNIT 008: Weaponry I

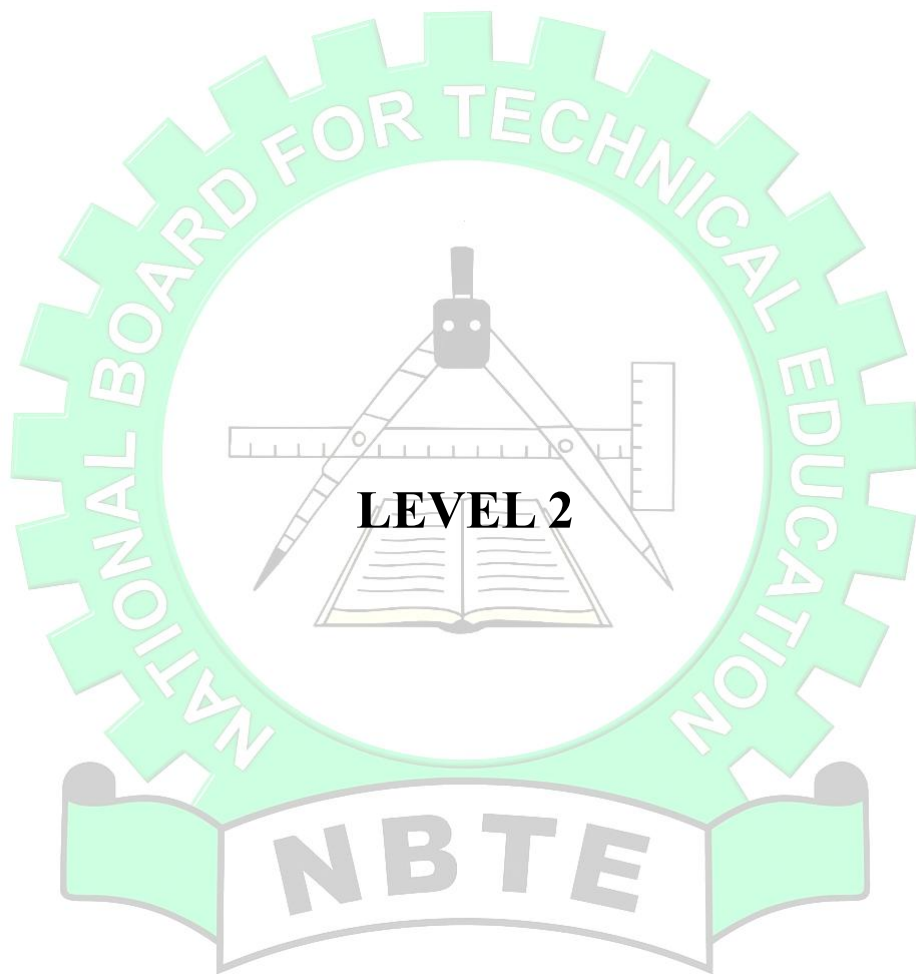
LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Know Weapons	1.1	Explain Weapons		
	1.2	State the classification of Weapons: • Long range • Short range		
	1.3	List the types of short range Weapons: • Spear • Sword • Knife • Axe • Club • Stick		
	1.4	List the types of long range Weapons: • Pistol • Revolver • Rifle • Shot guns		
	1.5	Classify rifles into automatic and semi-automatic		
	1.6	State the purpose of Weapons in Security Operations		
LO 2: Understand Traditional Weapons	2.1	List different types of Traditional Weapons:		

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4.3	Strip rifle into component parts					
4.4	Clean each component part					
4.5	Couple the rifle					
4.6	Cock rifle to test functionality					
4.7	State the procedure for safe storage of a rifle					
5.1	State safety precautions in the use of a rifle: • Consider all weapons loaded until proven otherwise • Do not point weapon on anybody or anything until you intend to shoot • Put all fingers off the trigger or across the trigger guard Consider your target and					

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:





OVERVIEW

This qualification is for those interested in developing a career in Homeland Security Sector for the award of National Skills Qualification (NSQ). It is aimed at producing Homeland Security Corps I at NSQ Level 2 with the competencies to support formal security agencies to secure neighbourhoods, premises, schools, carry out rescue operations, undertake Intelligence gathering exercise, handle weapons and engender community policing professionally while complying with relevant regulatory requirements and safety standards.

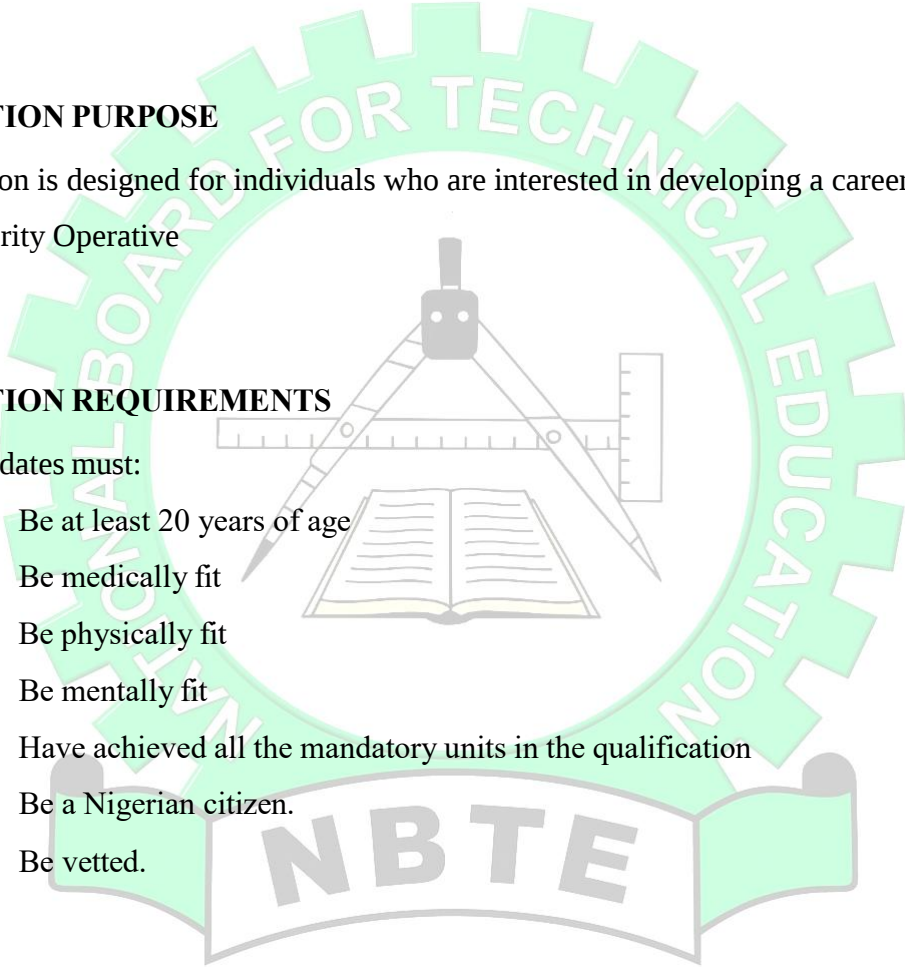
This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is designed for individuals who are interested in developing a career as Homeland security Operative

QUALIFICATION REQUIREMENTS

Candidates must:

- 
- a. Be at least 20 years of age
 - b. Be medically fit
 - c. Be physically fit
 - d. Be mentally fit
 - e. Have achieved all the mandatory units in the qualification
 - f. Be a Nigerian citizen.
 - g. Be vetted.

QUALIFICATION OBJECTIVE

At the end of the qualification, the Homeland Security Corps I should be able to:

- a. Secure beat (schools, neighbourhood, premises etc)
- b. Communicate effectively in work environment
- c. Relate effectively with colleagues and other security agencies
- d. Observe health and safety in work environment
- e. Assist in Intelligence Gathering
- f. Perform Beat Duties

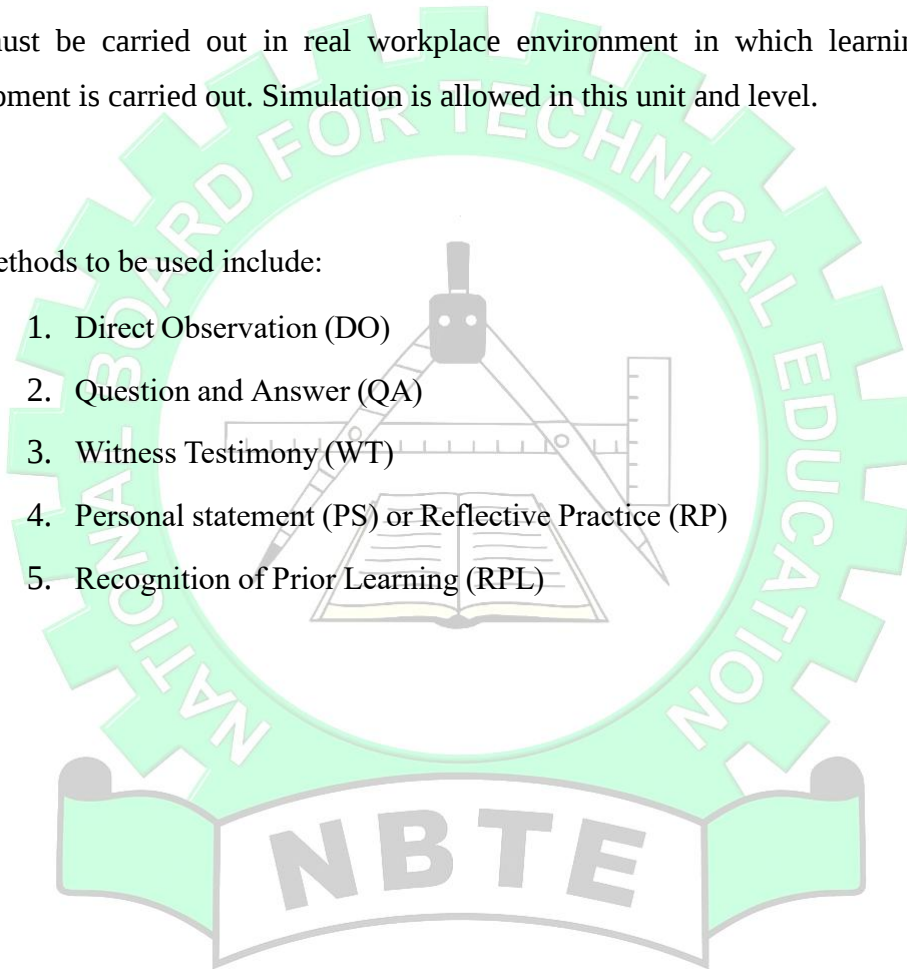
- g. Undertake rescue operations
- h. Undertake Escort Duties
- i. Know relevant Security Regulations
- j. Handle weapons
- k. Partake in Community Policing with other security agencies
- l. Write security report

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Recognition of Prior Learning (RPL)



Level 2 (Homeland Security Corps I)

Mandatory Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Practice Time
Unit 001	HLS/HSC/001/L2	Communication in the Workplace	2	20	40
Unit 002	HLS/HSC/002/L2	Teamwork	2	20	40
Unit 003	HLS/HSC/003/L2	Health and Safety in Workplace	2	20	40
Unit 004	HLS/HSC/004/L2	Intelligence Gathering	3	30	60
Unit 005	HLS/HSC/005/L2	Beat Management	7	70	140
Unit 006	HLS/HSC/006/L2	Rescue Operations	3	30	60
Unit 007	HLS/HSC/007/L2	Security Escort I	3	30	60
Unit 008	HLS/HSC/008/L2	Security Regulations	2	20	20
Unit 009	HLS/HSC/009/L2	Weaponry II	7	70	140
Unit 010	HLS/HSC/010/L2	Emotional Intelligence in Security Operations	2	20	40
TOTAL			33	330	640

NOTE: HLS: Homeland Security Sector; HSC: Homeland Security Corps

GENERAL GUIDE

Unit Title	Provides a clear explanation of the content of the unit.
Unit Number	The unique number assigned to the unit
Unit Reference	The unique reference number given to each unit at qualification approval by NBTE
Unit Level	Denotes the level of the unit within the National Skills Qualification Framework NSQF.
Unit Credit Value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit Purpose	Provides a brief outline of the unit content.
Learning Outcome	A statement of what a learner will know, understand or be able to do, as a result of learning process.
Assessment Criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit Assessment Guidance	Any additional guidance provided to support the assessment of the unit.
Unit Guided Learning Hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: Communication in the Workplace

Unit reference number: HLS/HSC/001/L2

NSQ level: 2

Credit value: 2

Guided learning hours: 20

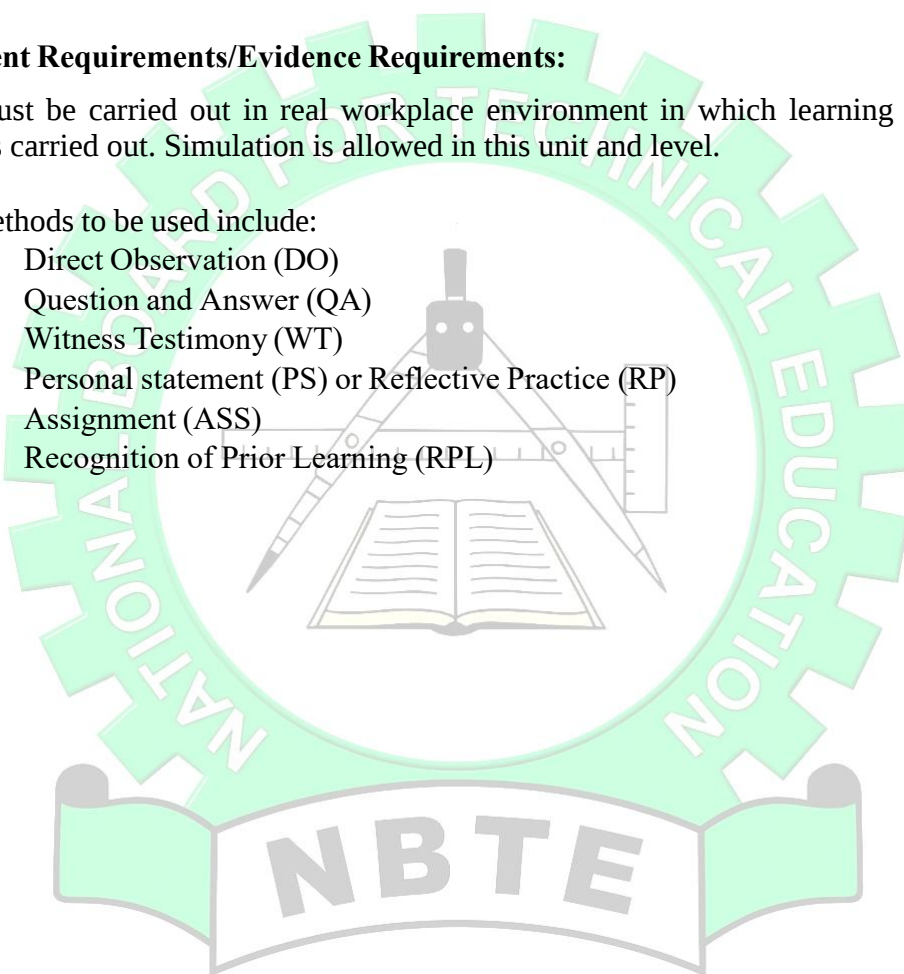
Unit Purpose: This unit is designed to provide Homeland Security Corps I with the knowledge and skills needed to communicate effectively in the workplace.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

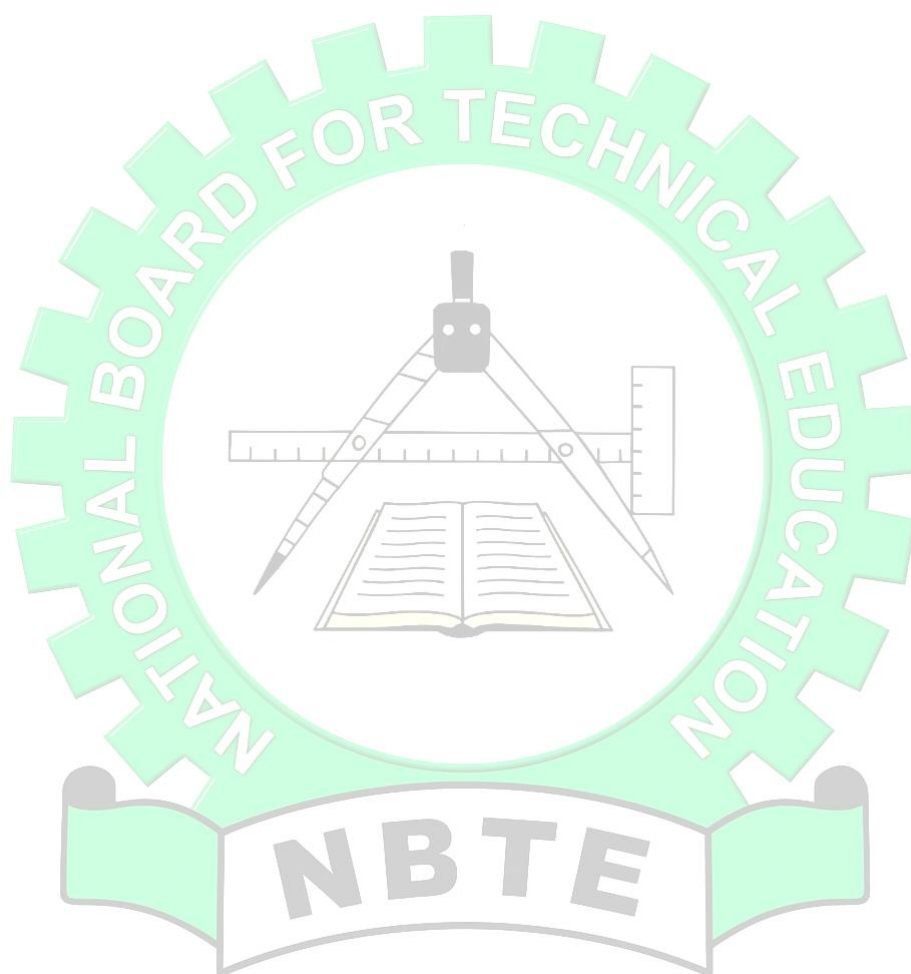
1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)



UNIT 001: Communication in the Workplace

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Understand Communication in the workplace	1.1	Discuss communication in Operational Unit and Beat: • peer to peer • Subordinate to superior		
	1.2	Discuss the importance of communication In work environment.		
	1.3	Discuss how to get information from signal and operational order.		
LO 2: Understand methods of Communication in workplace	2.1	Discuss the forms of communication • Verbal (spoken) • Non-verbal (written) • Signs • Signals		
	2.2	Communicate operational order to subordinate		
	2.3	Use the following devices to communicate information: • Phone • Radio • Whistle • Flash light • Alarm		
LO 3: Understand elements of Communication in the workplace	3.1	Receive written/verbal instruction for the operation		
	3.2	Follow verbal/written instruction for the operation		
	3.3	Pass verbal instruction for the operation		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



Unit 002: Team Work

Unit reference number: HLS/HSC/002/L2

NSQ level: 2

Credit value: 2

Guided learning hours: 20

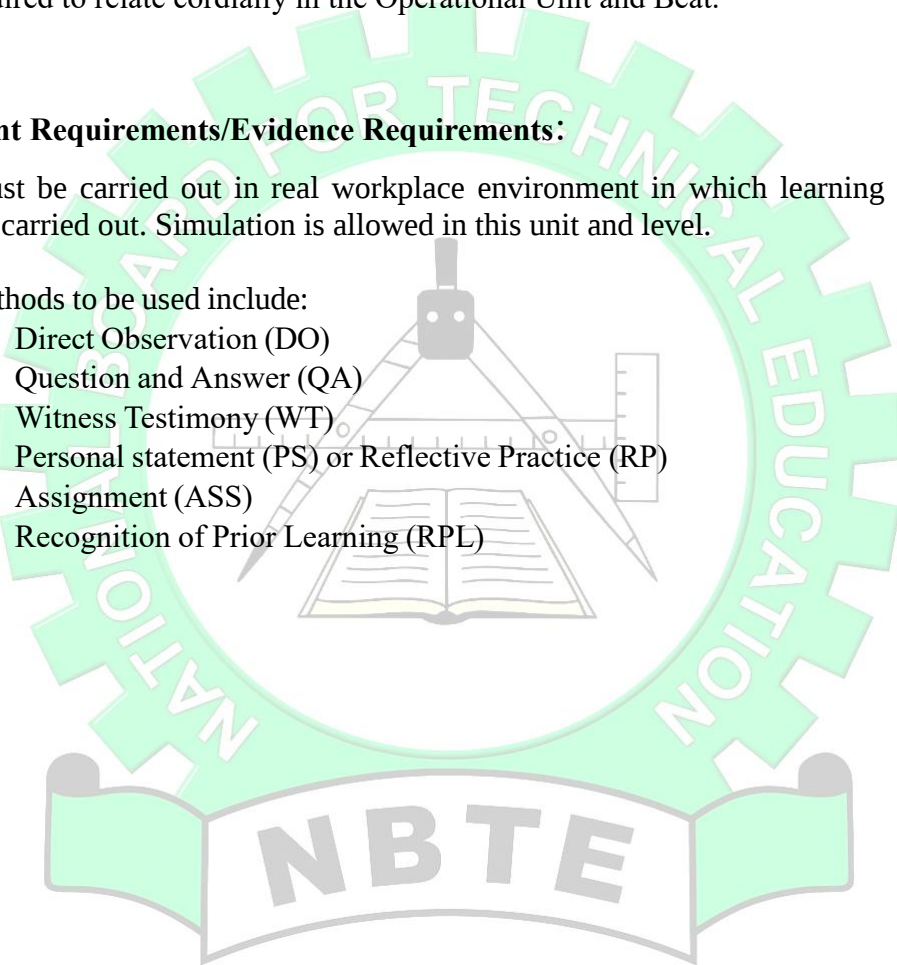
Unit Purpose: This unit is designed to provide Homeland Security Corps I with the knowledge required to relate cordially in the Operational Unit and Beat.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)

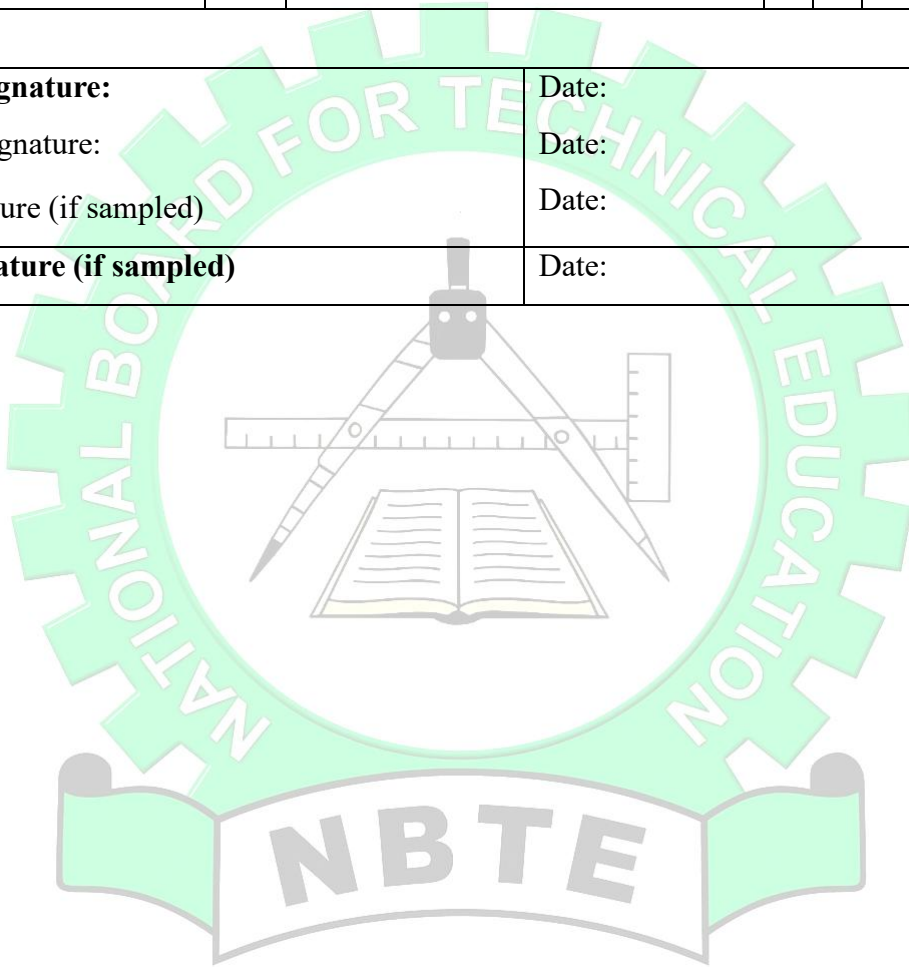


UNIT 002: Team Work

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Know the benefits of working as a team in the workplace	1.1	List the advantages of working as a team.		
	1.2	Describe the attributes of a team player: • Mutual respect • Common goal • Discipline • Mutual understanding • Trust • Honesty and sincerity		
	1.3	List members that constitute a team for an operation: • Medical personnel • Operatives • Support staff		
LO 2: Know how to relate with team members	2.1	Explain the need for good working relationship with team members in the Operational Unit and Beat.		
	2.2	Recognize the roles of other team members		
	2.3	Discuss your own role in achieving the objectives of the team		
LO 3: Know the operational relationship between the	3.1	Explain the role of a vigilante corps in joint security operation		

Homeland Security Corps and other security agencies	3.2	Discuss the linkage between the Homeland Security Corps and other security agencies in joint operations								
	3.3	State the importance of complying with operational order in joint operations								
	3.4	Explain the need to identify lead agency in joint operations								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 003: Occupational Health and Safety

Unit reference number: HLS/HSC/003/L2

NSQ level: 2

Credit value: 2

Guided learning hours: 20

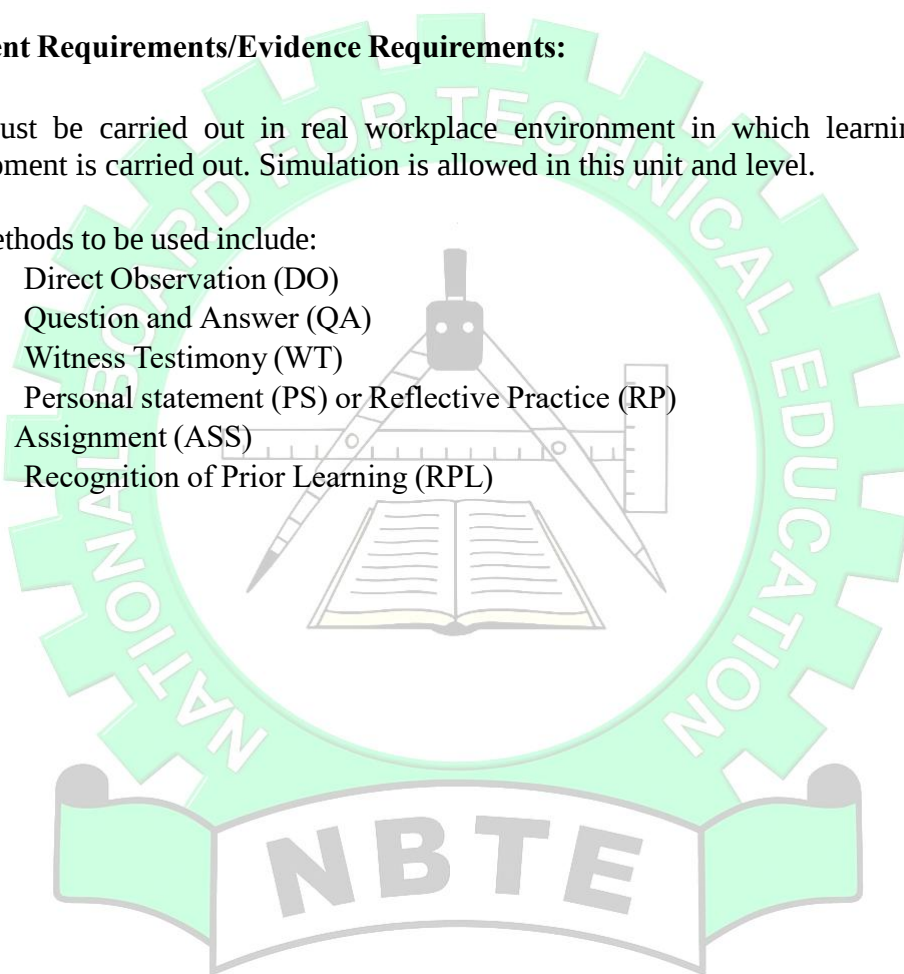
Unit Purpose: This unit is designed to provide Homeland Security Corps I with the knowledge and skills required to apply occupational health and safety in workplace.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)



UNIT 003: Occupational Health and Safety in Workplace

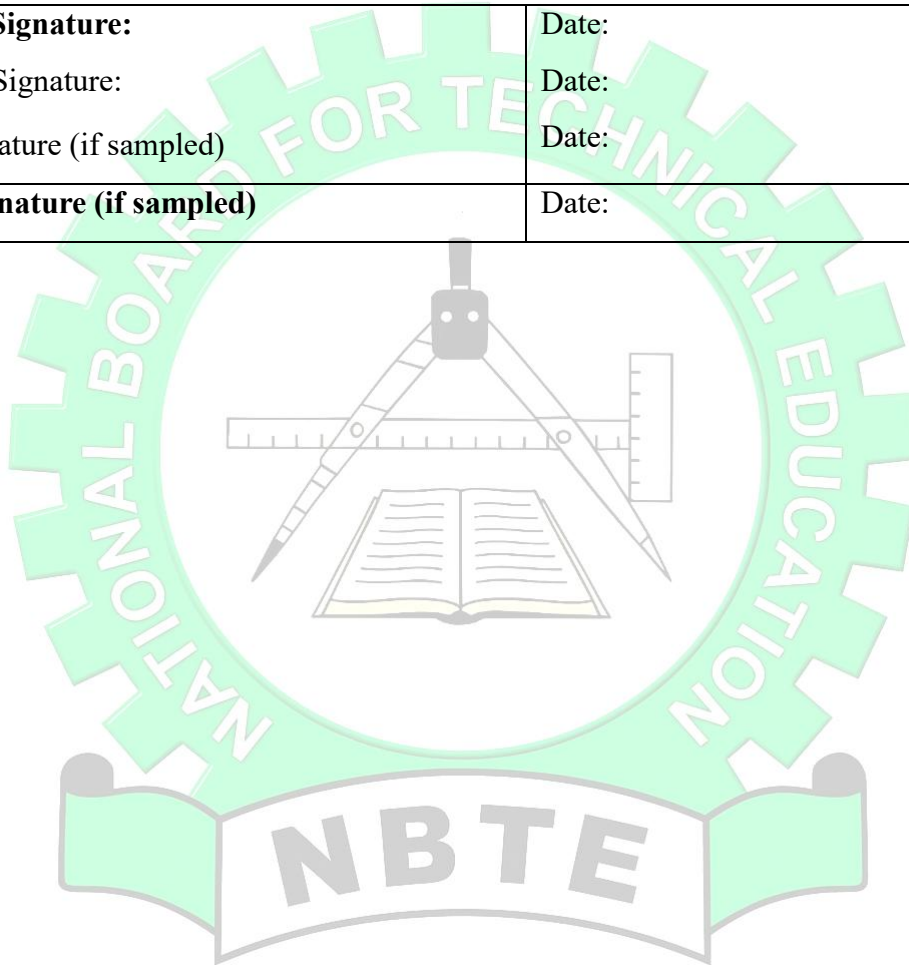
LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Understand Hazards and Risks in Security Operations	1.1	State hazards and risks involved in security operations: • Fire • Electric shock, electric short circuit and electrocution. • Medical emergency • Accident • Flooding • Improper use of safety gear and non-adherence to safety norms • Poor hygiene and sanitation • Inflammable and toxic liquid/gasses • Oil and lubricant spill in the Beat		
	1.2	State ways to prevent hazards and risks listed in 1.1 above		
	1.3	Maintain personal hygiene and good habit		
	1.4	Undertake physical exercise and activity commensurate with age		

		• Personal safety gear • Communication equipment					
	2.2	Wear personal safety gear and clothing as per Beat procedure					
	2.3	Keep emergency and escape route free from obstruction and report violation					
	2.4	Demonstrate the use of safety equipment available in your workplace					
re	3.1	Explain Beat procedure/guidelines relating to fire safety					
	3.2	Identify the following in the Beat: • Emergency Exits • Alarm • Signage • First Aid equipment • Evacuation equipment					

[illegible]

[illegible]

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 004: Intelligence Gathering

Unit reference number: HLS/HSC/004/L2

NSQ level: 2

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is designed to provide Homeland Security Corps I with the knowledge and skills required for Intelligence gathering

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Recognition of Prior Learning (RPL)

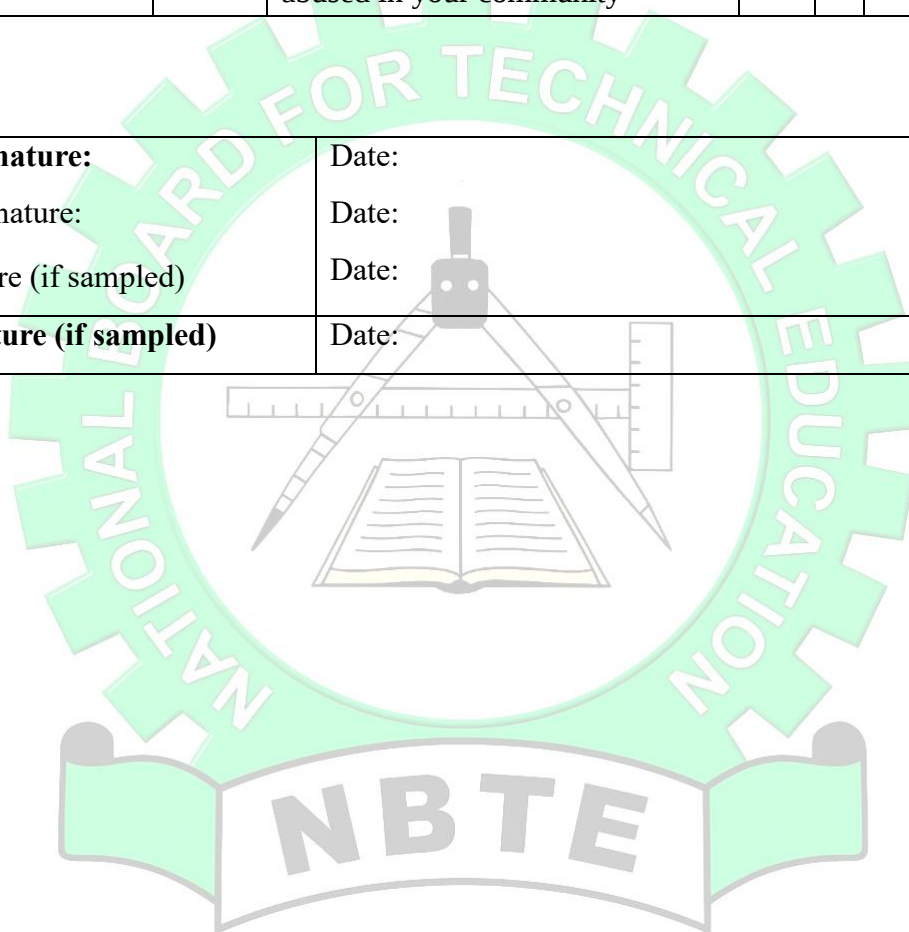
UNIT 004: Intelligence Gathering

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type Page No.	Evidence Ref.
LO 1: Know Intelligence Gathering	1.1	Discuss the purpose of Intelligence Gathering in security operations		
	1.2	List steps involved in Intelligence Gathering: • Planning • Collation • Processing • Analysis • Dissemination		
	1.3	List sources of Gathering Intelligence: • Covert source • Informant/Agent • Surveillance • Open source • Social Centres • Religious Centres • Schools • Radio • Television • Organizations • Social Media etc.		
	1.4	State strategies for collecting intelligence information: • Inducement • Cultivating relationship • Striking conversation • Eavesdropping		
	1.5	List common devices used for gathering intelligence: • Recorder • Camera/CCTV • Drone • Mobile Phone • Bugging device, etc.		

LO 2: Know Intelligence Production	2.1	Explain Planning in intelligence gathering																	
	2.2	Explain collection in intelligence gathering																	
	2.3	Explain processing in intelligence gathering																	
	2.4	Explain collation in intelligence gathering																	
	2.5	Explain dissemination in intelligence gathering																	
LO 3: Know Risks in Intelligence Gathering	3.1	State risks involved in covert Intelligence Gathering: • Lynching • Death • Assault																	
	3.2	Discuss how to minimize risk in 3.1 above																	
	3.3	State safety precautions in Intelligence Gathering																	
LO 4: Use of Technology in intelligence Gathering	4.1	Explain the use of Technology in Intelligence Gathering																	
	4.2	List gadgets used in Intelligence Gathering: • Smart Phones • Drones • Video Pens • Voice Recorders • Whisper Amplifiers • Cameras • CCTV • GPS, etc.																	

[illegible]

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 005: Beat Management

Unit reference number: HLS/HSC/005/L2

NSQ level: 2

Credit value: 7

Guided learning hours: 70

Unit Purpose: This unit is designed to equip Homeland Security Corps I with the knowledge and skills to undertake Beat Duties, Traffic control and Security Report Writing in compliance with relevant regulatory requirements.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Recognition of Prior Learning (RPL)

UNIT 005: Beat Management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Beat System	1.1	Explain the term Beat System in security duties		
	1.2	List types of Beat System: • Fixed Route • Semi-Discretionary • Discretionary • Aberdeen • Follow up • First in First Out (FIFO)		
	1.3	State the purpose of Beat System in security duties		
LO 2: Understand Fixed Route Beat System	2.1	Explain Fixed Route Beat System		
	2.2	State advantages of Fixed Route Beat System: • It is easy to master the Routes • It is easy to identify the flash points • It is easy to identify critical facilities • It is easy to patrol		
	2.3	Identify precautionary measures in Fixed Route Beat System		
LO 3: Understand Fixed Route Beat System Patrol	3.1	State the types of patrol: • Vehicular • Foot		

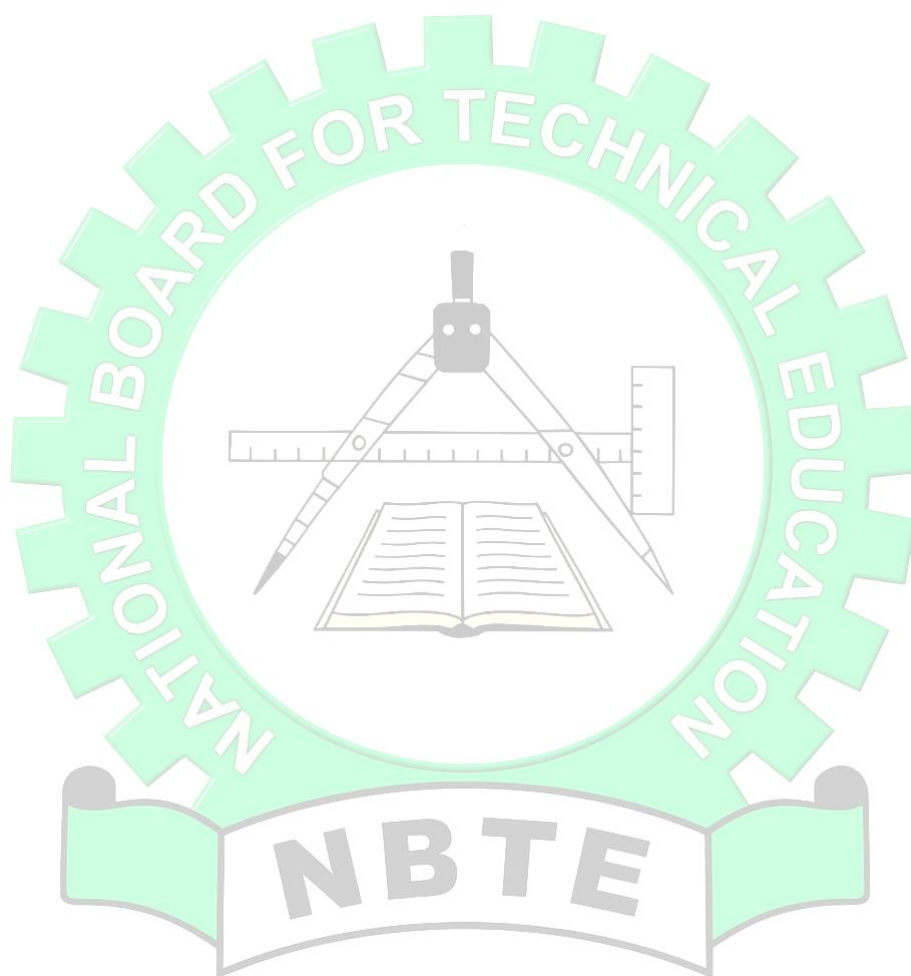
	3.2	Explain the need to be familiar with the features of the Beat								
	3.3	State the factors that determine the frequency of patrol: • Rate of Incidence • Level of activity • Distance • Number of operatives								
	3.4	State Safety Precautions in Beat Patrol: • Don't approach a suspect alone • Watch where you walk • Follow communication instructions • Don't smoke • Use your flash light effectively								
LO 4: Perform Beat Duties	4.1	Select appropriate PPE for the Beat Duty								
	4.2	Identify critical information in the register: • Serial Number • Time of Takeover/Time of Handover • Date of Takeover/Date of Handover • Names of operatives on duty • Information on physical items/properties • Venue of duty • Signature of handover/takeover operatives • Incidence report (if any)								
	4.3	Check handover Register								

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	5.5	State safety precautions in traffic control: • Wear appropriate Uniform • Use reflective jackets at night • Use high visibility vest • Stand in the right point • Avoid Drug Abuse • Alertness, etc.								
	5.6	Explain traffic rules and regulations								
	5.7	Explain common traffic offences								
	5.8	Explain the term Right of Way								
LO 6: Vehicular Traffic Control	6.1	Identify signs and road markings								
	6.2	List causes of Traffic congestion: • Double parking • Accident • Lane closure due to utility work • Road narrowing down • Flood, etc.								
	6.3	Identify traffic light control system: • Red • Yellow • Green								
	6.4	Dress with appropriate PPE according to the weather								
	6.5	Locate Traffic Control Point (TCP)								
	6.6	Use hand signs that is designed specifically to control traffic for SLOW/STOP								
LO 7:	7.1	Explain Security report								

Security Report Writing	7.2	Explain importance of report in security operations																	
	7.3	List types of Security Report: • Situation • Incident • Investigation																	
	7.4	Explain the purpose of Note Taking																	
	7.5	Explain the importance of pocket Note Book for report writing																	
	7.6	List the elements of a security report: • Date • Time • Place • Name of parties (if any) • What happened • How it happened • Comment/recommendation • Signature																	
	7.7	List essentials of good security report: • Factual • Accurate • Brief • Clear • Logical sequence																	
LO 8: Demonstrate Report Writing	8.1	State the importance of recommendation in a security report																	
	8.2	Explain why it is necessary to sign, indicate name, rank and designation																	
	8.3	Prepare Handover and takeover notes																	
	8.4	Prepare an incidence/occurrence Report																	

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 006: Rescue Operations

Unit reference number: HLS/HSC/006/L2

NSQ level: 2

Credit value: 3

Guided learning hours: 30

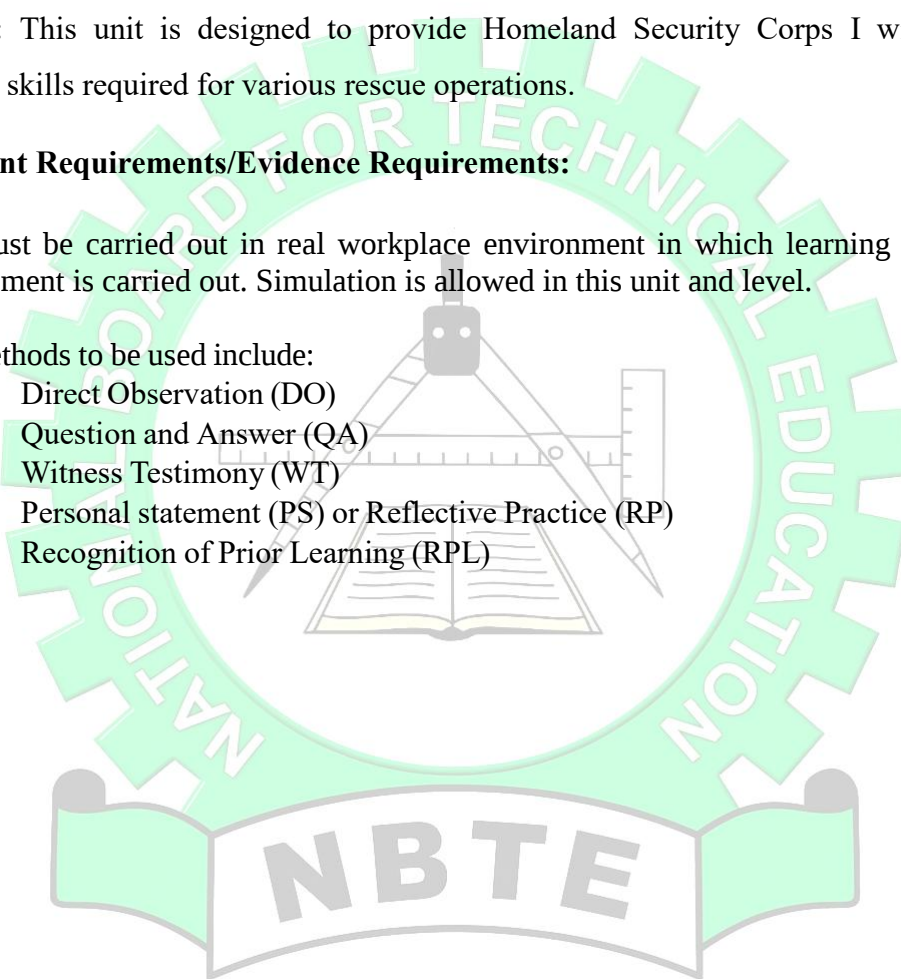
Unit Purpose: This unit is designed to provide Homeland Security Corps I with the knowledge and skills required for various rescue operations.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Recognition of Prior Learning (RPL)



UNIT 006: Rescue Operations

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Fire Rescue Operation	1.1	Explain types of fire: • Electric • Gas • Metallic • Liquid • Ordinary		
	1.2	List classes of Fire: • Class A – Ordinary Fire • Class B – Liquids and Gases • Class C – Electrical Fire • Class D – Metallic Fire • Class K – Grease or cooking Fire		
	1.3	List types of fire Extinguishers: • Water • Dry Powder • Wet Chemical • Sand Bucket • CO₂		
	1.4	Explain steps to take when there is fire outbreak: • Raise Alarm • Call Fire Fighters • Tackle the fire • Evacuation, etc.		

