



**BIIAB**

**SECURITY**

# Security Centre Recognition Manual



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@TheBIIAB

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## Section 1 – Introduction

This Security Centre Recognition manual has been produced to provide centres considering offering the BIIAB Qualifications Ltd (BIIAB) suite of Security Industry Authority (SIA) Licence Linked Qualifications with the relevant information to support their Centre Recognition and Qualification Approval application and understand BIIAB's systems and processes for the delivery and quality assurance of BIIAB SIA qualifications suite.

This manual should be read in conjunction with the following important documents:

1. BIIAB Qualification Specifications which provide all the necessary detail for each of the SIA Licence Linked Qualifications can be found on the BIIAB website.<sup>1</sup>
2. The SIA's '*Get Training*'<sup>2</sup> document for Awarding Organisations and Training Providers.
3. This document is written in accordance with various BIIAB Policies and Procedures including:
  - a. BIIAB Price List.
  - b. BIIAB Centre Recognition Policy.
  - c. BIIAB Qualification Approval Policy.
  - d. BIIAB Centre Agreement.

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<sup>1</sup> [Security Qualifications : BIIAB](#)

<sup>2</sup> [SIA Get Training Publication](#)

## Section 2 – Centre and qualification approval

Centres must be recognised as an approved BIIAB Centre and must gain centre recognition and qualification approval before delivery of any of the BIIAB SIA Licence Linked Qualifications that they wish to offer.

### 2.1 New Centres wishing to offer BIIAB SIA Licence Linked Qualifications

Centres wishing to become approved to deliver BIIAB qualifications must complete the BIIAB CR1 Centre Recognition Application Form.<sup>3</sup>

In addition, new centres are also required to complete the BIIAB CR2 Qualification Approval Application Form<sup>4</sup> for each of the Qualifications requested for approval.

Centres who are interested in delivering the SIA Licence Linked Qualifications can also contact [relationshipmanagers@skillsedugroup.co.uk](mailto:relationshipmanagers@skillsedugroup.co.uk) to discuss further.

Please note that there are fees<sup>5</sup> for BIIAB Centre Recognition and BIIAB Qualification Approval

Once the CR1 and CR2 are completed in full by the Centre they are both to be emailed to [CentreRecognition@skillsedugroup.co.uk](mailto:CentreRecognition@skillsedugroup.co.uk) for initial review followed by the allocation of an External Quality Assurer to carry out the required centre recognition visit.

All Centres applying for Security Licence Linked qualifications will require a Centre Recognition and qualification approval visit.

