



Qualification Guidance Document

BIIAB Level 2 Award for Security Officers in the Private Security Industry (Refresher)

**England & NI – 610/4725/9
Wales – C00/5083/3**



About Us

At BIIAB Qualifications Limited we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

BIIAB Qualifications Limited have an on-line registration system to help customers register learners on its qualifications, units and exams. In addition, it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

The [BIIAB Qualifications Limited](#) website provides access to a wide variety of information.

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Specification Code

The specification code is A9981-02.

Issue	Date	Details of change
1.0	October 2024	Launch version
1.1	November 2024	Update with Wales accreditation

1.2	January 2025	Updated with CCEA accreditation
1.3	January 2025	Updated with new unit code
1.4	February 2025	Amendment to page 10
1.5	October 2025	Amendment to page
1.6	February 2026	Updated document to new company branding

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

BIIAB Level 2 Award for Security Officers in the Private Security Industry (Refresher)– 610/4725/9 (England & Northern Ireland) C00/5083/2 (Wales)	
Qualification Purpose	To confirm occupational competence and/or 'licence to practice'.
Age Range	Pre 16 <input type="checkbox"/> 16-18 <input type="checkbox"/> 18+ <input checked="" type="checkbox"/> 19+ <input checked="" type="checkbox"/>
Regulation	The above qualification(s) is/are regulated by Ofqual
Assessment	> Multiple Choice Examination
Type of Funding Available	See FaLA (Find a Learning Aim)
Grading	Pass/Fail To achieve a Pass grade, learners must achieve all the Learning Outcomes and Assessment Criteria in all the units completed
Operational Start Date	01/10/2024
Review Date	01/10/2027
Operational End Date	
Certification End Date	
Guided Learning (GL)	7 hours
Total Qualification Time (TQT)	9 hours
Credit Value	1
BIIAB Qualifications Limited Sector	Protective Services
Regulator Sector	01.4 Public Services
Support from Trade Associations	

Introduction

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England, by Qualifications Wales in Wales and by the Council for Curriculum, Examinations and Assessment (CCEA Regulation) in Northern Ireland. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 2 Award for Security Officers in the Private Security Industry (Refresher)	610/4725/9 (England & Northern Ireland) C00/5083/3 (Wales)

Pre-requisites

English Language Pre-requisite for Learners

In the course of their work, security operatives are likely to be required to make calls to the emergency services, or for example communicate to resolve conflict. It is essential that security operatives can communicate effectively.

It is the Centre's responsibility to ensure that each learner is sufficiently competent in the use of the English and/or Welsh language. All assessments must be conducted in the medium of English and/or Welsh as appropriate.

Learners should, as a minimum, have language skills in reading, writing, speaking and listening equivalent to the following:

- > A B2 Level qualification on the Home Office's list of recognised English tests and qualifications
- > A B2 Common European Framework of Reference for Languages (CEFR)
- > An ESOL qualification at (Level 1) on the Ofqual register taken in England, Wales or Northern Ireland
- > An ESOL qualification at Scottish Credit and Qualifications Framework Level 5 awarded by Qualifications Scotland Accreditation and taken in Scotland
- > Functional Skills Level 1 in English
- > SQA Core Skills in Communication at Scottish Credit and Qualifications Framework Level 5

- > Essential Skills Wales Communication Level 1
- > Essential Skills NI Communication Level 1

Training centres must ensure that all learners have sufficient reading, writing, speaking and listening language skills before putting the learners forward for training and assessment. All English/Welsh language assessments used by Centres must be agreed with BIIAB Qualifications Limited as part of security centre approval.

Centres must retain this information for all learners against all four competencies for a minimum of three years in line with retention of assessment evidence requirements.

First Aid Training Requirements

From 01 April 2021, learners taking their Door Supervision or Security Officer training for the first time will need to show that they hold a current and valid First Aid or Emergency First Aid certificate* that meets the requirements of the Health and Safety (First Aid) Regulations 1981. It is an SIA requirement that training centres must confirm that each learner is sufficiently qualified in First Aid or Emergency First Aid.

Learners should, as a minimum, have achieved an Emergency First Aid at Work qualification covering the following outcomes.

- > understand the role of the first aider, including reference to:
 - > the importance of preventing cross-infection
 - > the need for recording incidents and actions
 - > use of available equipment
- > assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- > administer first aid to a casualty who is unconscious (including seizure)
- > administer cardiopulmonary resuscitation and use of an automated external defibrillator
- > administer first aid to a casualty who is choking
- > administer first aid to a casualty who is wounded and bleeding
- > administer first aid to a casualty who is suffering from shock
- > provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

Learners should present their First Aid or Emergency First Aid certificate* to their training provider before they start training. This certificate* must be valid for at least 12 months from course start date.