		• Extinguisher • Helmet • PPE • Gas Mask • Safety Goggles.		
1.6	State the steps in fire rescue operations:	• Identify exit routes Ensure all emergency exits and staircases are free from encumbrances • Make sure all residents are moved out to safety • Check staircase to make sure nobody has collapsed • Identify a safe assembly area (muster point) • Call out names from the nominal roll		

		rescue operations			
	2.4	Carry out flood rescue drill			
Accident operations	3.1	List types of vehicular accident: • Head-on collusion • Somersault • Vehicle on fire, etc.			
	3.2	List tools and equipment used for Vehicular accident rescue operation: • Caution sign • Fire extinguisher (non CO₂) • Axe • Ambulance • Razor blade • First Aid kit.			
	3.3	Explain steps to take when you arrive at accident scene			
	3.4	Explain rescue procedures of an accident victim			

	• Select operatives and other support personnel • Select the appropriate tools, equipment and weapons • Carry out rescue operation.				
4.2	Explain the precautionary measures involved in the operation				
4.3	Demonstrate the steps in 4.1 above				
4.4	List the methods in rescuing kidnapped victims: • Negotiation • Use of force				
4.5	Carry out kidnap rescue drill				

Signature:

Signature:

Date:

Date:

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 007: Security Escort I

Unit reference number: HLS/HSC/009/L2

NSQ level: 2

Credit value: 3

Guided learning hours: 30

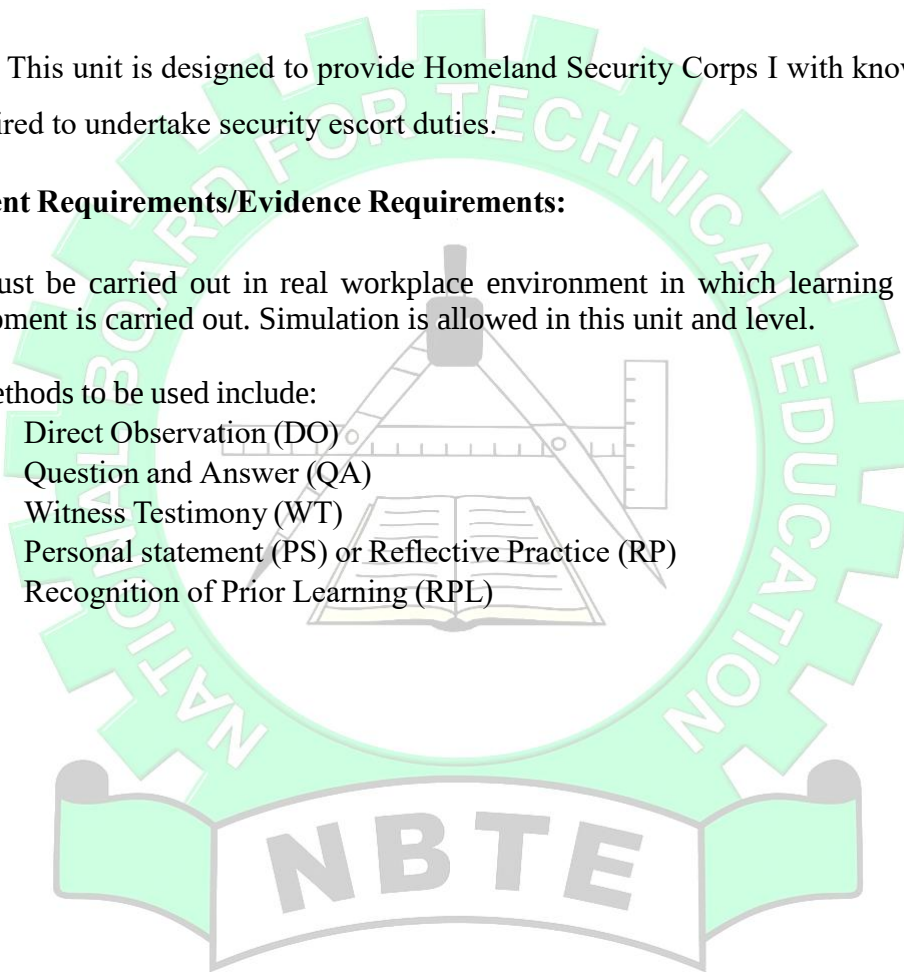
Unit Purpose: This unit is designed to provide Homeland Security Corps I with knowledge and skills required to undertake security escort duties.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Recognition of Prior Learning (RPL)

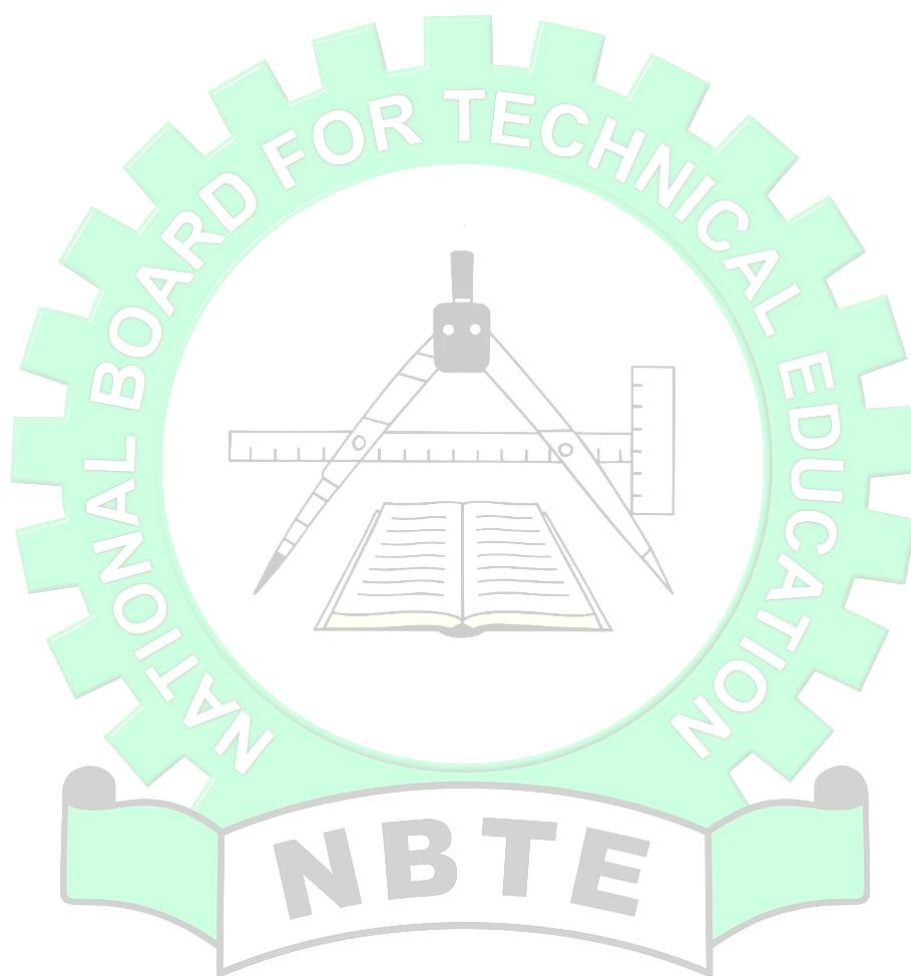


UNIT 007: Security Escort I

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page
LO 1: Security Escort Duties	1.1	Discuss the term Escort Duty			
	1.2	Classify Escort Duties: • VIP • Cash • Suspect • Equipment			
	1.3	Discuss the roles of the Homeland security Operative in escort duties			
	1.4	Explain the use of route charts/maps			
	1.5	Explain the hazards involved in escort duties: • Attack • Accident • Breakaway of suspect			
	1.6	Explain the security and safety requirements for security escort duty			
	1.7	List common items required for security escort duties: • Relevant documents (manifest, passes, road map/charts, fire extinguisher, first aid kit etc.) • Equipment (mobile phone, radio, weapon, etc.) Aids			
	1.8	Discuss response strategies in escort duties for: • An attack • An accident • A breakdown			
LO 2: VIP Escort	2.1	Explain the term VIP			

	3.3	Identify routes and their safety measures			
	3.4	Discuss the importance of defensive driving in suspect escort duties			
Vehicular Escort Duties	4.1	Receive task and briefing related to vehicular security escort duty from superior			
	4.2	Ascertain readiness of driver			
	4.3	Check vehicle condition			
	4.4	Ascertain itinerary and routes			
	4.5	Ensure necessary equipment and aids are carried			
	4.6	Maintain communication in accordance with instruction			
	4.7	Carry document/equipment and aids in accordance to instruction			
	4.8	Carry out a drill in response to an attack during escort duties in accordance with necessary safety and security			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 008: Security Regulations

Unit reference number: HLS/HSC/008/L2

NSQ level: 1

Credit value: 1

Guided learning hours: 10

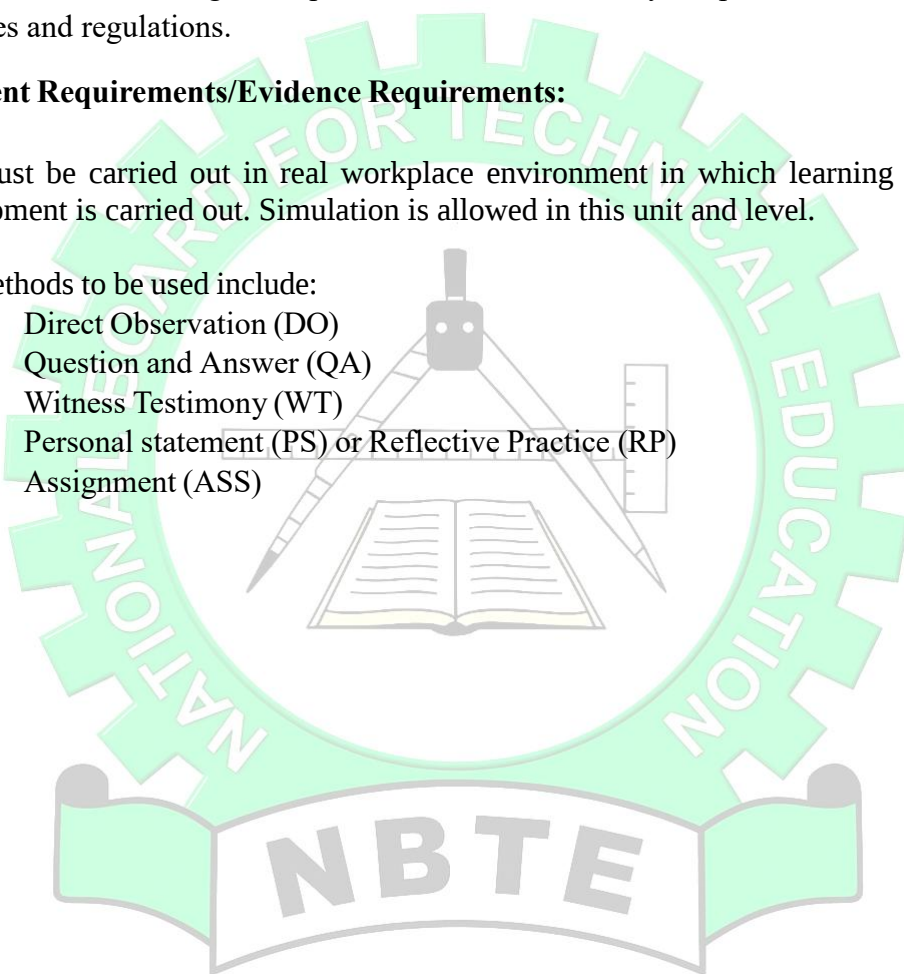
Unit Purpose: This unit is designed to provide Homeland Security Corps I with knowledge of Security rules and regulations.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



UNIT 008: Security Regulations

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Know Security Regulations for Personnel	1.1	Explain regulations on dress code		
	1.2	Explain regulations on occupational hazards		
	1.3	Explain regulations on movement of personnel		
	1.4	Explain Regulations on Fundamental Human Rights		
Lo 2: Know Weapon handling rules and regulations	2.1	Explain regulations on safe use of weapons		
	2.2	Explain regulations on how to sign out weapon		
	2.3	Explain regulations on how to sign in weapon		
Lo 3: Know rules and regulations involved in security operations	3.1	Explain regulations on Access Control and Gate Management		
	3.2	Explain regulations on Screening and Searching		
	3.3	Explain regulations on Arrest		
	3.4	Explain regulations on Security Escort Duties		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 009: Weaponry II

Unit reference number: HLS/HSC/009/L2

NSQ level: 2

Credit value: 7

Guided learning hours: 70

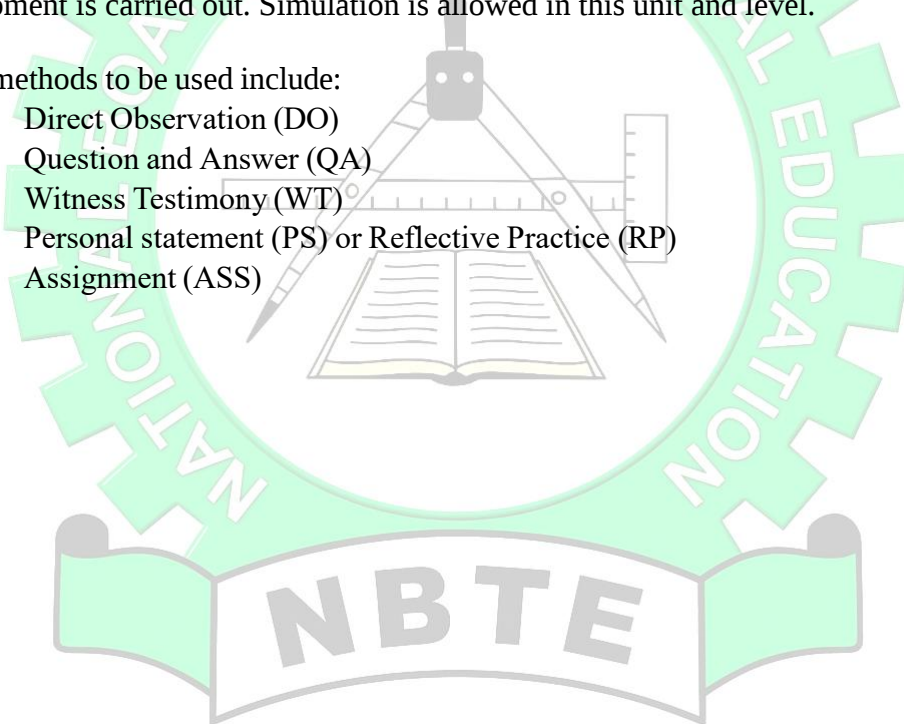
Unit Purpose: This unit is designed to equip Homeland Security Corps I with requisite knowledge and skills needed to handle weapons professionally during security operations.

Unit Assessment Requirements/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)

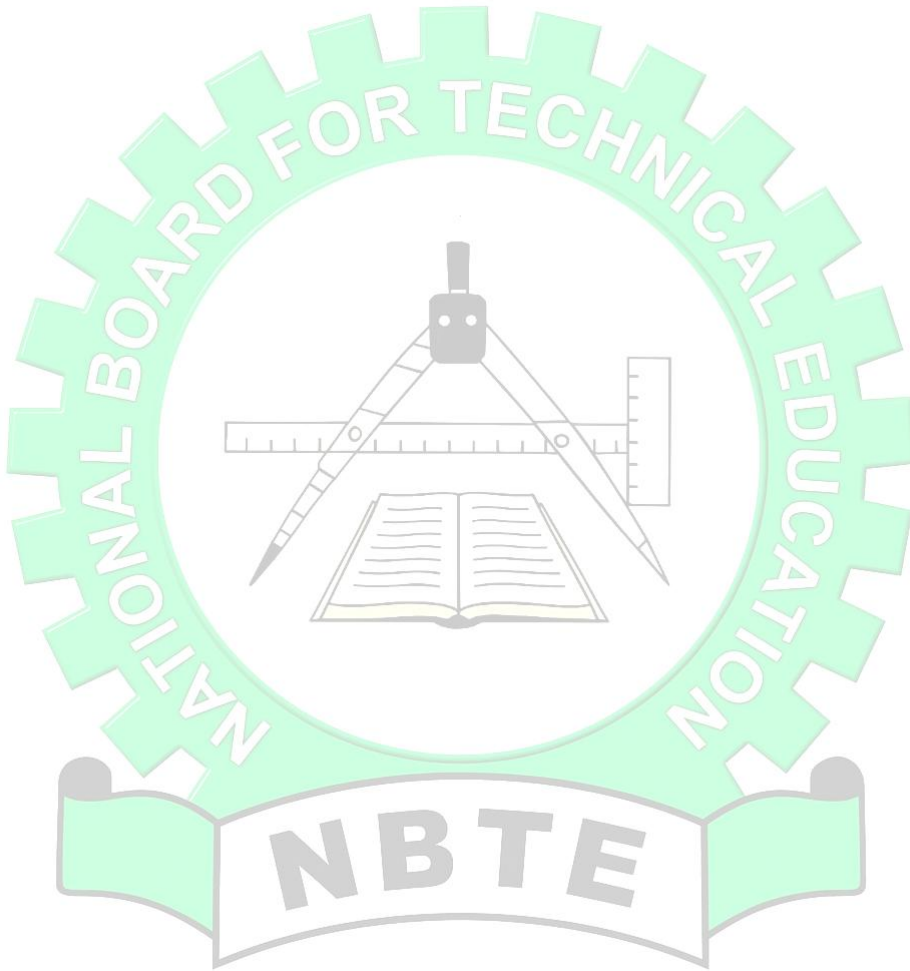


UNIT 009: Weaponry II

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Aim and Fire at Stationary Target	1.1	Define firing distance		
	1.2	State the number of cartridges required to fully load semi-automatic shotgun		
	1.3	Comply with necessary safety measures		
	1.4	Fully load semi-automatic shotgun in 30 secs		
	1.5	Aim and fire at stationary target at firing distance of 15 meters		
	1.6	Aim and fire at stationary target at firing distance of 30 meters		
	1.7	Aim and fire at stationary target at firing distance of 60 meters		
LO 2: Aim and Fire at Moving Target	2.1	Differentiate the pattern spread for: • Shotgun cartridge		
	2.2	Aim and fire at slow moving target		
	2.3	Aim and fire at fast moving target		
LO 3: Sign out and Sign in Firearms (Shotgun)	3.1	State the purpose of Armoury		
	3.2	Explain the procedure to sign out rifle		
	3.3	Explain the procedure to sign in rifle		
	3.4	Follow the laid down		
		procedure to sign out rifle		

[illegible]

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



Unit 010: Emotional Intelligence in Security Operations

Unit reference number: HLS/HSC/010/L2

NSQ Level: 2

Credit value: 2

Guided learning hours: 20

Unit Purpose: This unit is designed to equip 1 Homeland Security Corps I with knowledge and skills required to apply emotional intelligence in security operations by demonstrating self-awareness, self-management, empathy, and sound decision-making under pressure.

Unit assessment requirements/ evidence requirement:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

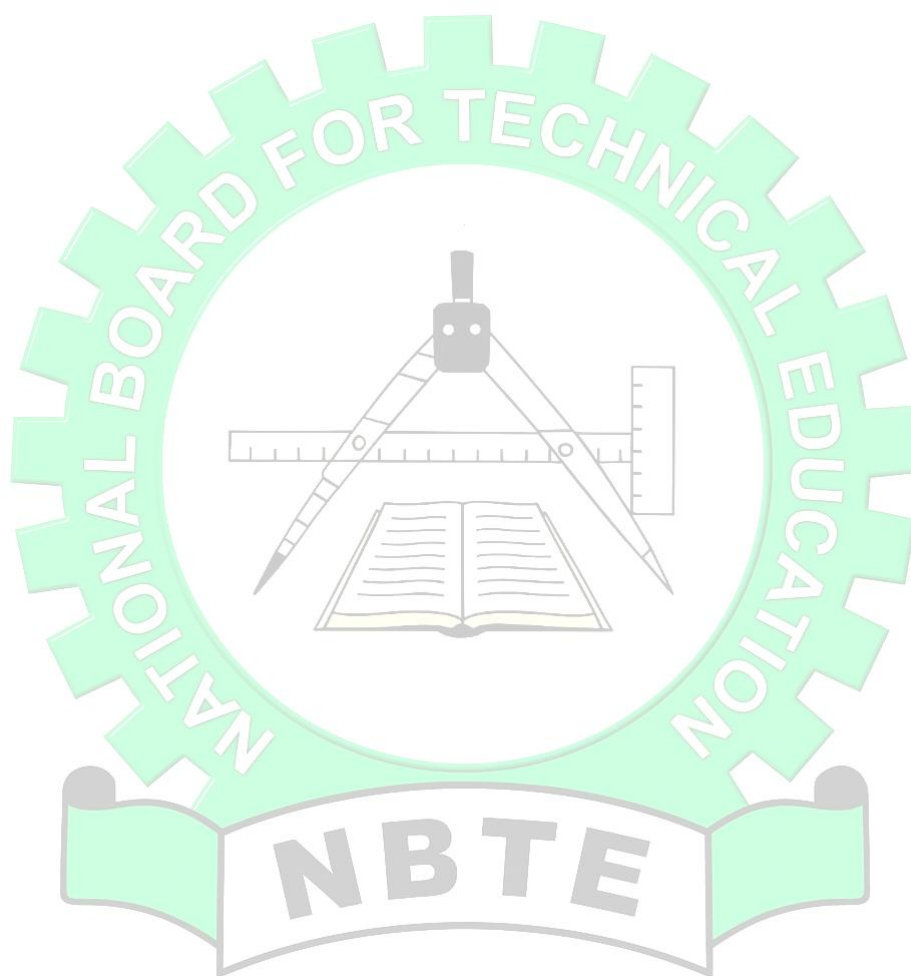
1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions
4. Assignment

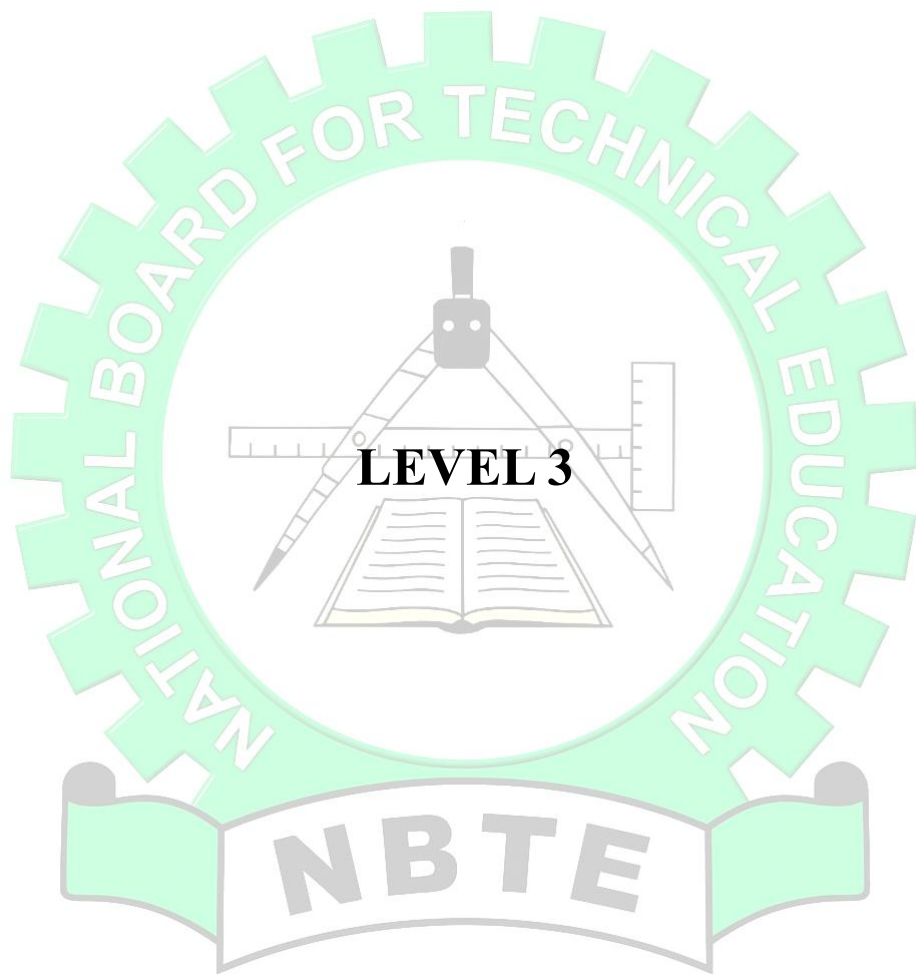
(This depends on the Trade Areas to be assessed)

Unit 010: Emotional Intelligence in Security Operations

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref.			
The learner will:		The learner can:									Page No.
LO 1: Demonstrate Self-Awareness	1.1	Identify personal emotions and their impact on behaviour and decision-making									
	1.2	Recognise personal strengths, limitations, values, and biases									
	1.3	Seek and respond positively to constructive feedback									
	1.4	Demonstrate confidence while remaining open to improvement									
	1.5	Maintain professional conduct consistent with organisational values									
LO 2: Demonstrate Self-Management	2.1	Control emotions during stressful or high-risk situations									
	2.2	Remain calm and composed when responding to emergencies and conflicts									
	2.3	Demonstrate resilience in the face of operational challenges									
	2.4	Adapt behaviour appropriate to changing operational requirements									
	2.5	Manage time and workload effectively to achieve assigned tasks									
LO 3: Apply Emotional Intelligence in Leadership and Decision-Making	3.1	Demonstrate sound judgement during operational decision-making									
	3.2	Support and motivate team members to achieve operational objectives									
	3.3	Manage emotions effectively when supervising personnel									
	3.4	Make objective decisions based on facts rather than emotions									
	3.5	Promote teamwork, integrity, accountability, and mutual respect within the organisation									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:





OVERVIEW

This qualification is for those interested in developing a career in the Homeland Security Sector for the award of National Skills Qualification (NSQ). It is aimed at producing a Homeland Security Corp Section Leader at NSQ Level 3 with the competencies to lead a patrol team without direct supervision, secure a beat, exercise lawful powers gather and report intelligence, preserve evidence, conduct rescue and escort duties, restrain a person safely, handle licensed weapons accountably and engage the community in support of formal security agencies, while complying with relevant regulatory requirements and safety standards.

Achievement at this level reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures, and exercising individual autonomy and judgement subject to overall direction or guidance.

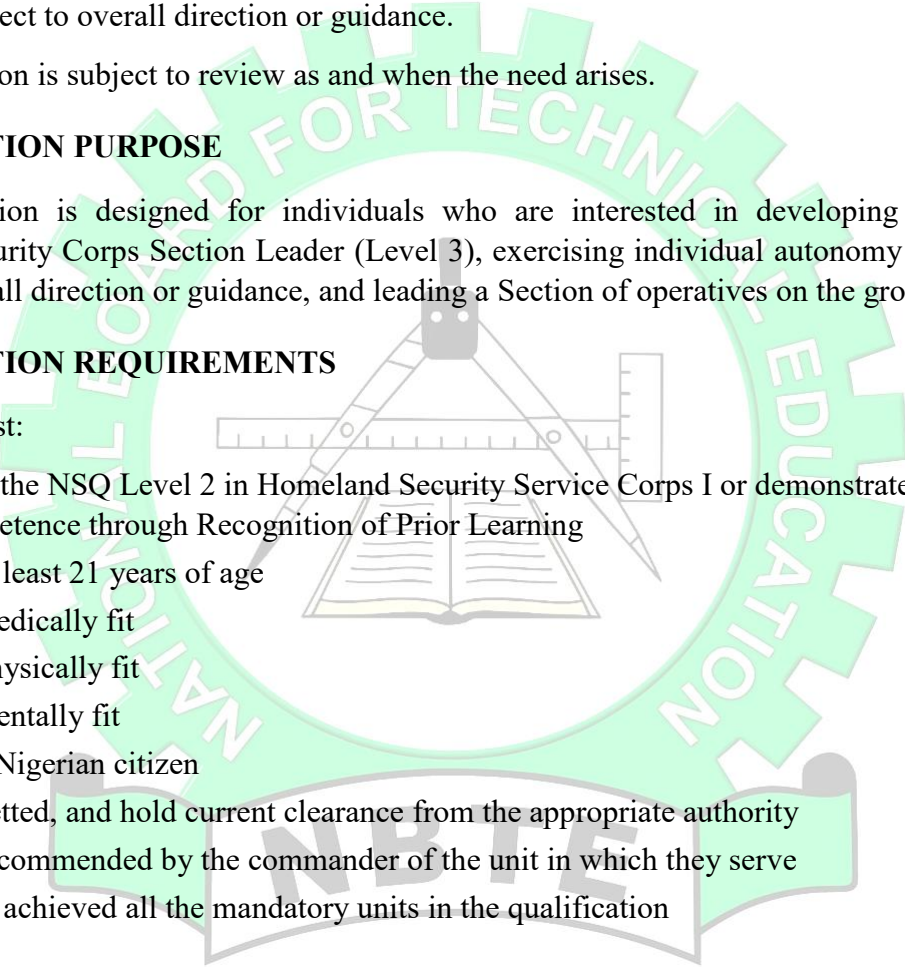
This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is designed for individuals who are interested in developing a career as a Homeland Security Corps Section Leader (Level 3), exercising individual autonomy and judgement subject to overall direction or guidance, and leading a Section of operatives on the ground.

QUALIFICATION REQUIREMENTS

Candidates must:

- 
- a) Hold the NSQ Level 2 in Homeland Security Service Corps I or demonstrate equivalent competence through Recognition of Prior Learning
 - b) Be at least 21 years of age
 - c) Be medically fit
 - d) Be physically fit
 - e) Be mentally fit
 - f) Be a Nigerian citizen
 - g) Be vetted, and hold current clearance from the appropriate authority
 - h) Be recommended by the commander of the unit in which they serve
 - i) Have achieved all the mandatory units in the qualification

QUALIFICATION OBJECTIVES

At the end of the qualification, Homeland security corp Sectional Leader should be able to:

- a. Transmit and receive operational messages using correct voice procedure and maintain communication security
- b. Prepare, lead, debrief and account for a patrol team
- c. Apply occupational health and safety measures and administer emergency first response
- d. Act within the legal limits of Homeland security Corp authority and apply the principles governing use of force
- e. Plan and conduct beat and patrol operations within an assigned beat
- f. Operate an access control point and conduct lawful screening and search

- g. Gather, evaluate and report intelligence, and protect sources
- h. Preserve a crime scene and maintain the chain of custody of evidence
- i. Apprehend and hand over a suspect lawfully and humanely
- j. Engage the community and support joint operations with formal security agencies
- k. Apply restraint, self-defence and officer safety techniques proportionately
- l. Lead rescue operations at fire, flood, vehicular accident and kidnap incidents
- m. Undertake and lead security escort duties
- n. Handle, account for and supervise the safe use of licensed weapons
- o. Prepare and submit accurate security reports and records

Unit Assessment Requirement/Evidence Requirements

Assessment must be carried out in a real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level for weapon handling, use-of-force decision making, restraint technique, casualty care, rescue drills and apprehension drills only. All other units require evidence generated in live operational conditions.

At this level the assessor must obtain evidence, in each unit, that the candidate exercised individual judgement without step-by-step direction on at least one occasion, and that the candidate contributed to the work of a team.

A candidate who fails any criterion marked as a safety or legality criterion fails the whole unit. No compensation between criteria is permitted in Units 004, 009 and 014.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal Statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)
6. Product Evidence (PE) — reports, logs, registers, sketches and plans produced in the course of duty
7. Simulation / Practical Demonstration (SIM)
8. Recognition of Prior Learning (RPL)

National Skills Qualification (NSQ) — LEVEL 3 (Homeland Security Corps Leader)

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hour	PRACTICE TIME
1	HLS/HSC/001/L3	Operational Communication and Radio Procedure	2	20	40
2	HLS/HSC/002/L3	Patrol Team Leadership	4	40	40
3	HLS/HSC/003/L3	Occupational Health, Safety and Emergency First Response	4	40	80
4	HLS/HSC/004/L3	Human Rights, Use of Force and Legal Powers	5	50	100
5	HLS/HSC/005/L3	Beat and Patrol Operations	5	50	100
6	HLS/HSC/006/L3	Access Control, Screening and Search	2	20	40
7	HLS/HSC/007/L3	Intelligence Gathering and Source Handling	4	40	80
8	HLS/HSC/008/L3	Crime Scene Preservation and Evidence Handling	3	30	60
9	HLS/HSC/009/L3	Arrest, Handover and Custody Procedure	3	30	60
10	HLS/HSC/010/L3	Community Policing and Stakeholder Engagement	2	20	40
11	HLS/HSC/011/L3	Restraint, Self-Defence and Officer Safety	3	30	60
TOTAL			37	370	700
OPTIONAL UNITS					
12	HLS/HSC/012/L3	Rescue Operations II	3	30	60
13	HLS/HSC/013/L3	Security Escort II	3	30	60
14	HLS/HSC/014/L3	Weaponry III	5	50	100
Total			11	110	220

HLS: Homeland Security Sector

HSC: Homeland Security Corps

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Skills Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: Operational Communication and Radio Procedure

Unit reference number: HLS/HSC/001/L3

NSQ level: 3

Credit value: 2

Guided learning hours: 20

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills needed to originate, transmit, receive and record operational messages accurately, maintain communication discipline and security on the beat, and manage the failure of communications.

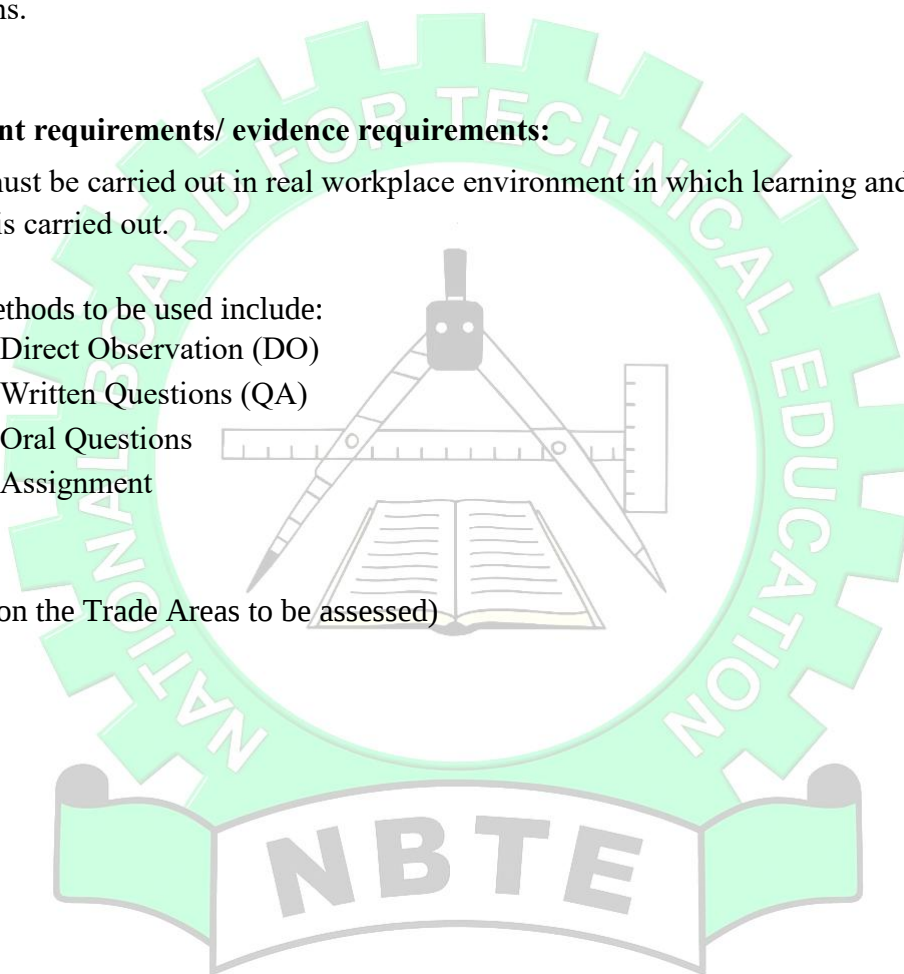
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions
4. Assignment

(This depends on the Trade Areas to be assessed)



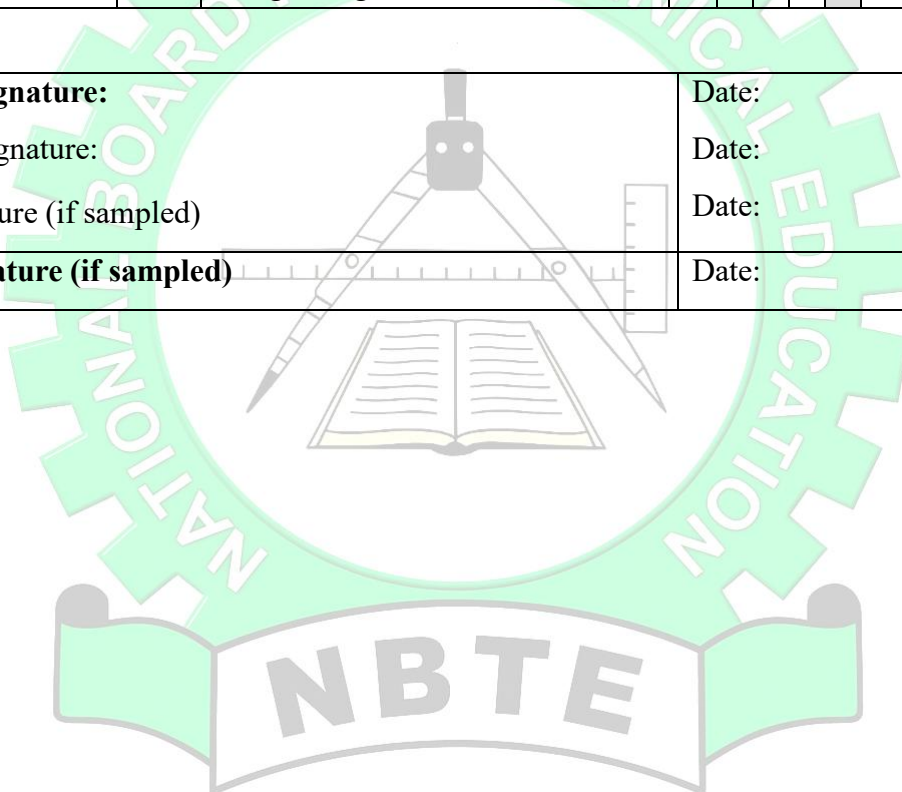
UNIT 001: Operational Communication and Radio Procedure

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
LO 1: Apply radio voice procedure	1.1	Explain the purpose of voice procedure in security operations		
	1.2	Identify the parts of a standard radio message: • Call sign • Precedence • Text • Acknowledgement		
	1.3	Use the phonetic alphabet and standard prowords to transmit a message: • OVER • OUT • ROGER • WILCO • SAY AGAIN • WAIT • MESSAGE		
	1.4	Carry out a radio check and report signal strength		
	1.5	Apply radio silence and the procedure for breaking it		
LO 2: Originate operational messages	2.1	Select the means of communication appropriate to the message and its urgency: • Radio • Mobile telephone • Whistle • Flash light • Alarm • Runner or messenger		
	2.2	Compose a situation report in the approved format		
	2.3	Hand over originated report to superior before transmitting		
LO3: Transmit operational messages	3.1	Transmit an incident report within the time set by standing orders		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	3.2	Confirm that a transmitted message has been received and understood		
	3.3	Record transmitted and received messages in the message log with time, originator and action taken		
LO 4: Manage communication failure	4.1	Identify common causes of communication failure: • Flat or defective battery • Out of range • Terrain or building obstruction • Wrong channel or frequency • Damaged aerial or handset • Network outage • Interference		
	4.2	Apply the lost-communication procedure set out in standing orders		
	4.3	Select an alternative means of communication and report the failure to the superior		
	4.4	Record the period of communication loss and the action taken		
LO 5: Maintain communication security	5.1	Explain why communication security matters in security operations		
	5.2	Apply the rules protecting operational information in transmission: • Use of call signs in place of personal names • Avoidance of operational detail in clear speech • Control of appointment titles • Prohibition on discussing operations on personal social media		
	5.4	Secure communication equipment when not in use and account for it		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
LO 6: Communicate with the public and other agencies	6.1	Apply courteous and de-escalating language when addressing members of the public		
	6.2	Explain the limits of information that may be disclosed to the public or the media		
	6.3	Refer enquiries beyond own authority to the appropriate officer		
	6.4	Pass a message to another agency using the agreed liaison channel		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 002: Patrol Team Leadership

Unit reference number: HLS/HSC/002/L3

NSQ level: 3

Credit value: 4

Guided learning hours: 40

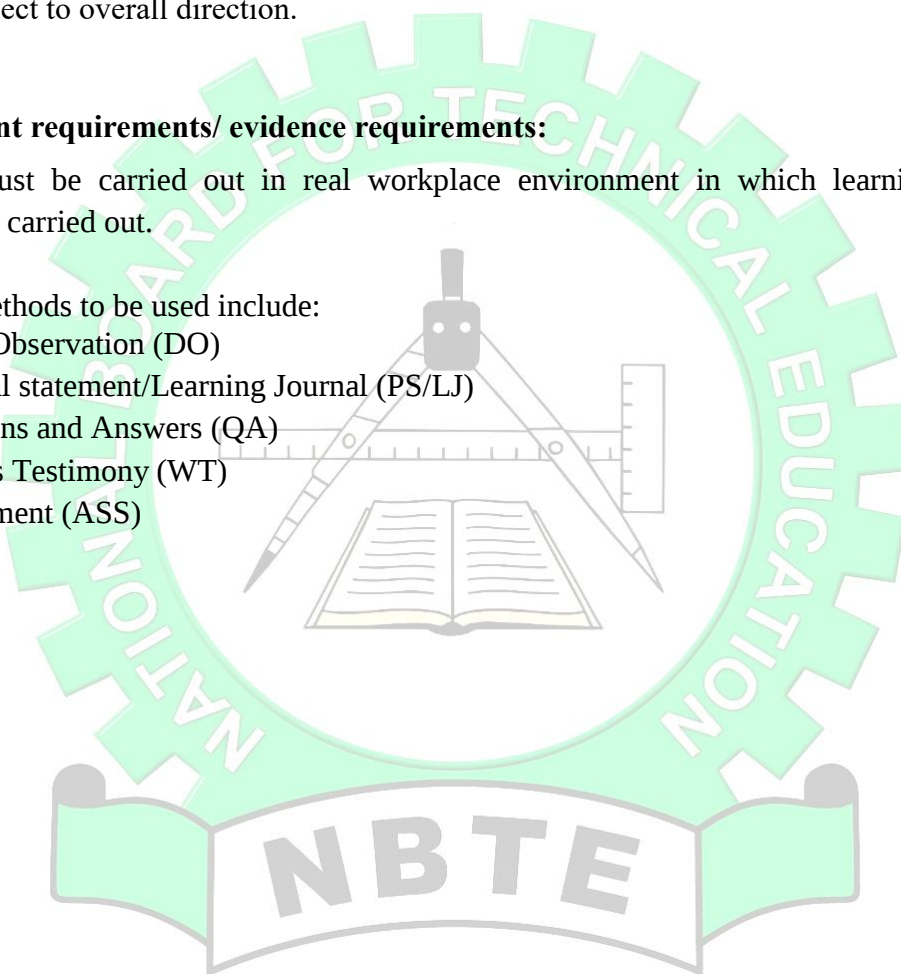
Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to prepare, lead, control and account for a patrol team, resolve problems within the team, and support the development of its members, exercising individual judgement subject to overall direction.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

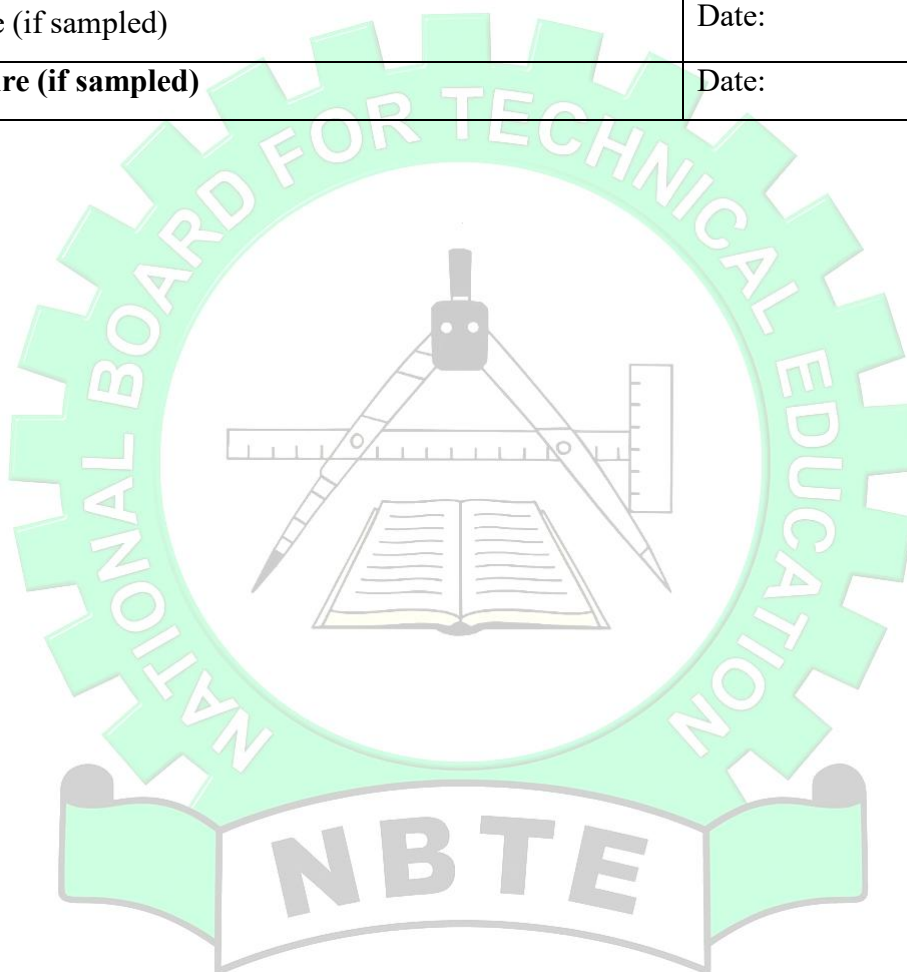


UNIT 002: Patrol Team Leadership

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Prepare a patrol team for duty	1.1	Check the strength, turnout and fitness for duty of team members		
	1.2	Confirm that each member holds the equipment the task requires: • Identification or authority card • Uniform and insignia • Communication set • Torch and whistle • Notebook and pen • First aid kit • Personal protective equipment • Issued weapon, where authorised		
	1.3	Deliver a pre-patrol briefing covering base on location recce information: • Situation • Task • Route and timings • Action on contact or incident • Communications and call signs • Safety and medical arrangements • Rendezvous and reporting points		
	1.4	Confirm understanding by questioning team members		
	1.5	Allocate roles within the team and state who assumes command in the leader's absence		
	1.6	Record the briefing and the deployment in the duty register		
LO 2: Lead a patrol team on the ground	2.1	Allocate tasks to team members in accordance with the operational order		
	2.2	Maintain contact with, and account for, all members throughout the patrol		
	2.3	Apply the agreed drill when the team encounters an incident		
	2.4	Take decisions within own authority and refer decisions beyond it to the		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		superior		
LO 3: Resolve problems within the team	2.5	Maintain team discipline and correct unsafe or improper conduct		
	3.1	Identify problems arising within a patrol team:		
		• Improper dressing • Indiscipline • Fatigue • Interpersonal or communal conflict • Suspected intoxication • Refusal of a lawful instruction • Reluctance or fear about deploying		
	3.2	Select an appropriate response within own authority		
	3.3	Remove a team member from duty where safety or propriety requires it, and record the reason		
	3.4	Report the matter to the superior and to any disciplinary authority as required		
LO 4: Patrol Debrief	4.1	Conduct a post-patrol debrief with team members		
	4.2	Identify what was effective and what was not during the patrol		
	4.3	Account for all personnel, weapons and equipment at the end of duty		
	4.4	Submit patrol report		
	4.5	Hand over outstanding matters to the incoming team leader and record the handover		
LO 5: Support the development of team members	5.1	Identify the learning need of a team member from observed performance		
	5.2	Demonstrate a required drill or procedure to a team member		
	5.3	Observe the team member performing the drill and give feedback		
	5.4	Report persistent performance or		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
		conduct concerns to the superior								
	5.5	Maintain a record of Daily Orders given to team members								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled)							Date:			
EQAM Signature (if sampled)							Date:			



UNIT 003: Occupational Health, Safety and Emergency First Response

Unit reference number: HLS/HSC/003/L3

NSQ level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to apply safe systems of work on the beat, respond to a casualty, manage the scene of an emergency, protect the welfare of the team, and account for first aid provision.