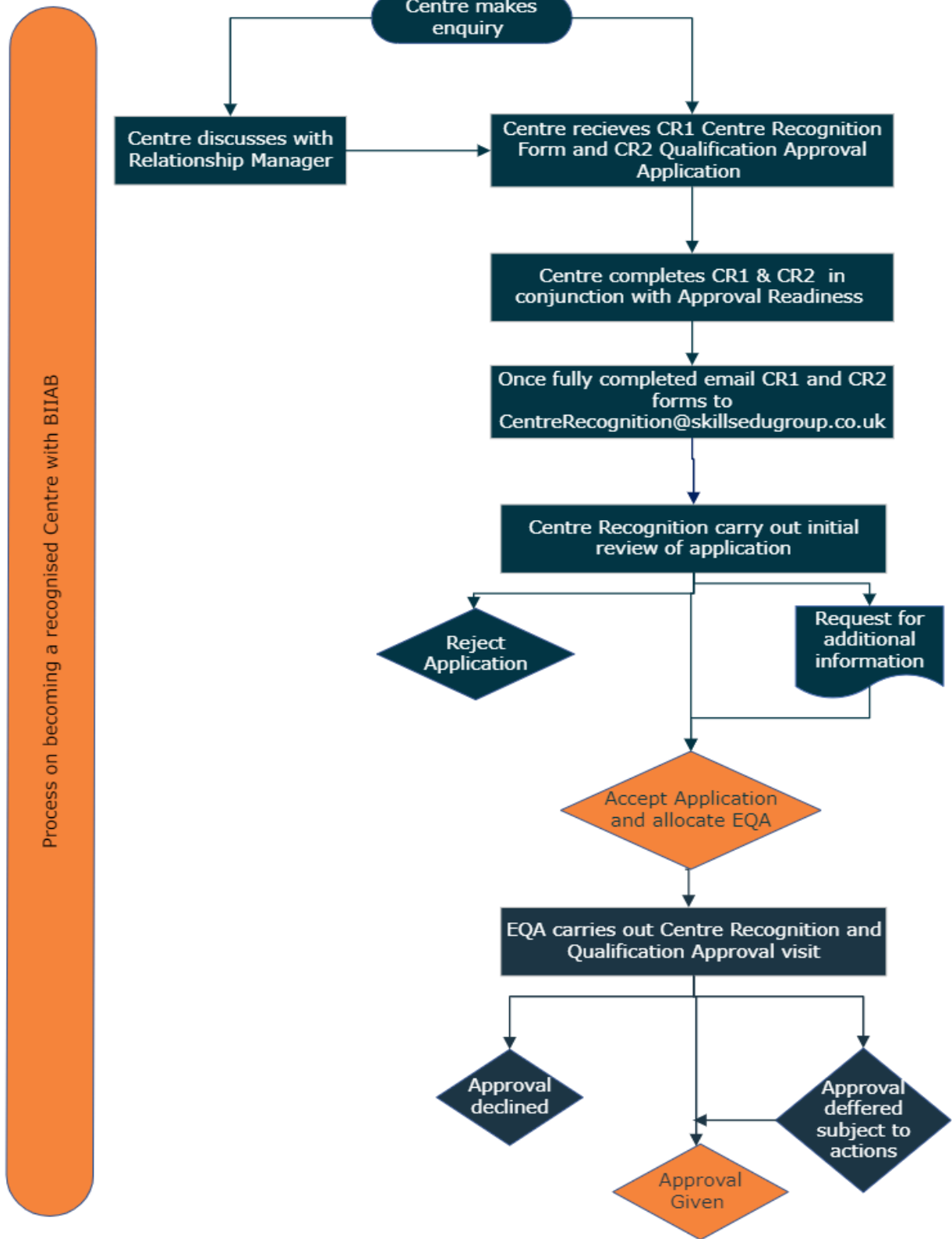
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<sup>3</sup> [BIIAB-CR1-Centre-Recognition-Application-Form-V2.-21-22.docx \(live.com\)](#)

<sup>4</sup> [BIIAB-CR2-Qualification-Approval-Application-Form-V2.21-22.](#)

<sup>5</sup> [BIIAB Price List 2022-23](#)

## New Centre Recognition and SIA Qualifications Approval Flowchart



## 2.2 Existing Recognised Centres wishing to offer BIIAB SIA Licence Linked Qualifications

Centres who are currently an approved BIIAB centre for other qualifications wishing to gain approval to deliver the SIA Licence Linked Qualifications can discuss this with their Relationship Manager directly or via [relationshipmanagers@skillsedugroup.co.uk](mailto:relationshipmanagers@skillsedugroup.co.uk) to discuss further.

Existing recognised BIIAB centres must complete the BIIAB CR2 Qualification Approval Application Form<sup>6</sup> for each of the Qualifications requested for approval.

Centres who are interested in delivering the SIA Licence Linked Qualifications can also contact their Relationship Manager, to discuss further.

Please note that there are fees<sup>7</sup> for BIIAB Qualification Approval

Once the CR2 is completed in full by the Centre it must be emailed to [CentreRecognition@skillsedugroup.co.uk](mailto:CentreRecognition@skillsedugroup.co.uk) for initial review followed by the allocation of an External Quality Assurer to carry out the required centre visit.

All existing Centres applying for Security Licence Linked qualifications will require a qualification approval visit.