It is the centre's responsibility to check the learner's First Aid certificate and maintain relevant records of how a learner meets this requirement.

Training centres must retain this information for a minimum of three years in line with retention of assessment evidence requirements.

*Training centres are permitted to deliver suitable First Aid qualifications together with security qualifications as part of a training package. All First Aid training must be completed and passed prior to the commencement of the security training.

Qualification Structure and Rules of Combination

Rules of Combination: BIIAB Level 2 Award for Security Officers in the Private Security Industry (Refresher)

Learners must achieve 1 credit. This credit must come from the 1 mandatory unit listed below.

This qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level.

Unit Title	Unit code and Number	Level	Credit Value	GL	SIA min. contact time (hours)	SIA max. permitted self-study time (hours)
Mandatory Group Minimum Credit Target - 4						
Principles of Working as a Security Officer in the Private Security Industry (refresher)	PWSOR Y/651/3191	2	1	7	3	4

Guided Learning Hours Breakdown

Learning Outcome	GLH
LO1 Know how to conduct effective search procedures	30 mins
LO2 Understand how to keep vulnerable people safe	1 hour 50 mins
LO3 Understand terror threats and the role of the security operative in the event of a threat	1 hour 40 mins



* ACT E-learning and ACT E-learning (Security) options are available and can be used

Aim

The BIIAB Level 2 Award for Security Officers in the Private Security Industry (Refresher) qualification includes key areas that will bring current licence holders up to date with the new licence-linked qualifications requirements. The BIIAB Level 2 Award for Security Officers in the Private Security Industry (Refresher) is designed to show that learners have obtained and can demonstrate the knowledge and skills required to be a Door Supervisor.

The primary purpose of the qualification is to confirm occupational competence. However, employers can also rely on the knowledge provided as meeting nationally recognised standards within security, and more specifically being a Security Officer, at this level. As such the sub purpose is to confirm the ability to meet a 'licence to practise' or other legal requirements made by the relevant sector, professional or industry body.

Under the Private Security Industry Act 2001, all Security Officers must hold a licence to practise issued by the Security Industry Authority (SIA). Successful completion of this course enables a door supervisor to meet one of the requirements to apply for their licence. Security Officers might like to progress by broadening their industry knowledge/employability by taking the BIIAB Level 2 Award for CCTV Operators in the Private Security Industry and/or the BIIAB Level 2 Award for Door Supervisors in the Private Security Industry.

Due to constant regulatory, policy and funding changes, users are advised to check this qualification is funded for use with individual learners before making registrations. If you are unsure about the qualification's status, please contact BIIAB Qualifications Limited head office.

The qualification is developed by the Security Industry Authority (SIA) and adheres to SIA's requirements. Therefore, while there are no National Occupational Standards (NOS) in place, we comply with the regulatory standards set by the SIA.

Target Group

This qualification is appropriate for use in the following age range:

18+

Assessment

Overview of assessment strategy

This qualification is assessed by external examination and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.

In order to assess formally the learners' knowledge, BIIAB Qualifications Limited has developed externally set, externally marked paper-based **multiple-choice assessments**.

BIIAB Qualifications Limited will make every effort to ensure that it allows for assessment to:

- > be up to date and current
- > reflect the context from which the learner has been taught
- > be flexible to learner needs

Please refer to the [Instructions for the Conduct of Examinations and Other External Assessment](#) for further information.

Assessment Principles

The Assessment Principles for the Level 2 Award for Security Officers in the Private Security Industry (Refresher) have been designed by the Security Industry Authority (SIA) in conjunction with all SIA approved Awarding Organisations. While BIIAB Qualifications Limited has not itself solely designed the strategy, it agrees with the principles and their suitability as an Assessment Strategy for this qualification, it has agreed that this strategy will be applied for this qualification, and it has agreed that it will monitor the compliance of BIIAB Qualifications

Limited centres offering this qualification against the criteria. As such all centres and their assessment must adhere to the current Assessment Principles for this qualification.

The Assessment Principles for this qualification can be seen in the section which follows and it provides details of the key requirements for the qualification and the assessors and quality assurers delivering, quality assuring and certifying the qualification.