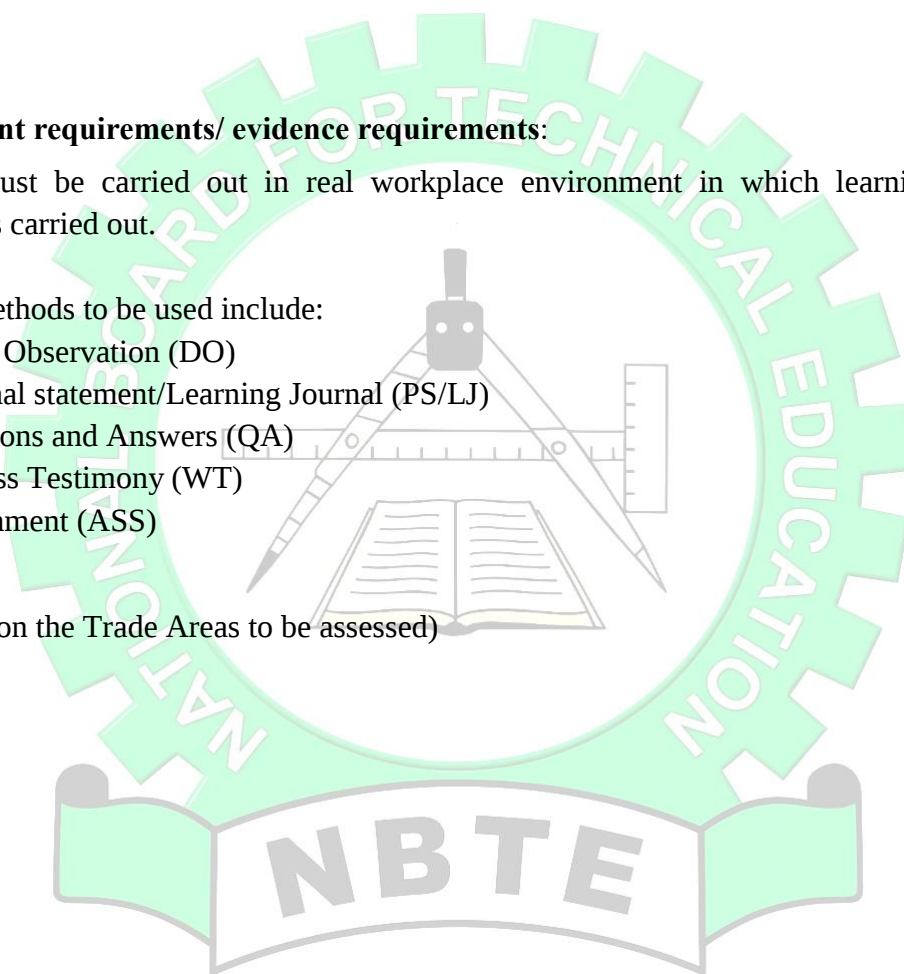
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)



Unit 003: Occupational Health and Safety and Emergency First Response

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Apply safe systems of work on the beat	1.1	Discuss hazards specific to a beat such as: • Fire and electrical hazards • Violent confrontation and armed attack • Road traffic • Flooding and open drainage • Animals and reptiles • Poor lighting and unsafe structures • Inflammable and toxic substances • Communicable disease and poor sanitation		
	1.2	Apply the control measures set out in Standing Orders		
	1.3	Wear personal protective equipment appropriate to the task and the weather		
	1.4	Report defective equipment and unsafe conditions through the correct channel		
	1.5	Withdraw the team from an unsafe situation within own authority and report the action taken		
LO 2: Respond to a casualty	2.1	Carry out a primary survey of a casualty		
	2.2	Hand over the casualty to medical personnel with an accurate account of what was found and what was done		
	2.3	Maintain safety while responding to casualties		
	2.4	Offer phsycological first aid 2.3 Identify life-threatening conditions requiring immediate action: • Obstructed airway • Absent or inadequate breathing		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		• Severe bleeding • Cardiac arrest • Shock • Third-degree burns • Severe trauma or fracture		
	2.5	Place an unconscious breathing casualty in the recovery position		
	2.6	Demonstrate cardiopulmonary resuscitation on a training mannequin		
	2.7	Control severe external bleeding using pressure, elevation, pressure point and bandaging		
	2.8	Immobilise a suspected fracture		
LO 3: Manage the scene of a medical or safety emergency	3.1	Make scene safe before approaching a casualty		
	3.2	Summon appropriate assistance and give an accurate location and description		
	3.3	Control bystanders and preserve the dignity and privacy of the casualty		
	3.4	Task team members to specific roles at the scene		
	3.5	Record the incident in the occurrence book		
LO 4: Protect the health and welfare of the team	4.1	Recognise signs of fatigue, heat stress and stress-related impairment in team members		
	4.2	Relieve an impaired team member from duty within own authority and report the action taken		
	4.3	Explain the effect of alcohol, tobacco and other intoxicants on operational fitness and the disciplinary consequence of use on duty		
	4.4	Identify a team member who may need welfare, counselling or trauma		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		support and refer them appropriately		
	4.5	Apply hygiene and sanitation measures at the duty post		
LO 5: Account for first aid provision	5.1	Identify the contents required in a first aid box: • Bandages and dressings • Cotton wool • Scissors and tweezers • Adhesive plaster • Antiseptic and disinfectant • Gloves • Resuscitation face shield		
	5.2	Check the first aid box before deployment and replace expired or missing items		
	5.3	Record the use of first aid materials and report replenishment needs		
	5.4	Explain the requirement to carry a first aid box on every security operation		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 004: Human Rights, Use of Force and Legal Powers

Unit reference number: HLS/HSC/004/L3

NSQ level: 3

Credit value: 5

Guided learning hours: 50

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to act within the legal limits of Homeland Security Corps authority, apply the principles governing the use of force, select proportionate options along a response continuum, protect vulnerable persons, and account for actions taken.

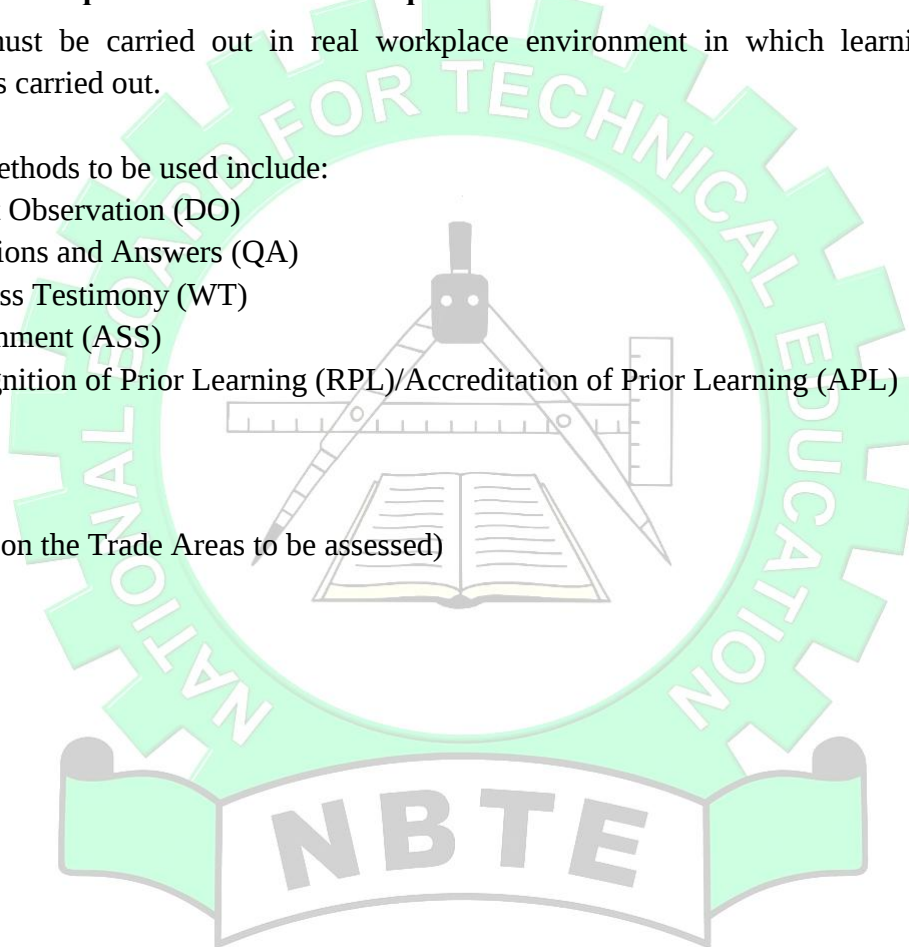
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Questions and Answers (QA)
3. Witness Testimony (WT)
4. Assignment (ASS)
5. Recognition of Prior Learning (RPL)/Accreditation of Prior Learning (APL)

(This depends on the Trade Areas to be assessed)



UNIT 004: Human Rights, Use of Force and Legal Powers

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Apply the legal basis and limits of Homeland Security Corps authority	1.1	Explain the instrument under which own organisation is established and the authority it confers		
	1.2	State the fundamental rights under Chapter IV of the Constitution engaged by security duties: • Right to life • Right to dignity of the human person • Right to personal liberty • Right to fair hearing • Right to private and family life • Right to freedom of movement • Right to freedom from discrimination		
	1.3	Distinguish the powers of a Law Enforcement Officer from those available to a private person		
	1.4	Identify acts falling outside lawful authority: • Unlawful detention • Summary punishment or "jungle justice" • Extortion and unlawful levies • Torture and degrading treatment • Seizure or destruction of property • Entry or search without authority		
	1.5	State the personal, criminal and civil liabilities of an operative who exceeds lawful authority		
LO 2: Apply the principles governing the use of force	2.1	Explain the principles of legality, necessity, proportionality and accountability		
	2.2	Explain the requirement that force be used only when strictly necessary and to the extent required for the performance of duty		
	2.3	Select the minimum force		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		reasonable in a given scenario and justify the selection		
	2.4	State the circumstances in which a firearm may lawfully be discharged		
	2.5	Apply the warning procedure before force is used, where warning is practicable: • Identify self and authority • Give a clear verbal warning • Allow adequate time for compliance • Dispense with warning only where delay would create a risk of death or serious injury		
	2.6	Explain the duty to render assistance and summon medical aid after force has been used		
LO 3: Select options along the response continuum	3.1	3.1 Identify the options available before force is considered		
	3.2	Identify the force options available and their proper sequence		
	3.3	Explain the requirement to de-escalate as soon as resistance reduces		
	3.4	Demonstrate the selection of a proportionate response in each of three scenarios of differing severity		
	3.5	Explain why a lawful decision to withdraw is not a failure of duty		
LO 4: Apply protections for vulnerable persons	4.1	Explain the additional protections applying to children who come into contact with security operations		
	4.2	Explain the requirements applying to women, including search by an officer of the same sex		
	4.3	Explain the requirements applying to Physically challenged persons		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	4.4	Identify persons requiring adjusted handling:		
	4.5	Correct own approach to the identified need and record the corrections		
	4.6	Report a safeguarding concern through the correct channel		
LO 5: Account for actions taken	5.1	5.1 Record the grounds for any use of force in the prescribed format		
	5.2	Report any use of force to the superior without delay		
	5.3	Explain the complaints route available to a member of the public.		
	5.4	Explain how to report the unlawful conduct of a colleague and the protection available to a person who reports it		
	5.5	Explain how to intervene to prevent unlawful conduct by a colleague		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 005: Beat and Patrol Operations

Unit reference number: HLS/HSC/005/L3

NSQ level: 3

Credit value: 5

Guided learning hours: 50

Unit Purpose: This unit is designed to equip the Homeland Security Section Leader with the knowledge and skills to plan and conduct beat and patrol operations, respond to incidents, conduct traffic control duties and prepare security reports, in compliance with relevant regulatory requirements.

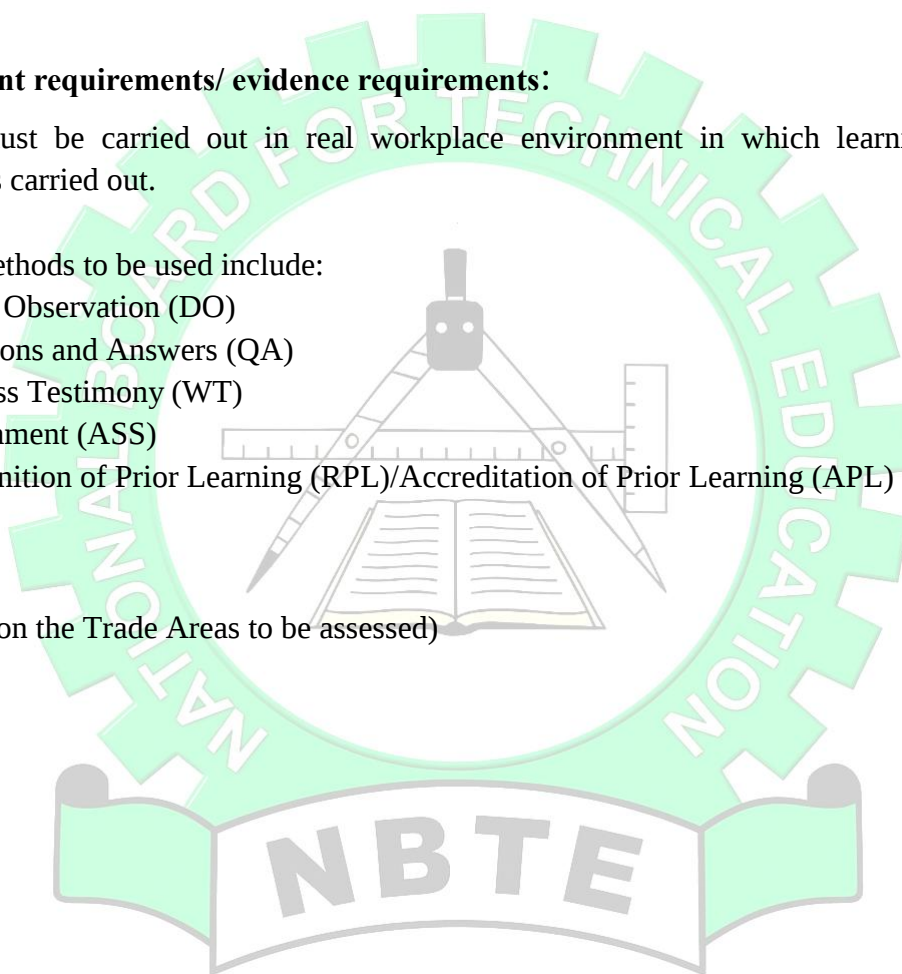
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Questions and Answers (QA)
3. Witness Testimony (WT)
4. Assignment (ASS)
5. Recognition of Prior Learning (RPL)/Accreditation of Prior Learning (APL)

(This depends on the Trade Areas to be assessed)



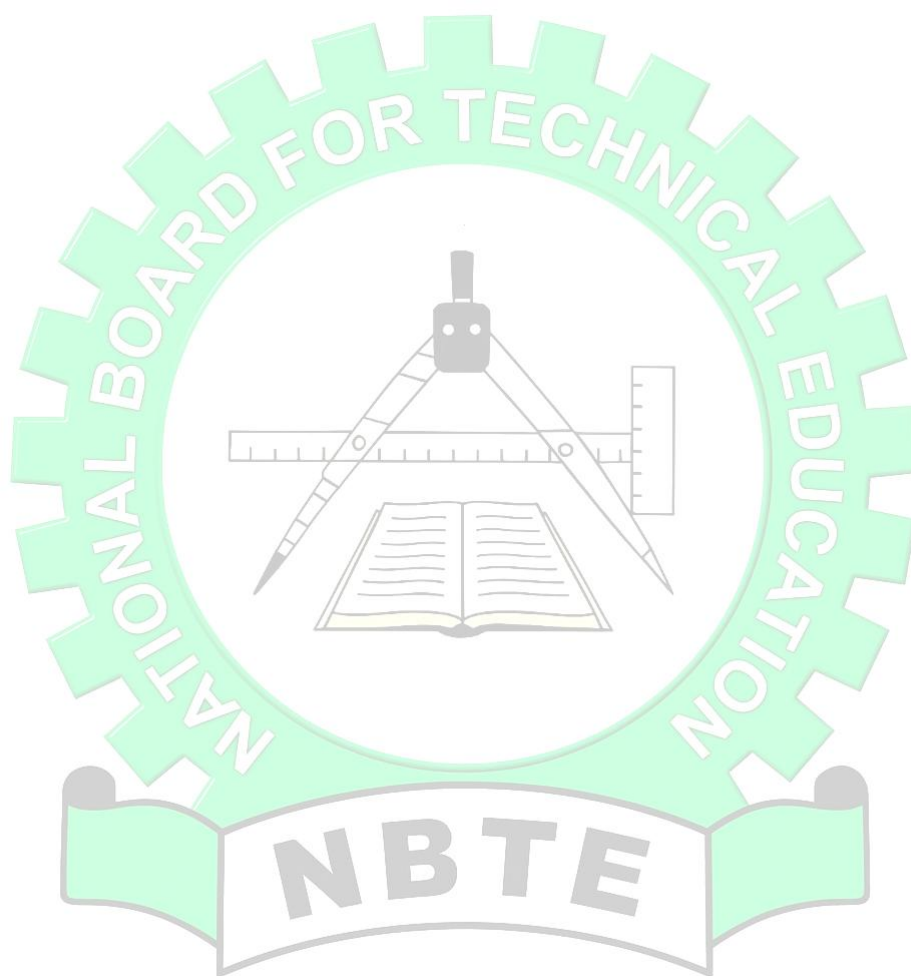
Unit 005: Beat and Patrol Operations

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Plan a patrol within the assigned beat	1.1	Interpret the Standard Operating Procedures (SOPs)		
	1.2	Select a patrol pattern appropriate to the task and the assessed risk: • Fixed route • Semi-discretionary • Discretionary • Aberdeen • Follow-up • First in, first out		
	1.3	Identify flash points, critical facilities and vulnerable points on the beat		
	1.4	Identify the factors determining the frequency of patrol:		
	1.5	Prepare a patrol plan showing route, timings, checkpoints and communication schedule, and submit it for approval		
LO 2: Conduct beat and patrol duties	2.1	Carry out takeover in accordance with standing procedures, confirming: • Serial number and date/time of takeover • Names of operatives on duty • Physical items and property held • Outstanding incidents • Signature of handing-over operative		
	2.2	Conduct foot and vehicular patrol in accordance with the approved plan		
	2.3	Apply observation and challenge procedures at checkpoints		
	2.4	Apply safety precautions during patrol: • Do not approach a suspect alone		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		- Observe footing and surroundings - Follow communication instructions - Do not smoke or use a personal phone on patrol - Use the torch to observe rather than to advertise position		
	2.5	Adjust the patrol pattern in response to changing conditions and report the change		
	2.6	Maintain the patrol log and prepare the handover note		
LO 3: Respond to incidents on the beat	3.1	Assess an incident and classify it by type and urgency		
	3.2	Apply the immediate action drill appropriate to the incident		
	3.3	Summon support from the superior or the appropriate agency		
	3.4	Preserve the scene until relieved by a competent authority		
	3.5	Account for team members and any casualty at the conclusion of the incident		
	3.6	Complete an incident report		
LO 4: Conduct traffic control duties	4.1	Identify the stakeholders in traffic management:		
	4.2	Locate an established traffic control point at a cross road, T-junction, U-turn, roundabout or diversion		
	4.3	Apply approved hand signals to control vehicular and pedestrian movement		
	4.4	Apply safety precautions in traffic control: - Correct uniform - High-visibility vest, and reflective clothing at night - Correct standing position		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		Alertness and avoidance of intoxicants		
	4.4	Identify a traffic hazard and take action within own authority to remove or mitigate it		
	4.5	Hand over traffic control to the appropriate statutory authority on its arrival		
LO 5: Prepare security reports and records	5.1	Select the report format appropriate to the occurrence: - Situation report - Incident or occurrence report - Investigation report - Handover and takeover note		
	5.2	Include the required elements in a security report: - Date and time - Place - Names of parties - What happened and how it happened - Action taken - Comment and recommendation - Name, rank, designation and signature		
	5.3	Apply the tests of a sound report: factual, accurate, brief, clear and in logical sequence		
	5.4	Distinguish observed fact from opinion and from information received		
	5.6	Use the pocket notebook to make a contemporaneous record		
	5.7	Submit reports within the time set by standing orders		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 006: Access Control, Screening and Search

Unit reference number: HLS/HSC/006/L3

NSQ level: 3

Credit value: 2

Guided learning hours: 20

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to operate an access control point and to conduct lawful, dignified screening and search.

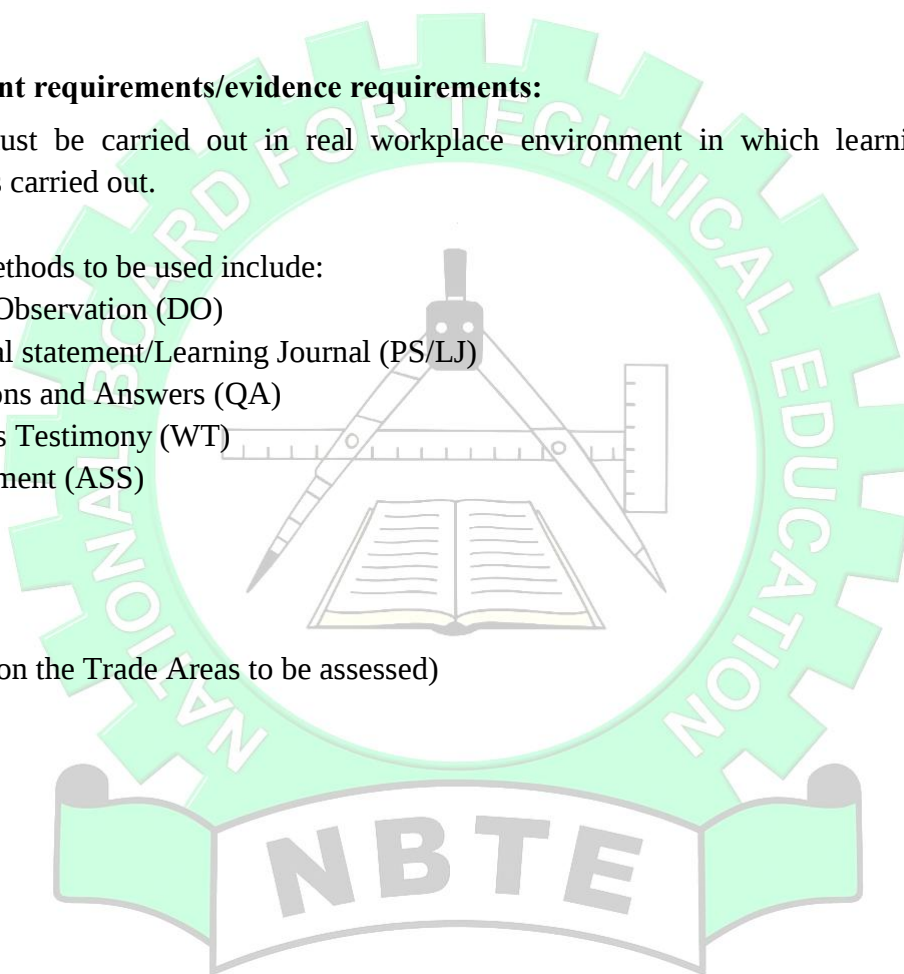
Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)



Unit 006: Access Control, Screening and Search

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Operate an access control point	1.1	1.1 Explain the purpose and principles of access control		
	1.2	1.2 Verify identity documents and passes against the authorised list		
	1.3	1.3 Apply the procedure for a person who cannot be verified		
	1.4	1.4 Maintain the visitors' register, recording: • Name and identification • Purpose of visit and person visited • Time in and time out • Vehicle particulars • Items taken in or out		
	1.5	1.5 Control the entry and exit of vehicles, materials and equipment		
LO 2: Conduct lawful screening and search	2.1	2.1 State the basis on which a search may be conducted and the requirement for consent where legal authority is absent		
	2.2	2.2 Explain the grounds for a search before it is carried out		
	2.3	2.3 Conduct a search of a person of the same sex in a manner that preserves dignity		
	2.4	2.4 Conduct a search of a bag, vehicle or premises within the limits of the authority given		
	2.5	2.5 Apply a systematic search pattern and record what was searched		
	2.6	2.6 Apply the procedure where a search is refused, and avoid the use of force to compel a search that is not lawfully authorised		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 3: Handle items found	3.1	Identify prohibited and controlled items: • Firearms and ammunition • Offensive weapons • Explosives and inflammable substances • Controlled drugs • Stolen property • Unauthorised recording equipment		
	3.2	Apply the procedure for securing a suspicious item without handling it, and clear the area		
	3.3	Prepare an inventory of items seized or surrendered and issue a receipt		
	3.4	Hand over items to the appropriate authority and obtain acknowledgement		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 007: Intelligence Gathering and Source Handling

Unit reference number: HLS/HSC/007/L3

NSQ level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to plan and conduct lawful information gathering against a stated requirement, handle sources ethically, evaluate and report what is collected, and manage the risk to collectors, sources and the community.

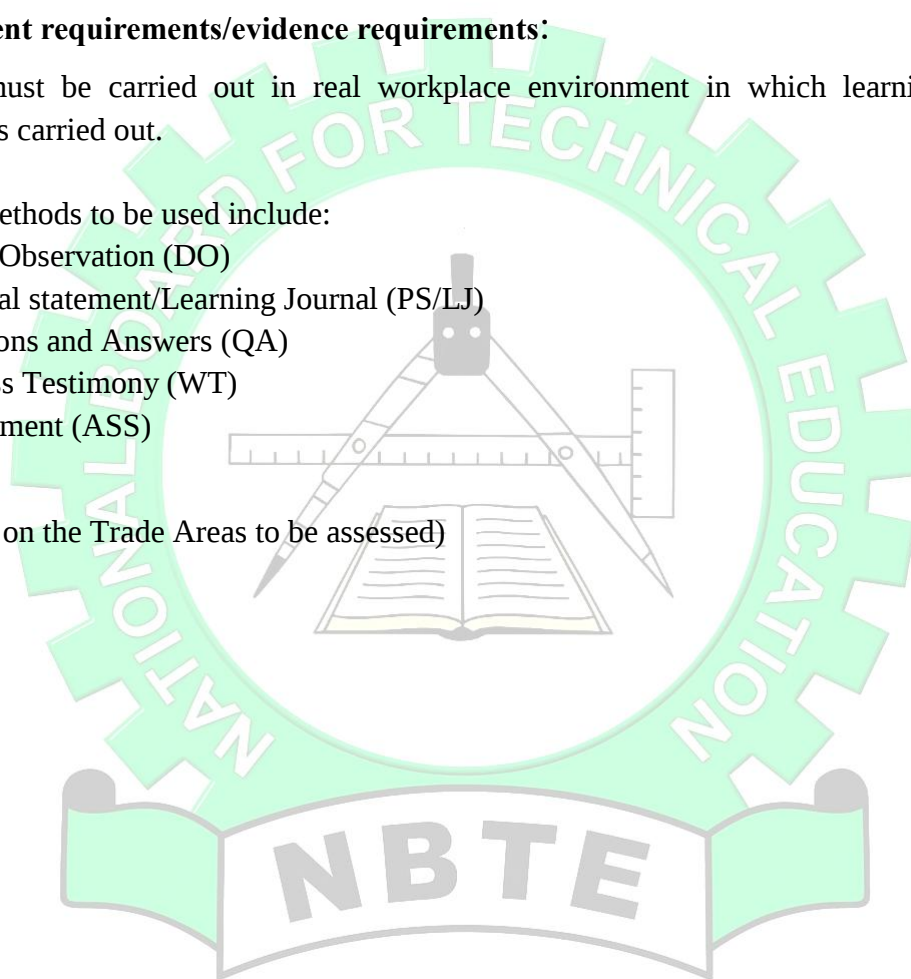
Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)



Unit 007: Intelligence Gathering and Source Handling

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Plan collection against a requirement	1.1	Interpret an intelligence requirement issued by the superior		
	1.2	Identify the sources likely to satisfy the requirement: • Open sources — radio, television, print, social media • Community sources — markets, motor parks, schools, religious centres • Covert sources and informants • Surveillance • Organisational records and incident history		
	1.3	Select collection methods appropriate to the requirement and the assessed risk		
	1.4	Prepare a collection plan showing task, method, timing and reporting, and submit it for approval		
LO 2: Collect information lawfully	2.1	State the legal and ethical limits on collection, including privacy and the prohibition on entrapment and on inducing a person to commit an offence		
	2.2	Collect information from open and community sources		
	2.3	Operate approved technical aids within the limits of the authority given: • Camera and CCTV • Voice recorder • Mobile telephone • GPS • Drone, where separately authorised		
	2.4	Record information contemporaneously, distinguishing		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		fact, information received and own assessment		
	2.5	Protect the security of the record and the identity of any source named in it		
LO 3: Handle sources ethically	3.1	Explain the duty of care owed to a person who provides information		
	3.2	Identify persons who must not be used as sources, including children and persons under duress		
	3.3	Explain the prohibition on payment, favour or promise beyond what is authorised		
	3.4	Explain the risk of a source providing information to settle a personal, communal or political score, and test for it		
	3.5	Report the identity of a source only through the approved channel and to those with a need -to- know		
LO 4: Evaluate information	4.1	Apply a source and information evaluation scale to grade collected material		
	4.2	Identify corroborating and contradicting material		
	4.3	Prepare a report in the approved format		
	4.4	Distinguish information that requires immediate action from information for record		
	4.5	Submit the report through the approved channel within the required time		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 5: Manage risk in intelligence work	5.1	Discuss risks arising in covert collection: • Assault or lynching of the collector • Compromise and reprisal against the source • Reprisal against the source's family • Damage to community relations • Loss or interception of the record		
	5.2	Apply safety precautions and cover arrangements		
	5.3	Report a compromise or a threat to a source immediately		
	5.4	Explain the prohibition on operational action based on unverified information		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 008: Crime Scene Preservation and Exhibit Handling

Unit reference number: HLS/HSC/008/L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to preserve a crime scene, handle and account for evidence, record what is found, and hand over to statutory authority.

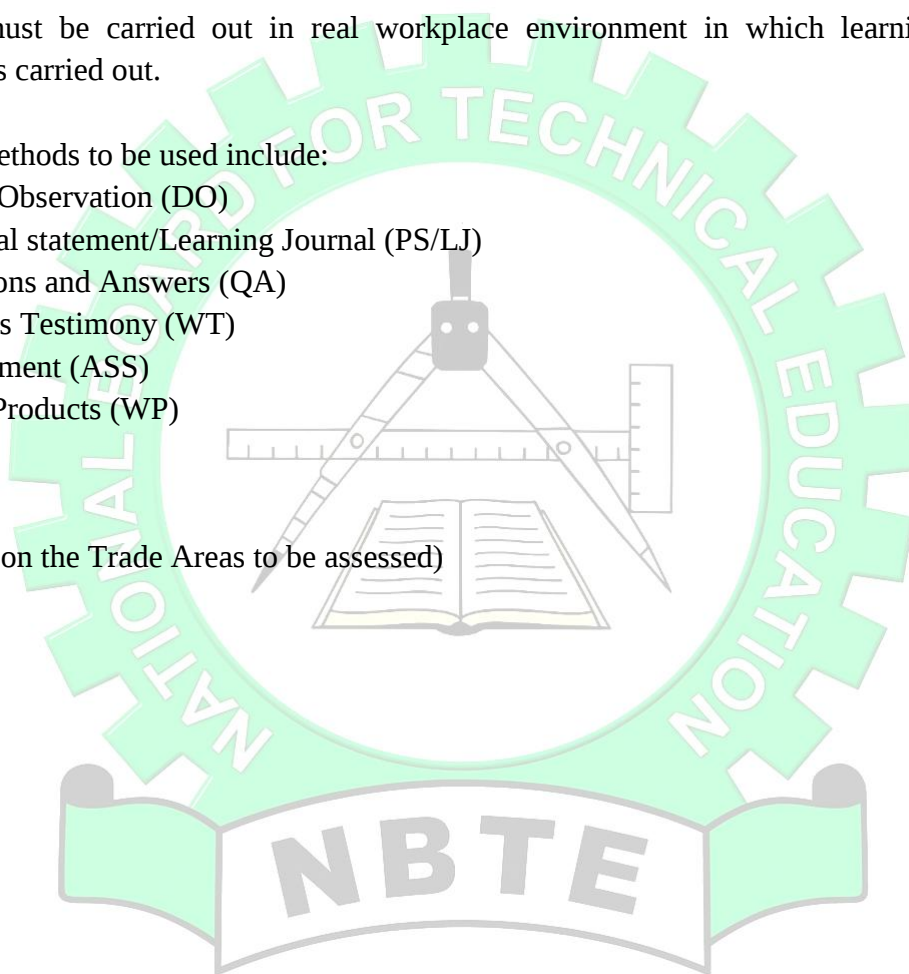
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

(This depends on the Trade Areas to be assessed)



Unit 008: Crime Scene Preservation and Exhibit Handling

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Preserve a Crime Scene	1.1	Explain why preservation of a scene matters to a subsequent prosecution									
	1.2	Establish an inner and outer cordon and control access									
	1.3	Establish a single common path and ensure its use									
	1.4	Record the identity of every person entering and leaving the scene									
	1.5	Carry out identification and protection of fragile or perishable evidence: • Footwear and tyre marks • Fingerprints on surfaces • Blood and body fluids • Documents exposed to weather • Digital devices									
LO 2: Avoid contamination at crime scene	2.1	Identify actions that contaminate or destroy evidence: • Handling items without gloves • Moving or repositioning items • Smoking, eating or drinking at the scene • Allowing bystanders or media into the cordon • Sweeping, washing or tidying									
	2.2	Use anti-contamination measures, including gloves and separate packaging									
	2.3	Prevent the movement of a body or an injured person except to preserve life									
	2.4	Instruct team members and bystanders in what they must not do									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 3: Handle exhibit	3.1	Explain the chain of custody and the consequence of breaking it								
	3.2	Carry out Labeling, packaging and sealing of an exhibit								
	3.3	3.3 Complete an exhibit register entry showing finder, place, date, time and description								
	3.4	Store exhibits securely pending handover								
	3.5	Hand over exhibits to the relevant Authority and obtain a receipt								
LO 4: Record crime scene	4.1	Prepare a crime scene sketch showing the position of items, with measurements and a north point								
	4.2	Take photographs where authorised, recording time and position								
	4.3	Record witness' particulars and preserve first accounts								
	4.4	Separate witnesses to prevent accounts being contaminated								
	4.5	Prepare a crime scene report for the superior								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 009: Arrest, Handover and Custody Procedure

Unit reference number: HLS/HSC/009/L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to apprehend a suspect lawfully and safely, hand the suspect over to the Police or any other relevant Security agency without delay, and uphold the rights of the apprehended person throughout.

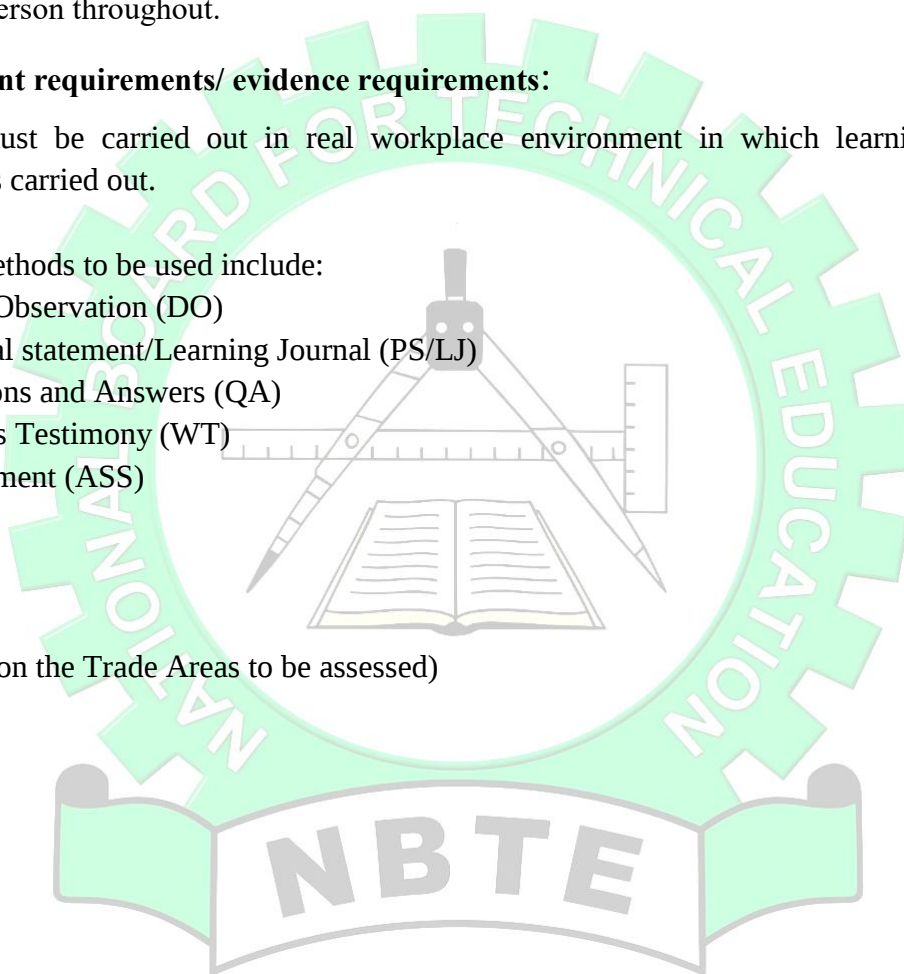
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)

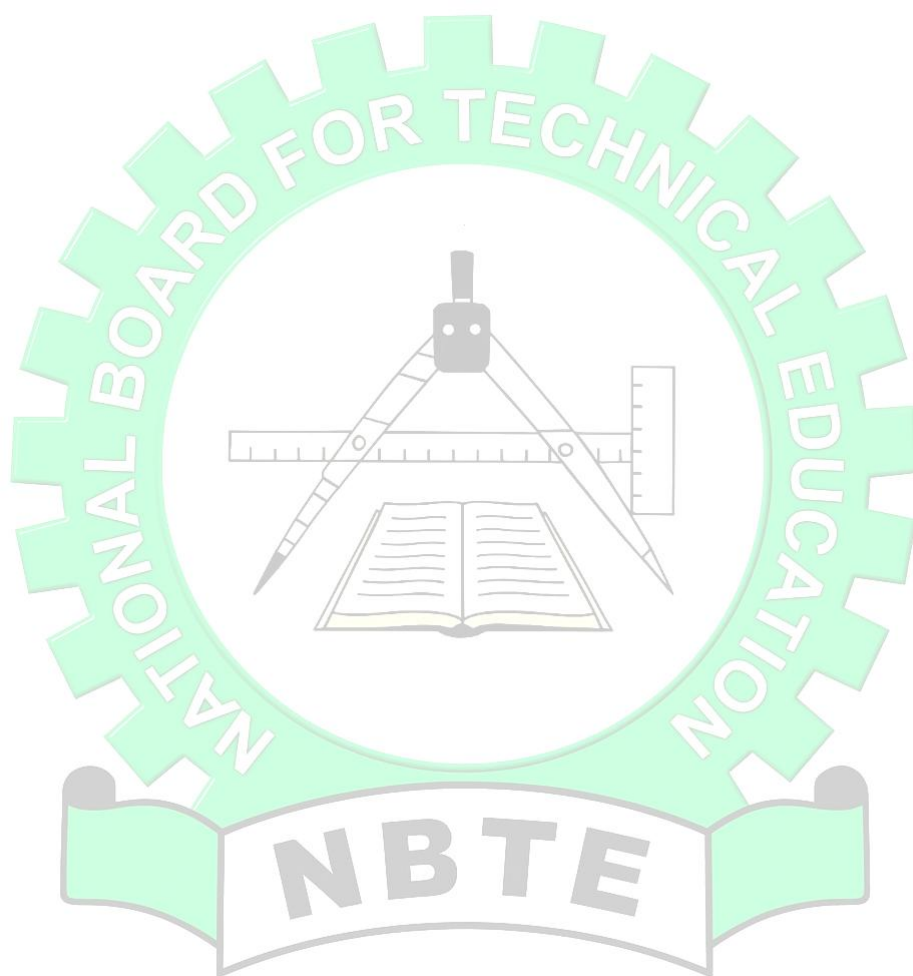


Unit 009: Arrest, Handover and Custody Procedure

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Apply the lawful basis for apprehension	1.1	Explain the circumstances in which a private person may lawfully arrest a suspect under the Administration of Criminal Justice Act 2015		
	1.2	Explain the limits of that power and the offences committed by an unlawful arrest		
	1.3	Explain the situations in which apprehension should not be attempted and reporting is the correct action: • The suspect is armed and support is unavailable • A hostile crowd is present • The identification is uncertain • The matter is a civil dispute • The suspect is a child, and a responsible adult route is available		
	1.4	State the requirement to inform the suspect of the cause of the arrest and of their rights		
LO 2: Carry out an apprehension safely and lawfully	2.1	Assess the risk before apprehending a suspect		
	2.2	Brief team members on their roles before the apprehension		
	2.3	Apply the minimum restraint necessary and avoid unnecessary restraint		
	2.4	Conduct a safety search of the apprehended person		
	2.5	Protect the apprehended person from harm, including from bystanders and from mob action		
	2.6	Record the time, place, grounds and manner of the apprehension		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 3: Hand over the suspect	3.1	State the requirement to hand an apprehended person over to the Police immediately		
	3.2	Explain the prohibition on holding a person in the custody of a security organisation		
	3.3	Complete an inventory of the person's property and issue a receipt		
	3.4	Convey the suspect safely, protecting them from harm and preventing escape		
	3.5	Hand over the suspect, the property and the record to the Police and obtain acknowledgement		
	3.6	Prepare a statement of the circumstances of the apprehension		
LO 4: Uphold the rights of the apprehended person	4.1	Apply the requirement of humane treatment		
	4.2	Explain the absolute prohibition on torture, degrading treatment and the extraction of confessions		
	4.3	Provide water, and access to medical attention where needed, during the period before handover		
	4.4	Facilitate contact between the apprehended person and a relation or legal practitioner as required		
	4.5	Report any ill-treatment observed, by whomever committed, and intervene to stop it		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 010: Community Policing and Stakeholder Engagement

Unit reference number: HLS/HSC/010/L3

NSQ level: 3

Credit value: 2

Guided learning hours: 20

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to work within the statutory community policing framework, engage the community with sensitivity, and support joint working with formal security agencies.

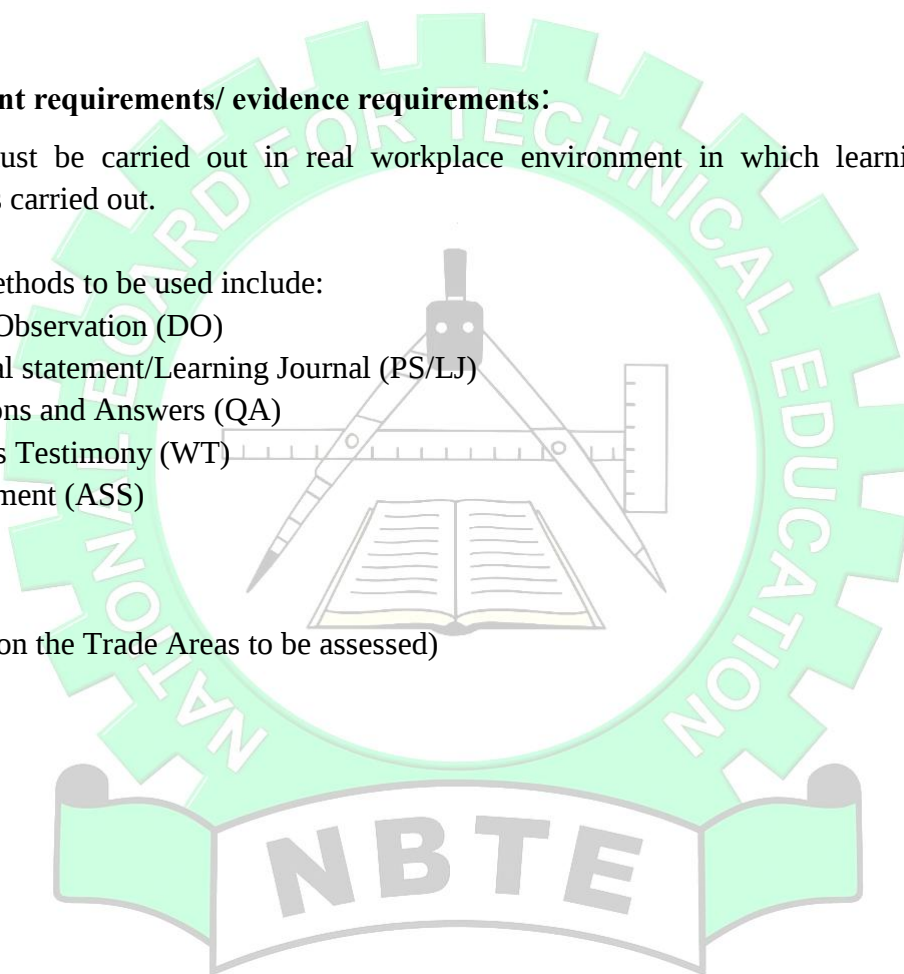
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)



Unit 010: Community Policing and Stakeholder Engagement

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Apply the community policing framework	1.1	Explain the objectives of community policing under the Police Act 2020								
	1.2	Identify the Divisional and State Community Policing Committees and their functions								
	1.3	State the duties of community policing officers								
	1.4	Explain the role and the limits of a Homeland Security Corps organisation within that framework								
LO 2: Engage the community	2.1	Identify the stakeholders in the assigned community: • Traditional rulers and ward heads • Religious leaders • Youth and women's associations • Market and transport unions • Schools and health facilities • Landlords and residents associations								
	2.2	Participate in a community meeting and record the concerns raised								
	2.3	Provide crime-prevention advice to residents within own competence								
	2.4	Apply cultural, religious and gender sensitivity when engaging community members								
	2.5	Report community concerns to the superior in writing								
LO 3: Support joint Operations	3.1	Explain the operational relationship between the Homeland Security Corps organisation and the Police, NSCDC, DSS, FRSC and other agencies								

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	3.2	Identify the lead agency in a joint operation and comply with its operational order		
	3.3	Pass community information to the appropriate agency through the approved channel		
	3.4	Conduct own team so as to avoid friction with other agencies at a scene		
	3.5	Report a breakdown of relations with the community or another agency to the superior		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 011: Restraint, Self-Defence and Officer Safety

Unit reference number: HLS/HSC/011/L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is designed to provide the Homeland Security Section Leader with the knowledge and skills required to keep themselves and their team safe when dealing with a person, apply approved restraint proportionately, recognise and manage the medical risks of restraint, and account for restraint used.