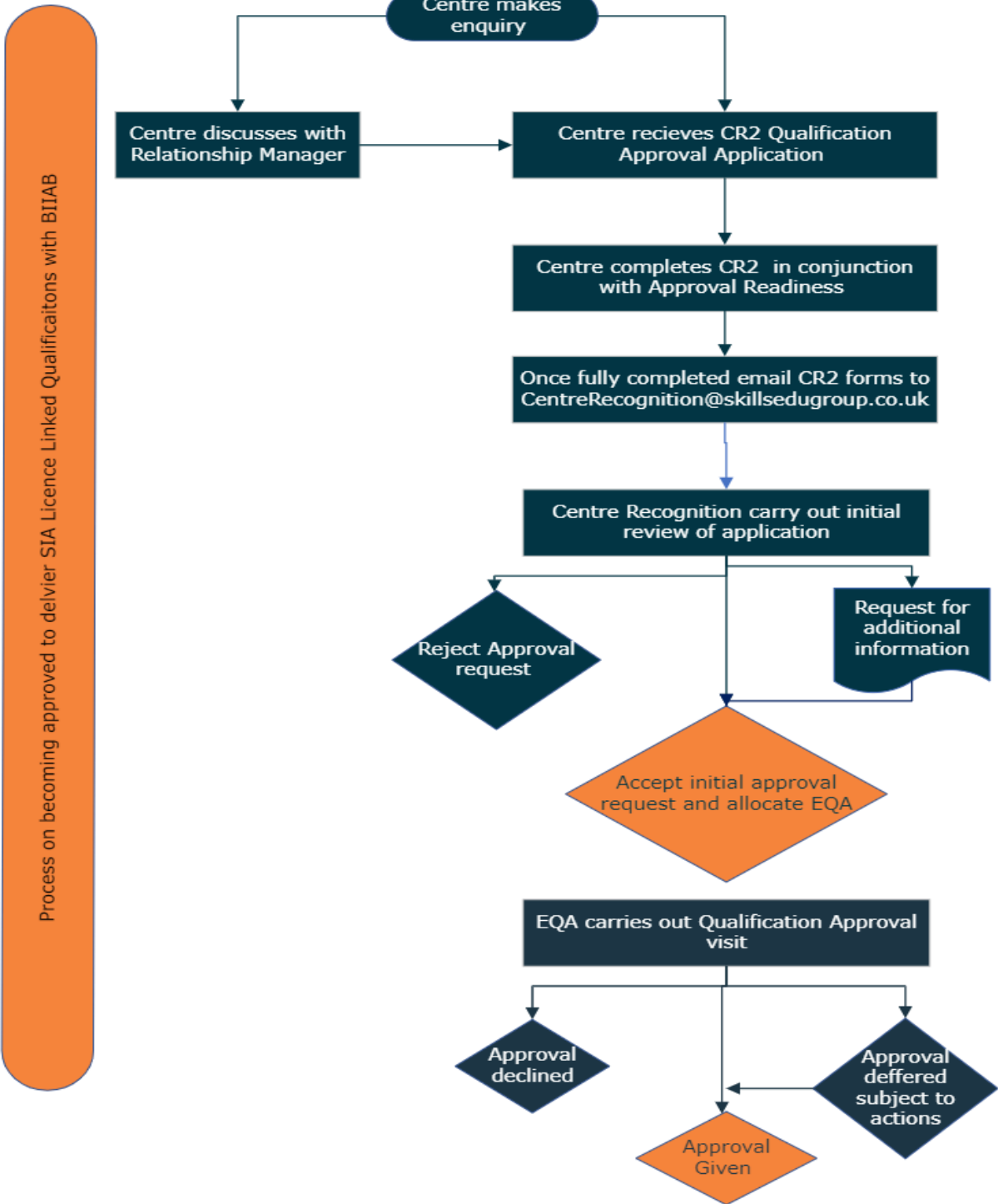
The following process flowchart should provide additional guidance in relation to the process for approval to deliver SIA Licence Linked Qualifications.

### Existing Recognised Centre SIA Qualification Approval Flowchart

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<sup>6</sup> [BIIAB-CR2-Qualification-Approval-Application-Form-V2.21-22.](#)

<sup>7</sup> [BIIAB Price List 2022-23](#)



Please note that additional Qualification Approval fees may apply. Details of our current fees can be found within the BIIAB Price List?<sup>8</sup>

<sup>8</sup> [BIIAB Price List 2022-23](#)

### **2.3 Approval Readiness**

To reduce any potential delays, it is vital for existing and potential centres to be well prepared for their centre recognition and/or qualification approval visit. BIIAB provide a comprehensive Centre and qualification readiness checklist which can be found in Annex A of this document.

### **2.4 Maintaining Centre and Qualification approval**

As part of a Centre's ongoing approval with BIIAB they must continue to adhere to all the requirements within the BIIAB Centre Agreement and the individual qualification requirements.

