QNUK Level 4 Certificate in Security
Management (Organisational)

603/7688/0

Contents

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Document owner	Qualifications Manager
Date last updated	01/07/2021
Next review	01/07/2024
Status	Final
Version	1
Document control number	Q3|L4CSM

4. Qualification Objective

This qualification is developed for individuals working in the Private Security Sector, particularly those intending to move into security management functions within a business. The qualification aims to develop a basic understanding of approaches to security management, considering current and emerging threats, risk mitigation, legislation, and the role of security management during an incident. This qualification will support an entry level role in the workplace.

5. Sector Support and Industry Recognition

This qualification has been developed in collaboration with ASTA, in partnership with iSMTA.

6. Geographical Coverage of this Qualification

This qualification is available in England.

7. Benefit for Learners

This qualification develops learner's basic knowledge and understanding of security management as part of the wider security management concepts and in light of current and emerging criminal and terrorist threats to business. Research skills are developed allowing the learner to explore a range of security management concepts including the role of a security manager, attributes and skills required to become a security manager, security management policies, risk mitigation, information protection and legislation relating to security management. This qualification develops transferrable skills that will support the Security Manager in the workplace as well as provide continued professional development for wider security roles.

8. Progression

This qualification is primarily for progression within the workplace, learners could progress to:

- Employment as a Security Supervisor or Manager or similar roles
- Higher education courses in Management, Security Management, Risk and Security Management and similar

9. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

10. Qualification Information

Qualification Number (QN)	603/7688/0
Learning Aim	
Total Qualification Time (TQT)	130
Guided Learning Hours (GLH)	28
Credit value	13
Level	4
Validity	Lifetime
Assessment	Portfolio of evidence
Achieving the qualification	Learners must achieve the 5 mandatory units

11. Qualification Structure

Unit No.	Unit Title	Level	GLH	TUT	Credit
Mandatory units					
T/618/7797	Establishing the foundations of Security Management	4	6	22	2
A/618/7798	Threats to Organisational Security	4	6	34	3
F/618/77/99	Security Management Procedures	4	4	20	2
K/618/7800	Managing Risk within a Security Management Environment	4	6	26	3
M/618/7801	Legislation relevant to Security Management	4	6	28	3

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

12. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre, however, learners should be aged 18 years and over to take this qualification.

It is the centre's responsibility to ensure that each learner is sufficiently competent in the use of the English language. All assessments must be conducted in English. Centres must ensure that learners have sufficient language skills before putting the learners forward for assessment.

As a guide, learners should as a minimum have language skills equivalent to the following:

- a C1 level qualification on the Home Office's list of recognised English tests and qualifications

- an ESOL qualification at (Level 2) on the Ofqual register taken in England, Wales or Northern Ireland

- an ESOL qualification at Scottish Credit and Qualifications Framework level 6 awarded by the Scottish Qualifications Authority (SQA) and taken in Scotland

- Functional Skills Level 2 in English

- SQA Core Skills in Communication at Scottish Credit and Qualifications Framework level 6

Learners must have a basic understanding of ICT to fully engage with this qualification.

There are no other pre-requisites for this qualification. However, learners should be able to work at level 3 and above.

13. Delivery

This qualification is delivered in a face-to-face setting over a 3-day period. Learners should complete the qualification within 12 months of the date of enrolment on the qualification. All learners must be registered with QNUK as soon as possible following enrolment.

13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

13.2. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements. The qualification may be delivered via e-learning, through a virtual classroom or traditional face-to-face settings.

13.3. Trainer to Learner Ratio

The maximum Trainer to learner ratio for this qualification is 1:20

14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Minimum 5 years out of the last 10 years working in a Security Management, Risk Management, Business Continuity roles or similar;

2. Trainers who hold historic occupational competence (outside of the requirements of item 1) must be able to demonstrate continual professional development relating to security management and will be considered on a case by case basis by QNUK

3. Minimum level 5 occupational qualification, such as Level 5 Security Management or higher-level qualifications such as Security Management, Risk and Security Management, Business Continuity or similar;

4. Hold a recognised teaching qualification as outlined in our centre resource manual;

5. Show current evidence of continuing professional development in teaching, assessment, and the subject matter.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of these qualifications **internally** must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;

2. meet the delivery staff requirements for this qualification;

3. hold, or be working towards a recognised qualification related to the Internal Quality Assurance of Assessment;

4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

Please note whilst centre personnel may be approved for both roles, those assigned the role of Trainer/Internal Verifier are not permitted to operate in both these roles for any learner.

15. Assessment Requirements

Learners are assessed for this qualification through:

15.1. Portfolio of evidence

Learners are assessed for this qualification using a portfolio of evidence. The portfolio can include a range of assessment methods including:

- Assignments

- Record of professional discussions

- Observation of practical tasks/activities

- Product of work

Language of assessment	English
Duration	As required
Pass mark	100%
Grading	Pass/Fail

16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

17. Resits

As this qualification is evidence based, resits are not required; however, appropriate referral of submitted work from the learner may be used where additional detail or depth of knowledge is required.

18. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

19. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Establishing the foundations of Security Management (T/618/7797)

Unit Summary

This unit develops a basic understanding of security management within a business and what the roles and responsibilities are of a security manager. Learners will develop a basic understanding of the attributes and skills required to become a security manager.