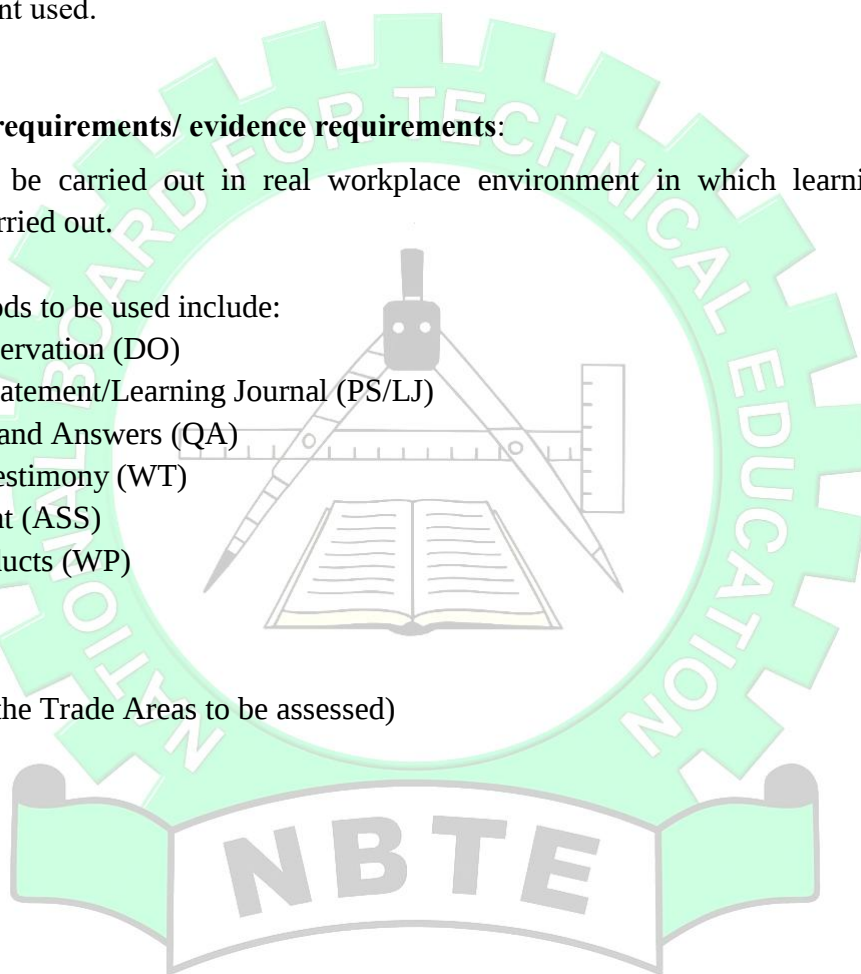
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

(This depends on the Trade Areas to be assessed)

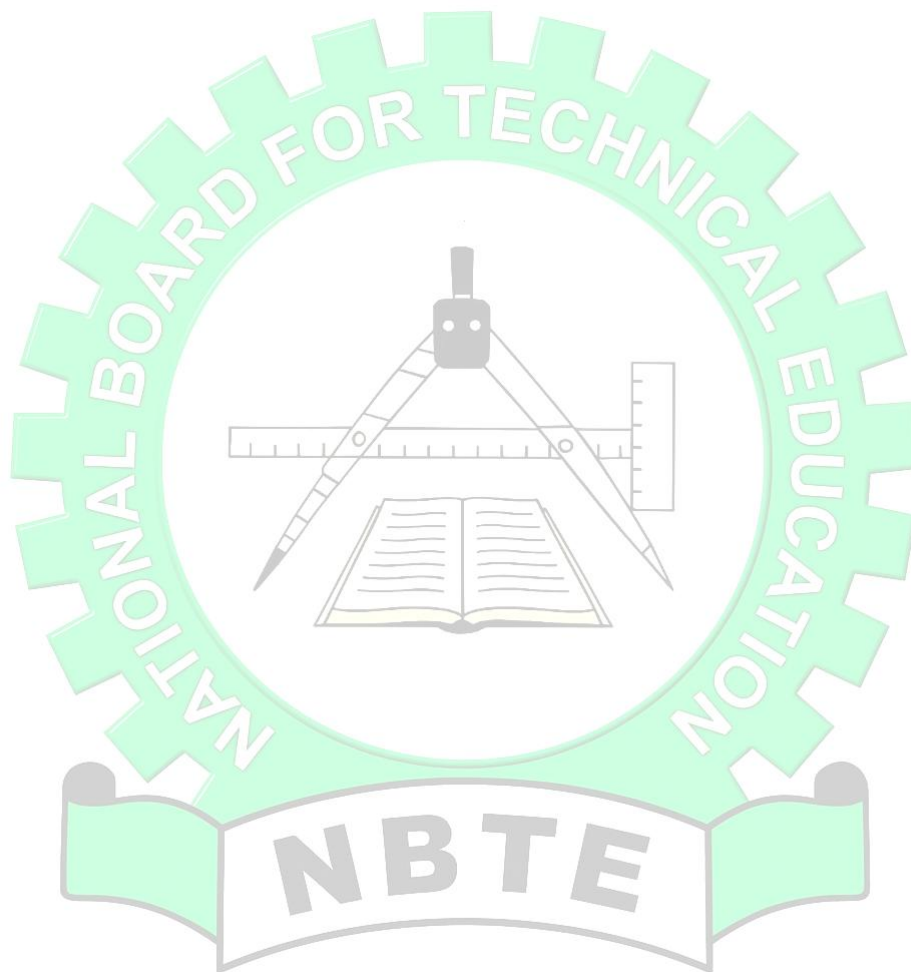


Unit 011: Restraint, Self-Defence and Officer Safety

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Apply officer safety principles	1.1	Explain the officer safety model: awareness, distance, positioning, communication and withdrawal								
	1.2	Identify indicators of escalating aggression in a person								
	1.3	Maintain a reactionary gap and a balanced stance when dealing with a person								
	1.4	Identify escape routes and safe positions at a duty location								
	1.5	Explain why disengagement is preferred to engagement wherever lawful and practicable								
LO 2: Apply approved restraint technique	2.1	Explain the legal basis on which restraint may be applied and the requirement of minimum necessary restraint								
	2.2	Demonstrate approved disengagement from a hold or grab								
	2.3	Demonstrate approved control of a compliant person								
	2.4	Demonstrate approved control of a resisting person, working with a second operative								
	2.5	Apply restraint for the minimum period necessary and release it when resistance ceases								
LO 3: Recognise the risks of restraint	3.1	Explain the medical risks associated with restraint:								
	3.2	Identify persons at elevated risk during restraint, including the obese, the intoxicated, the pregnant								

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.				
The learner will:		and the very young or very old										
	3.3	Monitor a restrained person continuously for signs of distress										
	3.4	Release restraint and summon medical aid immediately where distress is observed										
	3.5	Explain the prohibition on any technique applied to the neck or restricting breathing										
LO 4: Account for restraint used	4.1	Record every application of restraint, with grounds, duration and outcome										
	4.2	Report the use of restraint to the superior without delay										
	4.3	Arrange medical examination of a restrained person where required										
	4.4	Explain the reporting requirement where a restrained person is injured or becomes unwell										
LO 5: Maintain personal competence and fitness	5.1	Undertake physical conditioning appropriate to the duties and to own age and state of health										
	5.2	Participate in refresher training at the interval set by Standing Orders										
	5.3	Explain the consequence of deploying with lapsed restraint competence										
	5.4	Maintain a personal record of training and revalidation										

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 012: Rescue Operations II

Unit reference number: HLS/HSC/012/L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is designed to equip the Homeland Security Section Leader with the knowledge and skills to lead a team in rescue operations.

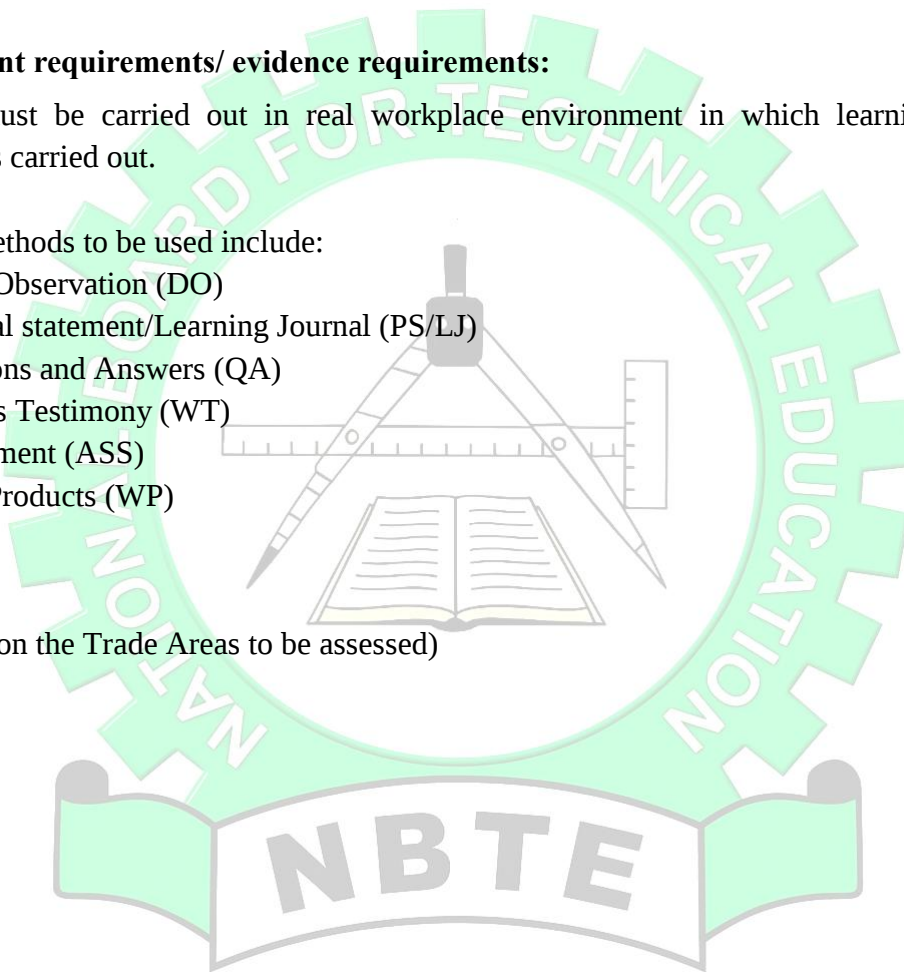
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

(This depends on the Trade Areas to be assessed)



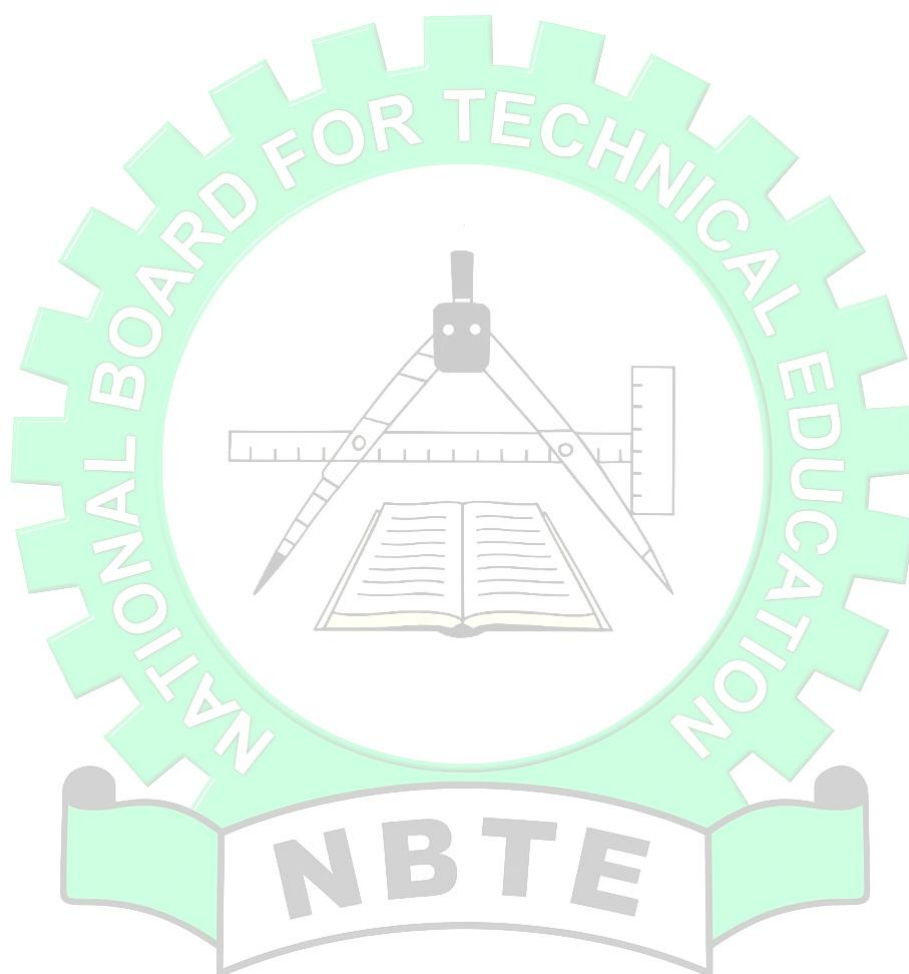
Unit 012: Rescue Operations II

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Lead a fire rescue operation	1.1	Identify the class of a fire and select the correct extinguishing medium: • Class A — ordinary combustibles • Class B — liquids and gases • Class C — electrical • Class D — metallic • Class K — cooking oils and grease								
	1.2	Raise the alarm and summon the Fire Service, giving an accurate location and description								
	1.3	Direct the team through the steps of a fire rescue: • Establish a muster point • Identify and clear exit routes • Move occupants to safety • Check staircases and enclosed spaces • Call the roll from the nominal register • Attend to casualties								
	1.4	Demonstrate the use of a fire extinguisher								
	1.5	Conduct a fire drill and record the outcome								
	1.6	Withdraw the team where the fire exceeds its capability and hand over to the Fire Service								
LO 2: Lead a flood rescue operation	2.1	Explain the immediate steps on the onset of flooding: raise alarm, call for help, evacuate, divert water								
	2.2	Identify the tools and equipment used in flood rescue:								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
		• Rescue ropes and lines • Buoyancy aids • Sand bags • Boats or improvised flotation • Torches and communication sets									
	2.3	Apply safety measures, including the prohibition on entering moving water without equipment and support									
	2.4	Direct the evacuation of persons to a designated safe area and account for them									
	2.5	Conduct a flood rescue drill and record the outcome									
LO 3: Lead a vehicular accident rescue operation	3.1	Identify the types of vehicular accident and the hazards each presents									
	3.2	Make the scene safe on arrival: • Position caution signs and control traffic • Isolate ignition sources and switch off engines • Identify spilled fuel or leaking gas • Establish a safe working area									
	3.3	Identify the tools and equipment used and their correct application									
	3.4	Direct the stabilisation and care of casualties pending the arrival of medical responders									
	3.5	Explain the circumstances in which a casualty must not be moved									
	3.6	Conduct a vehicular accident rescue drill and record the outcome									

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 4: Support the response to a kidnapping within lawful limits	4.1	State the requirement to inform the Police or other relevant security personnel immediately		
	4.2	Explain the prohibition on independent armed rescue action by Homeland Security Corps organisation and the danger it creates for the victim		
	4.3	Pass to the Police or other relevant security personnel the information required: • Particulars of the victim • Time, place and manner of the abduction • Description of suspects and vehicles • Routes and terrain of the area • Any contact made with the family		
		4.4 Provide cordon, guide, local knowledge and community liaison support to the Police or any other relevant security agency under their direction		
		4.5 Support the family and refer them to the appropriate authority		
		4.6 Preserve the scene of the abduction and identify witnesses		
LO 5: Account for the rescue operation	5.1	Account for all team members, casualties and equipment at the conclusion of the operation		
	5.2	Arrange welfare and trauma support for team members involved		
	5.3	Submit the operation report		
	5.4	Conduct a debrief and identify lessons for the superior		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 013: Security Escort II

Unit reference number: HLS/HSC/013/L3 ·

NSQ level: 3 ·

Credit value: 3 ·

Guided learning hours: 30

Unit Purpose: This unit is designed to equip the Homeland Security Section Leader with the knowledge and skills to plan and lead a security escort.

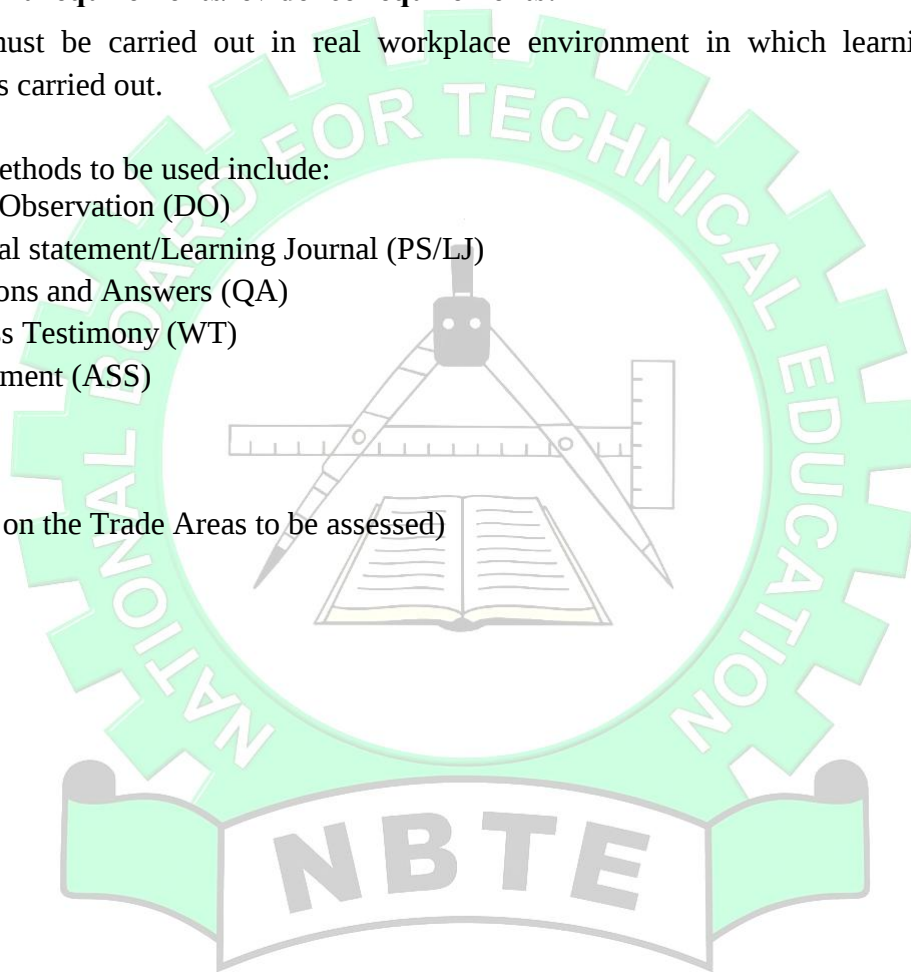
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)



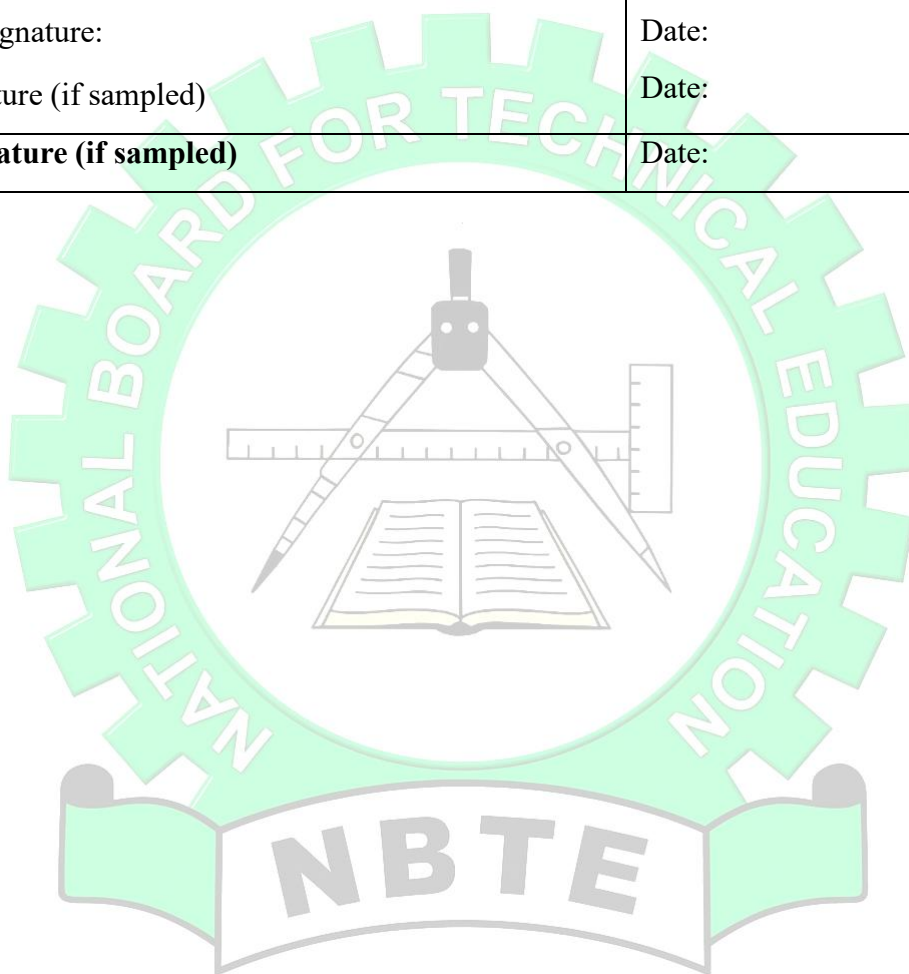
Unit 013: Security Escort II

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Plan an escort task	1.1	Classify the escort duty: • VIP • Cash and valuables • Equipment and materials • Suspect		
	1.2	Interpret task and briefing from the superior		
	1.3	Study route charts, maps and select a primary or alternative route		
	1.4	Identify the hazards involved in an escort: • Armed attack or ambush • Road traffic accident • Vehicle breakdown • Escape of a suspect • Crowd or roadblock		
	1.5	Prepare an order of movement and brief all participants		
LO 2: Prepare for the escort	2.1	Confirm the readiness and fitness of the driver		
	2.2	Check the condition of the vehicle, including fuel, tyres, lights and spare		
	2.3	Confirm that required documents and equipment are carried: • Manifest, passes and route charts • Communication sets • Fire extinguisher and first aid kit • Issued weapons, where authorised		
	2.4	Confirm the itinerary, timings and reporting points		
	2.5	Establish the communication channel and check it before departure		
LO 3:	3.1	Maintain the order of movement and		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
Conduct the escort		the agreed spacing		
	3.2	Maintain communication in accordance with instruction and report at each control point		
	3.3	Maintain observation and report anything unusual on the route		
	3.4	Apply defensive driving and passenger protection principles		
	3.5	Vary timing or route where the assessed risk requires it, and report the variation		
LO 4: Conduct a suspect escort lawfully	4.1	Classify the suspect as high or low profile and select the escort strategy accordingly		
	4.2	Apply the minimum restraint necessary during conveyance		
	4.3	Protect the suspect from harm, including from the public		
	4.4	Prevent escape without resort to unlawful force		
	4.5	Hand the suspect over at the destination and obtain acknowledgement		
LO 5: Respond to contingencies and account for the escort	5.1	Carry out a drill in response to an attack during escort duty, prioritising extraction and withdrawal		
	5.2	Carry out a drill in response to an accident during escort duty		
	5.3	Carry out a drill in response to a vehicle breakdown		
	5.4	Conduct debriefing on completion		
	5.5	Report on the activities involved in the escort duty		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	5.6	Account for personnel, weapons and consignment		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 014: Weaponry III

Unit reference number: HLS/HSC/014/L3 ·

NSQ level: 3 ·

Credit value: 5 ·

Guided learning hours: 50

Unit Purpose: This unit is designed to equip the Homeland Security Section Leader with the knowledge and skills needed to handle a licensed weapon safely and lawfully, achieve the required standard of marksmanship, account for weapons and ammunition, supervise the safety of others, and comply with the reporting requirements following any discharge.

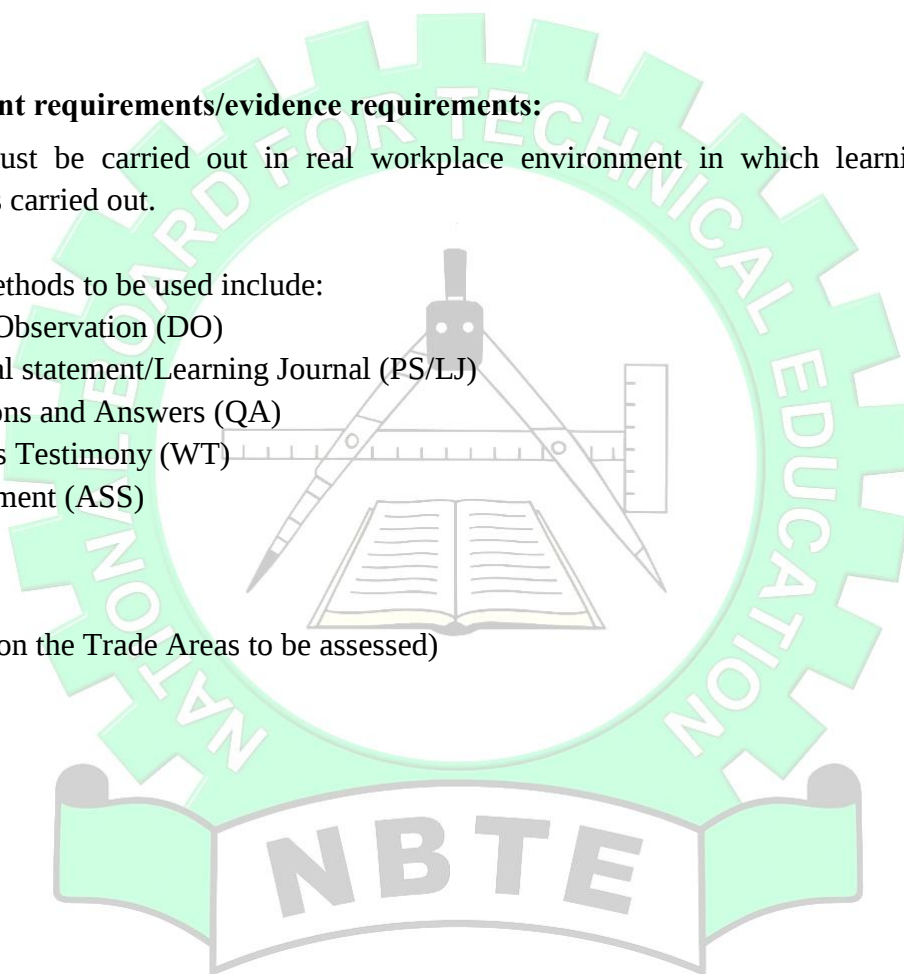
Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)



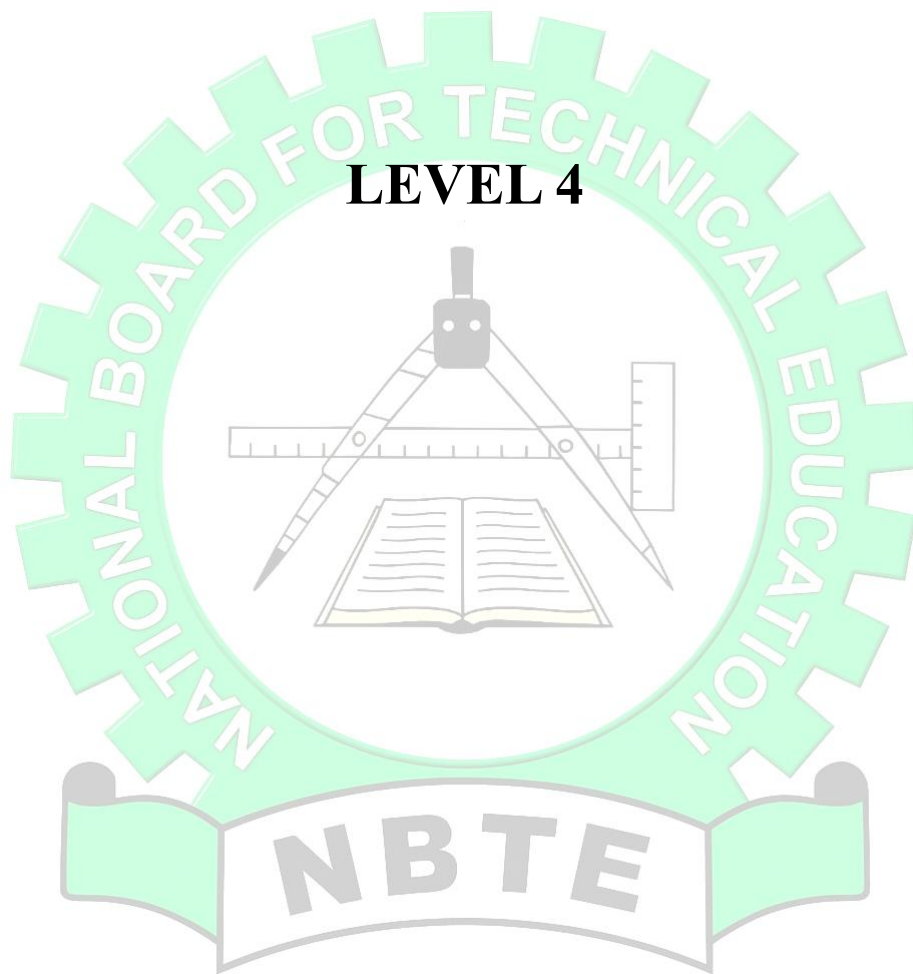
Unit 014: Weaponry III

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Apply weapon safety and legal control	1.1	State the licensing requirement under the Firearms Act and the authority competent to grant a licence		
	1.2	Explain the categories of firearm that may not lawfully be possessed		
	1.3	State the grounds on which a licence may be refused: • Age below the statutory minimum • Unsoundness of mind • Defective eyesight • Intemperate habits • Conviction for a violent offence within the preceding five years		
	1.4	Explain the personal consequences of possessing or carrying an unlicensed weapon		
	1.5	Apply the cardinal safety rules at all times: • Treat every weapon as loaded • Never point the muzzle at anything not intended to be shot • Keep the finger off the trigger until aiming to fire • Know the target and what lies beyond it		
	1.6	Conduct a safety check before and after every issue		
LO 2: Handle the issued weapon competently	2.1	Identify the principal parts of the issued weapon and their function		
	2.2	Strip, clean, assemble and function-test the issued weapon		
	2.3	Identify a stoppage safely		
	2.4	Clear a stoppage safely		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.5	Load and make ready, and unload and make safe, within the time set by Standing Orders		
	2.6	Carry the weapon in the approved manner on foot, in a vehicle and in a crowd		
LO 3: Achieve the required standard of marksmanship	3.1	Apply the marksmanship principles of position, aim, breathing and trigger control		
	3.2	State the firing distances prescribed for the issued weapon		
	3.3	Engage a stationary target at the prescribed distances to the pass standard		
	3.4	Engage a moving target to the pass standard		
	3.5	Differentiate the pattern of spread of a shotgun cartridge from that of a rifle bullet		
	3.6	explain the implication for the safety of bystanders		
	3.7	Apply immediate action on a misfire		
LO 4: Account for weapons and ammunition	4.1	Follow the laid-down procedure to sign a weapon in and out of the armoury		
	4.2	Account for all ammunition issued, expended and returned		
	4.3	Complete the weapon register accurately at each issue and return		
	4.4	Report a loss, defect or unauthorised discharge immediately and in writing		
	4.5	Explain the reporting and scene-preservation requirements following		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		any discharge at a person: • Render assistance and summon medical aid • Report to the superior and the Police without delay • Preserve the scene and the weapon • Make a written account while the events are fresh		
LO 5: Supervise the safety of others	5.1	Act as safety supervisor during weapon handling by others		
	5.2	Brief a team on weapon safety before deployment		
	5.3	Correct an unsafe act by another operative and record the correction		
	5.4	Order the cessation of an activity where a safety rule is breached, and report it		
	5.5	Verify that every armed team member is licensed, trained and authorised before deployment		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



OVERVIEW

This qualification is for those interested in developing a career in the Homeland Security Sector for the award of National Skills Qualification (NSQ). It is aimed at producing a Homeland Security Sector Leader at NSQ Level 4 with the competencies to supervise and deploy operatives across an assigned area, assess security risk, plan and issue operational orders, command an incident until relieved by a statutory responder, manage crowds, events and traffic, analyse and disseminate intelligence, manage case files and armoury accountability, direct protection tasks, and supervise compliance with legal and human rights obligations, while complying with relevant regulatory requirements and safety standards.

Achievement at this level reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing work procedures, training, supervising, or guiding others, and exercising discretionary powers. It also reflects awareness of different perspectives or approaches within the area of responsibility. This qualification is subject to review as and when the need arises.

ENTRY REQUIREMENTS

Candidates must:

- a) Hold the NSQ Level 3 in Homeland Security Section Leader demonstrates equivalent competence through Recognition of Prior Learning.
- b) Be at least 25 years of age.
- c) Have completed not less than 24 months of verifiable service, of which not less than 12 months at section leader level or above.
- d) Be medically fit.
- e) Be physically fit.
- f) Be mentally fit.
- g) Be a Nigerian citizen.
- h) Be vetted and hold current clearance from the appropriate authority.
- i) Have no subsisting conviction for an offence involving violence, dishonesty or abuse of office, and no upheld finding of serious misconduct within the preceding twelve Months.
- j) Be recommended in writing by the commander of the unit in which they serve.
- k) Have achieved all the mandatory units in the qualification.

QUALIFICATION PURPOSE

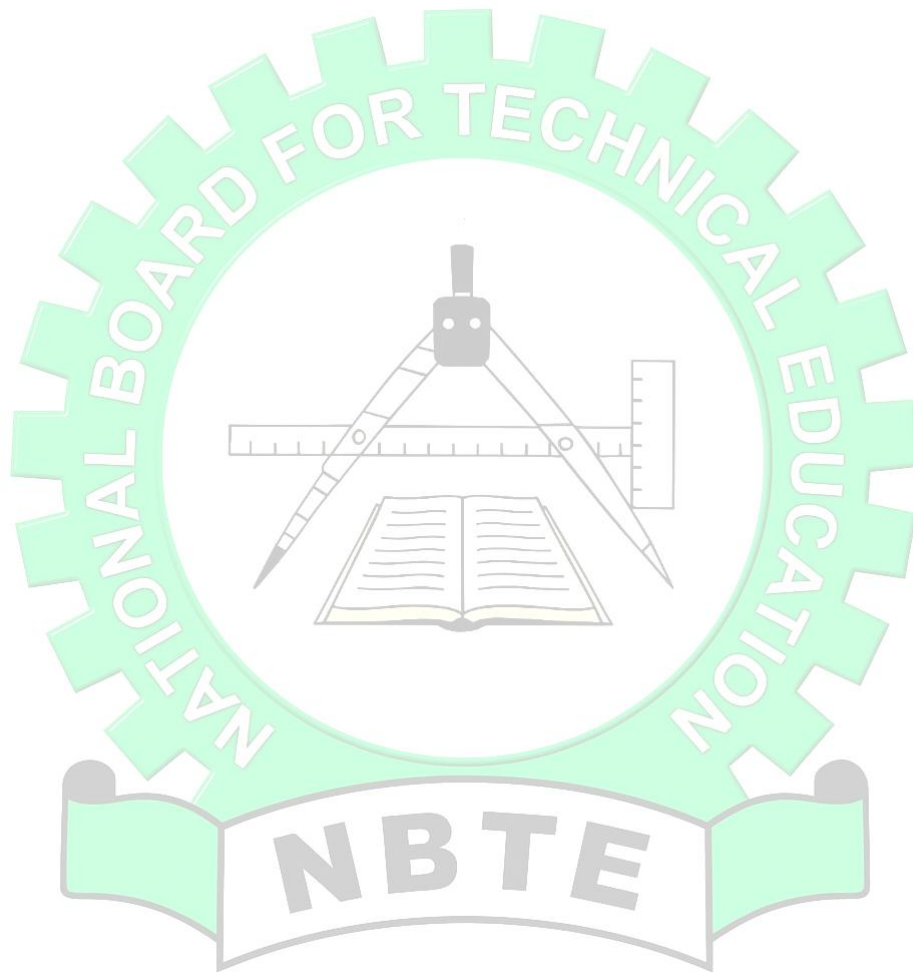
This qualification is designed for individuals who are interested in developing a career as a **Homeland Security Sector Leader**, with responsibility for training, supervising or guiding others within limited parameters set by higher command.

QUALIFICATION OBJECTIVES

The learner should be able to: -

- a) Brief, debrief and control the flow of operational information across a supervised area.
- b) Deploy, roster, supervise, discipline, and develop operatives.
- c) Conduct a security survey, assess, rank and treat security risk.

- d) Analyse task and develop operational plan.
- e) Command an incident and hand over to a statutory responder.
- f) Gather information and protect sources.
- g) Conduct an enquiry within assigned authority and write a report to a higher authority.
- h) Supervise compliance with legal, human rights and accountability obligations.
- i) Coordinate community policing activity and manage conflict.
- j) Manage an armoury and account for weapons and ammunition.
- k) Supervise occupational health, safety, and personnel welfare.
- l) Plan and supervise crowd, event, and traffic management operations.
- m) Supervise fire safety and emergency preparedness in the assigned area.
- n) Initiate and complete work procedures, and exercise judgement within limited parameters.



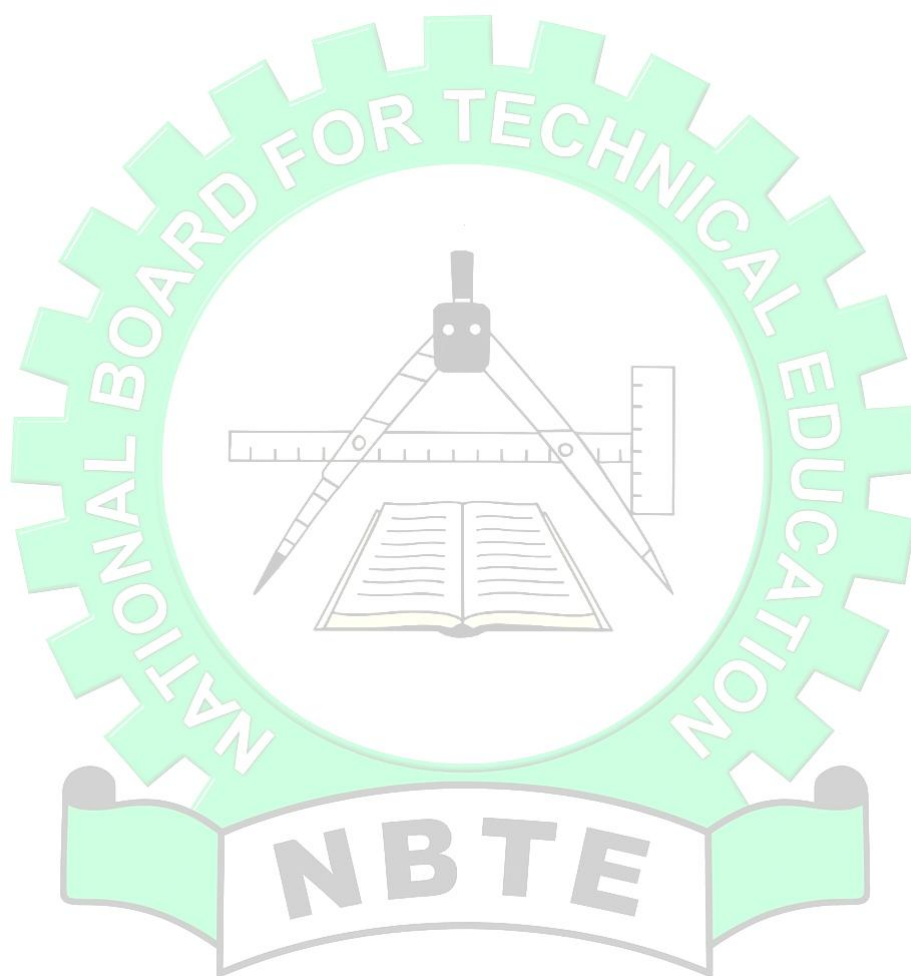
Mandatory Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Practice Time
Unit 001	HLS/HSC/001/L4	Occupational Health, Safety and Personnel Welfare	3	30	120
Unit 002	HLS/HSC/002/L4	Supervisory Communication and Operational Briefing	4	40	160
Unit 003	HLS/HSC/003/L4	Crowd, Event and Traffic Management	5	50	100
Unit 004	HLS/HSC/004/L4	Operational Planning and Order Writing	5	50	100
Unit 005	HLS/HSC/005/L4	Incident and Emergency Management	5	50	100
Unit 006	HLS/HSC/006/L4	Supervision, Deployment and Duty Rostering	3	30	120
Unit 007	HLS/HSC/007/L4	Operation and Management of Guard Tour System	3	30	100
Unit 008	HLS/HSC/008/L4	Legal Compliance, Human Rights and Operational Accountability	4	40	160
Unit 009	HLS/HSC/009/L4	Hand-Over and Take-Over of Duty	3	30	120
Unit 010	HLS/HSC/010/L4	Security Risk Assessment and Survey	4	40	160
TOTAL			39	390	1240

Optional Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Practice Time
Unit 011	HLS/HSC/011/L4	Information and Intelligence Gathering.	4	40	180
Unit 012	HLS/HSC/012/L4	Armoury Management and Weapons Accountability	4	40	180
Unit 013	HLS/HSC/013/L4	Fire Safety and Emergency	3	30	160

Unit 014	HLS/HSC/014/L4	Preparedness Community Policing Coordination and Conflict Management	3	30	160
TOTAL			14	140	680



Unit 001: Occupational Health, Safety and Personnel Welfare

Unit Reference Number: HLS/HSC/001/L4

NSQ Level: 4

Credit Value: 3

Guided Learning Hours: 30

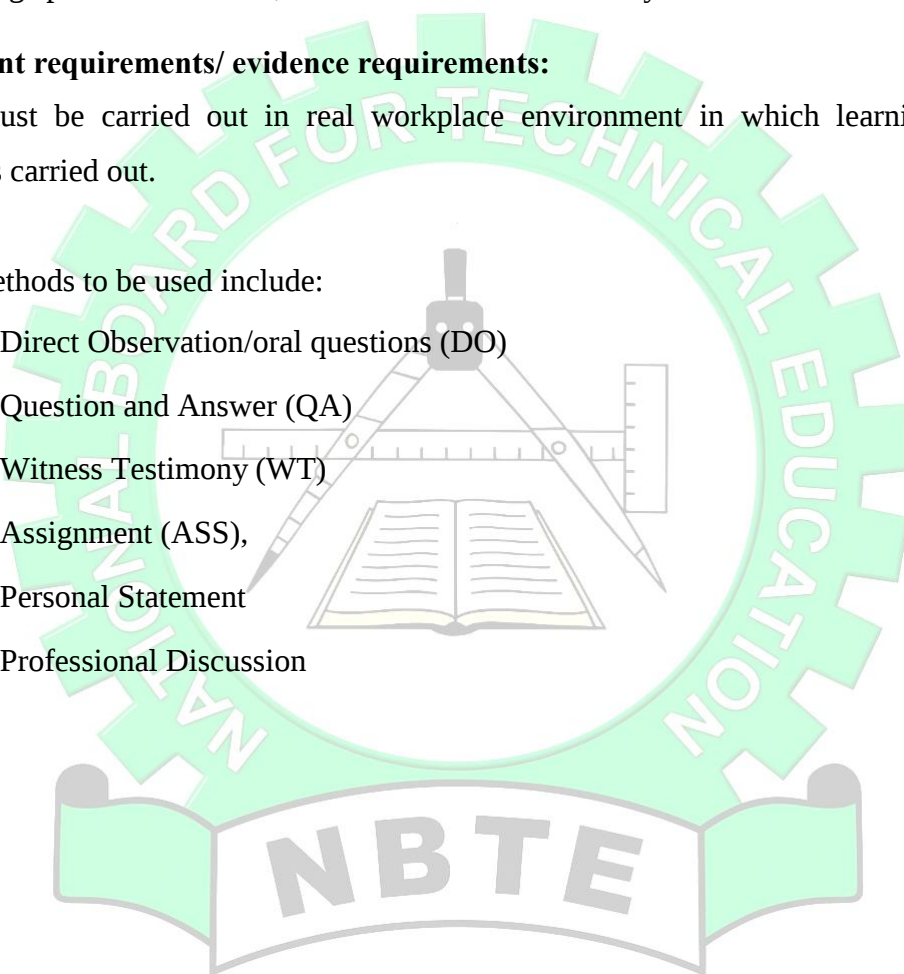
Unit Purpose: This unit is designed to provide the **Homeland Security Sector Leader** with the knowledge and skills required to supervise health and safety in the assigned area, investigate incidents, manage personnel welfare, and maintain fitness for duty.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

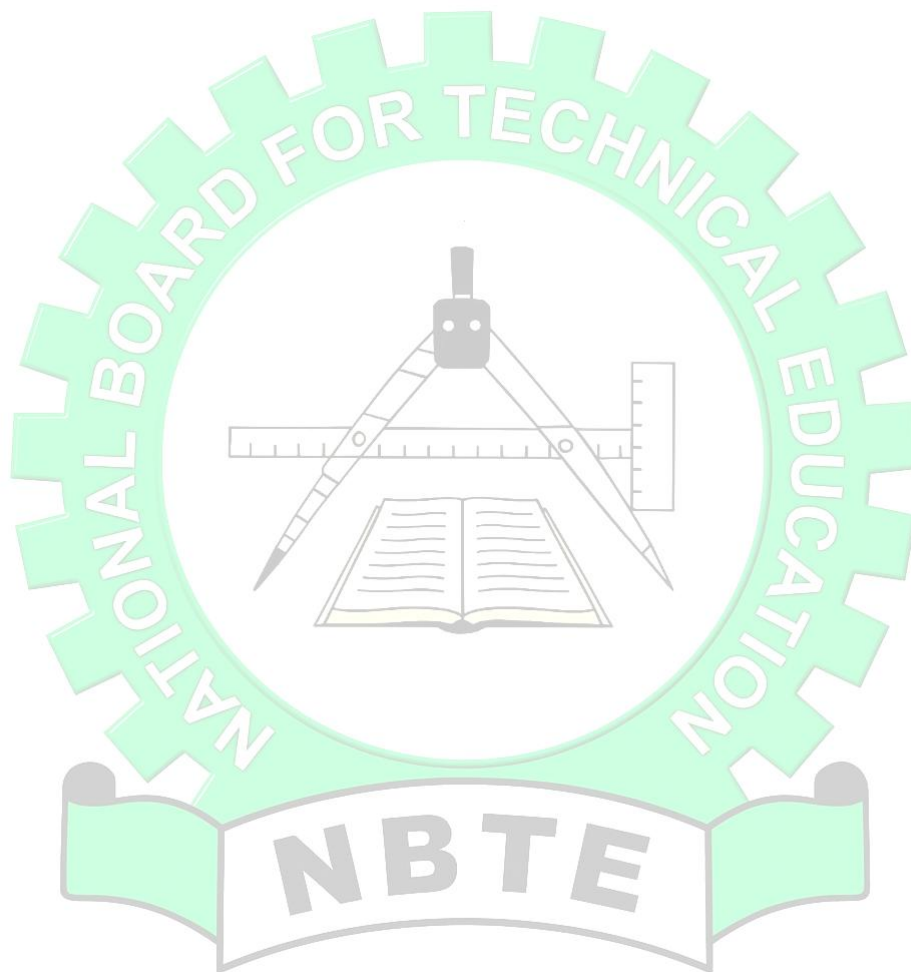
1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion



UNIT 001: Occupational Health, Safety and Personnel Welfare

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Supervise health and safety	1.1	Conduct a health and safety inspection of the supervised area									
	1.2	Identify hazards arising from the tasks assigned									
	1.3	Identify control measure for mitigating hazards in 1.2									
	1.4	Verify the functionality of personal protective equipment (PPE).									
	1.5	Brief operatives on the hazards specific to their task.									
LO 2: Investigate incidents and near misses	2.1	Explain the purpose of incident investigation.									
	2.2	Secure the scene of an incident									
	2.3	Gather the relevant material									
	2.4	Identify the immediate and the underlying causes									
	2.5	Record the findings in the approved format									
LO 3: Manage personnel welfare	3.1	Identify the welfare needs of operatives: • Rest and duty rotation. • Feeding and water • Transport to and from duty • Protective clothing suited to weather • Sanitation at duty posts • Allowances and their timely payment									
	3.2	Identify signs of stress, trauma or impairment following an incident									
	3.3	Refer an operative for welfare, counselling or medical support									
	3.4	Report shortfalls of welfare provision to higher authority									
	3.5	Support the family of an operative injured or killed on duty, in accordance with organisational arrangements									
LO 4: Maintain fitness for duty	4.1	Ensure medical and physical fitness records for the personnel supervised									
	4.2	Identify an operative unfit for duty									
	4.3	Maintain records of fitness assessment									
	4.4	Review the pattern of sickness and injury in the area									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



