



skills for **security**



System Survey & Design Handbook



Apprenticeships



The following document will aim to set out the requirements of this course as well as provide insight into how this course is intended to be completed, providing time scales, training requirements and guided learning hours for each outcome.

This course has been created using SCQF level 6 (Level 3 equivalent) units used within the SQA apprenticeship framework and National Occupational Standard (NOS), allowing each candidate enrolled onto this course the ability to obtain Scottish Vocational Qualification (SVQ) units in a modular fashion by compiling evidence in an e-portfolio format that will be submitted to a qualified and competent assessor for marking.

Terms of reference:

NOS – National Occupational Standard, also known as professional standards, specify UK standards of performance that people are expected to achieve in their work, and the knowledge and skills they need to perform effectively

SVQ – A Scottish Vocational Qualification, or SVQ, is a certificate of vocational education in Scotland. SVQs are available to people of all ages. SVQs are developed by Sector Skills Councils, in partnership with industry and awarding bodies

NVQ – National Vocational Qualifications are practical work-based awards in England, Wales and Northern Ireland that are achieved through assessment and training.

GLH – Guided Learning Hours, this is the number of hours teaching time required to deliver the course.

Onefile – Online e-portfolio platform where you will be required to upload your reports and supporting evidence against set criteria that will be assessed internally by Skills for Security.

Introduction

Each unit delivered on this program will be conducted in a remote format at the beginning of each module and will last as per the GLH assigned to each unit. These remote sessions will provide each candidate with the required knowledge and understanding to undertake each vocational unit, setting out the minimum requirements for evidence gathering and report writing. The theoretical learning at the beginning of each unit will be assessed using an end of unit assessment based around the 'Knowledge Criteria' for that particular unit, with opportunity for re-sit throughout the program.

As well as remote theoretical training, there will be planned support sessions throughout each module, providing each candidate the opportunity to dial in and raise concerns and ask questions, with the opportunity for additional assistance on request.

Each of the SVQ units will require approximately 30 hours per unit additional to the theoretically remote learning for further reading, evidence gathering and compiling and submitting a report over the duration of 1 calendar month. It can be assumed that the total time required to complete this program will be approximately:

- 150 hours of self-study and compiling evidence for each of the 5 SVQ units
- 105 hours of remote face to face learning and assessment across all 7 units

Deadlines will be set out at the start of each unit, failure to meet these deadlines will result in a failure of that unit, with the opportunity to resubmit the following month. Reminders for submission will be provided to each candidate throughout each unit period.

****Please note that submission deadlines will be kept strictly on the dates set, any deviation from this without a valid reason and sufficient evidence will result in a failure of that unit. Multiple missed deadlines may result in the candidate failing the overall program and being withdrawn.***

Unit Breakdown

Units delivered throughout the course:

1. Introduction Unit
2. H4GX 04) Survey sites to prepare specifications for electronic security systems
3. H4H5 04) Review drawings to prepare specifications of electronic security systems
4. H4GY 04) Prepare quotations for providing electronic security systems
5. H4H1 04) Make presentations to sell electronic security systems
6. H4H2 04) Negotiate sales of electronic security systems
7. FIA Units for system design fundamentals

Delivery Format

All of the following units, with exception of the Introductory unit and FIA Fundamentals unit, all of the reports and evidence must be based across 2 system types (2 separate disciplines)

These can be compiled from a mixture of the following:

A minimum of 1 from the core disciplines:

- Fire detection and alarm systems
- Video Surveillance Systems
- Access Control Systems
- Intruder Alarm Systems

And/or 1 from the optional list below:

- Cloud Based Systems
- EAS Systems

1. Introductory unit:

- 2 days of formal remote training introducing the course
 - Systems navigations
- i. Onfile and Equal platforms
 - Setting expectations
 - i. quality of report writing,
 - ii. evidence requirements and
 - iii. deadlines
 - Structure of unit information sessions, catch-ups and 1-to-1 tuition requirements

2. H4GX 04) Survey sites to prepare specifications for electronic security systems

- 2-day formal training at unit start, with additional time allowed for recap and assessment
 - Setting deadlines and expectations
 - Covering the Performance and Knowledge criteria of the unit VQ
 - System standards, compliance and identifying existing weakness in systems
- i. Security risk assessments
 - ii. Fire risk assessment
 - iii. Documentation
 - How to carry out, and what to look for during a survey
- i. Surveying an existing system
 - ii. Surveying for a new system
 - Providing additional reading and resource lists

3. H4H5 04) Review drawings to prepare specifications of electronic security systems

- 2-day formal training at unit start, with additional time allowed for recap and assessment
 - Setting deadlines and expectations
 - Covering the Performance and Knowledge criteria of the unit VQ
 - Creating standardized drawings and specifications to meet both customer OR and compliance with system relevant Standards & Codes of Practice
 - Understanding 3rd party requirements
- i. Power requirements
 - ii. Planning works and Timescales
 - iii. Other trade requirements
 - Providing additional reading and resource lists

4. H4GY 04) Prepare quotations for providing electronic security systems

- 1-day formal training at unit start, with additional time allowed for recap and assessment
 - Setting deadlines and expectations
 - Covering the Performance and Knowledge criteria of the unit VQ
 - Understanding:
 - i. Margin
 - ii. Profit
 - iii. Cost
 - iv. Loss
 - Determine cost of electronic security systems and their installation
- i. Fixings
 - ii. Containment
 - iii. Materials
 - iv. Cabling requirements
 - v. Resourcing
 - vi. Additional Materials/Labour/Equipment/Plant
 - vii. Organisation responsibilities
 - Determine the cost of maintaining the performance of electronic security systems

- i. Preventative maintenance contract costs
- ii. Corrective maintenance contract costs
- iii. Fully comprehensive contract costing
- iv. Organisation responsibilities
 - Providing additional reading and resource lists

5. H4H1 04) Make presentations to sell electronic security systems

- 2-day formal training at unit start, setting deadlines and expectations
- Setting deadlines and expectations
- Covering the Performance and Knowledge criteria of the unit VQ
- Providing short training demonstrations based upon:
 - i. presentation software,
 - ii. how to use presentation aids effectively and confidently
 - Provide understanding on:
 - i. how to identify the objectives of sales presentations
 - ii. how to prepare and structure sales presentations
 - iii. the differences between formal and informal presentations
 - iv. the differences between presenting to existing and potential customers
 - v. how to recognise and make use of selling opportunities
 - The submission for this unit will be in two stages:
 - i. Shortened report to meet the performance criteria of the VQ
 - ii. Presentation to the assessor as the customer that will be recorded and uploaded as evidence to your e-portfolio
 - Providing additional reading and resource lists

6. H4H2 04) Negotiate sales of electronic security systems

- 2-day formal training at unit start, with additional time allowed for recap and assessment
- Setting deadlines and expectations
- Covering the Performance and Knowledge criteria of the unit VQ
- Understanding:
 - i. Discounting options and providing value
 - ii. Negotiation skills and techniques
 - iii. Legal and Organisational requirements
 - iv. Negotiate and agree terms of sales
 - v. Providing benefit and overcoming barriers
 - Providing additional reading and resource lists

7. FireQual FIA Fundamentals of Design

- 2-day formal training at unit start, with 1 additional day allowed for recap and assessment
- Covering all requirements for Fire Detection and Alarm Systems design requirements in compliance with BS 5839-1 and BS 7671 18th Edition

Additional unit details can be found on the SQA website under, 'Unit Search' using the codes provided above.