This includes, but not exclusively, ongoing centre monitoring through review of administration, delivery, assessment and internal quality assurance of the approved qualifications. This is achieved through desktop reviews, announced and unannounced visits, remote sampling together with Annual Re-Approval.

BIIAB reserve the right to place appropriate sanctions or withdraw either qualification approval or centre recognition where a centre is not maintaining a quality standard.

### **2.5 Approval to offer Self-Study**

It is recognised by the SIA and BIIAB that elements of the following Licence Linked units can be delivered through Self-Study (also referred to as Distance Learning).

Centres wishing to offer Self-Study must complete Appendix B – SIA Licence to Practice Qualifications Self Study Approval as part of their approval request.



## Appendix A – Centre and Qualification Readiness Checklist

### Introduction

BIIAB recognise that it is vital for centres to understand the requirements of the relevant qualification to assist in ensuring centres gain approval in a timely manner.

This checklist form has been developed to support centres as a self-assessment checklist to support their application for approval of BIIAB’s suite of SIA Licence Linked Qualifications.

It is the centres responsibility to ensure that they complete this form in conjunction with the BIIAB CR2 – Qualification Approval Application Form. There is no need to submit this readiness checklist with the BIIAB CR2 – Qualification Approval Form, however, retain it to support them during the approval visit.

### Section A.1 - Centre details

Centre Name		
	Required Evidence	Location of evidence
Insurance	Employers’ liability – minimum £5m Public Liability – minimum £5m Professional Indemnity – minimum £250k  *Where a centre offers physical intervention skills training it is a mandatory requirement that the insurance documentation must state cover for ‘training in physical intervention’ under their ‘business activity’.	
Facilities	Not to scale drawing of the training room facilities with dimensions.	
	Is there a Risk Assessment for the venue	
	Access to a minimum of 3 stairs	
	Access to onsite First Aider and First Aid kit in accordance with the Health and Safety (First Aid) Regulations 1981	
Staffing	Centre will require staff for the following four roles as a minimum <ul style="list-style-type: none"> <li>• Qualified Tutor/Assessor</li> <li>• Qualified IQA</li> <li>• Trained Invigilator</li> </ul>	

	<ul style="list-style-type: none"> <li>• Exams Administrator</li> </ul>	
<p>Partner/Referral Organisations</p>	<p>Do you intend to work with partner/referral organisations? If so, what Service Level Agreements do you have in place?</p> <p>Any agreement must include:</p> <ul style="list-style-type: none"> <li>• Who is the centre/organisation in control of the delivery and internal quality assurance of the qualifications.</li> <li>• How does the administration of these qualifications work?</li> </ul>	

## Section A.2 – Teaching/Assessing/IQA Qualification Requirements

The following list provides the **minimum** acceptable qualifications and competency requirements to undertake the separate roles of training, assessing and internal quality assurance for each of the qualifications.

	Door Supervisor	Security Officers	CCTV Operators	IQA	Location of the evidence
Level 3 Award in Education and Training or above	√	√	√		
Level 3 Award in Delivery of Conflict Management Training	√	√	N/A		
Level 3 Award for Deliverers of Physical Intervention Training in the Private Security Industry	√	N/A	N/A		
Level 3 Award in Understanding the Principles and Practices of Assessment or equivalent <sup>9</sup>	√	√	√		
Level 4 Award in Understanding Internal Quality Assurance of Assessment Processes and Practices or equivalent	Optional	Optional	Optional	√	
Current Physical Intervention License issued by an approved Level 3 Physical Intervention Provider <sup>10</sup>	√	N/A	N/		
ACT Awareness <sup>11</sup>	√	√	√		
ACT Security <sup>12</sup>	√	√	√		
40 hours of Continuous Professional Development <sup>13</sup>	√	√	√		
Minimum 2 years frontline operational experience in the last 5 years	√	√	√		

<sup>9</sup> Can be obtained as a unit with relevant teaching qualification.