Unit 002: Supervisory Communication and Operational Briefing

Unit Reference Number: HLS/HSC/002/L4

NSQ Level: 4

Credit Value: 3

Guided Learning Hours: 30

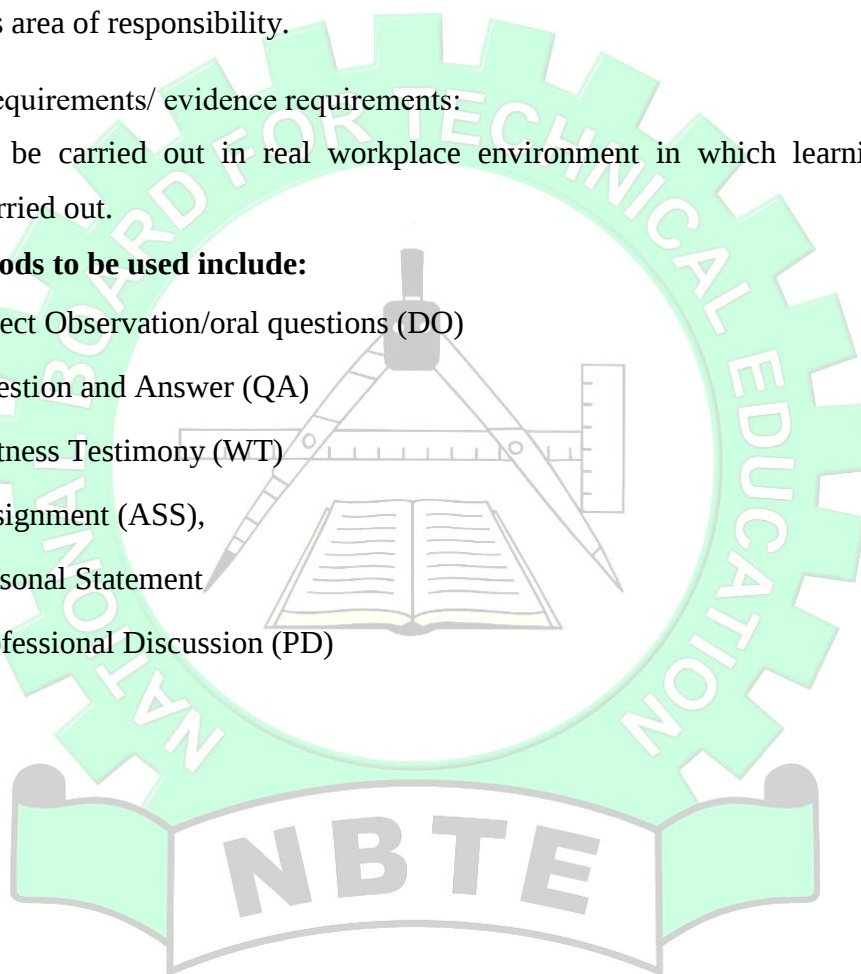
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to brief and debrief a deployment, control the flow of operational information across area of responsibility.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)



UNIT 002: Supervisory Communication and Operational Briefing

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Brief a deployment	1.1	Interpret the task received from higher command.		
	1.2	Prepare a briefing covering the standard headings: • Situation • Mission • Execution • Administration and coordination • Command and communications		
	1.3	Deliver the briefing to section leaders.		
	1.4	Issue written Post Orders.		
LO 2: Conduct operational debriefing	2.1	Conduct a structured debrief following a deployment or incident		
	2.2	Evaluate performance against the task set by keeping evaluation chart		
	2.3	Record lessons for the attention of higher authority		
	2.4	Feed lessons back to section leaders.		
	2.5	Identify a matter requiring immediate correction for the attention of higher authority.		
LO 3: Control the flow of operational information	3.1	Operate a communication and information plan across area of responsibility.		
	3.2	Evaluate incoming reports for accuracy, urgency, and completeness		
	3.3	Escalate matters beyond own authority within the time set: • Death or serious injury • Discharge of a firearm • Use of force causing injury • Loss of a weapon • Arrest of an operative • Complaint alleging serious misconduct. • Incident likely to attract media attention		
		3.4		
	3.5	Review the completeness of records at the end of each duty period		
LO 4: Communicate with external	4.1	Represent the unit at engagements with other law enforcement agencies or other stakeholders		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
parties	4.2	Respond to an enquiry from a member of the public within the limits of own authority			
	4.3	Identify information that must not be disclosed.			
	4.4	Refer media enquiries to the appropriate officer			
	4.5	Prepare written correspondence to an external body in the approved format			
LO 5: Manage information responsibly	5.1	Identify the personnel information held by the unit.			
	5.2	Apply the organisation's rules on storage, access, and retention of records			
	5.3	Evaluate a request for information before disclosing it			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 003: Crowd, Event and Traffic Management

Unit Reference Number: HLS/HSC/003/L4

NSQ Level: 4

Credit Value: 4

Guided Learning Hours: 40

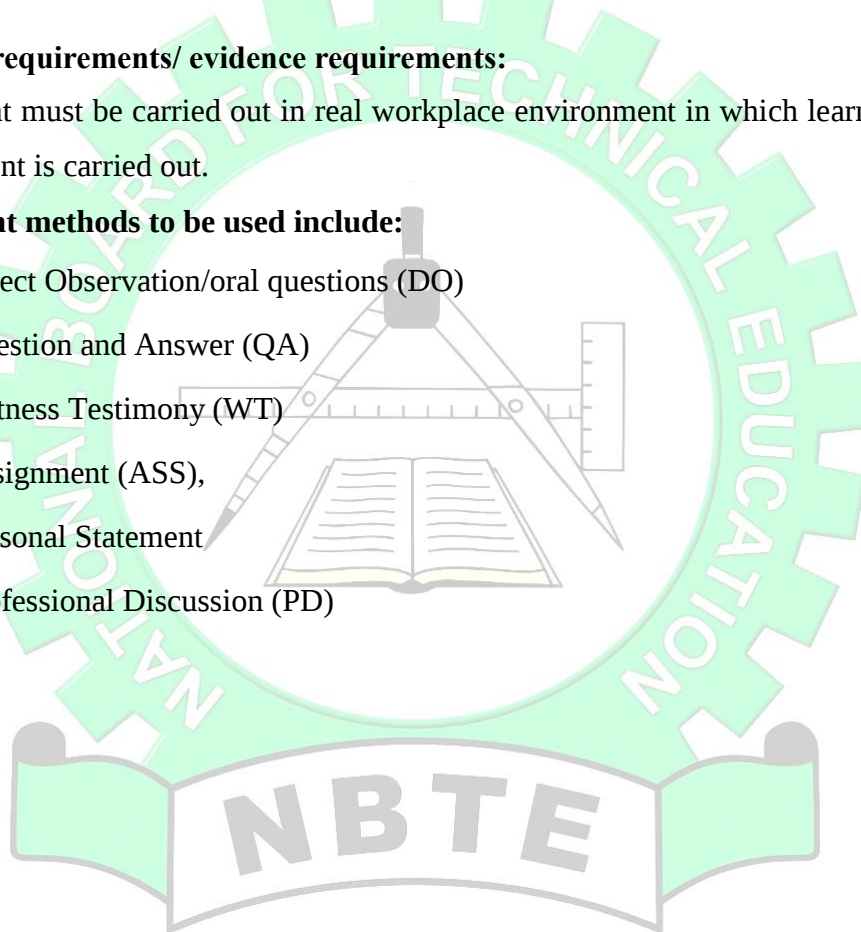
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to plan and supervise security at a public event, manage crowd behaviour lawfully, supervise traffic management, and respond to crowd emergencies.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

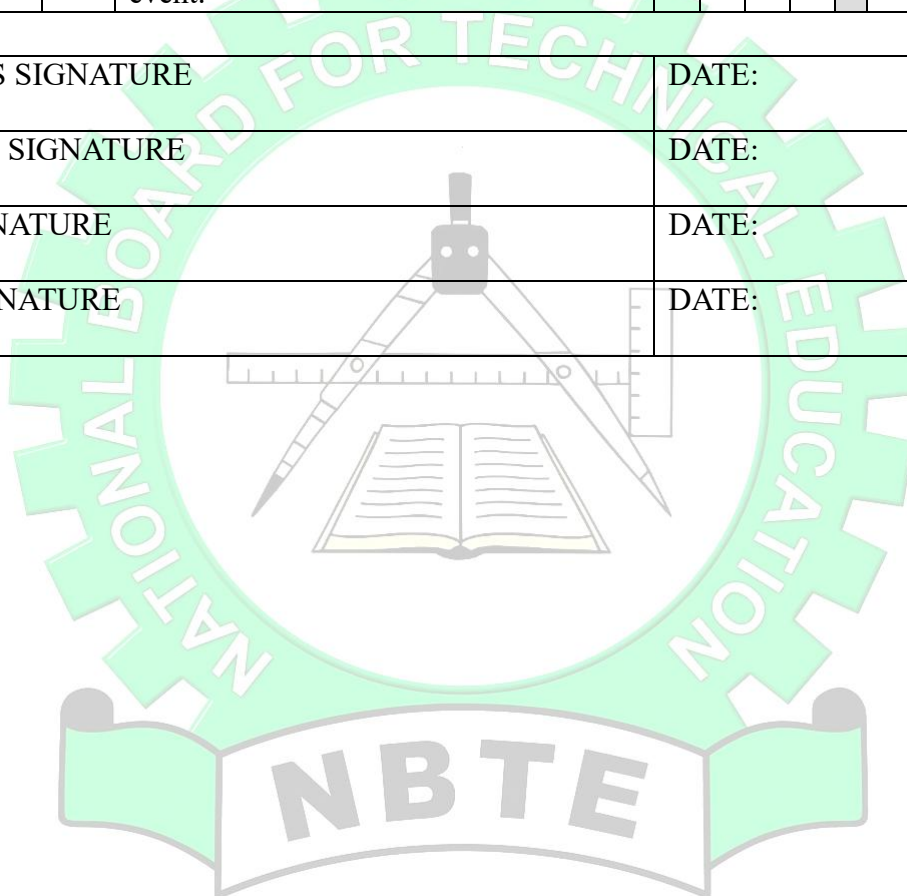


UNIT 003: Crowd, Event and Traffic Management

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Plan security for a public event	1.1	Identify the types of events requiring a security plan: • Religious gatherings • Markets and trade fairs • Political rallies • Funerals and festivals • Sporting events • School and community functions		
	1.2	Conduct a site survey to identify entry, exit, emergency, and vehicle routes		
	1.3	Estimate crowd size to identify capacity limits		
	1.4	Identify the risks specific to the event.		
	1.5	Institute control measures in 1.4		
LO 2: Supervise crowd management	2.1	Explain the dynamics of crowd behaviour that may resort to disorderliness: • Overcrowding and restricted exits • Delay and frustration. • Rumour • Provocation or heavy-handed action • Intoxication • Competing factions present		
	2.2	Deploy operatives to control flow at entry, exit and pinch points		
	2.3	Apply the principles of communication, visibility and proportionality		
	2.4	Identify the point at which the event exceeds the organisation's capacity and request higher authority intervention		
LO 3: Supervise traffic management	3.1	Plan traffic and parking arrangements for the event		
	3.2	Deploy operatives to traffic control points		
	3.3	Brief them on signals and safety		
	3.4	Coordinate with the Federal Road Safety Corps, Traffic Wardens and the Police		
	3.5	Maintain emergency vehicle access at all times		
	3.6	Review the traffic plan during the event		
LO 4: Respond	4.1	Identify the indicators of a developing		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
to a crowd emergency		crush or stampede			
	4.2	Take immediate action to relieve pressure and open exit routes			
	4.3	Direct treatment and evacuation of casualties			
	4.4	Protect any individual at risk of attack by the crowd			
	4.5	Account for personnel at the end of the event.			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 4: Operational Planning and Order Writing

Unit Reference Number: HLS/HSC/004/L4

NSQ Level: 4

Credit Value: 5

Guided Learning Hours: 50

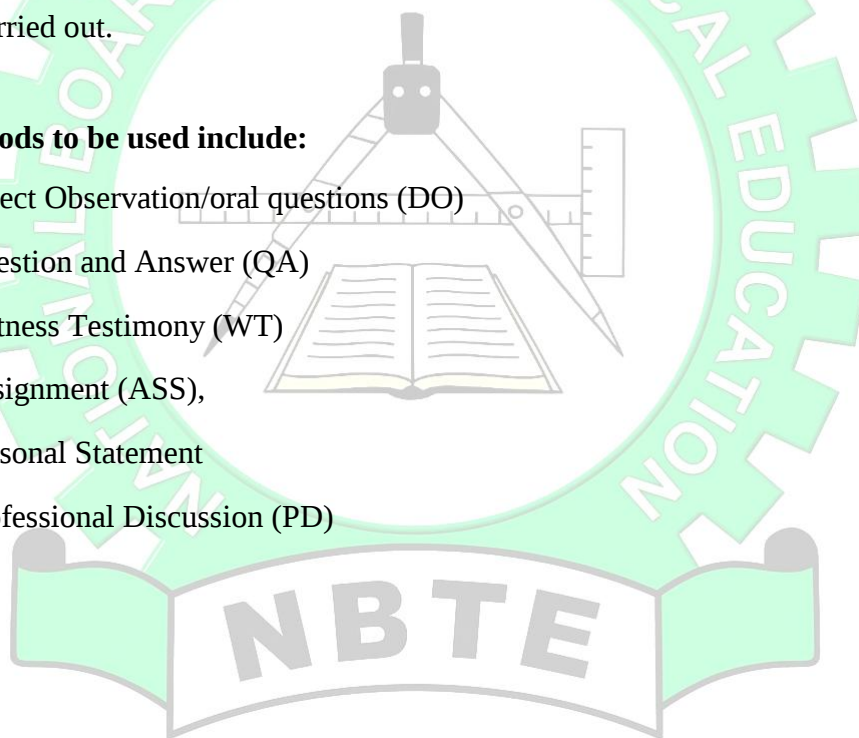
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to analyse a task, develop and select a course of action, issue and control an Operational Order (OPORD), and review the operation afterwards.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

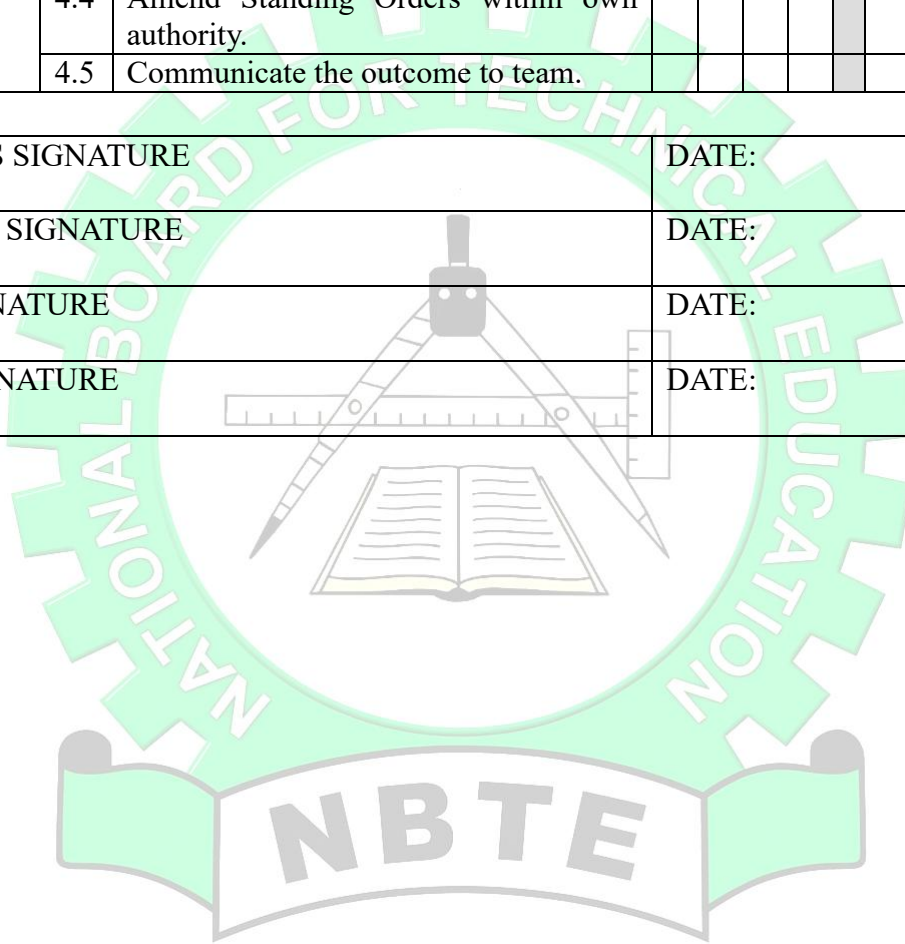


UNIT 004: Operational Planning and Order Writing

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: Analyse an Operational task	1.1	Interpret the intent of higher command									
	1.2	Identify the specified and implied tasks									
	1.3	Identify constraints including the legal limits on the action available									
	1.4	Evaluate the operational information.									
	1.5	Identify missing operational information									
	1.6	Identify the factors bearing on the task: • Ground and terrain. • Threat and its capability • Time available • Personnel and their competence • Equipment, transport, and communications • Community and political sensitivities									
	1.7	State the assumptions on which planning proceeds									
LO 2: Develop an Operational plan	2.1	Identify possible courses of action for the task									
	2.2	Evaluate each course of action against the task.									
	2.3	Assess the operational risks									
	2.4	Select a course of action									
	2.5	Justify the selection in 2.4									
	2.6	Identify the resources, timings and control measures the operational plan requires									
	2.7	Prepare contingency arrangements for the most likely and the most dangerous eventualities									
	2.8	Identify the point at which the plan must be abandoned and a withdrawal ordered									
LO 3: Issue and control the Operational plan	3.1	Prepare a written operational order in the approved format									
	3.2	Brief the Order to subordinate leaders									
	3.3	Establish control measures, reporting lines and decision points									
	3.4	Adjust the operational plan during execution within the parameters set by higher authority									
	3.5	Record decisions taken and the reasons									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
		for them			
LO 4: Review the operation	4.1	Evaluate whether the plan achieved the task set			
	4.2	Review the effectiveness of the methods and control measures used			
	4.3	Identify lessons and submit them to higher authority			
	4.4	Amend Standing Orders within own authority.			
	4.5	Communicate the outcome to team.			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 005: Incident and Emergency Management

Unit Reference Number: HLS/HSC/005/L4

NSQ Level: 4

Credit Value: 5

Guided Learning Hours: 50

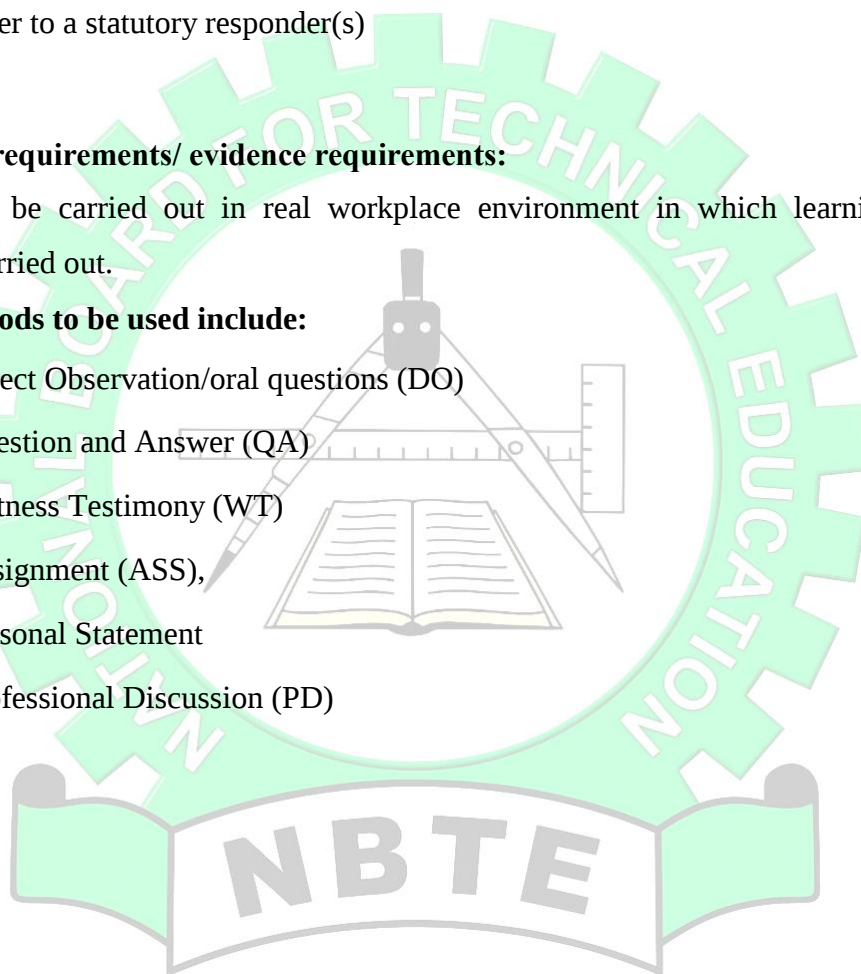
Unit Purpose: This unit is designed to equip the Homeland Security Sector Leader with the knowledge and skills required to respond to an incident by coordinating remedial emergency efforts before handing over to a statutory responder(s)

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

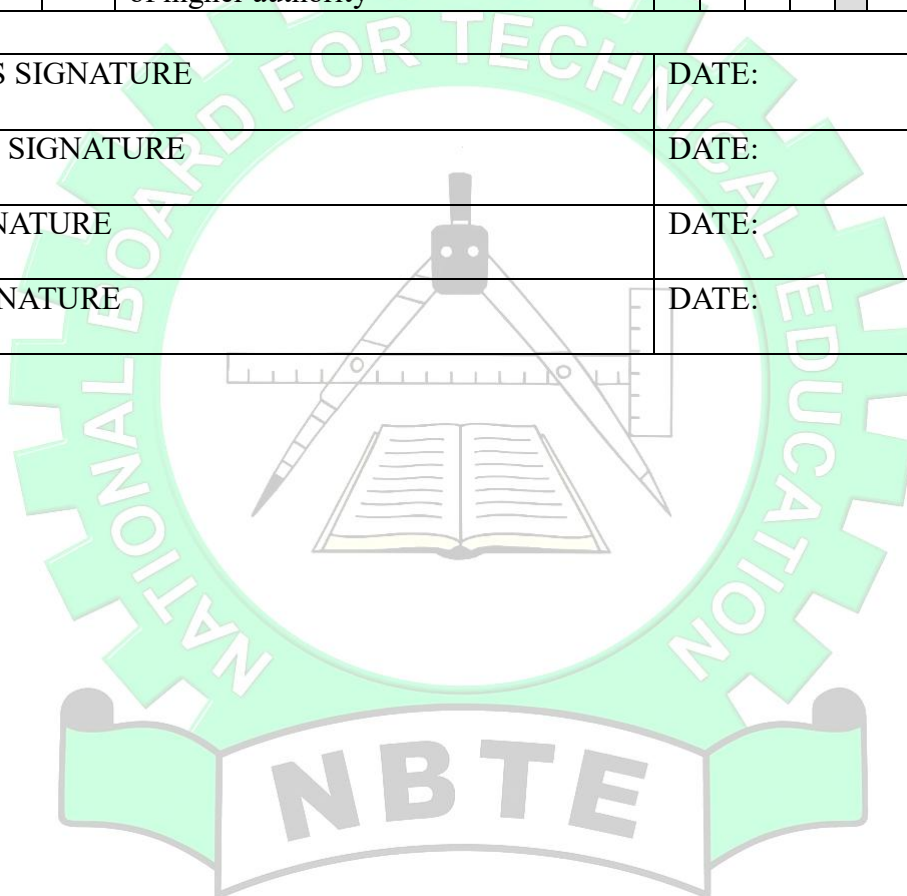


UNIT 005: Incident and Emergency Management

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
LO 1: Assume tentative command of an incident	1.1	Identify common emergencies in area of responsibilities			
	1.2	Explain the incident command structure operating in the area.			
	1.3	Assess an incident to identify its category and scale			
	1.4	Establish a muster point.			
	1.5	Identify the point at which command must pass to a statutory responder			
	1.6	Give a structured handover to the incoming commander: • What has happened. • What has been done. • Who is committed and where? • Casualties and their status. • Hazards present. • Outstanding tasks.			
	1.7	Write a preliminary report of the incident			
LO 2: Direct the response to an incident	2.1	Identify the immediate priorities in this order: • Preservation of life • Containment of the incident • Protection of property • Preservation of evidence			
	2.2	Allocate tasks and resources against priorities in 2.1			
	2.3	Request support from statutory agencies			
	2.4	Control bystanders, media and unauthorised persons at the scene			
	2.5	Establish a cordon.			
	2.6	Establish a muster point.			
LO 3: Manage the risk of mob action	3.1	Identify the indicators of a gathering crowd turning to mob action			
	3.2	Take immediate action to protect any person at risk of mob violence			
	3.3	Explain the criminal liability of persons who participate in, incite or fail to prevent mob action within their control			
	3.4	Hand over the person at risk to relevant authority			
	3.5	Write a preliminary report of the incident			

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
LO 4: Report recovery efforts.	4.1	Account for all personnel, weapons, equipment and casualties at the conclusion of the incident			
	4.2	Arrange welfare and stress support for the personnel involved			
	4.3	Prepare the incident report as soon as possible			
	4.4	Review the response for the attention of higher authority			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 006: Supervision, Deployment and Duty Rostering

Unit Reference Number: HLS/HSC/006/L4

NSQ Level: 4

Credit Value:

Guided Learning Hours:

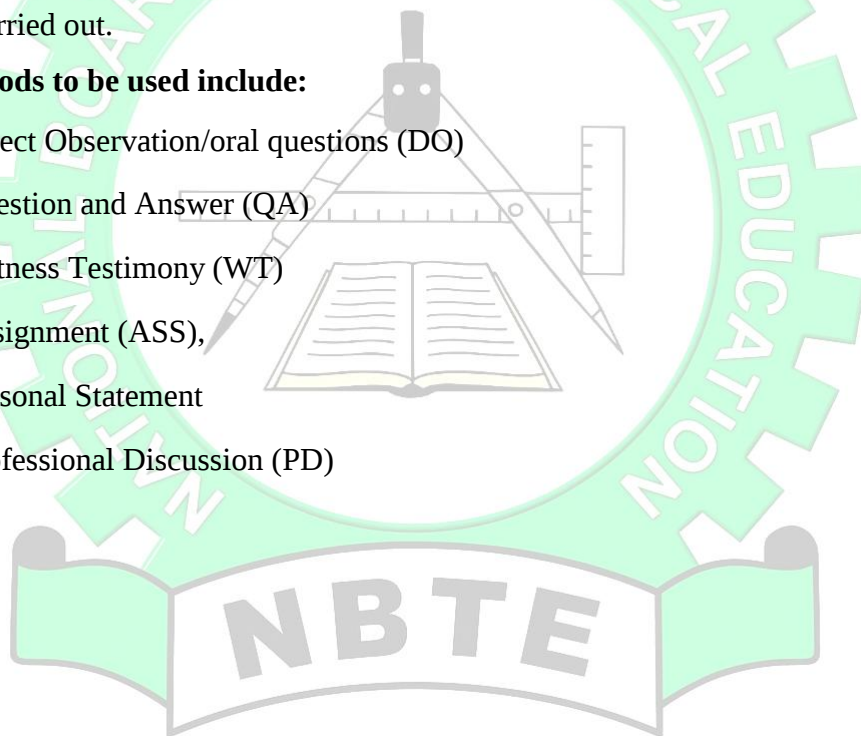
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to deploy and roster personnel, supervise their performance, maintain discipline and conduct, and develop their operational capability.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)



UNIT 006: Supervision, Deployment and Duty Rostering

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: Deploy personnel to tasks	1.1	Identify the personnel, competences, and equipment a given task requires									
	1.2	Select operatives for deployment on the basis of: - Assessed competence and currency. - Medical and physical fitness - Vetting and clearance status - Weapon authorization, where applicable - Rest since last duty									
	1.3	Prepare a duty roster providing the required coverage and adequate relief									
	1.4	Adjust deployment in response to absence, incident or changed priority									
	1.5	Record deployments and account for all personnel on duty									
LO 2: Supervise the performance of operatives	2.1	Set performance expectations for the operatives supervised									
	2.2	Observe performance on duty and record what is observed									
	2.3	Identify a shortfall in performance and initiate corrective action within own authority									
	2.4	Review whether the corrective action has been effective									
	2.5	Record good performance									
LO 3: Maintain discipline and conduct	3.1	Explain the Code of Conduct applying to operatives and the sanctions for misconducts.									
	3.2	Identify a breach of conduct: - Absence without leave (AWOL)/permission - Intoxication on duty - Extortion or solicitation - Excessive or unlawful force - Insubordination - Falsification of records - Unauthorised release of information									
	3.3	Initiate the disciplinary procedure and record allegation, evidence and action taken									
	3.4	Apply the requirement of a fair hearing									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
		before any sanction is recommended			
	3.5	Report an allegation of criminal conduct by an operative to the appropriate authority without delay			
	3.6	Suspend an operative from duty within own authority where safety or the integrity of an enquiry requires it			
LO 4: Develop the competence of operatives	4.1	Identify competence gaps in the team supervised.			
	4.2	Arrange or deliver instruction to address an identified gap			
	4.3	Guide an operative through a task not previously performed			
	4.4	Evaluate the effect of the instruction given and record the outcome			
	4.5	Maintain training and competence records for the team supervised			
	4.6	Identify an operative suitable for progression and recommend them			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:

Unit 007: Operation and Management of Guard Tour System

Unit Reference Number: HLS/HSC/007/L4

NSQ Level: 4

Credit Value: 3

Guided Learning Hours: 30

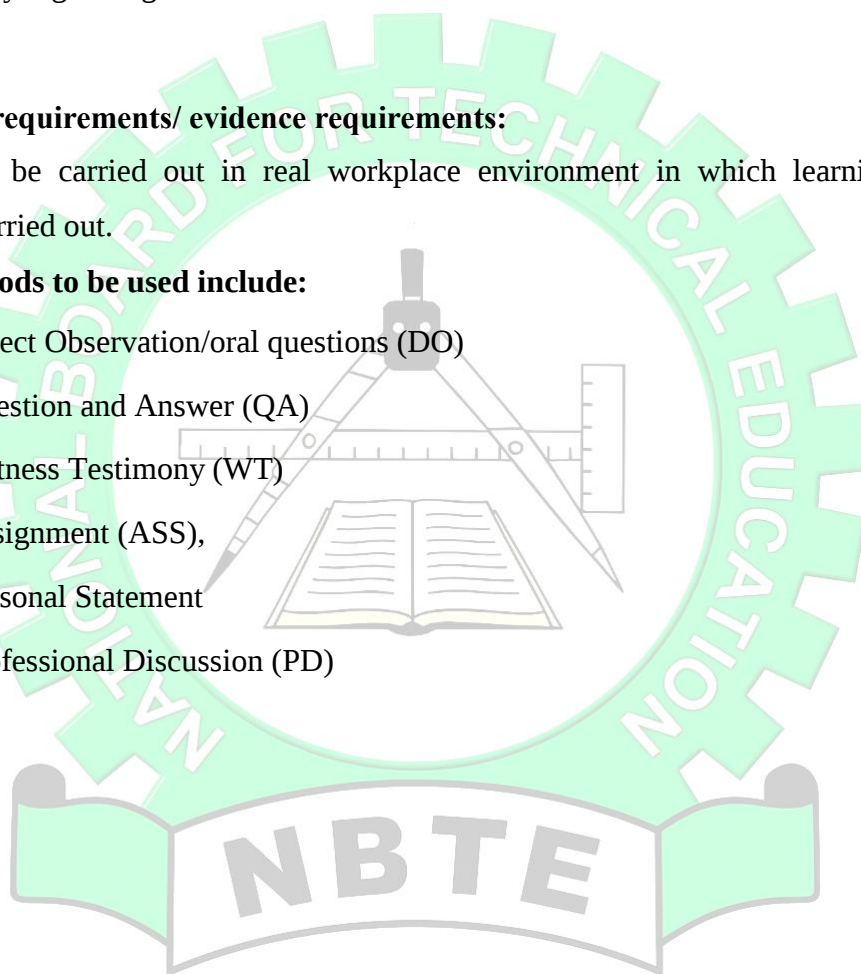
Unit Purpose: This unit specifies the competencies required to configure and coordinate the deployment a Guard Tour System (GTS) to ensure operational accountability, incident reporting, and creating audit ready digital logs.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

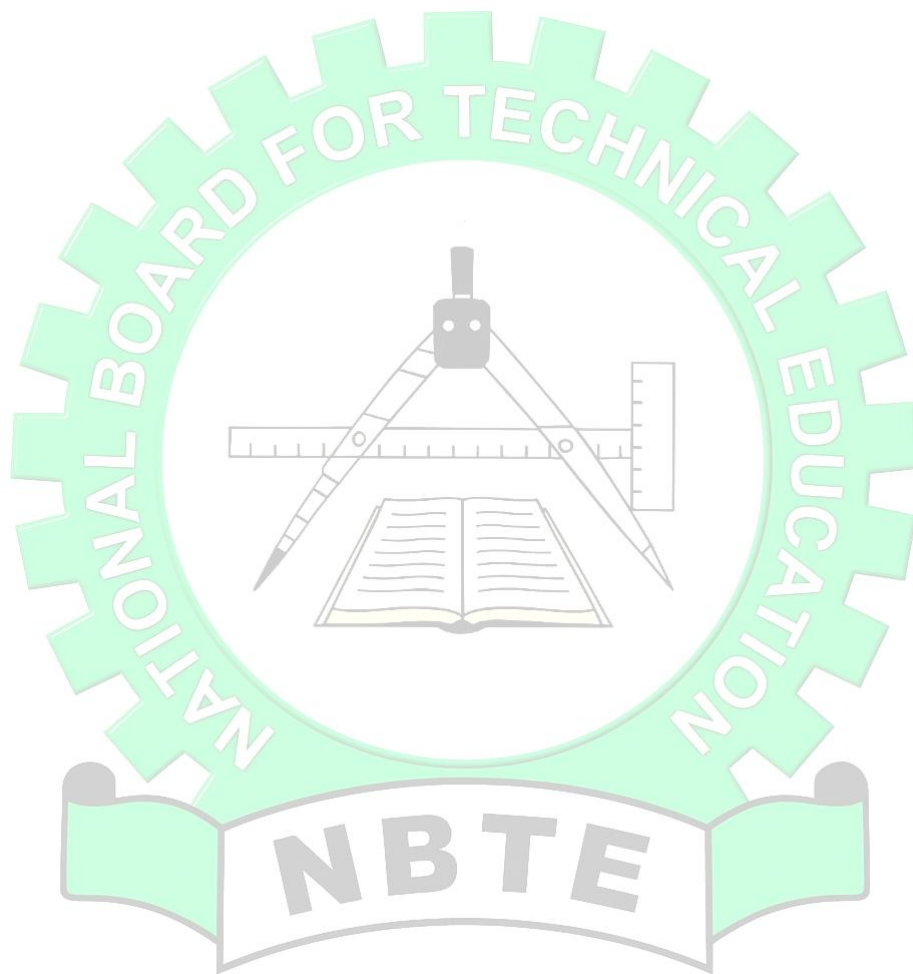
1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)



UNIT 007: OPERATION AND MANAGEMENT OF GUARD TOUR SYSTEM

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Explain the Principles of a Guard Tour System	1.1	Explain the importance of a Guard Tour System in Security Operations								
	1.2	Identify the components of a Guard Tour System (patrol reader, checkpoints, tags, software, and RFID buttons)								
	1.3	Explain the advantages and limitations of a Guard Tour System								
LO 2: Prepare Guard Tour Equipment for Patrol Operations	2.1	Test Guard Tour equipment for operational readiness								
	2.2	Report equipment fault(s) using organisational procedures								
	2.3	Verify that checkpoints are active								
	2.4	Configure patrol routes according to approved Standard Operating Procedures or Post Instructions								
LO 3: Analyse Guard Tour Data	3.1	Download patrol records from Guard Tour device								
	3.2	Verify patrol completion against approved schedules								
	3.3	Identify missed checkpoints, late patrols, and abnormal patrol patterns								
	3.4	Generate patrol performance reports using Guard Tour software								
	3.5	Recommend preventive or corrective measures based on patrol data analysis								
LO 4: Supervise Guard Tour Operations	4.1	Monitor compliance with patrol schedules								
	4.2	Verify patrol accountability using Guard Tour reports								
	4.3	Investigate missed patrols and unexplained exceptions								
	4.4	Provide feedback and coaching to security personnel								
	4.5	Maintain accurate Guard Tour records for audit and management review								

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 8: Legal Compliance, Human Rights and Operational Accountability

Unit Reference Number: HLS/HSC/008/L4

NSQ Level: 4

Credit Value: 4

Guided Learning Hours: 40

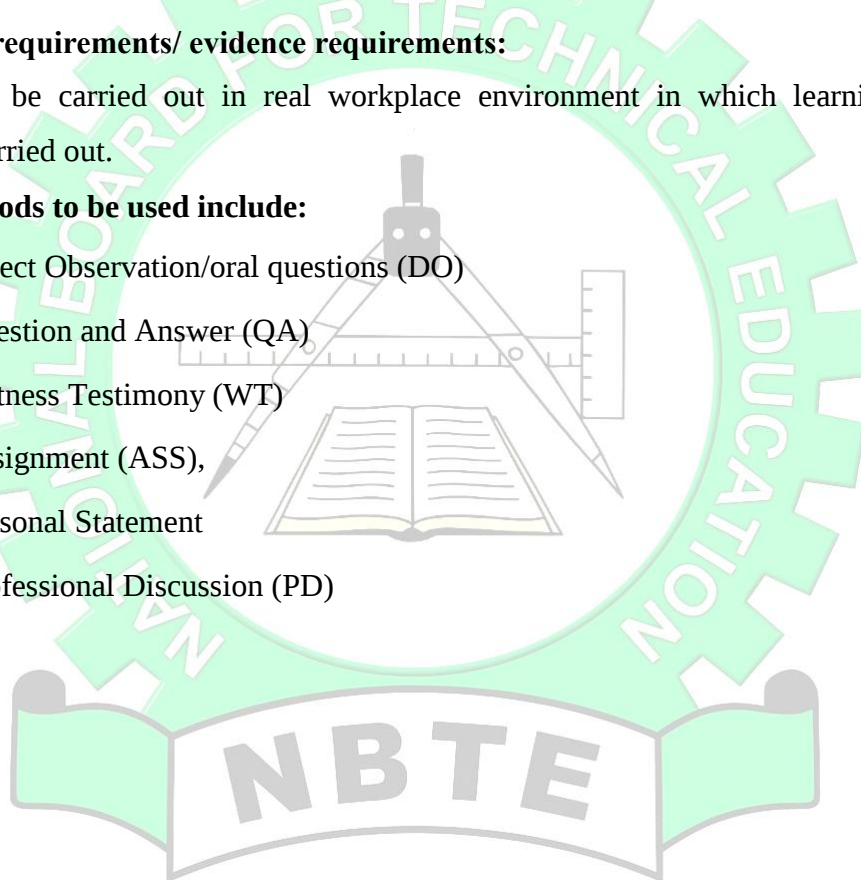
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to apply the governing legal framework, supervise compliance in operations, operate accountability mechanisms and protect vulnerable groups.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

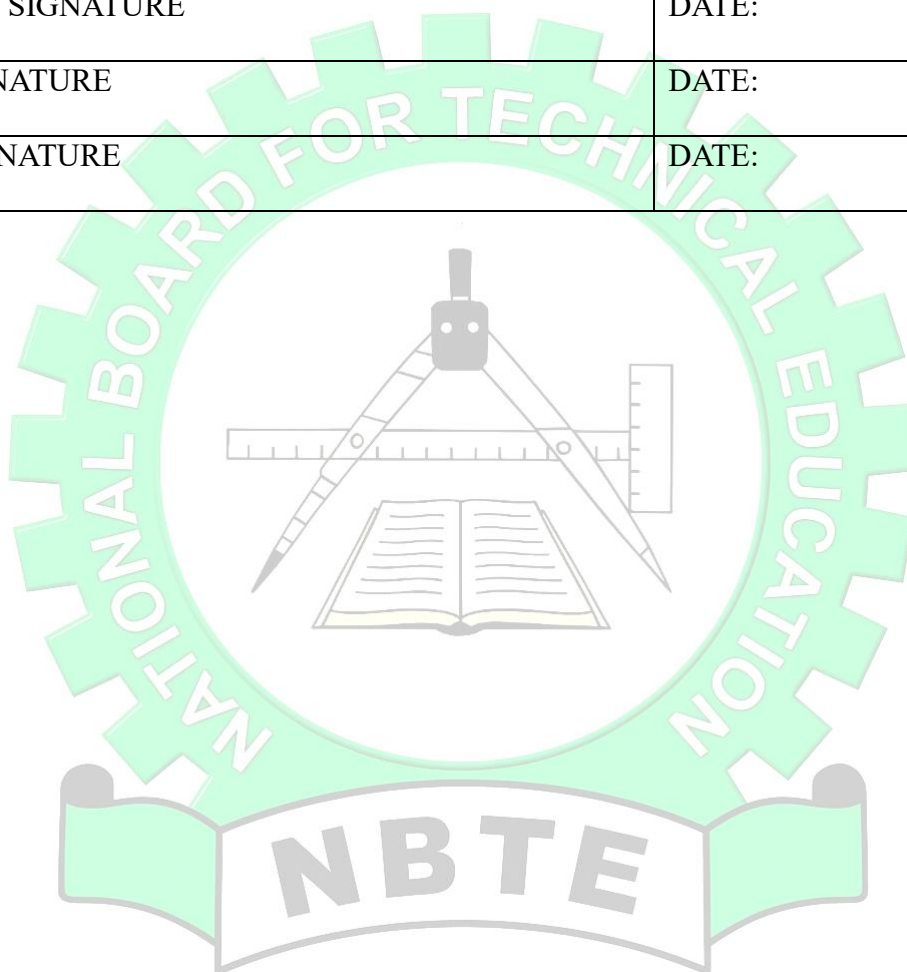


UNIT 008: Legal Compliance, Human Rights and Operational Accountability

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Apply the governing legal framework	1.1	Identify the federal and state instruments governing the operation of own organisation									
	1.2	Explain the constitutional basis of policing and the resulting limits with respect to Homeland Security Corps.									
	1.3	Interpret the standing orders of own organisation against those instruments.									
	1.4	Brief subordinates on any change in the law or in standing orders									
	1.5	Seek authoritative guidance where the legal position is unclear.									
LO 2: Supervise compliance in operations	2.1	Review operational plans for legality before approval or submission									
	2.2	Identify conduct exceeding lawful authority in operations									
	2.3	Intervene to stop unlawful conduct.									
	2.4	Evaluate whether force used by subordinates was necessary and proportionate									
	2.5	Identify practices that have become customary but are unlawful.									
LO 3: Operate accountability mechanisms	3.1	Record a complaint from a member of the public									
	3.2	Apply the complaints procedure									
	3.3	Inform the complainant of progress and outcome									
	3.4	Refer allegations of serious misconduct or criminal conduct to the appropriate authority:									
	3.5	Maintain the use-of-force register and review entries for pattern and concern									
	3.6	Explain the protection available to a person who reports wrongdoing									
LO 4: Protect vulnerable groups in operations	4.1	Review operational practice against the requirements applying to vulnerable									
	4.2	Identify practices exposing vulnerable persons to risk.									
	4.3	Brief subordinates on safeguarding responsibilities									
	4.4	Ensure that same gender operative is available where a search or handling may be required									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
	4.5	Refer a safeguarding concern to the appropriate agency.			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 9: Conduct Hand-Over and Take-Over of Duty

Unit Reference Number: HLS/HSC/009/L4

NSQ Level: 4

Credit Value: 3

Guided Learning Hours: 30

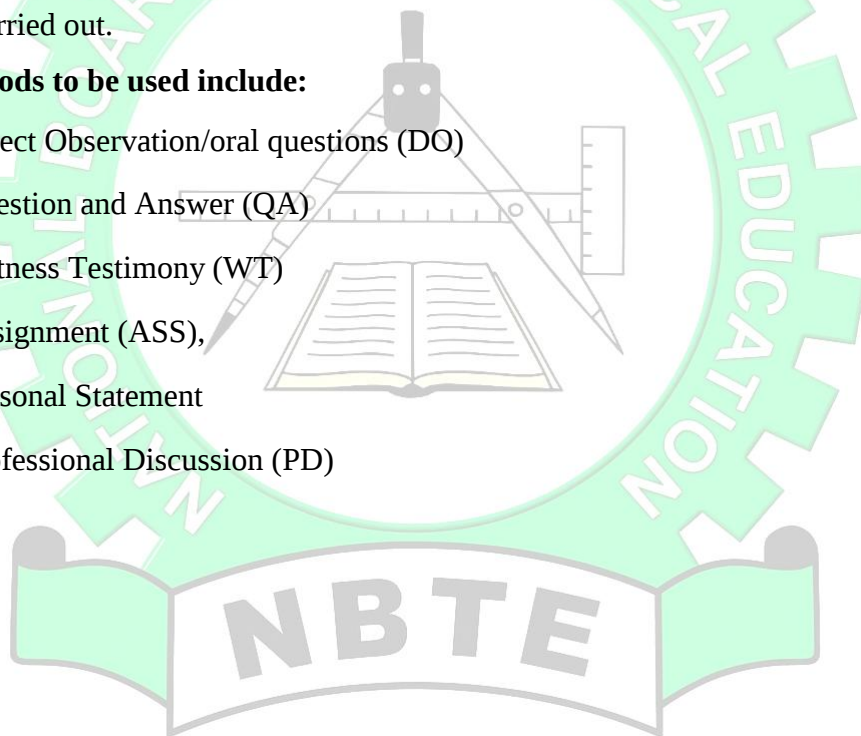
Unit Purpose: This unit specifies the competencies required to effectively conduct handing and taking over of duty to ensure continuity of security operations, accountability of personnel and equipment, effective communication, and uninterrupted protection of lives, property, and critical assets.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)



UNIT 009: CONDUCT HAND-OVER AND TAKE-OVER OF DUTY

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
LO 1: Understand the Principles of Handing and Taking Over of Duty	1.1	Explain the importance of handover and takeover of duty in homeland security operations.			
	1.2	Describe SOPs (Standard Operating Procedures) for duty handover.			
	1.3	Explain the responsibilities of outgoing and incoming personnel during shift change			
	1.4	Describe the consequences of poor handover and takeover.			
LO 2: Prepare for Handover of Duty	2.1	Complete assigned duties before the scheduled handover			
	2.2	Update occurrence books, patrol logs, incident reports, and other operational records.			
	2.3	Verify the status of resources assigned to the sector; • personnel, • equipment, • keys, • communication devices, • weapons (where authorised)			
	2.4	Document pending assignments, and operational concerns.			
	2.5	Assemble all documents required for the handover process.			
LO 3: Conduct the Handover and Takeover Process	3.1	Conduct the handover at the designated time and location			
	3.2	Brief the incoming officer on the security situation			
	3.3	Handover deployed resources.			
	3.4	Obtain signatures of both outgoing and incoming personnel in the appropriate handover register.			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:

Unit 10: Security Risk Assessment and Survey

Unit Reference Number: HLS/HSC/010/L4

NSQ Level: 4

Credit Value: 5

Guided Learning Hours: 50

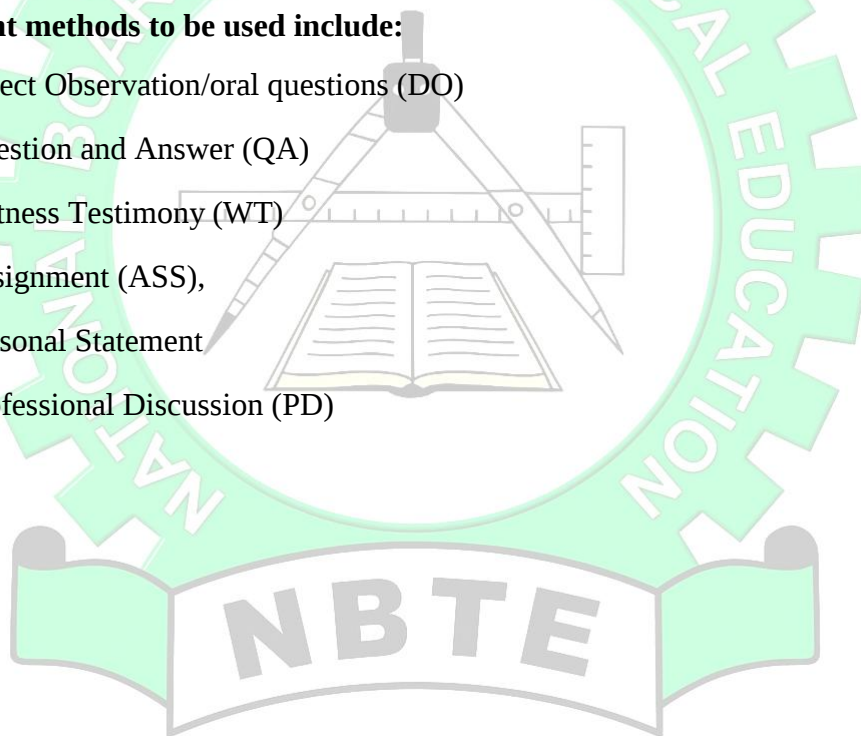
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to conduct a security survey, assess and rank threat and vulnerability, recommend and implement treatment, and maintain a risk record for the supervised area.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)



UNIT 010: Security Risk Assessment and Survey

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Conduct a security survey	1.1	Discuss the purpose of a security survey		
	1.2	Identify what requires protection in the area surveyed: • People — residents, workers, pupils, worshippers, traders • Property • Critical Infrastructure — power, water, telecommunications, events		
	1.3	Use appropriate investigation tools to gather survey data: • Physical observation and walk-through inspections • Interview of residents and stakeholders • Review of incident and occurrence records • Study of maps and layouts		
	1.4	Identify existing physical, procedural, personal and personnel security measures		
	1.5	Record survey findings in the approved format with sketches and photographs		
LO 2: Assess threat and vulnerability	2.1	Identify the threats prevailing in the area.		
	2.2	Identify vulnerabilities in the existing measures: • Unlit areas • Unobserved approaches • Broken perimeter • Uncontrolled access • Unauthorised access • Predictable patrol timings • Understrength • Untrained personnel • Absence or faulty alarms, fire hydrants, or CCTV system • Poor record keeping etc		
	2.3	Evaluate the likelihood of a security breach/safety violation in identified risks in 2.2		
	2.4	Assess the likely impact of each		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page No.
		identified risk in 2.2			
	2.5	Rank risks using an approved risk matrix			
	2.6	Distinguish risks within own authority to treat from those requiring escalation			
LO 3: Implement approved risk treatment measures.	3.1	Identify treatment options for each prioritised risk: • Avoidance or removal of the exposure • Physical measures • Procedural measures • Additional or redeployed personnel • Community measures • Transfer to another agency			
	3.2	Evaluate options against effectiveness, cost, legality and community acceptability			
	3.3	Recommend appropriate risk treatment measures to higher authority.			
	3.4	Implement approved treatment measures within own area of responsibility			
	3.5	Review whether the measures implemented have reduced the risk.			
LO 4: Maintain the risk record	4.1	Maintain a risk register for the supervised area			
	4.2	Review the risk register at the intervals specified by Standing Order.			
	4.3	Report a new or escalating risk to higher authority without delay			
	4.4	Recommend appropriate risk mitigating measure (s) based on 4.3			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:

Unit 11: Information and Intelligence Gathering.