Principles of Working as a Security Officer in the Private Industry (Refresher)

This unit will be assessed by a knowledge assessment. The knowledge assessment is an externally set and marked multiple-choice question paper consisting of **28 questions**. The examination will last for **45 minutes** and learners will be required to answer correctly 20 of the 28 questions (71%) in order to pass. The practical assessment is externally set. The practical assessment must be visually recorded for each learner and is recommended to take approximately 15 minutes. Each learner should introduce themselves, state the date and the techniques they are demonstrating. Learners will be required to achieve a pass mark of 100% for the practical assessment.

Assessment materials allowed

Multiple Choice Questions Exam (Paper)

Only the use of dictionaries is permitted. Learners must not refer to any books or materials whilst taking this examination. Learners may use a calculator if required.

Facilities

Training and assessment for approved licence-linked qualifications must be undertaken in an environment appropriate for training and learning. The environment must be adequately equipped for training, conducive to effective learning and must comply with current Health and Safety requirements.

Trainers/Assessors involved in the delivery of Licence-linked qualifications

All trainers/assessors seeking to deliver licence-linked qualifications must have achieved as a minimum:

Trainer Qualifications

1. Award in Education and Training (Level 3 QCF/RQF) (Level 6 SCQF) or a teaching or training qualification at Level 3 (QCF/RQF), Level 6 (SCQF) (or

equivalent or above), which has been accredited by Qualifications Scotland Accreditation/QCA/Ofqual or validated by a HEI, or equivalent such as:

- > Level 4 Award in Education and Training (QCF/RQF)
- > Certificate in Education
- > Post Graduate Certificate in Education
- > SVQ/NVQ Levels 3 and 4 in Learning and Development
- > Scottish Training Qualification for Further Education (TQFE)
- > PTLLS, CTLLS or DTLLS
- > Master's in Education

AND

2. A National Counter Terrorism Security Office (NaCTSO) / SIA endorsed counter terrorism programme such as the ACT (Action Counters Terrorism) Awareness training which must be completed annually.

Assessor Qualifications

Assessors must hold any of the following qualifications:

- > Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)
- > Level 3 Award in Assessing Competence in the Work Environment (RQF)
- > Level 3 Award in Assessing Vocationally Related Achievement (RQF)
- > A1 Assessing Learners Using a Range of Methods
- > D32 Assess Learner Performance
- > D33 Assess Learner Using Different Sources of Evidence

OR the following unit from an Assessor qualification:

- > Unit 1 Understanding the Principles and Practices of Assessment

OR the following units from a Teaching Qualification:

- > Understanding Assessment in Education and Training unit from a Level 3 Award in Education and Training
- > Understand the Principles and Practices of Assessment from a 12 credit Preparing to Teach in the Lifelong Learning Sector
- > Principles of Assessment in Lifelong Learning from a 12 credit Preparing to Teach in the Lifelong Learning Sector qualification
- > Understanding the Principles and Practices of Assessment from a Level 3 Certificate/Level 4 Diploma in Learning and Development
- > Assess Occupational Competence in the Work Environment from a Level 3 Certificate/Level 4 Diploma in Learning and Development
- > Assess Vocational Skills, Knowledge and Understanding Level 3 Certificate/Level 4 Diploma in Learning and Development.

It is expected that in most cases the trainer and the assessor will be the same person.

Internal Quality Assurer (IQA) requirements

All those seeking to undertake internal quality assurance activities for licence-linked qualifications must have achieved as a minimum one of the following:

- > Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices (RQF)
- > Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices (RQF)
- > Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practices (RQF)
- > V1 Conduct Internal Quality Assurance of the Assessment Process
- > D34 Internally Verify the Assessment Process

OR the following unit from an IQA qualification:

- > Unit 2/Unit 4 Understanding the principles and practices of internally assuring the quality of assessment.

If IQAs do not hold any of these units by the launch of the security qualifications, they will have until 30 September 2022 to achieve one.

The Centre is required to have access to at least one qualified IQA by 30 September 2022 with security sector competency relevant to the area they are quality assuring and who is familiar with the course content of the units that they are quality assuring.

Centre personnel who wish to check their eligibility may do so by contacting BIIAB Qualifications Limited.

Additional qualifications required by Trainers, Assessors and IQAs of the Conflict Management unit

The SIA requires all trainers and assessors involved in the delivery of the Application of Conflict Management in the Private Security Industry unit to have received relevant training. Trainers are required to hold a qualification at NQF/QCF/RQF Level 3 Deliverers of Conflict Management Training.