<sup>10</sup> To be completed annually

<sup>11</sup> To be completed annually

<sup>12</sup> To be completed annually

<sup>13</sup> To be completed annually

### Section A.3 – Resources

	Required Evidence	Location of evidence
Induction Process	<p>Clear instructions on learner being inducted onto the chosen qualification to include as a minimum;</p> <ul style="list-style-type: none"> <li>• Checking First Aid Qualification</li> <li>• Details of dates and timings</li> <li>• Appropriate clothing, particularly for physical intervention.</li> <li>• Medical disclosure for physical intervention.</li> <li>• Information on Centre’s Policies.</li> </ul>	
Initial English Assessment	<p>Assessment must include as a minimum assessment of English language skills in reading, writing, speaking and listening before putting the learner forward for training and assessment</p>	
Course Timetable	<p>Detailed Scheme of Work/Delivery Plan/Lesson Plans to cover the qualification curriculum</p>	
Teaching Resources	<ul style="list-style-type: none"> <li>• Pre course learning requirements</li> <li>• Powerpoint/Learning resources</li> <li>• Learner handbooks</li> <li>• Activities</li> </ul>	
Physical Intervention (where appropriate)	<ul style="list-style-type: none"> <li>• Do the relevant trainer(s) delivering physical intervention have the relevant L3 Deliverers of Physical Intervention qualification and a current certificate/license from an SIA listed approved programme provider?</li> <li>• Is there access to at least 3 stairs?</li> <li>• Who provides first aid cover and are they qualified to do so?</li> <li>• Have learners been provided with their own handbook showing the techniques for the approved programme delivered?</li> </ul>	

CCTV	<p>What arrangements are in place to ensure that the equipment and environment enables learners to demonstrate the ability to carry out CCTV practical assessment tasks to proactively monitor?</p> <p>This should include as a minimum:</p> <ul style="list-style-type: none"> <li>• Number of and type of cameras and monitors.</li> <li>• Recording capability of incidents.</li> </ul>	
First Aid	<p>Access to onsite First Aider and First Aid kit in accordance with the Health and Safety (First Aid) Regulations 1981</p>	

## Appendix B - SIA Licence to Practice Qualifications Self-Study Approval

### Introduction

BIIAB and the SIA recognise that there is some learning that centres may wish to deliver through self-study to contribute to the achievement of the relevant Reform SIA Licence Linked Qualifications launched on 1 April 2021.

BIIAB Centres wishing to deliver the permitted components (Learning Outcomes/Assessment Criteria), listed in annex A, of the SIA Licence linked qualifications by self-study are required to complete this form and obtain written approval from BIIAB **prior** to delivering the relevant unit(s). Requests for approval for Self-Study should be sent via email to [CentreRecognition@skillsedugroup.co.uk](mailto:CentreRecognition@skillsedugroup.co.uk)

### Approval

It is the centre's responsibility to ensure that they provide full and detailed information relating to their quality management processes relating to self-study. Centres are required to keep for a minimum of 3 years:

- auditable records of the self-study material and when it was used;
- internal verification records of self-study material
- completed self-study materials by learners
- records of how you determined that the registered learner had completed the self-study

It is important that the materials used clearly show learners how many hours learning they are expected to undertake and that they are given sufficient time to allow them to complete the materials before their course begins. It is also a requirement that the centre checks completion of the materials during virtual delivery or face-to-face training.

1. Describe the areas of learning that will be delivered by self-study (see Appendix C of this form identifying Learning Outcomes where self-study is permitted)?

2. Describe the method of self-study that will be used (e.g. online learning materials; workbooks; other learning materials)?

3. Detail the number of hours that will be covered by the self-study material?

4. Describe the robust and auditable methods your centre uses to determine that learners have undertaken the self-study?

Reviewer:	Date of Review
<b>Feedback</b>	<b>Actions</b>

<b>Comments</b>	
<b>Approval Decision</b>	
The following have been approved in accordance with the current SIA specification requirements	
Working within the Private Security Industry Unit	Yes      No
<b>Signature of Approving Reviewer</b>	<b>Date of approval</b>



## Appendix C Licence-linked units where self-study is permitted

Unit	Learning outcomes that can be delivered via self-study	SIA permitted self-study – up to a maximum of:
Principles of Working in the Private Security Industry	<b>LO1:</b> Know the main characteristics and purposes of the Private Security Industry	2 hours
	<b>LO2:</b> Understand legislation as it applies to a security operative	2 hours
	<b>LO4:</b> Understand the importance of safe working practices	2 hours
	<b>LO5:</b> Understand fire procedures in the workplace	1 hour
	<b>LO11:</b> Understand good practice for post incident management	1 hour