Unit Reference Number: HLS/HSC/011/L4

NSQ Level: 4

Credit Value: 4

Guided Learning Hours: 40

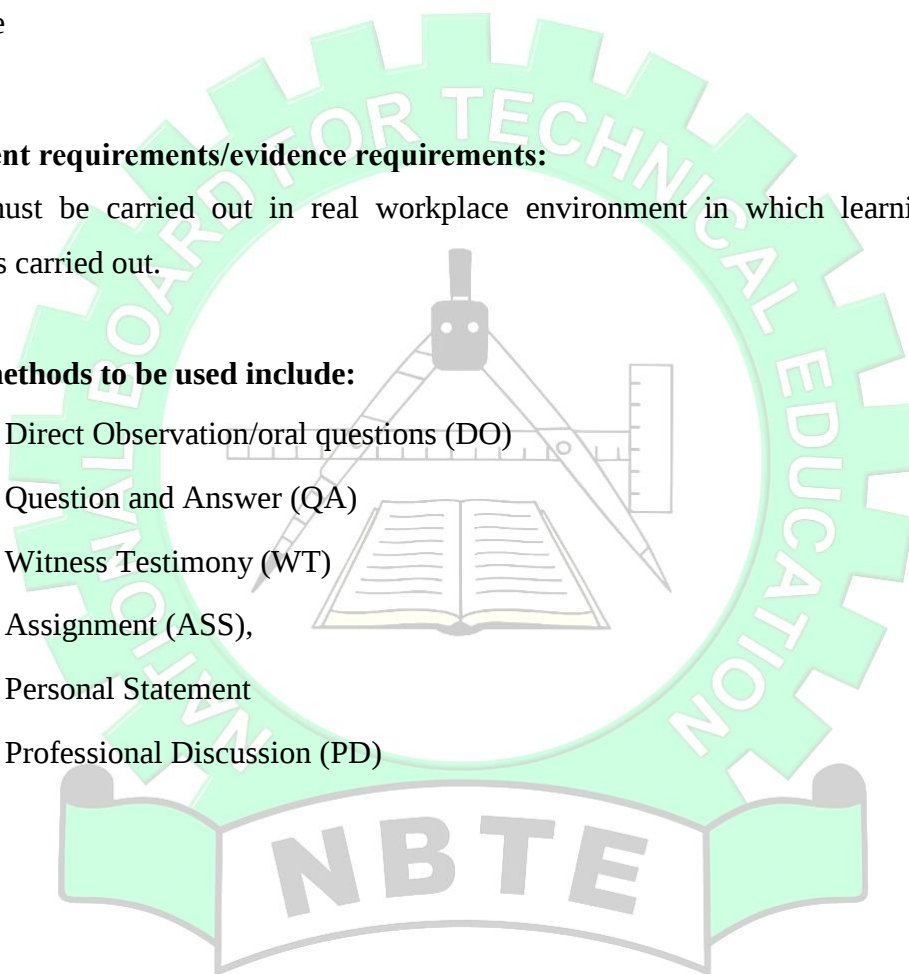
Unit Purpose: This unit is designed to provide the Learner with the knowledge and skills required to gather and analyse information, and consequently disseminate intelligence in line with the need-to-know principle

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

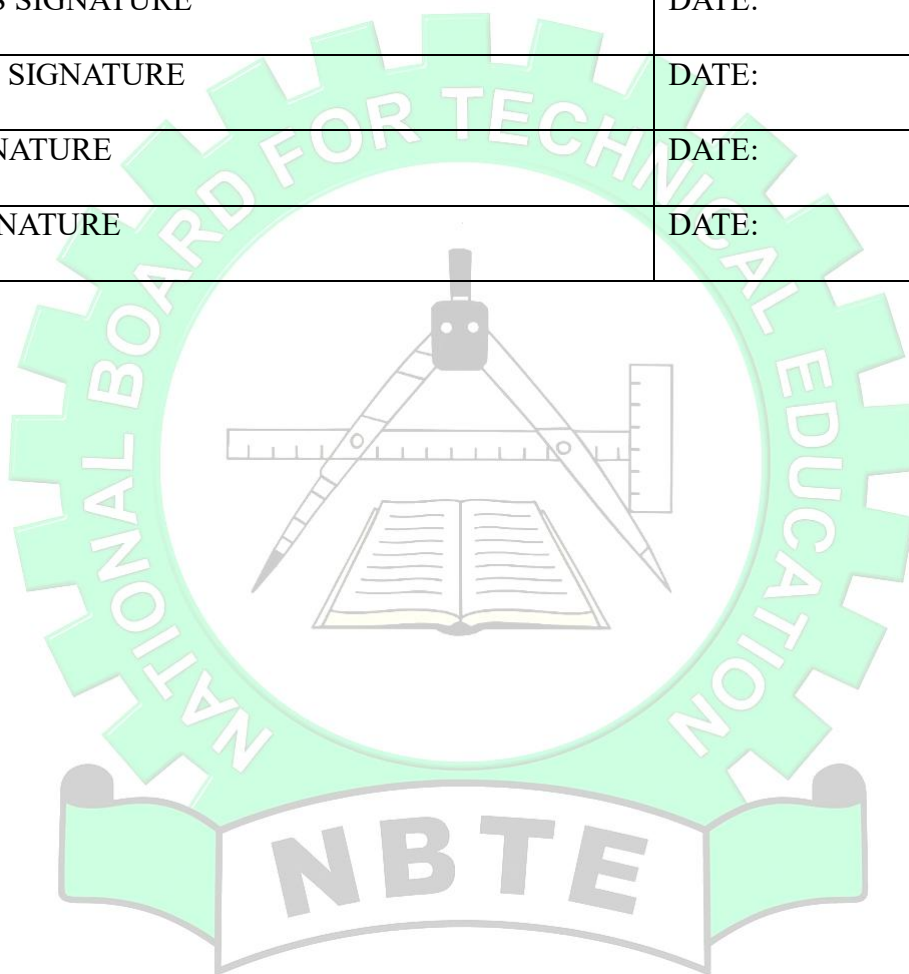


UNIT 011: Information and Intelligence Gathering.

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Manage the information gathering process	1.1	Evaluate the coverage of the collection plan to identify gaps									
	1.2	Task team members within own authority									
	1.3	Review the legality and proportionality of the collection being conducted									
	1.4	Discontinue a collection activity that exceeds the authority given.									
LO 2: Analyse information gathered.	2.1	Collate information from multiple sources into a single record									
	2.2	Identify patterns, trends, links and anomalies in the collated material: • Repeat locations and hot spots. • Repeat times and days. • Repeat methods. • Links between people, vehicles, and telephone numbers • Seasonal or market-cycle patterns									
	2.3	Distinguish fact, inference and assumption in an assessment									
	2.4	Identify alternative explanations for the same material.									
	2.5	Identify where the material is too thin to support a conclusion.									
LO 3: Produce intelligence.	3.1	Prepare an intelligence assessment stating the level of confidence.									
	3.2	Prepare a problem or target profile for a recurring crime problem									
	3.3	Apply handling instructions, protective markings and the need-to-know principle									
LO 4: Disseminate intelligence.	4.1	Disseminate to the relevant agencies through the approved channel									
	4.2	Record dissemination and any feedback received									
	4.3	Brief section leaders on the intelligence relevant to their task.									
LO 5: Protect sources and integrity	5.1	Review the arrangements for protecting source identity									
	5.2	Identify the risk of intelligence being used for personal interest.									
	5.3	Report any attempt to influence, fabricate or suppress intelligence									

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page No.
	5.4	Review whether a source is being placed at unacceptable risk			
	5.5	Discuss the harm caused when an unverified allegation is treated as intelligence			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 12: Armoury Management and Weapons Accountability

Unit Reference Number: HLS/HSC/012/L4

NSQ Level: 4

Credit Value: 4

Guided Learning Hours: 40

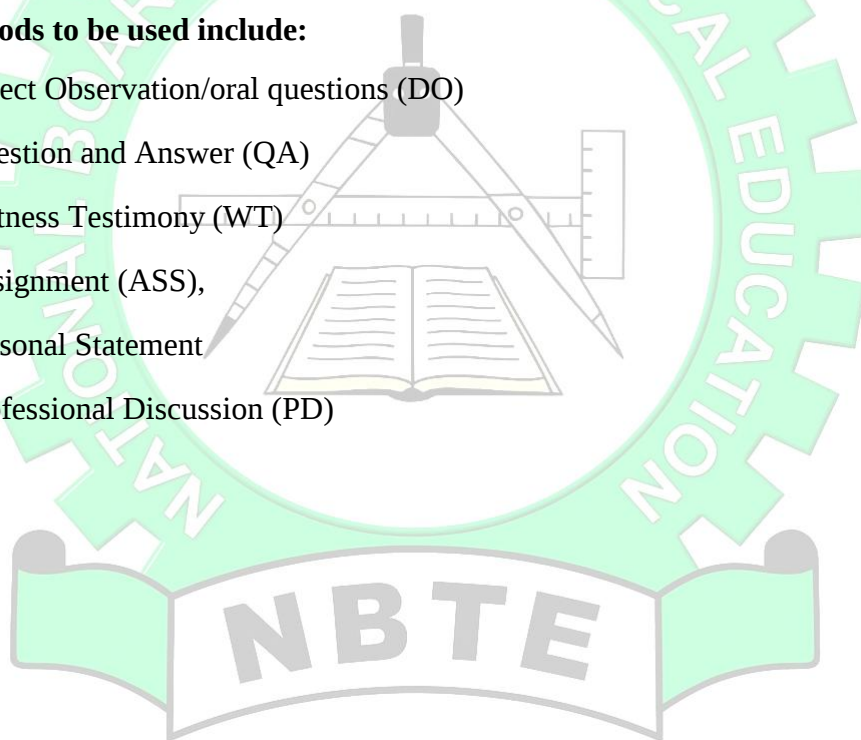
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to operate an armoury, control the issue of weapons, account for and inspect weapons and ammunition, and review weapon use.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)



UNIT 012: Armoury Management and Weapons Accountability

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
LO 1: Operate the armoury	1.1	Discuss storage requirements applicable to an armoury.			
	1.2	Supervise compliance with the physical security standards required for an armoury: • Secure structure and reinforced door • Controlled and recorded key custody. • Racking and separate ammunition storage • Alarm and access control. • Fire precautions • Restricted access list			
	1.3	Supervise the issue and return of weapons in the armoury			
	1.4	Maintain weapons registers for reconciliation at the interval set			
	1.5	Control access to the armoury			
LO 2: Control weapon issue	2.1	Verify before issuing a weapon, that the person is: • Named on the authorized list • Currently licensed • Trained and in-date on the weapon. • Medically and physically fit • Not subject to suspension or disciplinary restriction			
	2.2	Withhold issue where any requirement is not met,			
	2.3	Withdraw a weapon from an operative where fitness, conduct or clearance of the personnel is in doubt.			
	2.4	Maintain a record of individual weapon handling competence			
	2.5	Issue only the ammunition authorised for the task.			
LO 3: Account for and inspect weapons	3.1	Conduct a physical check of weapons and ammunition against the register			
	3.2	Initiate the loss-reporting procedure for unaccounted weapons			
	3.3	Inspect weapons for serviceability and withdraw defective weapons from use			
	3.4	Arrange for the authorisation of			

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
		weapons repair			
	3.5	Account for weapons in maintenance cycle			
	3.6	Supervise the maintenance schedule timeline			
LO 4: Review weapon use	4.1	Record every discharge and the circumstances in which it occurred			
	4.2	Evaluate whether a discharge complied with standing orders and with the principles governing use of force			
	4.3	Report any discharge at a person to higher authority			
	4.4	Secure the weapon, ammunition and scene following a discharge at a person			
	4.5	Identify patterns in weapon use requiring corrective action			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 13: Fire Safety and Emergency Preparedness

Unit Reference Number: HLS/HSC /013/L4

NSQ Level: 4

Credit Value: 3

Guided Learning Hours: 30

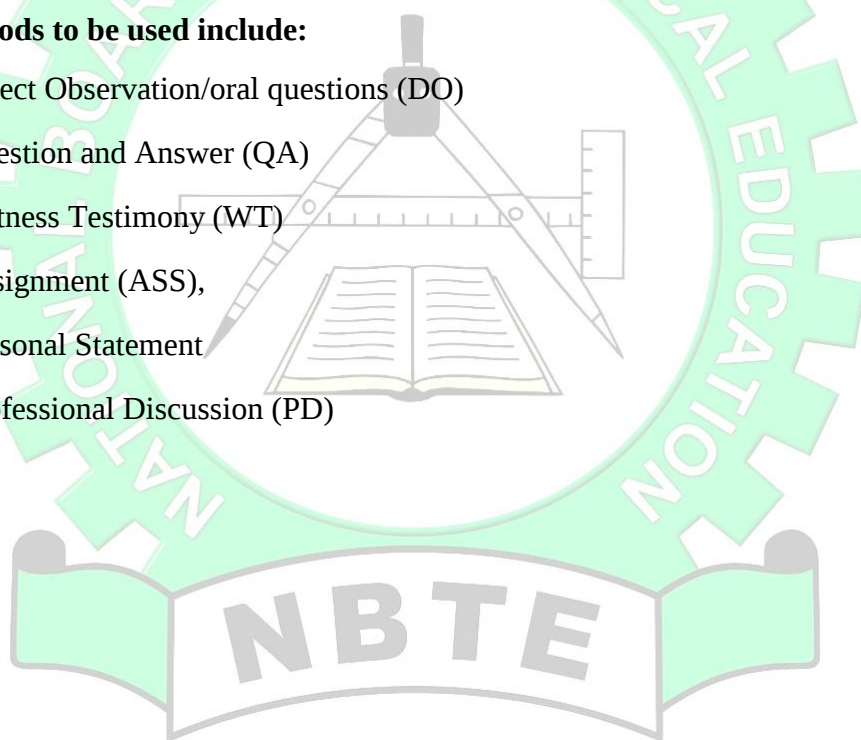
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to assess fire risk in the assigned area, maintain fire precautions and equipment, plan and conduct evacuation exercises, and prepare the area for foreseeable emergencies.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

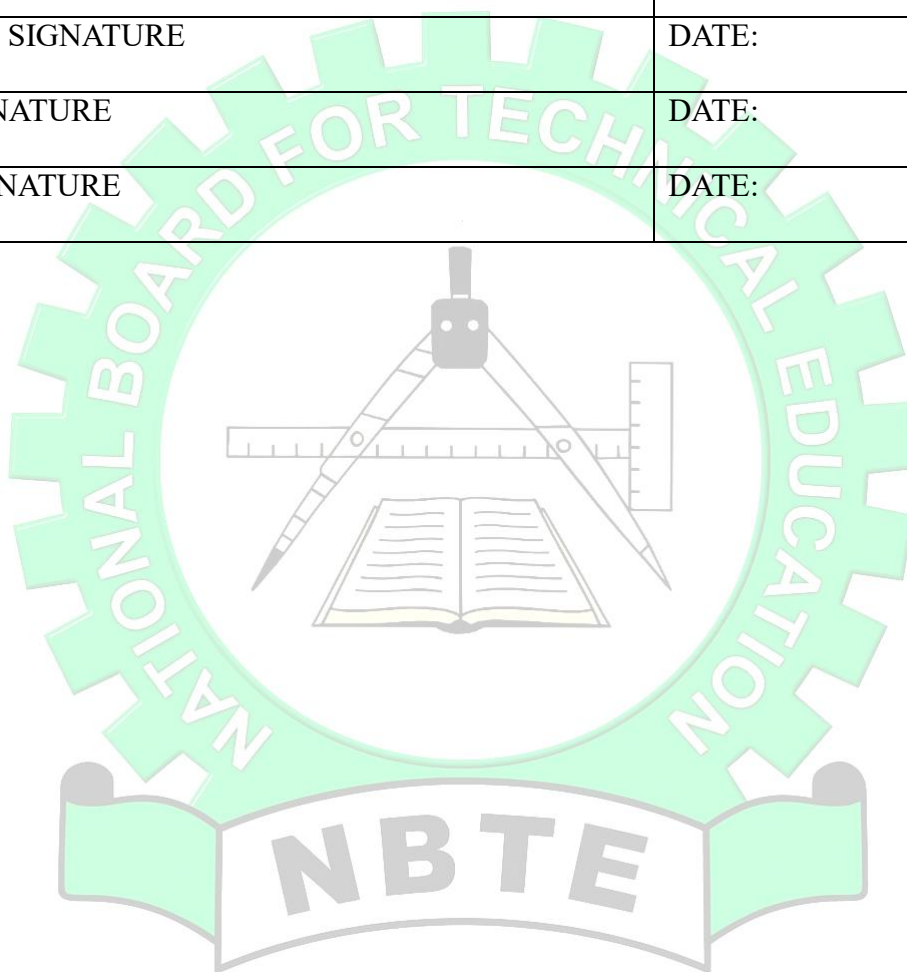


UNIT 013: Fire Safety and Emergency Preparedness

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Assess fire risk	1.1	Identify the sources of heat and fuel in the area		
	1.2	Identify locations prone to fire incidents • Markets and lock-up shops • Liquid fuel and gas retail points. • Generator and electrical installations • Storage of inflammable materials • Densely built residential areas		
	1.3	Evaluate the existing fire precautions.		
	1.4	Recommend improvements to 1.3		
	1.5	Report a serious fire risk to the Fire Service and the local authority		
LO 2: Maintain fire precautions and equipment	2.1	Discuss the classes of fire and the correct extinguishing medium for each		
	2.2	Verify that firefighting equipment is ready for use.		
	2.3	Verify that emergency exits, escape routes and assembly points are marked and unobstructed		
	2.4	Maintain the inspection register.		
	2.5	Verify that alarms, signage and emergency lighting are functional.		
LO 3: Conduct evacuation exercises	3.1	Prepare an evacuation plan for a designated premises or area		
	3.2	Brief operatives and occupants on their roles in an evacuation		
	3.3	Conduct an evacuation exercise and time it		
	3.4	Conduct a roll call from the nominal register at the muster point		
	3.5	Evaluate the evacuation exercise		
	3.6	Record the findings in 3.5		
LO 4: Prepare for other foreseeable emergencies	4.1	Identify the emergencies to which the area is exposed: • Flooding • Building collapse • Gas or chemical release • Epidemic or public health emergency • Road incident casualty		
	4.2	Maintain an emergency contact and resource list		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page No.
	4.3	Identify the statutory responder for each and establish contact			
	4.4	Brief operatives on the immediate actions for each emergency type			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 14: Community Policing Coordination and Conflict Management

Unit Reference Number: HLS/HSC/014/L4

NSQ Level: 4

Credit Value:

Guided Learning Hours:

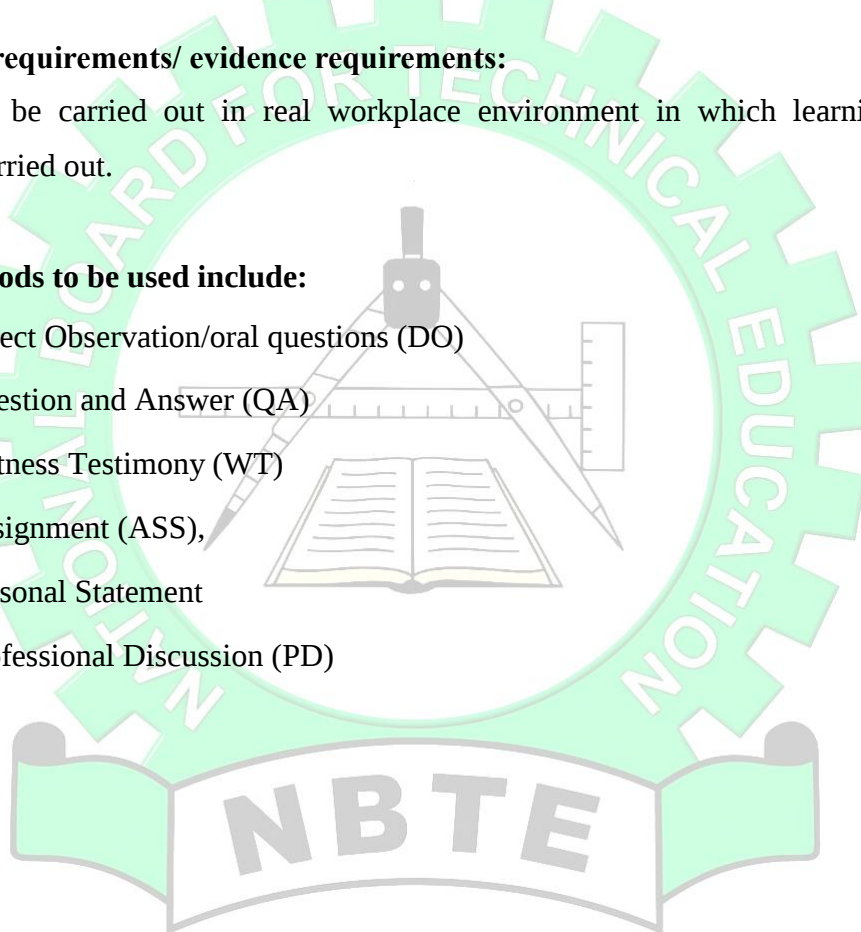
Unit Purpose: This unit is designed to provide the Homeland Security Sector Leader with the knowledge and skills required to coordinate community policing activity across a supervised area, manage conflict, and maintain community confidence in the organisation.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS),
5. Personal Statement
6. Professional Discussion (PD)

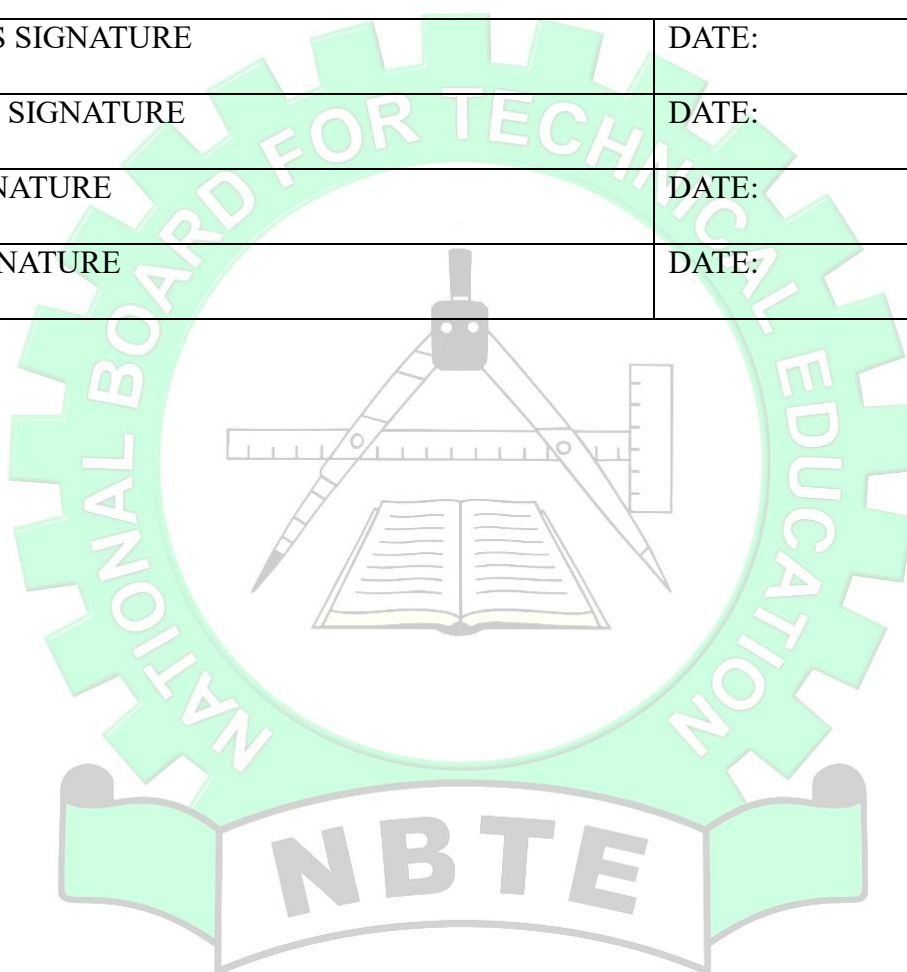


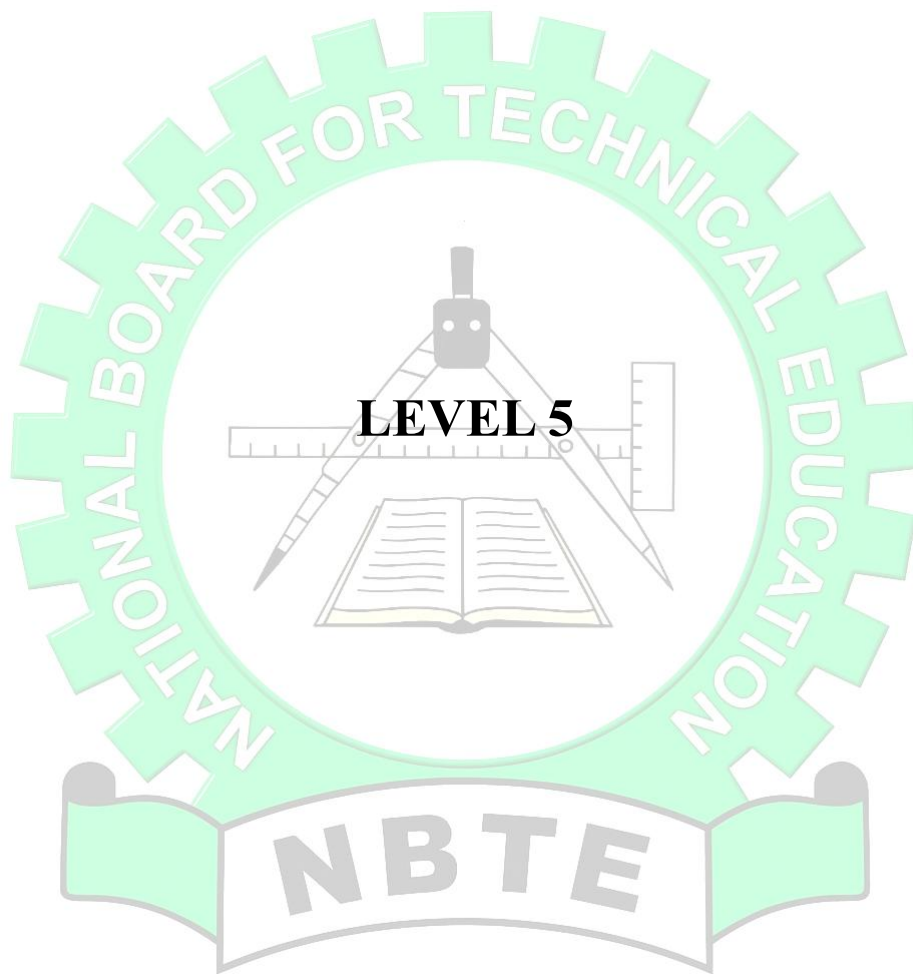
UNIT 014: Community Policing Coordination and Conflict Management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Coordinate community policing activity	1.1	Identify the community policing structures operating in the supervised area		
	1.2	Represent the unit on the Divisional Community Policing Committee or equivalent forum		
	1.3	Coordinate community engagement activity across the supervised area: • Town hall and ward meetings • School and market visits • Crime-prevention advice campaigns • Joint patrols with the Police		
	1.4	Evaluate the effect of engagement activity on community confidence.		
LO 2: Manage community conflict	2.1	Identify the sources of conflict present in the community: • Communal /ethnic disputes • Religious tension • Farmer–herder / land disputes • Boundary / chieftaincy disputes • Market, transport, and union rivalry • Youth gang / cult activity		
	2.2	Apply de-escalation, negotiation and mediation techniques in a dispute.		
	2.3	Refer dispute beyond own authority to the appropriate authority.		
	2.4	Evaluate the risk that the unit's own action will inflame a dispute.		
	2.5	Adjust the response accordingly		
	2.6	Maintain the neutrality of the organisation in a dispute between community factions		
LO 3: Maintain community confidence	3.1	Identify the factors that damage community confidence in a Homeland Security Services: • Extortion and illegal levies • Excessive force and summary punishment • Partiality along ethnic, religious, or political lines • Failure to respond to reports. • Absence of a route to complain		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page No.
	3.2	Gather community feedback for evaluation			
	3.3	Initiate corrective action within own authority in response to feedback			
	3.4	Report to higher authority on the state of community relations.			

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:





OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Homeland Security Sector for the award of National Skills Qualification (NSQ)/National Occupational Standards (NOS). It is aimed at producing Homeland Security Commander at NSQ Level 5 with the competencies necessary to manage security operations across an area of responsibility, take responsibility for the work of a team of supervisors, analyse threat and risk, allocate resources and manage finances, manage personnel and their welfare, assure competence, coordinate joint operations with statutory agencies, oversee legal and human rights compliance, manage information lawfully, manage crises, implement organisational policy and account for performance to a governing body, while complying with relevant regulatory requirements and safety standards.

Achievement at this level reflects the ability to identify and use relevant understanding, methods and skills to address problems that are well defined but complex and non-routine. It includes taking responsibility for the work of a Team and for overall courses of action, and exercising autonomy and judgement within broad but generally well-defined parameters, including responsibility for the allocation of resources. It also reflects an informed understanding of different perspectives or approaches within the area of work

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted for individuals who are interested in developing a career as a Homeland Security Commander with responsibility for the work of a team and for the allocation of resources within an area of responsibility.

QUALIFICATION REQUIREMENTS

All Candidates must:

- a. Hold the NSQ Level 4 in Homeland Security Corps, or demonstrate equivalent competence through Recognition of Prior Learning
- b. Be at least 30 years of age
- c. Have completed not less than 36 months of verifiable service, of which not less than 12 months at supervisory level
- d. Be medically fit
- e. Be physically fit
- f. Be mentally fit
- g. Be a Nigerian citizen
- h. Be vetted, and hold current clearance from the appropriate Authorities Such as community leaders and clergies.
- i. Have no subsisting conviction for an offence involving violence, dishonesty or abuse of office, and no upheld finding of serious misconduct within the preceding three years
- j. Be recommended in writing by the governing body or the state commander of the organisation

QUALIFICATION OBJECTIVES

To achieve this qualification, the learner should have the following competencies:

1. Manage security operations across an area of responsibility and take responsibility for the work of a team of supervisors
2. Analyse threat, vulnerability and risk, and evaluate different approaches to treatment
3. Plan operations at area level and allocate personnel, equipment and funds
4. Manage recruitment, performance, discipline and welfare of personnel
5. Assure the competence of the workforce against the National Occupational Standards
6. Coordinate joint operations and liaison with statutory agencies
7. Oversee legal compliance, human rights performance and complaints
8. Direct and ensure the integrity of the intelligence effort
9. Prepare for, manage and learn from a crisis
10. Build community safety partnerships and resolve conflict at area level
11. Monitor performance, conduct internal audit and report to a governing body
12. Implement organisational strategy and policy within the area
13. Manage finances and account for expenditure to audit standard
14. Manage information, records and personnel data lawfully
15. Exercise autonomy and judgement within broad but generally well-defined parameters

Unit Assessment/Evidence Requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed only in crisis exercise every other unit requires evidence generated in live operational conditions over a sustained period.

Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-Based Project (WBP)

MANDATORY UNITS

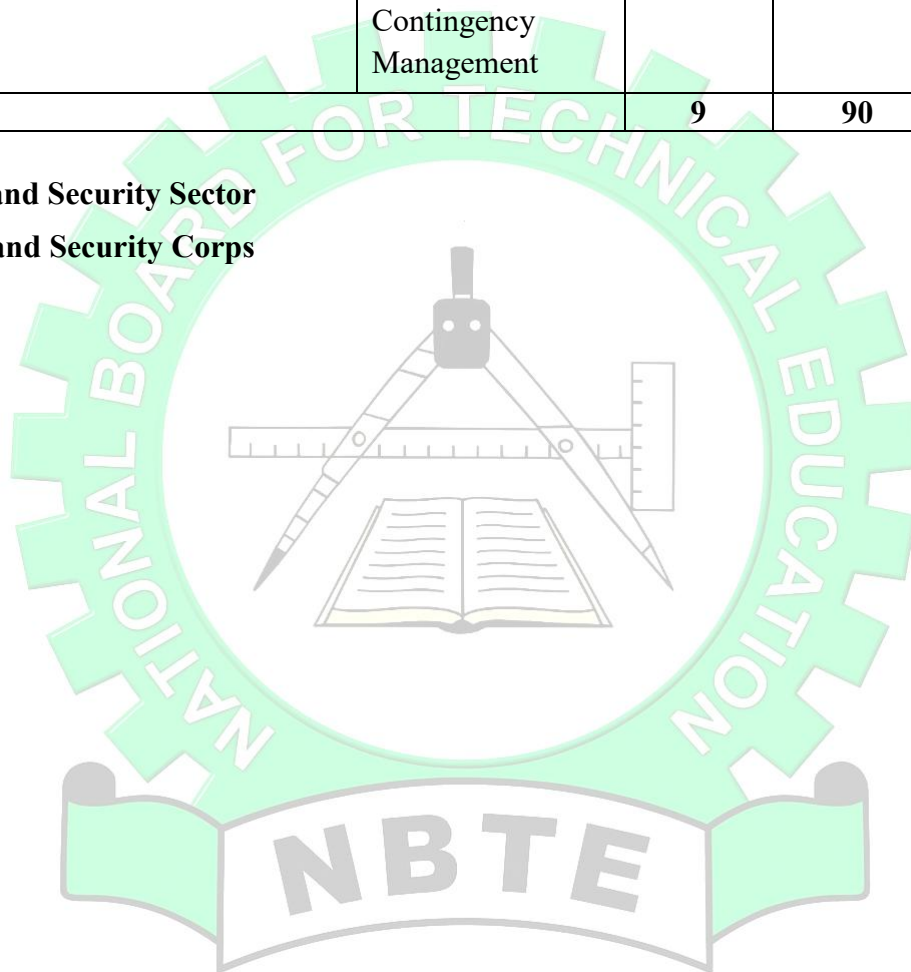
Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Time
1.	HLS/HSC/001/L5	Security Operations Management	6	60	120
2.	HLS/HSC/002/L5	Threat, Risk and Vulnerability Analysis	5	50	100
3.	HLS/HSC/003/L5	Operational Planning, Resources and Logistics	5	50	100
4.	HLS/HSC/004/L5	Personnel, Communication and Welfare Management	5	50	100
5.	HLS/HSC/005/L5	Inter-Agency Liaison and Joint Operations	5	50	100
6.	HLS/HSC/006/L5	Governance, Legal Compliance and Human Rights Oversight	5	50	100
7.	HLS/HSC/007/L5	Intelligence Management and Operational Analysis	4	40	80
8.	HLS/HSC/008/L5	Community Safety Partnership and Conflict Resolution	4	40	80
9.	HLS/HSC/009/L5	Performance Monitoring, Audit and Reporting	3	30	60
10.	HLS/HSC/010/L5	Strategy Implementation and Organisational Policy	3	30	60
11.	HLS/HSC/011/L5	Financial Management and Accountability	3	30	60
12.	HLS/HSC/012/L5	Information Management, Data Protection Management and Team Leadership	3	30	60
13.	HLS/HSC/013/L5	Investigation and Case file Management	4	40	80
Total			64	640	1280

Optional Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Practice Time
14	HLS/HSC/014/L5	Training, Coaching and Competence Assurance	4	40	80
15	HLS/HSC/015/L5	Crisis and Contingency Management	5	50	100
TOTAL			9	90	180

HLS: Homeland Security Sector

HSC: Homeland Security Corps



GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Skills Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.
Indicative Content	The bulleted list following a performance criterion. It fixes the minimum breadth the candidate must cover and is not exhaustive.

UNIT 001: Security Operations Management

Unit reference number: HLS/HSC/001/L5

NSQ Level: 5
Credit value: 6
Guided learning hours: 60

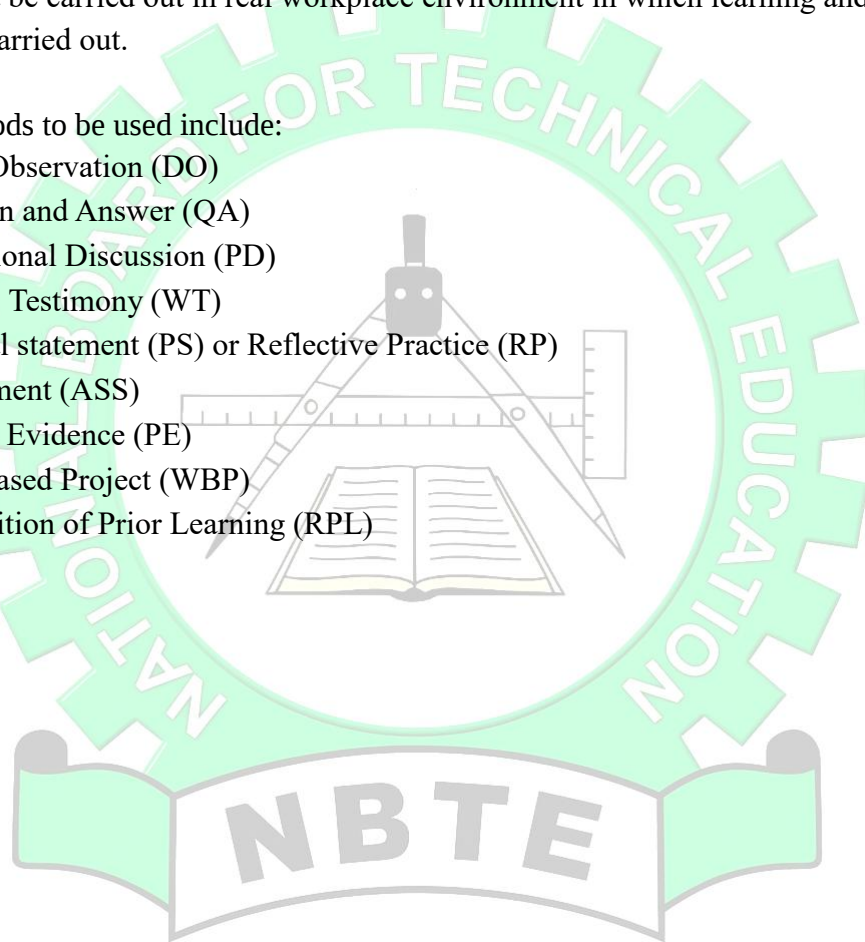
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to manage security operations across an area of responsibility, take responsibility for the work of a team of supervisors, and manage within delegated parameters.

Unit assessment requirements/ evidence requirement:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)

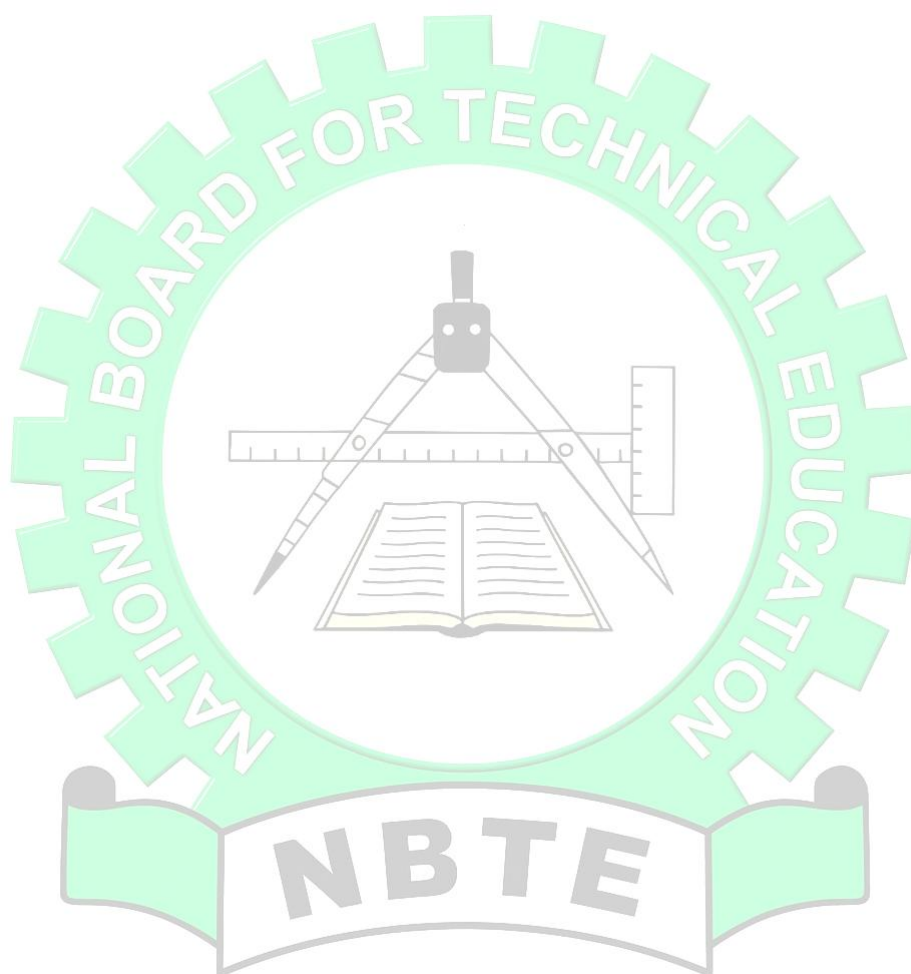


UNIT 001: Security Operations Management

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref.	Evidence Page No.
The learner will:		The learner can:			
LO 1: Manage operations across an area of responsibility	1.1	Analyse the security picture for the area using: • Intelligence assessments • Incident and occurrence data • Community feedback and complaints • Reports from subordinate supervisors • Information from statutory agencies			
	1.2	Identify operational priorities in the light of the analysis in 1.1			
	1.3	Organise teams according to the identified priorities across the area.			
	1.4	Provide resources to support priority activities across the area			
	1.5	Assign operational tasks to teams based on the identified priorities across the area.			
	1.6	Manage the work of subordinate supervisors.			
	1.7	Evaluate different approaches to a persistent security problem.			
	1.8	Review the effectiveness of the evaluation in 1.7.			
LO 2: Operate a management system for security operations	2.1	Discuss the elements of a management system for security operations: • Policy and objectives • Planning and risk assessment • Competence and awareness • Operational control and documented procedures • Monitoring, incident reporting and investigation • Internal audit and management review			
	2.2	Implement standing operating procedures across the area			
	2.3	Review the application of			

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		operational procedures.		
	2.4	Analyse reoccurring operational failures.		
	2.5	Initiate changes to the operational procedure		
	2.6	Maintain the operational documentation required for accountability and audit		
	2.7	Conduct a management review of the area's operations at the interval set		
LO 3: Take responsibility for the work of a team	3.1	Set measurable objectives for subordinate supervisors		
	3.2	Adopt key performance indicators. (KPIs)		
	3.3	Monitor performance against the set objectives.		
	3.4	Appraise subordinate supervisors		
	3.5	Take responsibility for the output of the teams supervised.		
	3.6	Identify where authority may properly be delegated.		
	3.7	Build the capability of the supervisory team through allocation of stretching tasks		
LO 4: Manage within delegated parameters	4.1	Identify the limits of own delegated authority in respect of operations, expenditure, personnel and external commitment		
	4.2	Escalate matters exceeding those limits, with recommendations		
	4.3	Record decisions taken under delegated authority.		
	4.4	Discuss the accountability associated with delegated authority		

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



UNIT 002: Threat, Risk and Vulnerability Analysis

Unit reference number: HLS/HSC/002/L5

NSQ Level: 5

Credit value: 5

Guided learning hours: 50

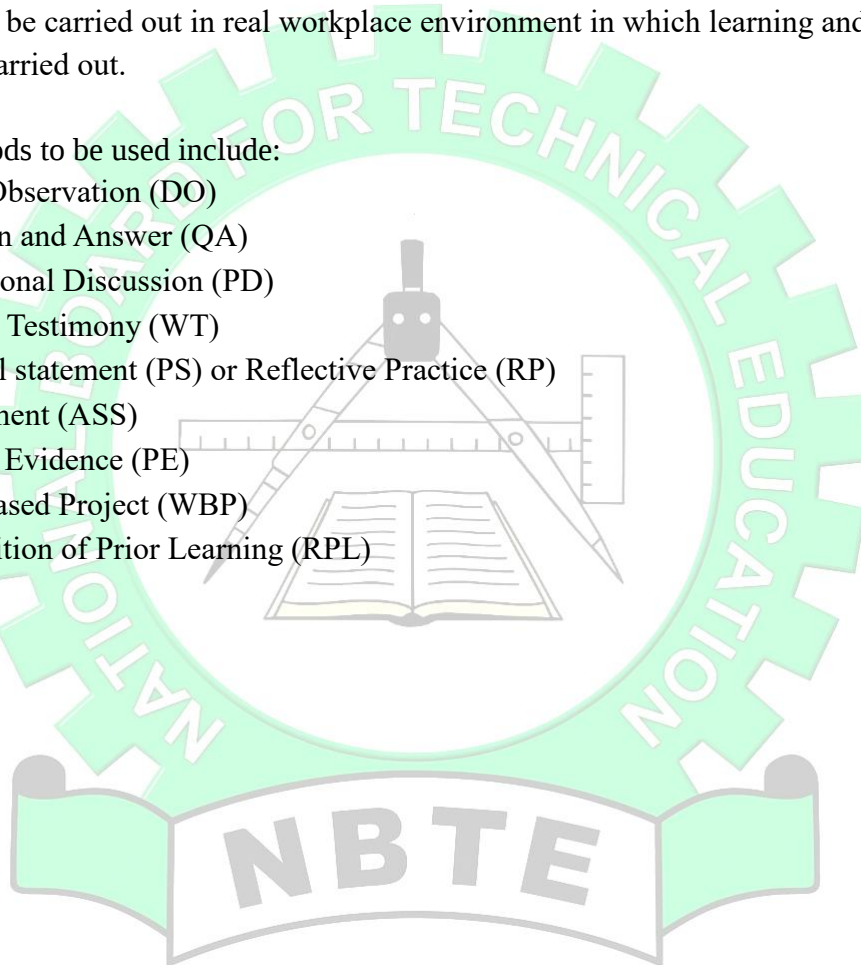
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to analyse the threat picture, assess vulnerability and risk across an area, evaluate alternative treatment approaches, and monitor the effect of treatment.