The IQA does not need to hold a formal conflict management qualification but does need to have appropriate competence in conflict management. Appropriate competency could come from employment in:

- > Armed services
- > Police service
- > Security industry
- > Prison service

BIIAB Qualifications Limited will require sufficient information about an IQA's occupational competence which will be considered on a case-by-case basis.

Additional qualifications required by Trainers, Assessors and IQAs of the Physical Intervention unit

All trainers delivering and assessing physical intervention skills training for the door supervisor licence-linked qualifications must hold all of the following;

- > A suitable teaching/training qualification
- > A suitable Level 3 qualification in conflict management training
- > A Level 3 Award for Deliverers of Physical Intervention Training in the Private Security Industry (QCF/RQF); and
- > A current certificate (updated annually) from an approved Level 3 programme provider which details that the trainer is authorised to deliver the skills in the approved Level 2 physical intervention programme. It is the responsibility of the trainer to submit this to the training provider/centre in order for BIIAB Qualifications Limited to check the authenticity of these on an annual basis.

The IQA does not need to hold a formal qualification in physical intervention but does need to have appropriate competence in physical intervention such as in the sector (private security industry, Armed forces, Police).

Occupational Competence required by Trainers and Assessors

Trainers and assessors delivering licence-linked qualifications must demonstrate that they have the necessary experience, knowledge and understanding of the sector in which they are providing training.

BIIAB Qualifications Limited will require sufficient information about a trainer's and assessor's occupational competence for consideration in the approval process. Occupational competence will normally come from working in the private security industry but other relevant experience may be acceptable and will be considered by BIIAB Qualifications Limited on a case-by-case basis. There is no requirement for a trainer or assessor to have a current SIA licence.

Other relevant experience could come from employment in:

- > Armed services
- > Police service
- > Security industry
- > Prison service

To ensure that trainers and assessors have the right occupational competence, the SIA and BIIAB Qualifications Limited require trainers and assessors new to the sector (i.e. this is their first role as a trainer or assessor in the security sector as identified from their CV) to have two years' frontline operational experience in the last five years in the UK, relevant to the qualifications that they are delivering. This operational experience can be achieved from full/part-time/weekend employment and achieved in blocks of employment as long as it meets the threshold above.

Existing trainers and assessors must demonstrate to BIIAB Qualifications Limited that they are taking sufficient steps to keep their occupational competence up to date. Suitable steps would include attendance at relevant conferences and seminars, and continuing work experience in the sector. Trainers and assessors must be able to demonstrate evidence of a suitable level of continued professional development (CPD) in the sector. This should include the equivalent of at least 40 hours every year spent in a combination of training, increasing professional knowledge through other means or working in the industry. This CPD record must show that the National Counter Terrorism Security Office (NaCTSO) / SIA endorsed counter terrorism programme such as the ACT (Action Counters Terrorism) awareness training has been completed on an annual basis.

It is the responsibility of training centres to retain the CPD information of trainers and assessors. BIIAB Qualifications Limited and the SIA reserve the right to spot check this information for accuracy and quality assurance purposes. This evidence must be retained for a minimum of three years for audit purposes.

The SIA may publish additional requirements for trainers as and when they are agreed. Trainers looking to deliver licence-linked qualifications should ensure that they are fully familiar and compliant with the requirements as communicated by BIIAB Qualifications Limited.

Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- > Multiple-choice assessments (externally set, externally marked)
- > Sample assessments
- > Learning support materials
- > Purpose Statement
- > Learner Unit Achievement Checklist

Design and Delivery

Centres must refer to the units that form the qualification and the standard that must be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that forms part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning hours (GL).

This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other

pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time spent undertaking assessments.

The qualification will be assigned Total Qualification Time (TQT), which, as well as GL, will include the estimated number of hours spent in preparation, study or any other supervised learning, study or assessment for an average learner. When planning how to deliver the qualification it is important to refer to this definition.

BIIAB Qualifications Limited will not prescribe how the qualification is delivered, but centres must ensure the delivery chosen meets their learners' needs.

Use of self-study

The SIA and BIIAB Qualifications Limited recognise that there is some learning that contributes to the achievement of the licence-linked qualifications that can be completed through self-study.

Where a Centre wishes to use self-study in this way, they must firstly inform BIIAB Qualifications Limited. The Centre must detail within their quality management processes each of the following:

- > The areas of learning to be delivered by self-study
- > The method of self-study to be used
- > The number of hours to be covered by the self-study material
- > A robust and auditable method for determining that learners have undertaken the self-study

It is important the materials used clearly show learners how many hours of learning they are expected to undertake and that they are given sufficient time to allow them to complete it before their course begins. It is also a requirement that the centre checks these during training to ensure appropriate learning has occurred. This will be quality assured by BIIAB Qualifications Limited through external quality assurance processes.