Unit assessment requirements/ evidence requirement:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)

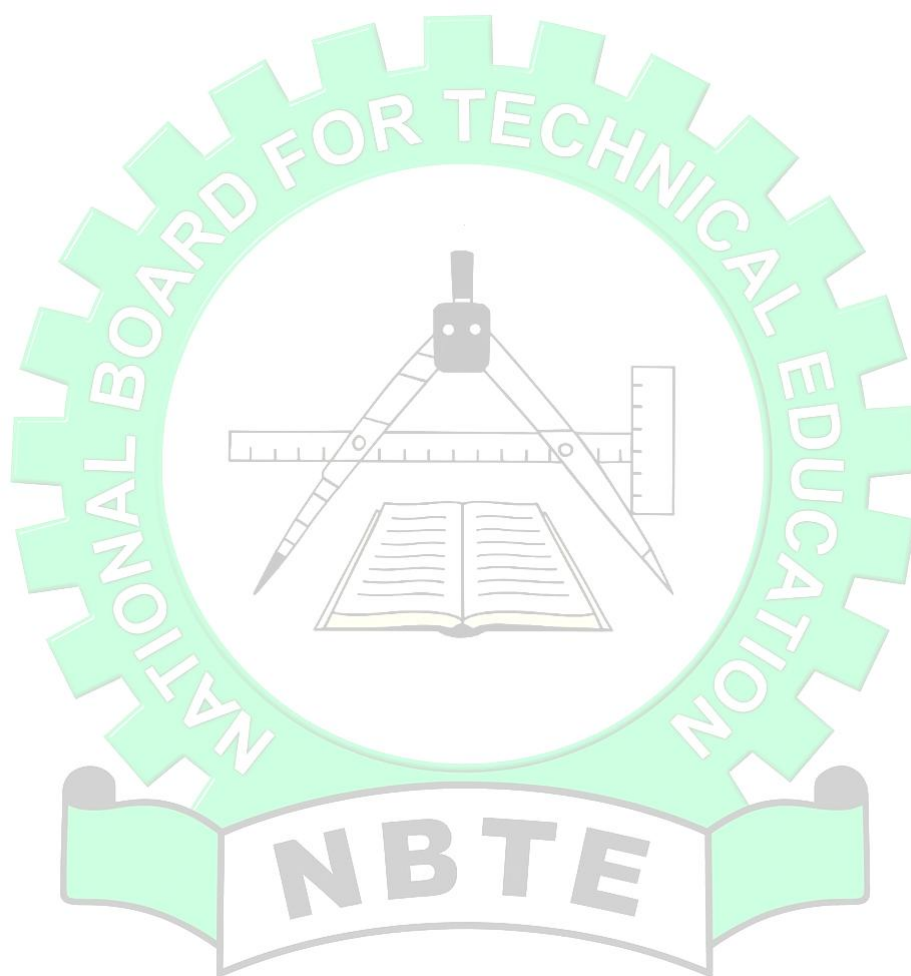


Unit 002: Threat, Risk and Vulnerability Analysis

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Analyse the threat picture	1.1	Analyse crime		
	1.2	Analyse incident data for the area over time		
	1.3	Determine the threat actors, methods and drivers relevant to the area: • Armed robbery and burglary • Kidnapping for ransom • Cattle rustling and farm crime • Cultism and youth gangs • Communal and sectarian violence • Drug trafficking and substance abuse • Vandalism of public infrastructure		
	1.4	Evaluate the reliability and completeness of the information underpinning the analysis		
	1.5	Identify emerging threats		
	1.6	Communicate emerging threats		
	1.7	Analyse the socio-economic drivers that sustain the threats identified		
LO 2: Assess vulnerability and risk across an area.	2.1	Supervise security surveys across the area of responsibility		
	2.2	Analyse survey findings to identify systemic vulnerabilities		
	2.3	Evaluate risks based on likelihood		
	2.4	Evaluate organization capacity to mitigate identified risks.		
	2.5	Justify risks for treatment.		
	2.6	Refer identified risks outside own jurisdiction to relevant agencies		
LO 3: Evaluate treatment options	3.1	Analyse a range of treatment options for a prioritised risk		
	3.2	Evaluate different approaches against:		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		- Operational effectiveness - Cost and sustainability - Legality and human rights impact - Community acceptability - Risk of displacement to a neighbouring area		
	3.3	Adapt an approach used elsewhere to the conditions of own area		
	3.4	Propose a treatment strategy to higher authority		
LO 4: Monitor and review risk	4.1	Maintain the area risk register		
	4.2	Review the area risk register at set interval		
	4.3	Monitor whether implemented treatments have reduced the assessed risk		
	4.4	Review the treatment strategy in light of the results		
	4.5	Adjust the treatment strategy based on the findings.		
	4.6	Communicate the risk position to higher authority		
	4.7	Evaluate the short and long-term implications of an unresolved risk		

LEARNERS'S SIGNATURE	DATE:
ASSESSOR'S SIGNATURE	DATE:
IQAM'S SIGNATURE	DATE:
EQAM'S SIGNATURE	DATE:



Unit 003: Operational Planning, Resources and Logistics

Unit Reference Number: HLS/HSC/003/L5

NSQ Level: 5

Credit Value: 5

Guided Learning Hours: 50

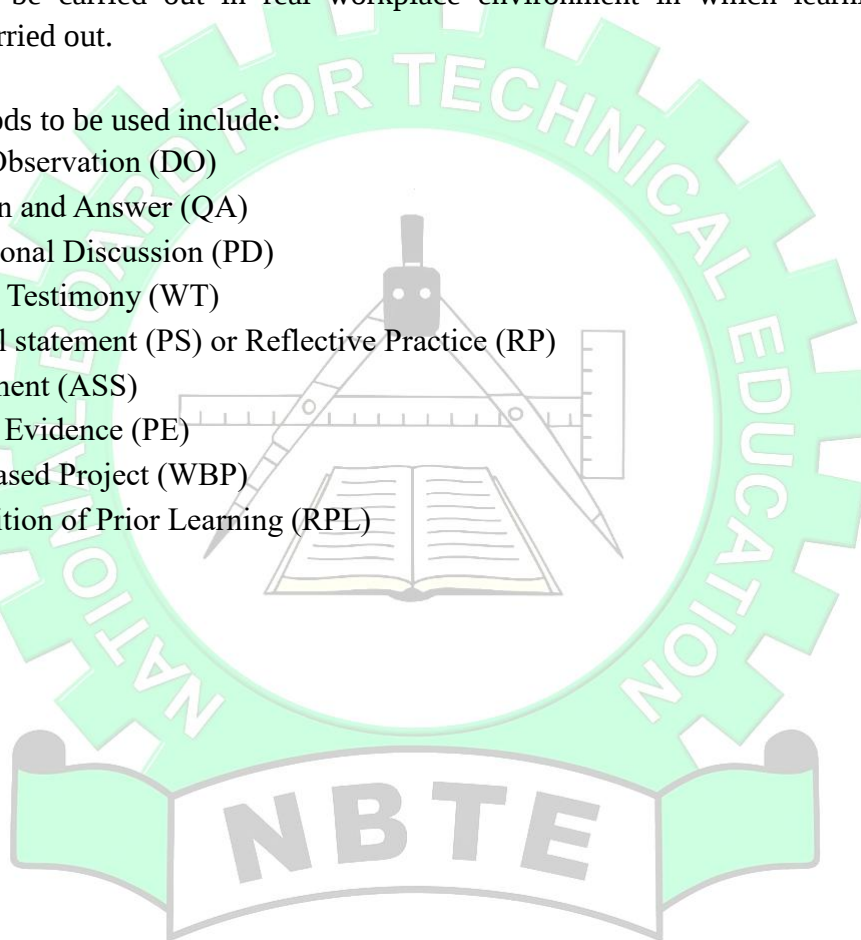
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to plan operations at area level, allocate and control resources, manage logistics and assets.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)

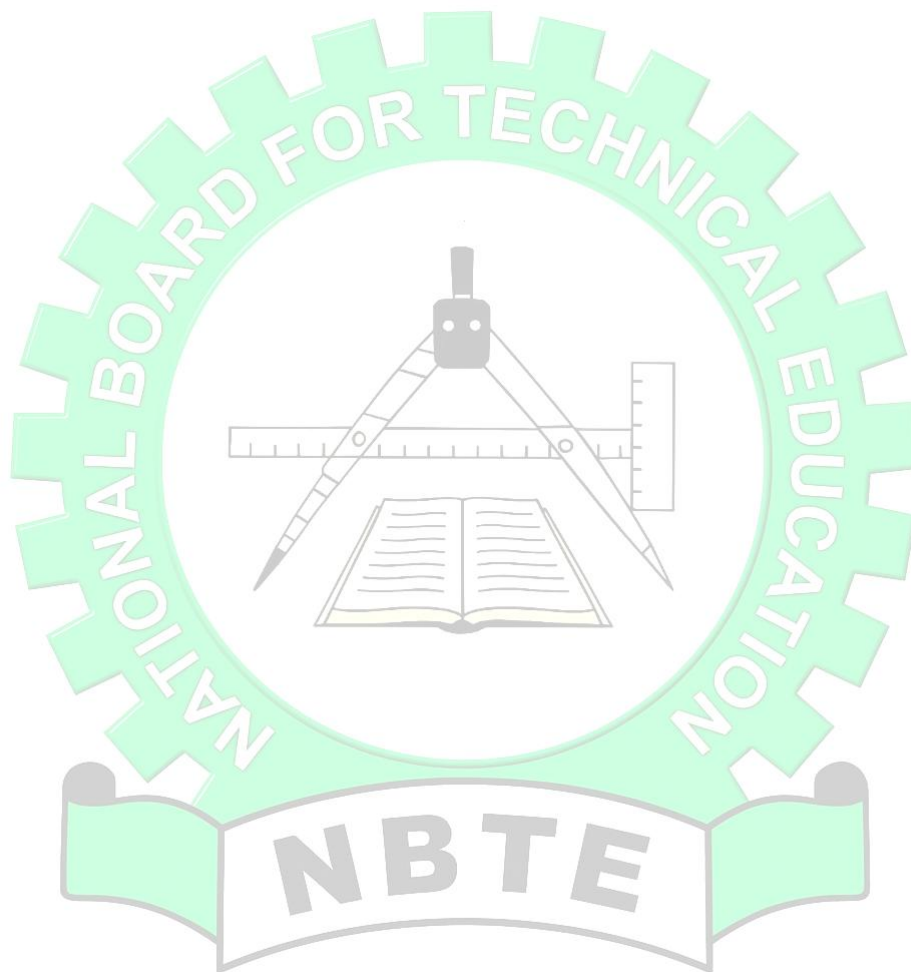


Unit 003: Operational Planning, Resources and Logistics

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Plan operations at area level	1.1	Analyse directives from higher authority.		
	1.2	Find the tasks generated from the directive.		
	1.3	Select a course of action.		
	1.4	Organize subordinate units' operational plans to support the area plan		
	1.5	Develop an area operational plan.		
	1.6	Formulate contingency plans for identified eventualities		
	1.7	Review the plan at set intervals.		
	1.8	Adapt the plan to changing conditions.		
LO 2: Allocate and control resources	2.1	Determine the resources an operational plan requires: • Personnel by number and competence • Vehicles and fuel • Communication equipment • Protective equipment, uniform and accoutrements • Weapons and ammunition. (where authorized) • Funds for allowances and running costs		
	2.2	Allocate available resources according to priorities.		
	2.3	Justify the allocation decisions.		
	2.4	Identify a resource shortfall.		
	2.5	Adopt the plan or escalate the shortfall.		
	2.6	Monitor resource consumption against the plan.		
	2.7	Communicate any variances identified.		
	2.8	Evaluate the opportunity cost of an allocation decision		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 3: Manage logistics and assets	3.1	Maintain an asset register covering vehicles, communication equipment, protective equipment and weapons.		
	3.2	Manage the maintenance and repair of assets.		
	3.3	Organize the replacement of assets when required.		
	3.4	Use the procurement and stores procedures of the organisation.		
	3.5	Investigate the loss, damage, or misuse of an asset.		
	3.6	Communicate the findings through the appropriate channels.		
	3.7	Organize the replacement of assets reaching the end of serviceable life		
LO 4: Manage supplies to deployed units	4.1	Determine the sustainment requirements of a deployed unit: feeding, water, fuel, relief and casualty evacuation		
	4.2	Organize resupply to deployed units		
	4.3	Monitor stock levels and initiate replenishment		
	4.4	Evaluate the adequacy of logistic support provided after an operation.		
	4.5	Communicate the findings		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



Unit 004: Personnel, Communication and Welfare Management

Unit Reference Number: HLS/HSC/004/L5

NSQ Level:	5
Credit Value:	5
Guided Learning Hours:	50

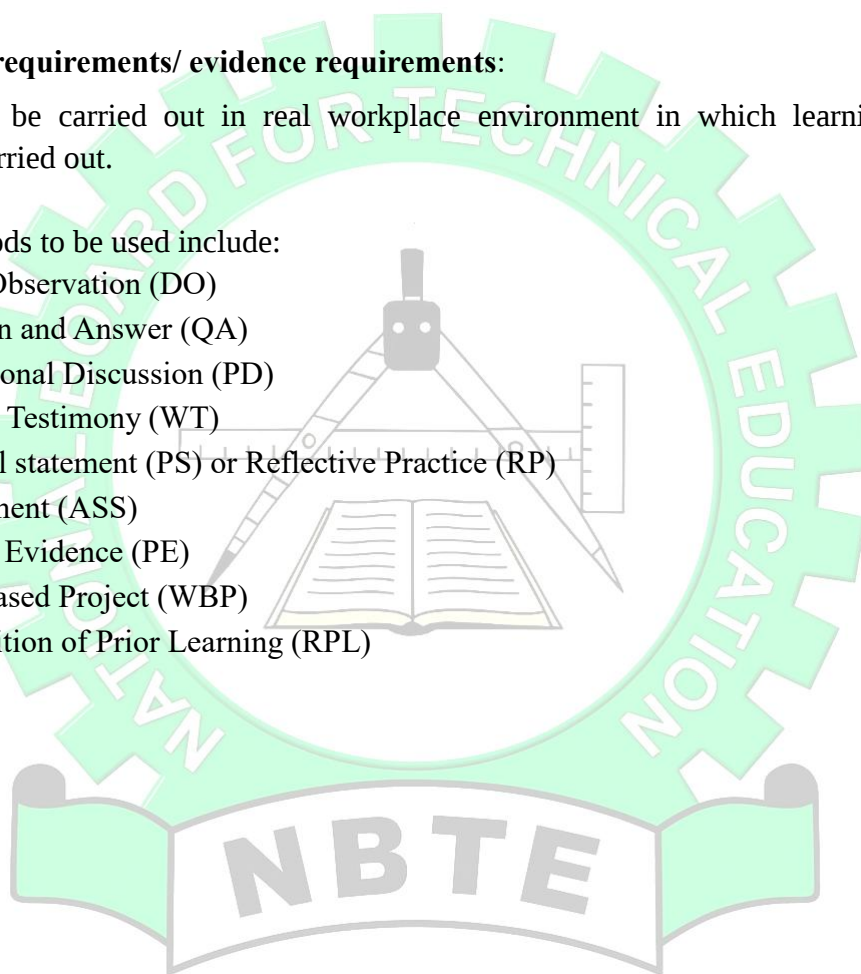
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to manage recruitment, vetting and deployment, manage performance, administer discipline fairly, and discharge the organisation's duty of care.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



Unit 004: Personnel, Communication and Welfare Management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Manage recruitment, vetting and deployment	1.1	Determine the establishment requirements of the area.		
	1.2	Determine the skill requirements needed for the area.		
	1.3	Adapt the recruitment and screening standards of the organisation,		
	1.4	Adapt the vetting standards of the organisation • Identity and age verification • Community and traditional-ruler attestation • Police character check • Medical and physical fitness • Educational and literacy requirement • Absence of cult, gang or militia association		
	1.5	Evaluate a candidate against the required standards		
	1.6	Maintain the decision made during the evaluation process.		
	1.7	Provide personnel across units to meet operational priorities		
	1.8	Evaluate whether the composition of the workforce reflects the community served.		
LO 2: Manage performance	2.1	Organize performance standards for the area.		
	2.2	Communicate the performance standards to relevant personnel		
	2.3	Monitor performance through supervisors and record		
	2.4	Carry out direct observation on performance		
	2.5	Evaluate the performance of supervisors		
	2.6	Examine the agreed development actions.		
	2.7	Determine systemic performance problems.		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.8	Initiate corrective actions		
	2.9	Manage the exit of an operative who cannot meet the standard, fairly and lawfully		
LO 3: Administer discipline fairly	3.1	Discuss the disciplinary framework of the organisation.		
	3.2	Discus the relationship between the disciplinary framework criminal process.		
	3.3	Coordinate the investigation of an allegation of misconduct		
	3.4	Use the requirements of fair hearing, sufficiency of evidence and proportionate sanction		
	3.5	Refer criminal allegations to the Police without delay and without prejudicing the internal process		
	3.6	Maintain disciplinary records.		
	3.7	Analyse disciplinary records to identify patterns		
	3.8	Evaluate whether disciplinary outcomes are applied consistently across the area		
LO 4: Manage welfare and duty of care	4.1	Determine the welfare arrangements available to operatives and their dependants.		
	4.2	Determine the insurance arrangements available to operatives and their dependants.		
	4.3	Carry out arrangements for stress and trauma support following a critical incident		
	4.4	Determine the compensation arrangements available to operatives and their dependants		
	4.5	Evaluate the adequacy of welfare arrangements.		
	4.6	Organize support for an operative injured or bereaved in the course of		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		duty		
	4.7	Suggest improvements to welfare arrangements.		
	4.8	Determine the welfare needs of female operatives.		
	4.9	Determine the welfare needs of operatives with caring responsibilities.		
	4.10	Suggest ways for addressing the needs		
LO 5: Manage operational communication systems	5.1	Develop communication procedures for routine and emergency operations.		
	5.2	Coordinate communication among operational units during deployments.		
	5.3	Monitor the effectiveness of communication channels during operations.		
	5.4	Resolve communication failures that may affect operational effectiveness.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

Unit 005: Inter-Agency Liaison and Joint Operations

Unit Reference Number: HLS/HSC/005/L5

NSQ Level: 5

Credit Value: 5

Guided Learning Hours: 50

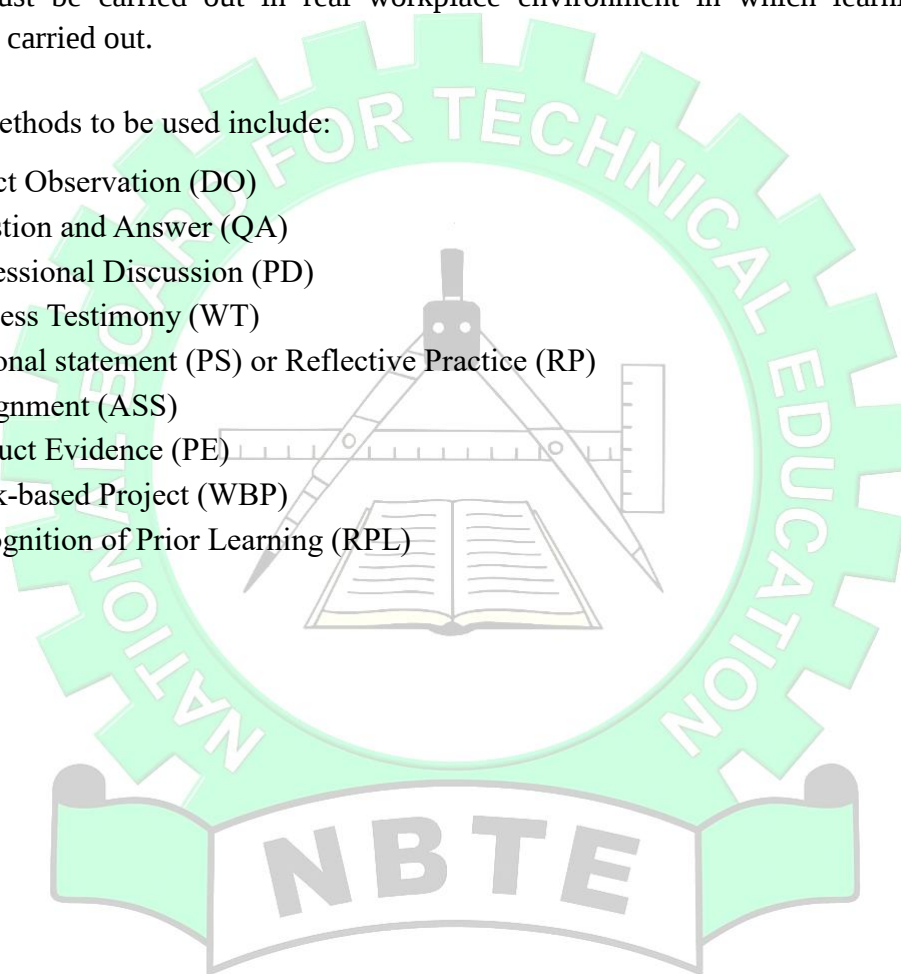
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to maintain relationships with statutory agencies, coordinate joint operations, manage information sharing, and resolve friction between agencies.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



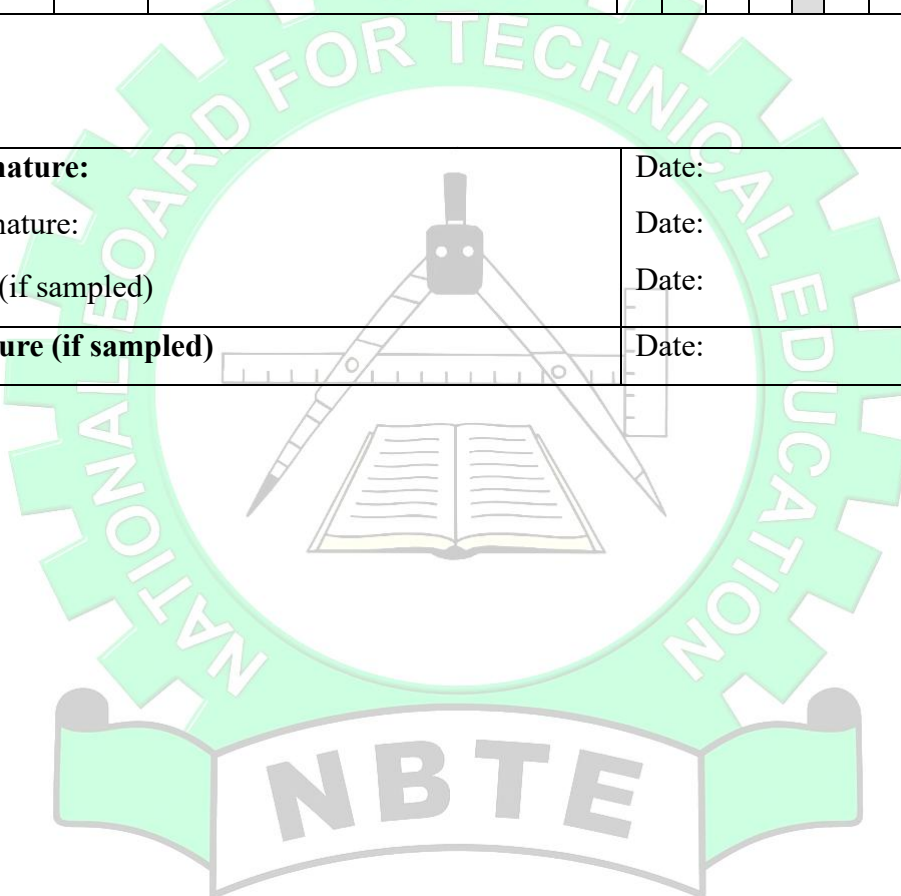
Unit 005: Inter-Agency Liaison and Joint Operations

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Maintain relationships with statutory agencies	1.1	Determine the agencies operating in the area and their mandates: • Nigeria Police Force • Nigeria Security and Civil Defence Corps • Department of State Services • Armed Forces, where deployed • Federal Road Safety Corps • Federal and State Fire Services • NEMA and SEMA • NDLEA and immigration authorities • Local Government Council and others.		
	1.2	Initiate working contact with counterparts.		
	1.3	Maintain effective communication and relationships with counterparts.		
	1.4	Discuss the lead-agency doctrine.		
	1.5	Describe its application to different incident types.		
	1.6	Represent the organisation at security committee meetings at local government.		
	1.7	Analyse where the organisation adds value to the statutory response and where it does not		
LO 2: Coordinate joint operations	2.1	Analyse a proposed joint operation for the role and contribution of own Organisation.		
	2.2	Assess the risks falling to the organisation		
	2.3	Adapt command relationships before deployment.		
	2.4	Define operational boundaries before deployment.		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.5	Initiate rules of engagement before deployment.		
	2.6	Decline participation, with reasons, where the proposed role would exceed lawful authority		
	2.7	Organize own units' contribution within the joint plan		
	2.8	Monitor own units' conduct during the operation.		
	2.9	Evaluate for own units' conduct after the operation.		
	2.10	Evaluate the outcome of the joint operation.		
	2.11	Communicate the findings of the joint operations		
LO 3: Manage information sharing	3.1	Use the arrangements governing the sharing of intelligence and personal information with other agencies.		
	3.2	Evaluate a request for information against those arrangements before responding		
	3.3	Maintain a record of information shared and received		
	3.4	Evaluate whether shared information is being handled appropriately by the recipient		
LO 4: Manage friction between agencies	4.1	Determine sources of friction: • Overlapping jurisdiction • Competition for credit or resources • Mistrust arising from past incidents • Differences in training and standards		
	4.2	Adapt own approach to resolve friction at the lowest practicable level		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
	4.3	Escalate unresolved friction with a recommendation									
	4.4	Take responsibility for the conduct of own personnel toward other agencies									
	4.5	Organise a joint debrief where an incident has strained relations									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 006: Governance, Legal Compliance and Human Rights Oversight

Unit Reference Number: HLS/HSC/006/L5

NSQ Level: 5

Credit Value: 5

Guided Learning Hours: 50

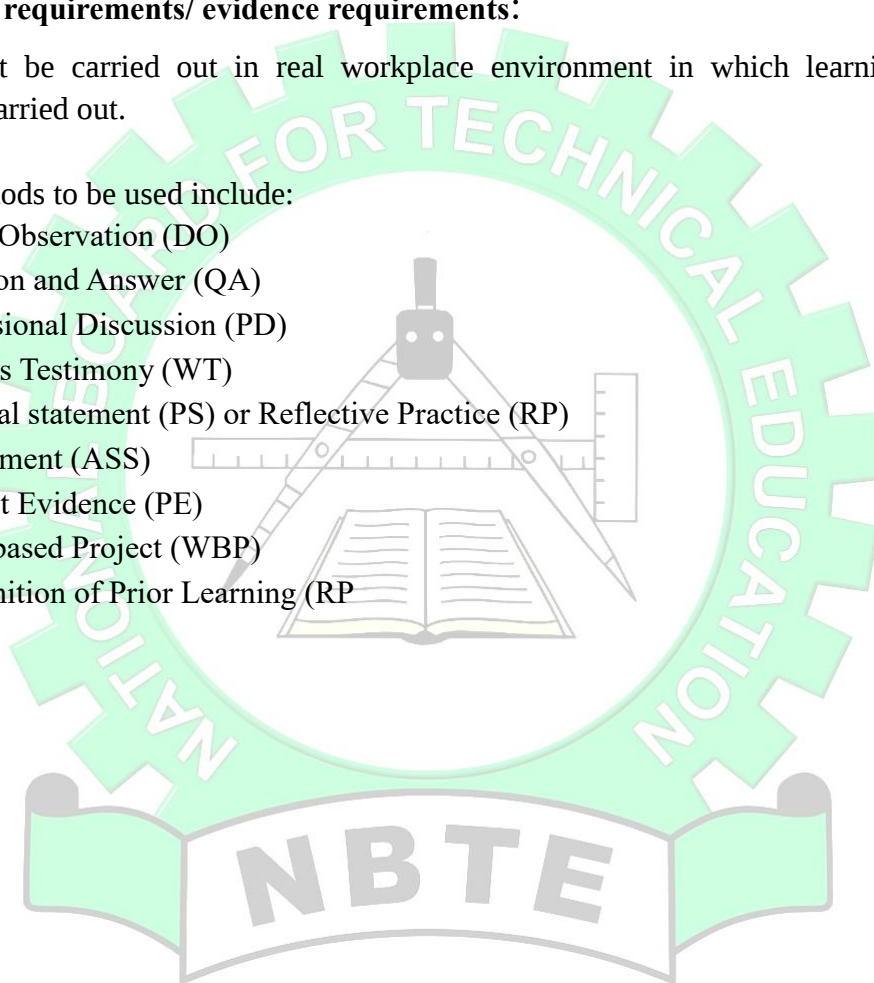
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to operate within the governance framework, implement a human rights compliance regime, manage complaints and external scrutiny, and prevent the use of the organisation for improper purposes.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RP)



UNIT 006: Governance, Legal Compliance and Human Rights Oversight

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Operate within the governance framework	1.1	Determine the legal instrument establishing own organisation		
	1.2	Identify the establishment of the body to which it is accountable		
	1.3	Explain the constitutional and statutory limits on the organisation's powers.		
	1.4	Analyse the organisation's Standing Orders against the governing instruments.		
	1.5	Determine any inconsistencies related to organisation's Standing Orders.		
	1.6	Initiate amendment of a non-compliant Standing Order within own authority, or escalate it.		
	1.7	Communicate to higher authority on any legal development affecting the organisation		
LO 2: Implement a human rights compliance regime	2.1	Implement a use-of-force policy consistent with applicable national and international standards		
	2.2	Organize the recording of every use-of-force incident in the area		
	2.3	Analyse use-of-force data for pattern, outlier and trend: • Repeat individuals • Repeat locations or units • Force used against particular groups • Injuries arising • Complaints correlating with force		
	2.4	Plan corrective action, including retraining, redeployment or discipline		
	2.5	Evaluate the effectiveness of the compliance regime		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.6	Communicate the effectiveness of compliance to higher authority		
	2.7	Implement measures against the specific risks of extortion, summary punishment and mob action		
LO 3: Manage complaints and external scrutiny	3.1	Organize a complaints system accessible to members of the community, including those who cannot read or write.		
	3.2	Organize the investigation of a complaint		
	3.3	Communicate the outcome to the complainant appropriately		
	3.4	Liaise with external oversight agencies, including the Police, the National Human Rights Commission, etc.		
	3.5	Analyse complaints data		
	3.6	Initiate systemic corrective action in response to complaint.		
	3.7	Communicate within the organisation the outcomes of complaints to deter repetition		
LO 4: Prevent abuse of the organisation	4.1	Determine the ways in which a Homeland Security Corps organisation may be abused or misused: • Direction toward political or electoral ends • Use in communal, ethnic or religious disputes • Use to enforce private debts or land claims • Infiltration by criminal or cult		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		elements • Revenue-seeking through illegal levies		
	4.2	Implement controls to prevent organizational capture, including recruitment screening, tasking discipline and financial control		
	4.3	Communicate any attempt to direct the organisation to an unlawful purpose		
	4.4	Take responsibility for the conduct of the organisation in the area		
	4.5	Maintain a cordial relationship with the community		
	4.6	Discuss the consequences for the organisation's mandate if capture is not prevented		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

Unit 007: Intelligence Management and Operational Analysis

Unit Reference Number: HLS/HSC/007/L5

NSQ Level: 5

Credit Value: 4

Guided Learning Hours: 40

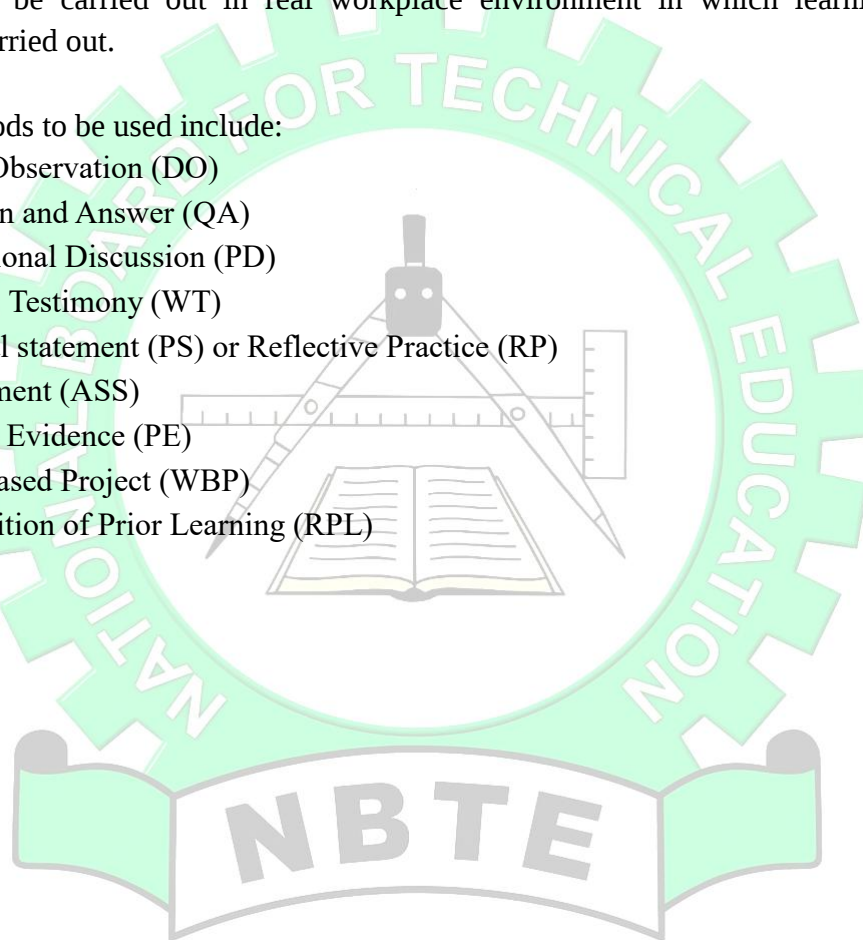
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to direct the intelligence effort, analyse for operational effect, manage dissemination and handling, and ensure the integrity of the intelligence process.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



Unit 007: Intelligence Management and Operational Analysis

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Direct the intelligence effort	1.1	Organize intelligence requirements for the area from the operational priorities		
	1.2	Mobilize collection capacity against those requirements		
	1.3	Review the intelligence effort for coverage, legality and proportionality		
	1.4	Adapt requirements as the threat picture changes		
	1.5	Evaluate whether the effort is producing intelligence that changes decisions		
LO 2: Analyse for operational effect	2.1	Analyse collated intelligence to identify problems, patterns and priorities		
	2.2	Evaluate competing assessments of the same material		
	2.3	Determine the intelligence gaps preventing a decision and task collection against them		
	2.4	Carry out an assessment of the operational recommendation		
	2.5	Mention the confidence attaching to an assessment		
	2.6	Mention the consequence of acting on it if wrong		
LO 3: Manage dissemination and handling	3.1	Organize dissemination to the Police and other agencies through approved channels		
	3.2	Use protective marking, handling conditions and need-to-know across the area		
	3.3	Monitor compliance with handling rules		
	3.4	Monitor any act of breach		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
	3.5	Review the value returned by intelligence passed to partner agencies								
LO 4: Ensure the integrity of the intelligence process	4.1	Carry out control against fabrication and malicious reporting.								
	4.2	Carry out control on process of settling the scores through intelligence.								
	4.3	Review source records for propriety and for source safety								
	4.4	Analyse the outcomes of intelligence-led operations								
	4.5	Evaluate the reliability of the underlying assessments								
	4.6	Investigate a case where operational action was taken on unfounded information,								
	4.7	Act on the findings								
	4.8	Explain the harm to the community								
	4.9	Explain harm to the organisation when intelligence is abused								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 008: Community Safety, Partnership and Conflict Resolution

Unit Reference Number: HLS/HSC/010/L5

NSQ Level: 5

Credit Value: 4

Guided Learning Hours: 40

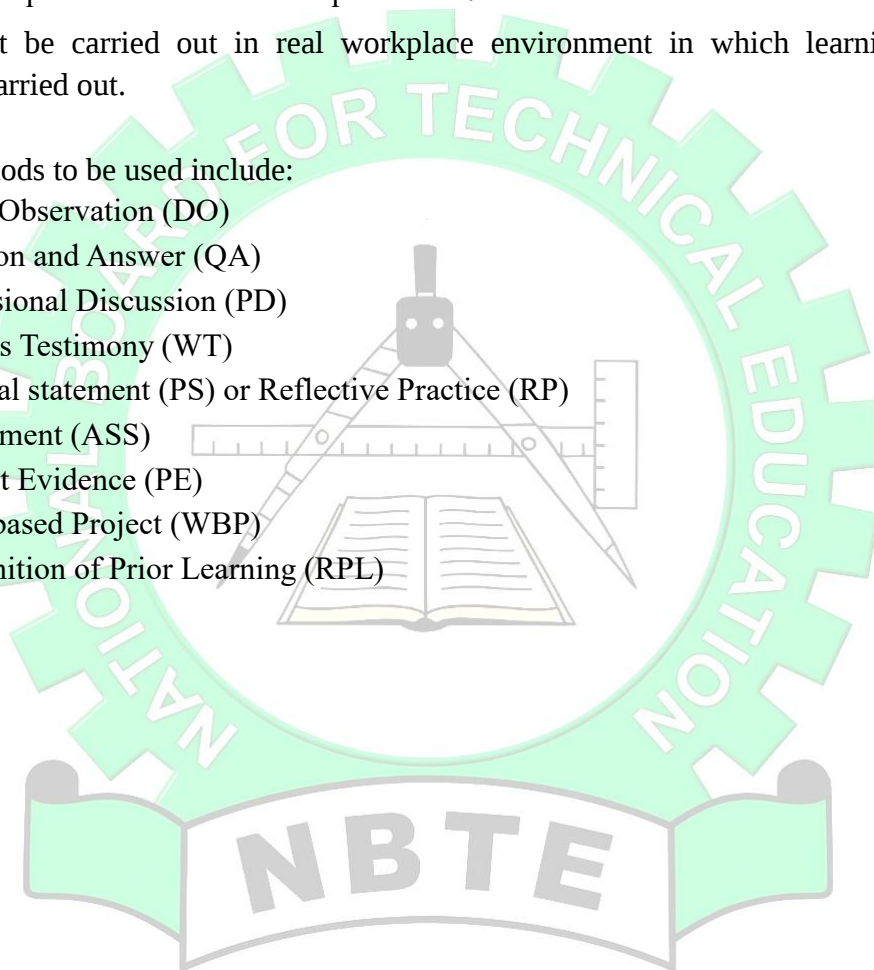
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to build community safety, partnerships, manage community relations at area level, resolve conflict, and protect inclusion.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



UNIT 008: Community Safety, Partnership and Conflict Resolution

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Build community safety partnerships	1.1	Determine the partners with a role in community safety: • Traditional rulers and ward heads • Religious leaders and institutions Local government Council • Schools and health facilities • Youth and women's associations • Market, transport and artisan unions • Non-governmental and faith-based organisations								
	1.2	Organize a partnership arrangement addressing an identified local safety problem								
	1.3	Provide the organisation's contribution to the partnership								
	1.4	Evaluate the effect of the partnership on the problem addressed								
	1.5	Analyse the causes of a recurring problem that policing alone cannot resolve								
LO 2: Manage community relations at area level	2.1	Analyse community perception of the organisation using feedback, complaints								
	2.2	Examine community perception of the organisation using engagement records								
	2.3	Determine the drivers of low confidence.								
	2.4	Initiate action to address them.								
	2.5	Organize communication with the community about the organizations role								
	2.6	Organize communication with the community about the organizations limits								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.7	Assume responsibility for the conduct of personnel toward the community		
	2.8	Evaluate whether the organisation is trusted by groups that do not speak at public meetings		
LO 3: Resolve conflict at area level	3.1	Analyse a communal, ethnic, religious or resource conflict affecting the area		
	3.2	Evaluate the options available, including mediation, referral and withdrawal of the organisation from the dispute		
	3.3	Organise the organisation's role with the statutory authorities		
	3.4	Arrange the organisation's role with the traditional institutions		
	3.5	Maintain and demonstrate the neutrality of the organisation		
	3.6	Review the outcome		
	3.7	Assess the implications of the outcome of conflict resolved for future practice		
LO 4: Protect inclusion	4.1	Evaluate whether the organizations composition is practiced.		
	4.2	Determine whether the organisation reflects the community it serves		
	4.3	Determine practices that exclude women, minorities, or particular groups		
	4.4	Initiate change in respect of practices that exclude disadvantaged groups.		
	4.5	Organise arrangements for the differentiated needs of women, children and vulnerable persons in operations		
	4.6	Initiate measures to recruit female operatives.		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	4.7	Initiate measures to retain female operatives		
	4.8	Review the accessibility of the organisation to persons with disability and to non-literate community		
LO 5: Manage Health, Safety and Operational Risk	5.1	implement health and safety procedures for Homeland security corps operations.		
	5.2	Conduct operational risk assessments before patrols, surveillance and community engagements.		
	5.3	Coordinate emergency response arrangements for accidents, injuries and critical incidents		
	5.4	Investigate workplace accidents, incidents and near misses, and recommend corrective actions.		
	5.5	Promote safe systems of work that minimise risks to personnel, partners and members of the public.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 009: Performance Monitoring, Audit and Reporting

Unit Reference Number: HLS/HSC/009/L5

NSQ Level: 5

Credit Value: 3

Guided Learning Hours: 30

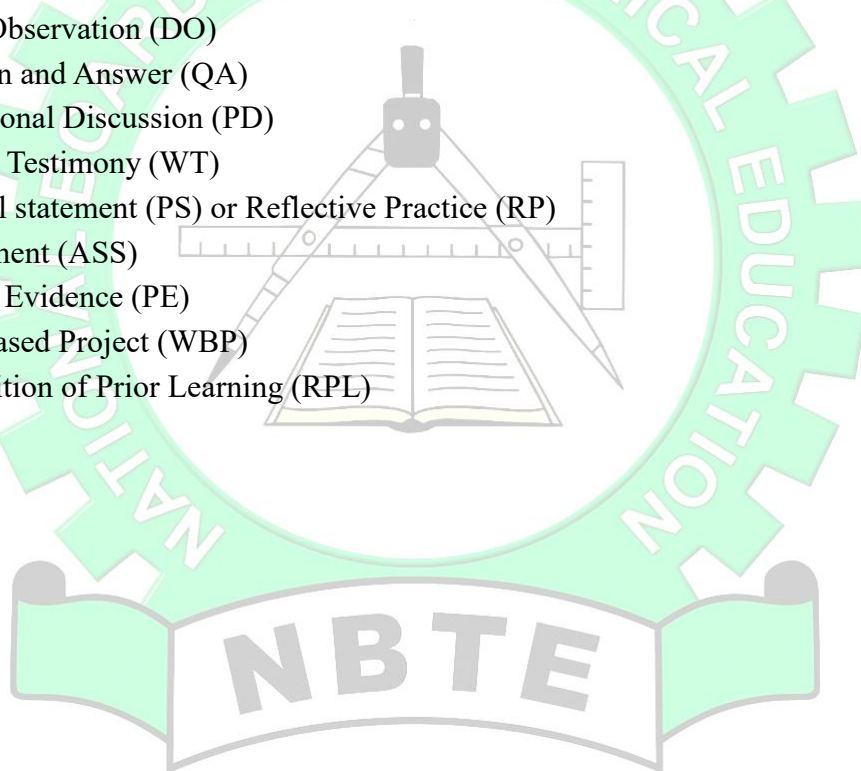
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to monitor performance, conduct internal audit, and report to a higher authority and other stakeholders.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



UNIT 009: Performance Monitoring, Audit and Reporting

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Monitor performance	1.1	Determine measures appropriate to the area's operational objectives: • Incidents reported and responded to • Response times • Patrol coverage achieved against plan • Referrals to the Police and their outcomes • Complaints received and resolved • Use-of-force incidents • Community confidence indicators		
	1.2	Compile performance data		
	1.3	Analyse Performance data		
	1.4	Evaluate performance against objectives		
	1.5	Determine the causes of performance variance		
	1.6	Initiate corrective action within own authority		
	1.7	Determine measures that is producing perverse behaviour.		
	1.8	Determine measures to bring about change to perverse behavior		
LO 2: Conduct Internal Audit	2.1	Plan an internal audit of operational, weapon, financial or personnel records.		
	2.2	Carry out audit in line with the standard applied		
	2.3	Record findings from the audit conducted		
	2.4	Adopt corrective action with the supervisor responsible and monitor its completion		
	2.5	Communicate unresolved findings to the higher authority		
	2.6	Evaluate whether previous audit		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref.	Page No.
The learner will:		The learner can:			
		findings have recurred			
LO 3: Report to the higher authority and stakeholders	3.1	Arrange a periodic performance report for the higher authority			
	3.2	Analyse current and emerging trends			
	3.3	Identify the short and long term implications of these trends for the area.			
	3.4	Communicate findings and recommendations to the higher authority			
	3.5	Maintain records to a standard, sufficient for external scrutiny			
	3.6	Report accurately where performance has been poor, without concealment			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 010: Strategy Implementation and Organisational Policy

Unit Reference Number: HLS/HSC/010/L5

NSQ Level: 5

Credit Value: 3

Guided Learning Hours: 30

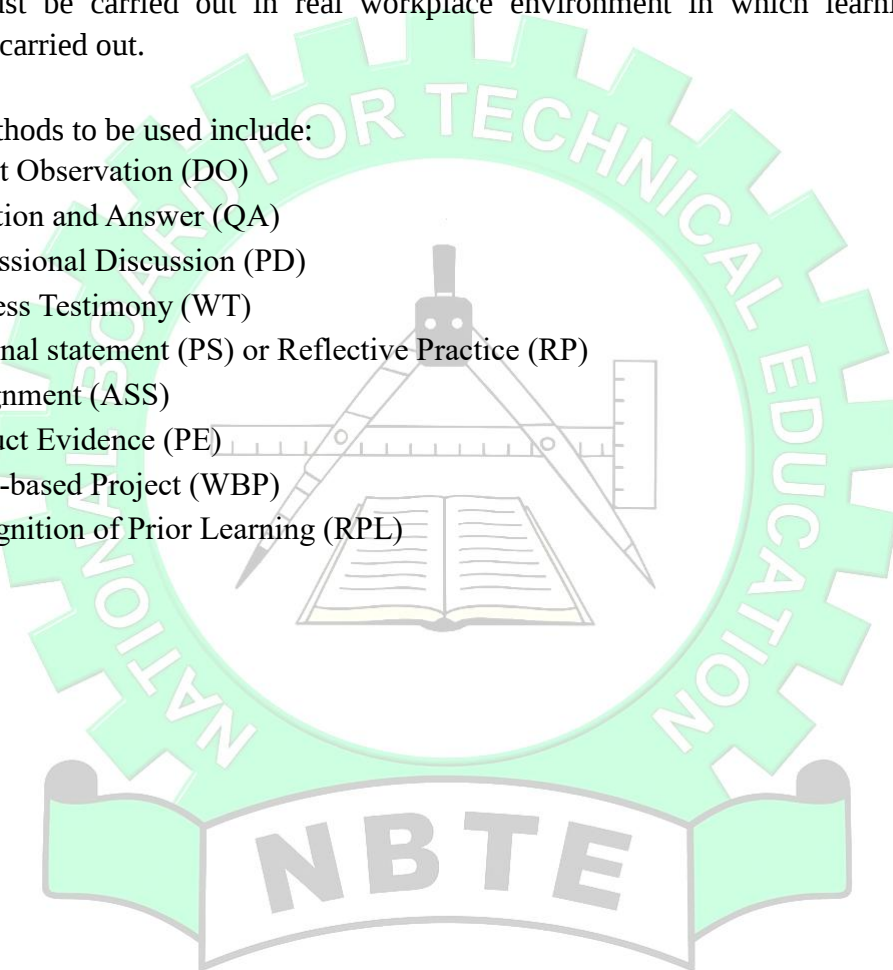
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to interpret and implement organisational strategy and policy within an area, contribute to policy development, and manage the change that implementation requires.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)

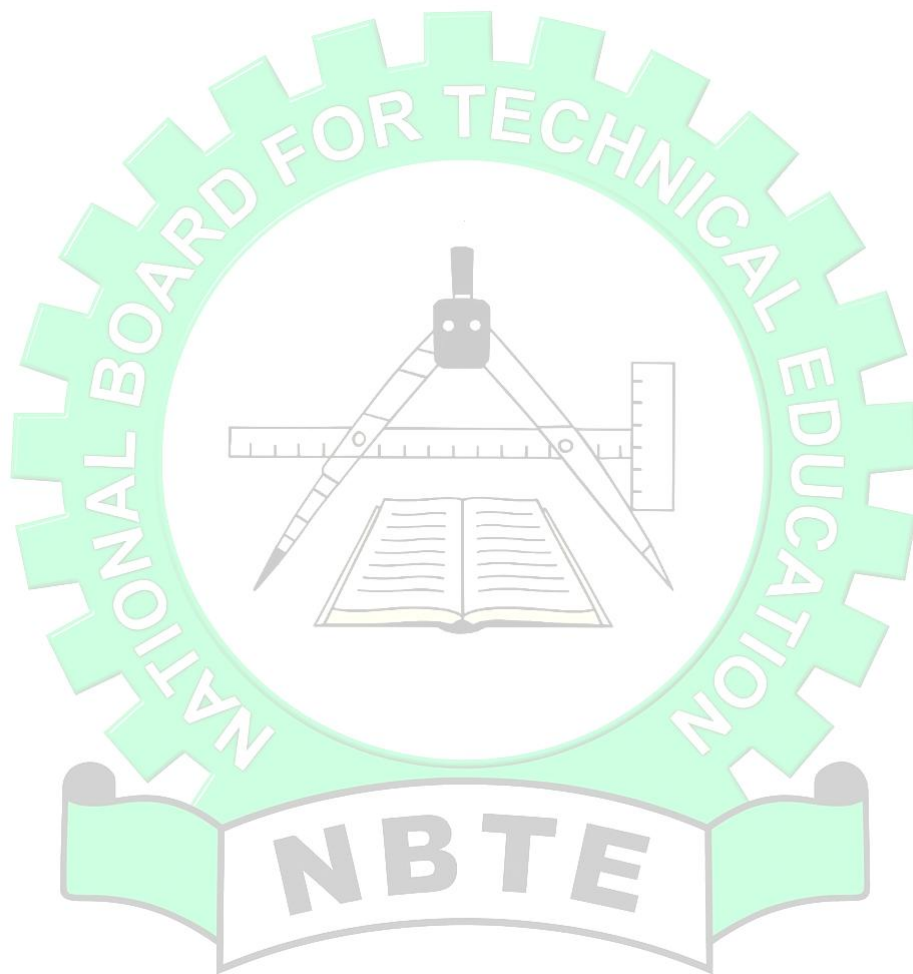


UNIT 010: Strategy Implementation and Organisational Policy

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Interpret organisational strategy and policy	1.1	Determine the strategies and policy that govern the area's operations.								
	1.2	Determine the standing orders that regulate the area's operations								
	1.3	Analyse what a stated organisational objective requires of the area in practice								
	1.4	Report the determined operational conflict								
	1.5	Discuss the strategy with a supervisor in implementable terms								
LO 2: Implement policy within the area	2.1	Organize an implementation plan for a new policy; identifying tasks, owners and timings								
	2.2	Provide the resources implementation requires								
	2.3	Adapt the method of implementation to the conditions of the area without altering the policy								
	2.4	Monitor implementation and report progress								
	2.5	Evaluate whether the policy is achieving its intended effect in the area								
LO 3: Manage change	3.1	Determine the sources of resistance to a change: • Loss of established practice or informal advantage • Fear of increased scrutiny • Doubt about the purpose of the change • Increased workload without resources								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
	3.2	Communicate the reasons for the change to those affected								
	3.3	Explain the impact of the change on those affected								
	3.4	Integrate supervisors in planning the implementation								
	3.5	Review the effect of the change on morale								
	3.6	Review the effect of the change on performance.								
	3.7	Take appropriate action based on the review findings								
LO 4: Contribute to policy development	4.1	Gather evidence from the area on how an existing policy operates								
	4.2	Analyse that evidence.								
	4.3	Determine the case for amendment								
	4.4	Arrange a submission to the higher authority proposing an amendment, with reasons and options								
	4.5	Evaluate the likely consequences of a proposed policy before it is adopted								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 011: Financial Management and Accountability

Unit Reference Number: HLS/HSC/011/L5

NSQ Level: 5

Credit Value: 3

Guided Learning Hours: 30

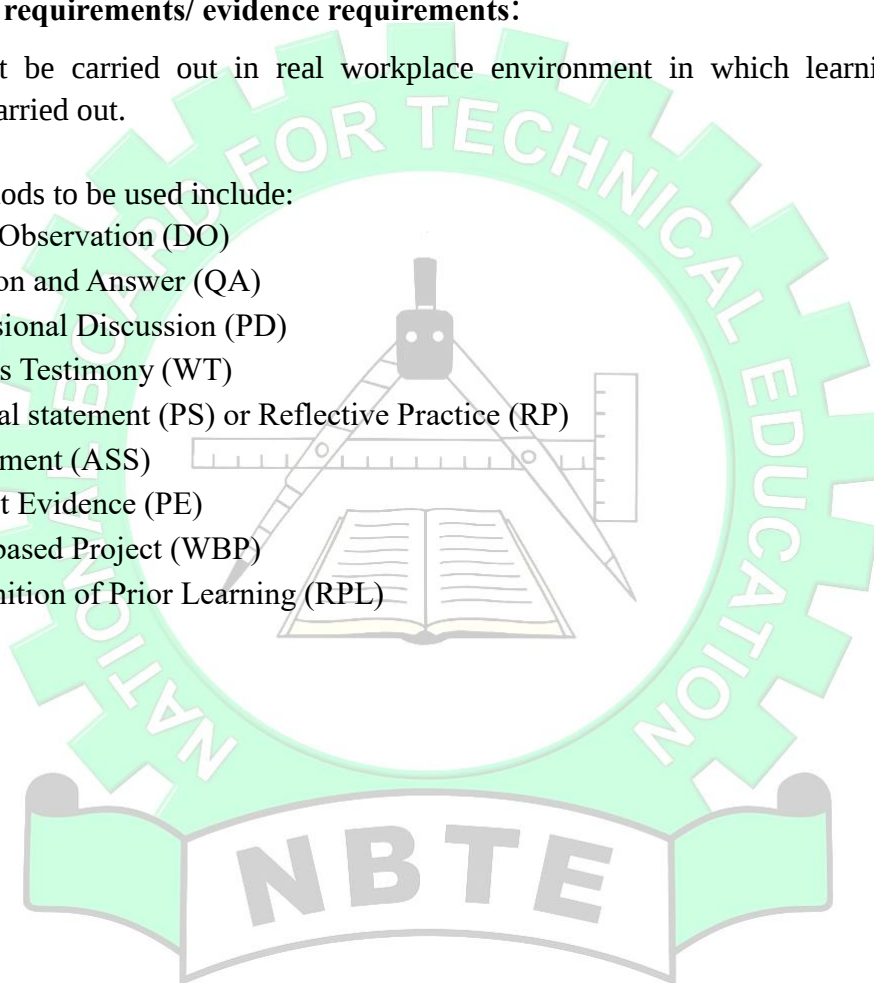
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to prepare and manage a budget, control expenditure, maintain records to audit standard, and uphold financial integrity.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



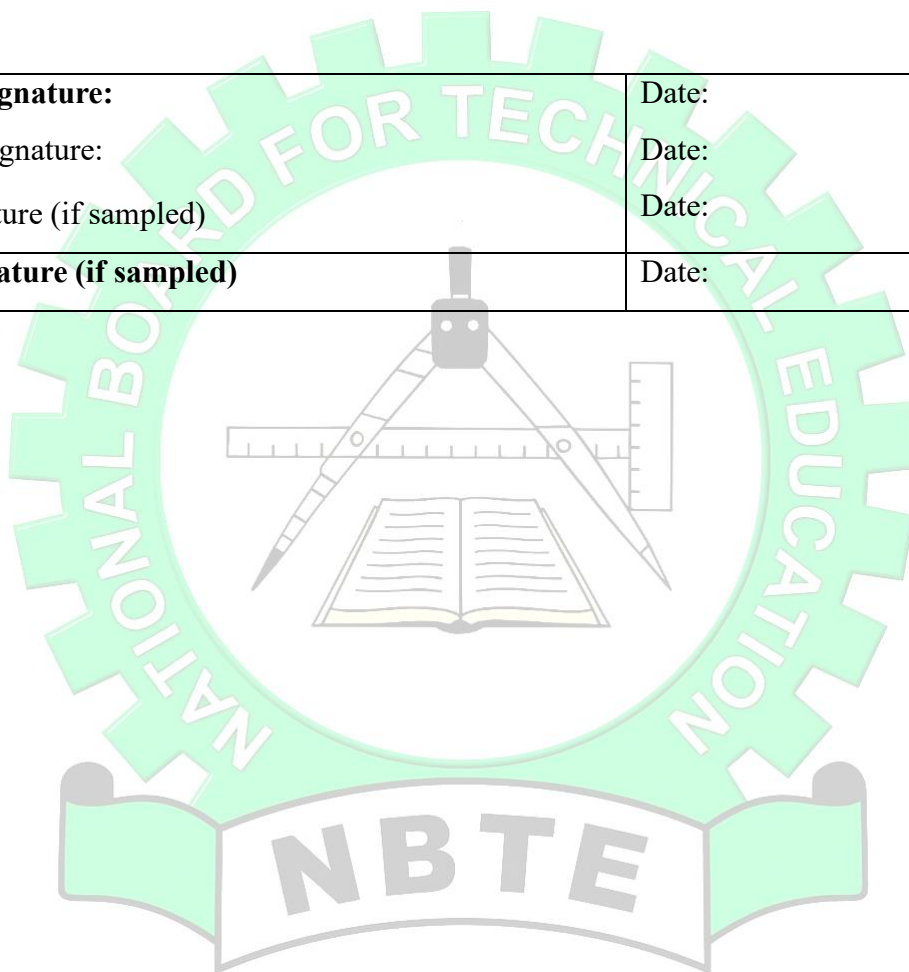
UNIT 011: Financial Management and Accountability

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Prepare and manage a budget	1.1	Determine the sources of funding available to the area: • Government subvention or local government allocation • Community contributions, where lawfully authorised • Donations and grants • Contracted service income		
	1.2	Determine the cost headings the area must budget for: allowances, fuel, maintenance, equipment, communications, training and welfare		
	1.3	Arrange a budget or estimate for a planned activity or period		
	1.4	Provide the budget according to operational priorities		
	1.5	Justify the budget allocations		
	1.6	Monitor expenditure in accordance with the approved budget		
	1.7	Communicate the budget variances.		
LO 2: Control expenditure and assets	2.1	Use the organisation's authorisation limits.		
	2.2	Maintain the organisation's approval procedure		
	2.3	Use the procurement procedure.		
	2.4	Compile competitive quotations where required.		
	2.5	Ensure that goods or services received match the order specifications		
	2.6	Establish that goods or services received correspond with the payment made.		
	2.7	Reconcile cash and bank records at appropriate intervals		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.8	Investigate any unexplained variance		
	2.9	Determine the cause of the variance		
	2.10	Report the findings of the investigation		
LO 3: Maintain records to audit standard	3.1	Maintain the vouchers, receipts, registers and ledgers the organisation requires		
	3.2	Maintain records for the period prescribed		
	3.3	Plan for internal and external audit		
	3.4	Cooperate with Internal and external auditors		
	3.5	Act on audit findings		
	3.6	File records and specify action taken		
LO 4: Uphold financial integrity	4.1	Explain the integrity requirements for handling funds.		
	4.2	Determine the sanctions that apply for breaches of those requirements.		
	4.3	Determine the financial risks specific to a Homeland Security Corps organisation: • Illegal levies and roadblock collections • Solicitation from complainants • Diversion of allowances • Ghost operatives on the payroll • Inflated or fictitious procurement		
	4.4	Carry out controls against each identified risk		
	4.5	Communicate a suspected financial impropriety through the correct channel without delay		
	4.6	Explain the effect of financial impropriety on community		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		confidence.		
	4.7	Explain the effect of financial impropriety on the organization mandate.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



UNIT 012: Information Management, Data Protection Management and Team Leadership

Unit Reference Number: HLS/HSC/012/L5

NSQ Level: 5

Credit Value: 3

Guided Learning Hours: 30

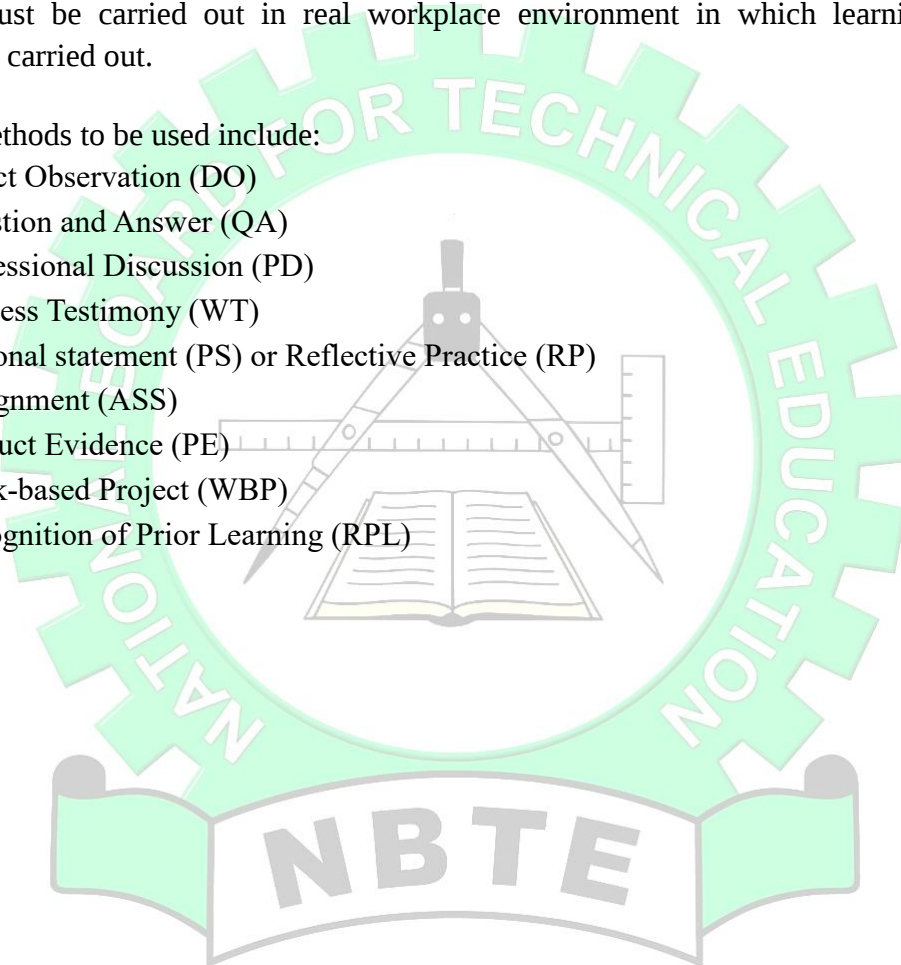
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to manage the organisation's records, protect personnel and operational information, control access and disclosure, and respond to a breach.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



UNIT 012: Information Management, Team Leadership and Data Protection Management

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Manage the records of the area	1.1	Determine the records the area is required to keep: • Occurrence book and operations log • Duty rosters and deployment records • Personnel and vetting files • Weapon and armoury registers • Use-of-force and complaints registers • Intelligence and source records • Financial vouchers and ledgers		
	1.2	Carry out a filing and indexing system that permits records to be retrieved		
	1.3	Use retention and disposal schedules		
	1.4	Monitor the completeness and accuracy of records maintained by subordinate units		
LO 2: Protect personal and operational information	2.1	Determine the personal information held by the organisation.		
	2.2	Determine the purpose for which the personal information is held.		
	2.3	Use the principles governing the handling of personnel data: lawful basis, minimisation, accuracy, security and limited retention		
	2.4	Carry out physical and electronic security audits		
	2.5	Manage the use of personal devices and messaging applications for official information		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	2.6	Explain the sensitivity of source and complaint records		
	2.7	Explain the particular sensitivity of records concerning children		
LO 3: Control access and disclosure	3.1	Maintain an access control list for sensitive records		
	3.2	Evaluate a request for disclosure against the organisation's rules and the law		
	3.3	File every disclosure which the authority relies on		
	3.4	Decline an unlawful request for information		
	3.5	Report an unlawful request for information to the higher authority		
LO 4: Respond to a breach	4.1	Determine the types of breach: loss, theft, unauthorised access, accidental disclosure, wrongful publication		
	4.2	Assess the breach and the harm it may cause, particularly to any source or complainant		
	4.3	Determine the potential impact on any source or complainant		
	4.4	Communicate the breach to the higher authority and any regulator within the required time		
	4.5	Advise person placed at risk by the breach and take protective measures		
	4.6	Analyse the cause for recurrence		
	4.7	Determine measures to prevent recurrence		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 5: Promote Effective Teamwork	5.1	Coordinate teamwork to achieve operational objectives effectively and efficiently.		
	5.2	Promote collaboration, trust and mutual accountability among team members		
	5.3	Facilitate effective communication and information sharing within operational teams.		
	5.4	Promote diversity, equality, inclusion and respect within the team.		
	5.5	Mentor team members to improve competence and professional performance.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 013: Investigation and Case File Management

Unit Reference Number: HLS/HSC/013/L5

NSQ Level: 5

Credit Value: 4

Guided Learning Hours: 40

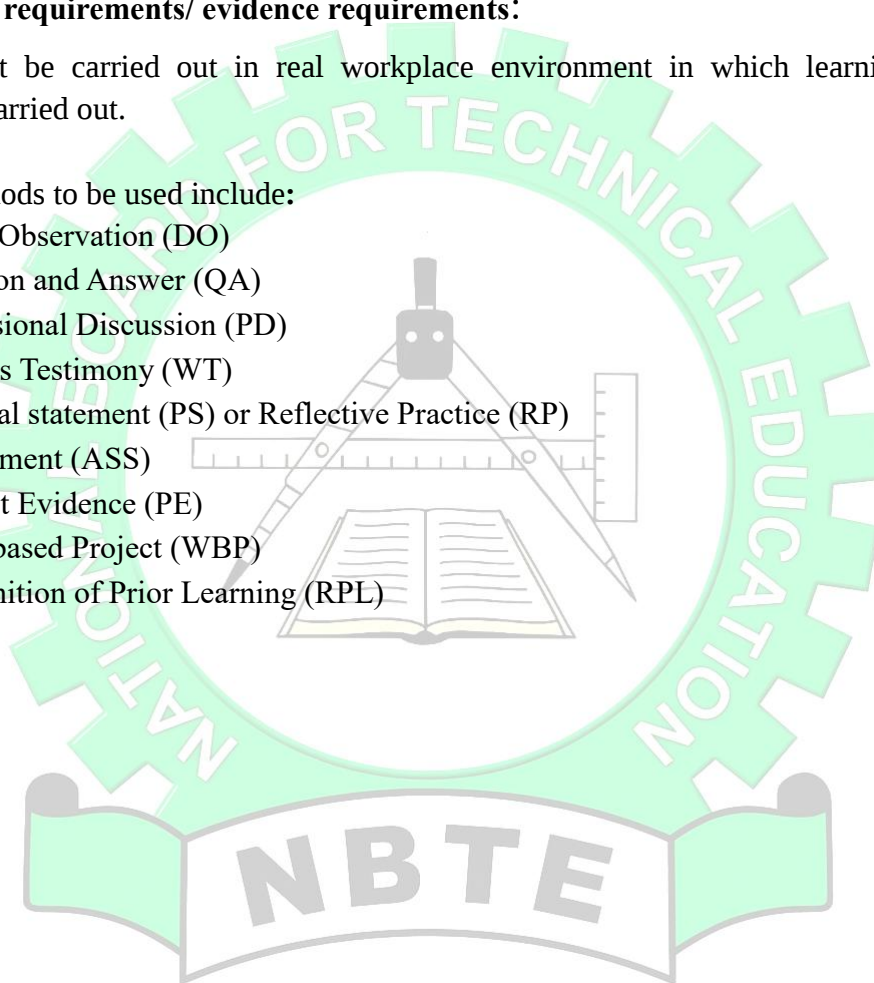
Unit Purpose: This unit is designed to provide the Homeland Security Commander with the knowledge and skills required to conduct an enquiry within the limits of the organisation's authority, gather and preserve material lawfully, interview witnesses properly, and compile and hand over a case file to the Police

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



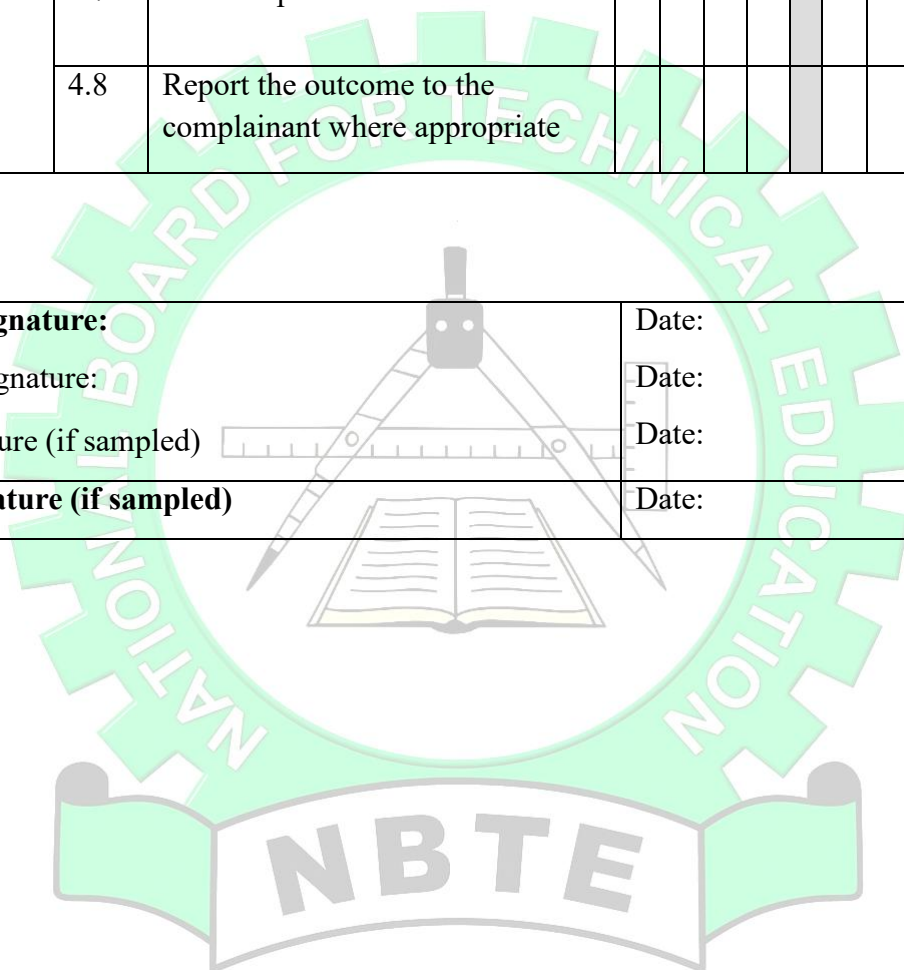
UNIT 013: Investigation and Case File Management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Initiate an enquiry within authority	1.1	Explain the limits of a Homeland Security Corps role in investigation and the point at which a matter must be referred to the Police								
	1.2	Determine matters that must be referred immediately: • Homicide and serious assault • Sexual offences • Offences against children • Kidnapping and armed robbery • Offences involving firearms • Any matter involving an operative of the organisation								
	1.3	Determine matters that may be enquired into by the Police								
	1.4	File the reason for initiating an enquiry								
LO 2: Gather and preserve material	2.1	Preserve a crime scene pending police attendance								
	2.2	Determine potential witnesses and obtain first account								
	2.3	File potential witnesses and first accounts								
	2.4	Use the chain of custody to all material gathered								
	2.5	Use appropriate investigation, including record review and enquiry, to establish the facts								
	2.6	Determine material that supports Suspicion								
	2.7	Determine material that undermines a suspicion								
	2.8	File both materials								
	2.9	Review the sufficiency								
	2.10	Review the reliability of the								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
		material gathered		
LO 3: Interview lawfully	3.1	Explain the prohibition on questioning designed to obtain a confession		
	3.2	Explain the prohibition on the use of any form of coercion, threat or inducement		
	3.3	Arrange a witness interview, identifying the points to be covered		
	3.4	Carry out a witness interview using open questions and record it accurately		
	3.5	Carry out additional safeguards when speaking with a child or other vulnerable persons, ensuring the presence of a parent, guardian or appropriate adult		
	3.6	Explain why evidence not obtained properly may be excluded		
LO 4: Compile and hand over the case file	4.1	Compile a case file containing: • Statement of the complaint or occurrence • Witness statements • Exhibits list and custody record • Scene record, sketch and photographs • Chronology of events and actions • List of enquiries outstanding		
	4.2	Review the file for completeness, accuracy and legibility		
	4.3	Hand the file to the Police		
	4.4	Obtain acknowledgement from the Police		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
	4.5	Maintain a register of matters referred									
	4.6	Maintain a register of their feedback									
	4.7	Follow up referred matters									
	4.8	Report the outcome to the complainant where appropriate									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



Unit 014: Training, Coaching and Competence Assurance

Unit Reference Number: HLS/HSC/014/L5

NSQ Level: 5

Credit Value: 4

Guided Learning Hours: 40

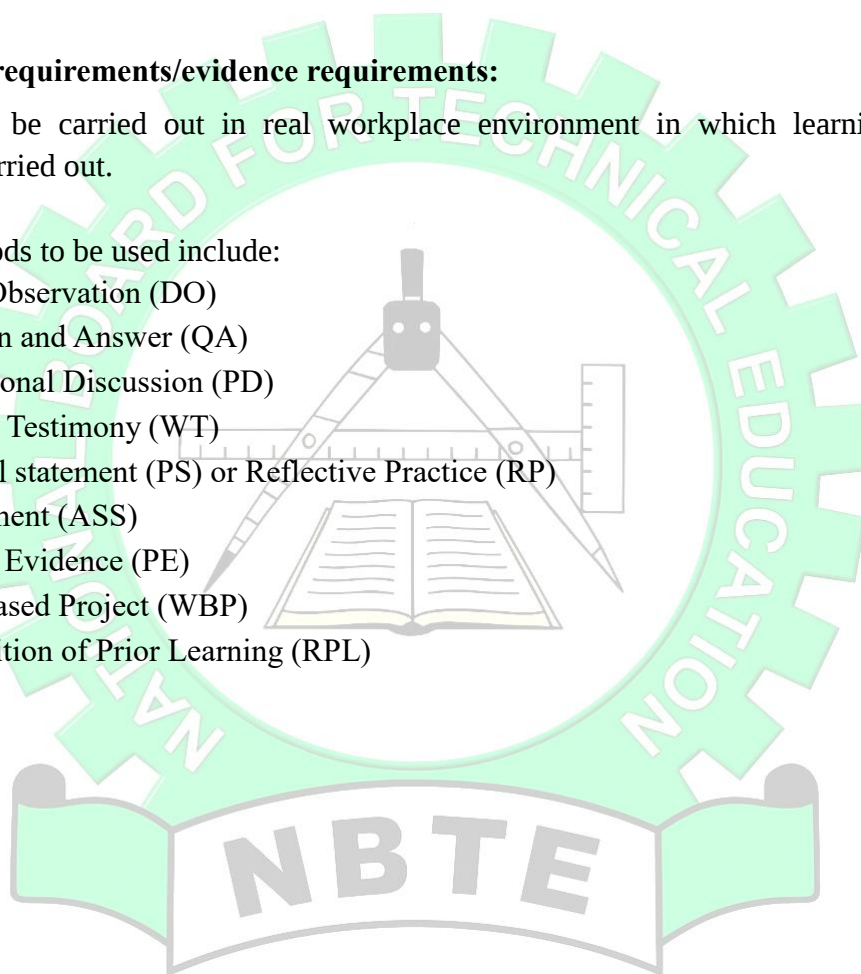
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to identify competence requirements, plan and coordinate training, coach supervisors, and ensure the competence of the workforce.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



Unit 014: Training, Coaching and Competence Assurance

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Analyse competence requirements	1.1	Identify the competences required against the set standards		
	1.2	Determine the gap between the requirement and the current workforce		
	1.3	Highlight identified gaps for treatment with emphasis on safety		
	1.4	Highlight identified gaps on legality competencies		
	1.5	Evaluate the operational risk created by each unfilled gap.		
LO 2: Coordinate training plan	2.1	Organize a training plan for the area sequenced against operational priorities.		
	2.2	Allot sufficient time for the implementation of the plan.		
	2.3	Provide instructors required to deliver the plan effectively.		
	2.4	Provide appropriate facilities to support the plan.		
	2.5	Allot the necessary funding to execute the plan.		
	2.6	Organize delivery with relevant agencies		
	2.7	Adapt the plan where operational demand or resources change		
	2.8	Determine the training that must be delivered before an operative is deployed.		
LO 3: Develop supervisors.	3.1	Guide a supervisor through a task or decision within their role		
	3.2	Determine the development needs of an individual supervisor		
	3.3	Formulate a development plan to address those needs		
	3.4	Evaluate the effect of the coaching on the supervisor's performance		
	3.5	Determine a supervisor who is ready for progression.		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
The learner will:										
	3.6	Support their preparation for the next level of responsibility.								
LO 4: Ensure competence of operatives	4.1	Maintain a competence record for every operative, covering: • Weapon competence and revalidation • First aid currency • Restraint and officer safety currency • Legal powers and human rights refresher • NSQ units achieved								
	4.2	Monitor revalidation dates and prevent the deployment of an operative whose competence has lapsed								
	4.3	Evaluate the effectiveness of training delivered against operational outcomes								
	4.4	Liaise with assessment and quality assurance staff for the NSQ certification of operatives								
	4.5	Scrutinize whether training is reaching the operatives who most need it								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 015: Crisis and Contingency Management

Unit Reference Number: HLS/HSC/015/L5

NSQ Level: 5

Credit Value: 5

Guided Learning Hours: 50

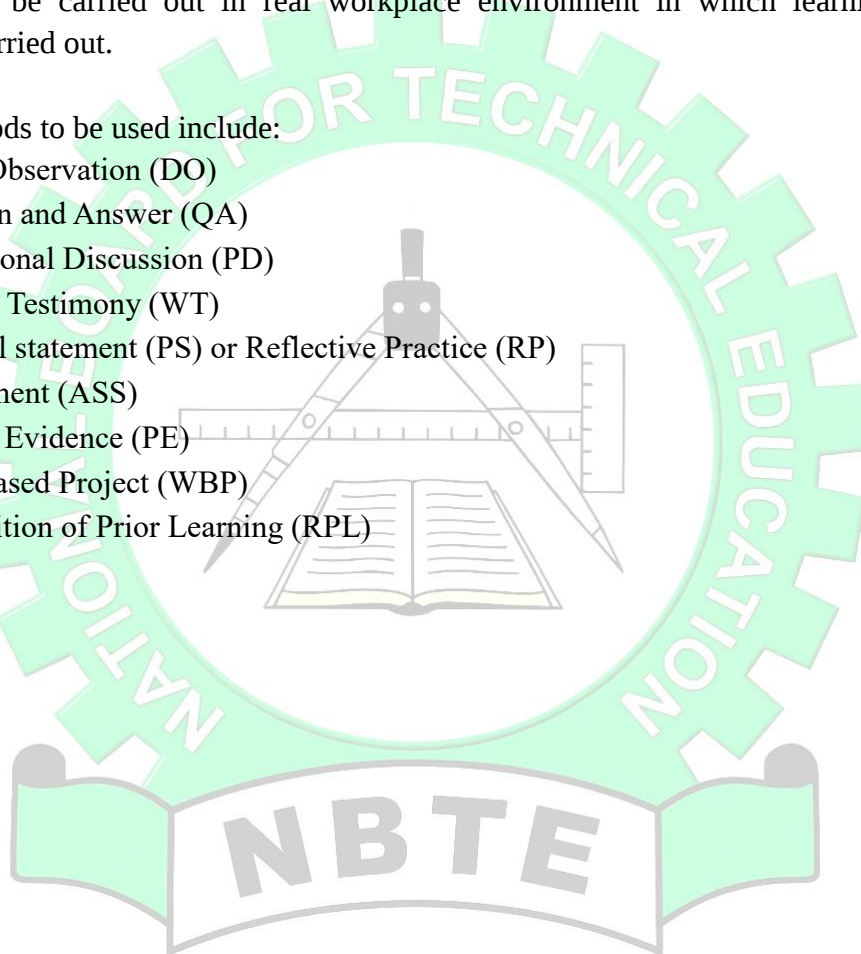
Unit Purpose: This unit is designed to equip the Homeland Security Commander with the knowledge and skills required to prepare contingency plans, test and maintain readiness, manage the area's response to a crisis, and lead recovery and learning.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Professional Discussion (PD)
4. Witness Testimony (WT)
5. Personal statement (PS) or Reflective Practice (RP)
6. Assignment (ASS)
7. Product Evidence (PE)
8. Work-based Project (WBP)
9. Recognition of Prior Learning (RPL)



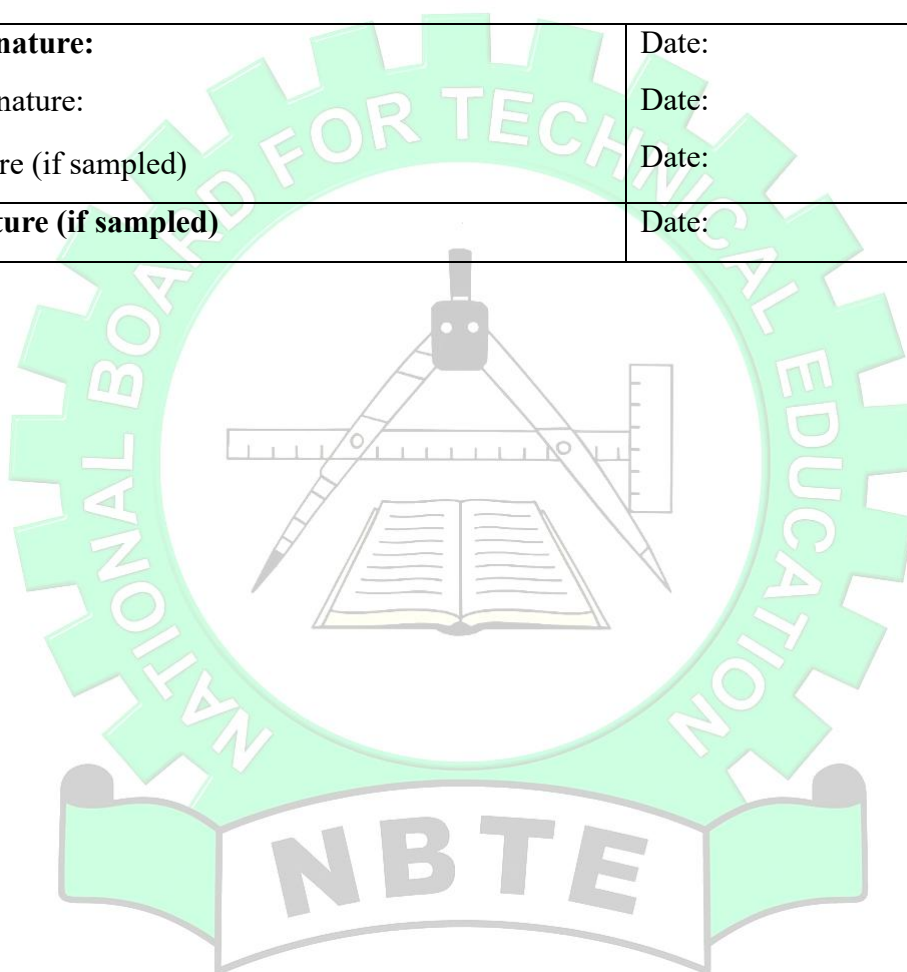
UNIT 015: Crisis and Contingency Management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Prepare for foreseeable crisis	1.1	Determine the crisis scenarios to which the area is exposed: • Mass-casualty attack or bombing • Large-scale communal violence • Major flooding or fire • Building or bridge collapse • Epidemic or public health emergency • Mass abduction • Breakdown of public order following a disputed event		
	1.2	Organize a contingency plan for each identified scenario		
	1.3	Assign roles within each plan,		
	1.4	Assign resources within each plan,		
	1.5	Provide communication arrangements within each plan		
	1.6	Provide contingency plans with the Police, NEMA/SEMA and local government		
	1.7	Determine the point in each scenario at which the organisation must hand over and withdraw		
LO 2: Maintain readiness to handle emergency	2.1	Simulate an exercise to test a contingency plan		
	2.2	Evaluate performance in the exercise in line with the plan		
	2.3	Adapt the plan in the light of the exercise		
	2.4	Monitor the currency of contingency arrangements		
	2.5	Monitor the readiness of resources		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.6	Maintain the alert, recall and test systems		
LO 3: Manage the response to a crisis	3.1	Use the appropriate contingency plan		
	3.2	Organize the area response		
	3.3	Allocate resources as the crisis develops		
	3.4	Mobilize resources as the crisis develops		
	3.5	Maintain communication with higher authority		
	3.6	Maintain communication with the statutory agencies		
	3.7	Maintain communication with the community		
	3.8	Undertake responsibility for the conduct of all personnel		
	3.9	Maintain a decision log for subsequent scrutiny		
	3.10	Undertake counter rumour and misinformation that may inflame the situation		
LO 4: Manage recovery, and trauma support	4.1	Organize the return to normal operations		
	4.2	Organize welfare and trauma support for personnel		
	4.3	Organise welfare and trauma support for the community		
	4.4	Analyse the response		
	4.5	Determine its short- and long-term implications for the area		
	4.6	Communicate findings and recommendations to the higher authority		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	4.7	Modify contingency plans and standing procedures in the light of the analysis		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



LIST OF MINIMUM RESOURCES/EQUIPMENT

1. Training and Classroom Facilities

S/N	Resources/Equipment	Minimum Quantity
1.	Standard classroom/training room	1
2.	Instructor's table and chair	1 set
3.	Student desks and chairs	15
4.	Whiteboard	2
5.	Markers	5 packs
6.	Flip chart stand and pads	4
7.	Projector	1
8.	Projection screen	1
9.	Public address system	1
10.	Extension sockets	5
11.	Generator/standby power supply	1
12.	Notice board	1
13.	Charts, posters and visual aids	20
14.	Training film/video set	1 set
15.	Water supply and sanitary facility	1 each

2. Management and Boardroom Facilities

S/N	Resources/Equipment	Minimum Quantity
1.	Boardroom/conference room	1
2.	Conference table and chairs	15 sets
3.	Conference microphone set	1 set
4.	Video conferencing set	1
5.	Presentation lectern	1
6.	Management office with desk and seating	1
7.	Meeting attendance register	5
8.	Board paper and minute template (bound)	15

3. Operations and Crisis Management Room

S/N	Resources/Equipment	Minimum Quantity
1.	Operations room with communication console	1
2.	Wall-mounted local government area map	2
3.	Situation display board	2
4.	Incident and decision log book	15
5.	Command vehicle	1
6.	Command post tent/shelter	1
7.	Portable table and chairs (command post)	2 sets
8.	Portable generator	1
9.	Portable floodlight	2
10.	Crisis exercise facilitation kit	1 set
11.	Alert and recall system (demonstration)	1
12.	Emergency contact and resource list board	2
13.	Exercise/simulation venue	1

4. Information and Communication Technology

S/N	Resources/Equipment	Minimum Quantity
1.	Laptop computer	8
2.	Desktop computer	5
3.	Printer/photocopier/scanner	2
4.	Shredder	1
5.	Internet access/router	1
6.	Uninterruptible power supply	3
7.	External hard drive/backup device	3
8.	Spreadsheet and word processing software licence	8
9.	Accounting/bookkeeping software (demonstration)	2
10.	Records management software (demonstration)	2
11.	Digital mapping/GIS demonstration set	1
12.	Calculator	8

5. Uniform, Protective and Communication Equipment

S/N	Resources/Equipment	Minimum Quantity
1.	Uniform (complete set, command)	15 sets
2.	Safety boots	15 pairs
3.	High-visibility vest marked "COMMANDER"	15
4.	PPE set (helmet, goggles, gloves, nose cover)	15 sets
5.	Identification/authority card (specimen)	15
6.	Two-way radio, handheld	8
7.	Base radio station	1
8.	Vehicle-mounted radio	2
9.	Mobile telephone	5
10.	Satellite telephone (demonstration)	1

6. Planning, Risk and Analysis Materials

S/N	Resources/Equipment	Minimum Quantity
1.	Area operational plan template (pad)	15
2.	Contingency plan template (bound)	15
3.	Operational order template (pad)	15
4.	Risk register template (bound)	15
5.	Risk matrix chart	15
6.	Security survey report template	15
7.	Threat assessment template	15
8.	Crime and incident data set (training)	1 complete set
9.	Crime mapping board with pins	2
10.	Link and pattern analysis chart set	5
11.	Statistical chart and graph set	10
12.	Performance dashboard template	15

7. Intelligence Management Equipment

S/N	Resources/Equipment	Minimum Quantity
1.	Intelligence report form (pad)	15

S/N	Resources/Equipment	Minimum Quantity
2.	Source and information evaluation chart	15
3.	Intelligence requirement template (pad)	15
4.	Protective marking stamp set	5
5.	Lockable intelligence cabinet	1
6.	Dissemination register	5

8. Personnel Management and Training Administration

S/N	Resources/Equipment	Minimum Quantity
1.	Personnel file jacket	50
2.	Recruitment and vetting checklist (pad)	15
3.	Appraisal form (pad)	15
4.	Establishment and strength return template	15
5.	Duty roster board	2
6.	Disciplinary record file	15
7.	Disciplinary hearing procedure manual	15 copies
8.	Welfare and next-of-kin record card	50
9.	Competence and training record card	50
10.	Training plan template	15
11.	Training needs analysis template (pad)	15
12.	Coaching and development plan template	15

9. Financial Management and Audit Materials

S/N	Resources/Equipment	Minimum Quantity
1.	Budget and estimate template (bound)	15
2.	Cash book and ledger	8
3.	Payment voucher book	10
4.	Receipt book	10
5.	Store requisition and issue voucher book	10
6.	Asset register	5

S/N	Resources/Equipment	Minimum Quantity
7.	Fuel and vehicle log book	8
8.	Procurement and quotation file	15
9.	Bank reconciliation template	15
10.	Internal audit checklist and working paper set	15
11.	Audit report template	15
12.	Safe/cash box	1

10. Records, Registry and Data Protection Equipment

S/N	Resources/Equipment	Minimum Quantity
1.	Registry and records store	1
2.	Fireproof filing cabinet	2
3.	Filing cabinet	4
4.	Box file	30
5.	Archive storage box	20
6.	Records retention and disposal schedule	15 copies
7.	Access control list and register (records)	5
8.	Data breach report form (pad)	15
9.	Disclosure register	5
10.	Lockable document trolley	1

11. Governance, Compliance and Community Engagement Materials

S/N	Resources/Equipment	Minimum Quantity
1.	Use-of-force register	5
2.	Use-of-force analysis template	15
3.	Complaints register and complaint form (pad)	15
4.	Complaints box (community-accessible)	3
5.	Referral register	5
6.	Community engagement and attendance register	8
7.	Community feedback and perception survey template	15

S/N	Resources/Equipment	Minimum Quantity
8.	Partnership memorandum of understanding template	15
9.	Stakeholder mapping chart	10
10.	Conflict analysis and mediation guide	15 copies
11.	Inter-agency contact directory	15
12.	Joint operation planning template	15
13.	Information sharing agreement template	15
14.	Policy implementation plan template	15
15.	Management review and board paper template	15

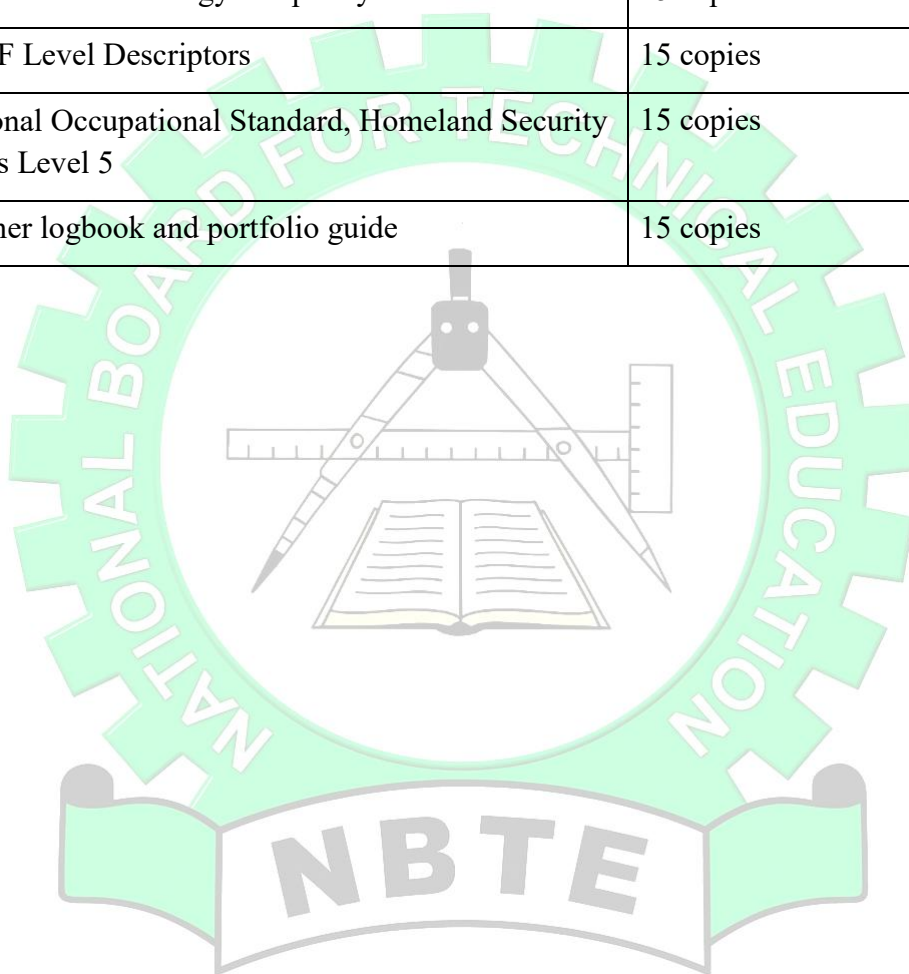
12. Health, Safety and Welfare Equipment

S/N	Resources/Equipment	Minimum Quantity
1.	First aid box (fully stocked)	2
2.	Fire extinguisher (assorted classes)	4
3.	Fire blanket	2
4.	Emergency exit and assembly point signage	10
5.	Safety signs and symbols	10
6.	Waste bin (colour coded)	4
7.	Water dispenser	1

13. Reference Materials and Legal Instruments

S/N	Resources/Equipment	Minimum Quantity
1.	Constitution of the Federal Republic of Nigeria	15 copies
2.	Administration of Criminal Justice Act 2015	15 copies
3.	Nigeria Police Act 2020	15 copies
4.	Firearms Act Cap. F28 LFN 2004	15 copies
5.	Nigeria Data Protection Act 2023	15 copies
6.	Child's Rights Act	15 copies
7.	Violence Against Persons (Prohibition) Act 2015	15 copies
8.	National Human Rights Commission Act	15 copies

S/N	Resources/Equipment	Minimum Quantity
9.	Applicable state vigilance service law	15 copies
10.	UN Basic Principles on the Use of Force and Firearms	15 copies
11.	UN Code of Conduct for Law Enforcement Officials	15 copies
12.	Organisational standing orders	15 copies
13.	Organisational code of conduct manual	15 copies
14.	Organisational strategy and policy documents	15 copies
15.	NSQF Level Descriptors	15 copies
16.	National Occupational Standard, Homeland Security Corps Level 5	15 copies
17.	Learner logbook and portfolio guide	15 copies



**LIST OF PARTICIPANTS AT THE NATIONAL CRITIQUE/VALIDATION WORKSHOP
FOR NATIONAL OCCUPATIONAL STANDARD (NOS) NATIONAL SKILLS
QUALIFICATION (NSQ) FOR HOMELAND SECURITY CORPS**

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