Suitable methods of self-study include prepared, high quality:

- > On-line learning materials or courses that the learner must navigate
- > Workbooks that the learner must work through and complete
- > Learning materials that the learner can use to cover specified areas of content

Training centres are reminded that any self-study material used must be retained for a minimum of 3 years in line with retention of assessment evidence requirements.

Practice Assessment Material

BIIAB Qualifications Limited confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

After completion of this qualification, Security Officers might like to progress by broadening their industry knowledge/employability by taking the BIIAB Level 2 Award for CCTV Operators in the Private Security Industry and/or the BIIAB Level 2 Award for Door Supervisors in the Private Security Industry.

Due to constant regulatory, policy and funding changes, users are advised to check this qualification is funded for use with individual learners before making registrations. If you are unsure about the qualification's status, please contact BIIAB Qualifications Limited head office.

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

BIIAB Qualifications Limited require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.



Language

This specification and associated assessment materials are in English only.

Unit Details

Principles of Working in the Private Security Industry	
Unit Reference	Y/651/3191
Level	2
Credit Value	1
Guided Learning (GL)	7
Unit Summary	The purpose of this unit is to provide the learner with the knowledge to understand how to conduct effective search procedures, how to keep vulnerable people safe and understand terror threats and the role of a security operative in the event of a threat.
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.6)
The learner will	The learner can
1. Know how to conduct effective search procedures	1.1 Identify the different type of searches carried out by a security officer 1.2 Identify a security officer’s right to search 1.3 Identify the different types of searching equipment 1.4 Recognise possible hazards when conducting a search 1.5 State the precautions to take when carrying out a search 1.6 State the actions to take if an incident or an accident occurs 1.7 Demonstrate how to search people and their personal possessions 1.8 State typical areas of vehicles to be searched

	<p>1.9 Identify reasons for carrying out a premises search</p> <p>1.10 Recognise actions to take in the event of a search refusal</p> <p>1.11 Identify reasons for completing search documentation</p> <p>1.12 Identify actions to take if a prohibited or restricted item is found during a search</p>
2. Understand how to keep vulnerable people safe	<p>2.1 Recognise duty of care with regard to vulnerable people</p> <p>2.2 Identify factors that could make someone vulnerable</p> <p>2.3 Identify actions that the security operative should take towards vulnerable individuals</p> <p>2.4 Identify behaviours that sexual predators may exhibit</p> <p>2.5 Identify indicators of abuse</p> <p>2.6 State how to deal with allegations of sexual assault</p> <p>2.7 State how to deal with anti-social behaviour</p>
3. Understand terror threats and the role of the security operative in the event of a threat	<p>3.1 Identify the different threat levels</p> <p>3.2 Recognise the common terror attack methods</p> <p>3.3 Recognise the actions to take in the event of a terror threat</p> <p>3.4 Identify the procedures for dealing with suspicious items</p> <p>3.5 Identify behaviours that could indicate suspicious activity</p>

	3.6	Identify how to respond to suspicious behaviour
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Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

BIIAB Qualifications Limited policy enables learners to avoid duplication of learning and assessment in a number of ways:

- > **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- > **Exemption** - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within BIIAB Qualifications Limited qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the BIIAB Qualifications Limited qualification to be achieved in order to determine its equivalence.
 - > Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to BIIAB Qualifications Limited.
 - > It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
 - > Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- > **Credit Transfer** – BIIAB Qualifications Limited may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - > Original certificates OR
 - > Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- > **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

BIIAB Qualifications Limited encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from bijab.co.uk/for-centres/

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

BIIAB Qualifications Limited policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- > Face-to-face meeting with a tutor
- > Telephone conversation with a tutor
- > Instant messaging with a tutor
- > Taking part in a live webinar
- > Classroom-based instruction
- > Supervised work
- > Taking part in a supervised or invigilated formative assessment
- > The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- > Researching a topic and writing a report
- > Watching an instructional online video at home/e-learning
- > Watching a recorded webinar
- > Compiling a portfolio in preparation for assessment
- > Completing an unsupervised practical activity or work
- > Rehearsing a presentation away from the classroom
- > Practising skills unsupervised
- > Requesting guidance via email – will not guarantee an immediate response.