1. The learner will: Understand the responsibilities and considerations required of a security manager		
Assessment Guidance The learner must:		**Types of Evidence**
1.1	Evaluate the responsibilities of a security manager	Assignment
1.2	Analyse the attributes and skills required of an effective security manager	Assignment
1.3	Evaluate manpower and technical resources from the past and the latest advancements	Assignment

What needs to be learnt?	
1.1	• Security management responsibilities • Threat analysis identifying vulnerabilities and solutions • Security management duties • Security within different sectors • Considerations to becoming a security manager
1.2	• Attributes of a security manager (leadership, management, consultant) • Essential skills required to become a security manager. • Effective security management working within a business
1.3	• Traditional roles of security management • Advancements in manpower services • Advancements in security technology

Rationale for level			
	Level	**Emphasis**	**Comments**
Knowledge	4	Medium	Learners may have a basic understanding of the field of security management, probably based on working with security in bi a workplace. Learners will interpret and evaluate relevant information gathered through secondary research to develop a basic understanding of security management.
Skills			
Overall	4		

Rationale for TUT and credit		
	Hours	**Comments**
Guided learning	**2**	Learners may have visibility of security management within the workplace. The GLH provides time for deliverers to introduce the unit and outline an introduction to security management within a business setting.
Directed study	4	Building on classroom delivery or eLearning, learners will undertake directed study as they work through the requirements of the unit.
Independent study	14	Learners are expected to undertake secondary research to explore the topic of security management and gather the relevant information to support their basic understanding of the role of a security manager within business.
Work-based learning	N/A	
Non invigilated assessment	6	
TUT:	22	**Credit:**	2

Unit 2 Threats to Organisational Security (A/618/7798)

Unit Summary

This unit develops a basic understanding of traditional threats to a business or client and supports understanding of emerging trends in security threats. Learners will conduct secondary research into current and emerging criminal and terrorist threats to complete the assignment.

1. The learner will: Understand the effects of terrorism	
Assessment Guidance The learner must:	**Types of Evidence**
1.1 Explain how to find information on current global, national, and local terroristic threats	Assignment
1.2 Critically compare open-source intelligence sources against UK agency information	Assignment
1.3 Produce a terrorism threat analysis for an organisation	Work Product
1.4 Evaluate the effects of terrorism on security management	Assignment

2. The learner will: Understand the crime of retail theft and its effects on industry	
Assessment Guidance The learner must	**Types of Evidence**
2.1 Describe common modus operandi used in retail theft	Assignment
2.2 Evaluate existing and emerging retail theft counter measures	Assignment
2.3 Analyse statistical evidence based on UK retail theft over the last 5 years and evaluate how the security manager can reduce impact	Assignment

What needs to be learnt?	
1.1	• MI5, NaCTSO, Local Counter terrorism Officers, International and national news agencies
1.2	• Open source meaning online information and public records, MI5 NaCTSO, CPNI
1.3	• Identification of active groups which may have an interest in the organisation, Modus Operandi, vulnerabilities, risk of exploitation, counter measures, risk rating pre and post counter measures.
1.4	• Financial, time, currency, reasonableness, proportionality, fluidity of threat
2.1	• Key methodology including insider threat
2.2	• Current practical solutions including technology
2.3	• National statistics by sector, evaluation of reduction opportunities supported by realistic impact arguments and reliable data sources.

Rationale for level			
	Level	**Emphasis**	**Comments**
Knowledge	4	Strong	Learners may have a basic understanding of the field of security management, probably based on working with security in the workplace. Learners will interpret and evaluate relevant information gathered through secondary research to develop a basic understanding of security threats.

Skills	3	Medium	Learners will use their research findings and evaluation of terrorism and retail crime. Production of a terrorism threat analysis for an organisation.
Overall	4		

Rationale for TUT and credit

	Hours	Comments	
Guided learning	**2**	Learners may have visibility of security management within the workplace. The GLH provides time for deliverers to introduce the unit and outline terrorism and retail crime within a business setting.	
Directed study	4	Building on classroom delivery or eLearning, learners will undertake directed study as they work through the requirements of the unit.	
Independent study	14	Learners are expected to undertake secondary research to explore the topic of terrorism and retail crime.	
Work-based learning	N/A		
Non invigilated assessment	14		
TUT:	34	**Credit:**	3

Unit 3 Security Management Procedures (F/618/77/99)

Unit Summary

This unit develops a basic knowledge and understanding of the procedures relating to security management within a business. Learners will conduct secondary research into security management procedures, policies, and guidelines relevant to the business security functions.

1. The learner will: Understand the procedures relating to security management		
Assessment Guidance The learner must:		**Types of Evidence**
1.1	Evaluate the guidelines, procedures and policies relating to business security	Assignment
1.2	Produce a security related policy for an organisation with flow down to procedures to support	Work Product
1.3	Explain the ADDIE model and how this links to the effectivity of an organisational policy	Assignment

What needs to be learnt?	
1.1	• What are policies, procedures, and guidelines? • How to forecast, plan, command, and control through effective security policies • How to communicate in the language of business
1.2	• Structured, purpose, audience, specific requirements, implementation, and revision dates
1.3	• Analysis, Design, Development, Implementation, Evaluation

Rationale for level			
	Level	**Emphasis**	**Comments**
Knowledge	4	Medium	Learners may have a basic understanding of the field of security management, probably based on working with security in the workplace. Learners will interpret and evaluate relevant information gathered through secondary research to develop a basic understanding of security threats.
Skills	3	Medium	Learners will use their research findings and evaluation of security policies, procedures, and guidelines. Production of a security related policy
Overall	4		

Rationale for TUT and credit		
	Hours	**Comments**
Guided learning	2	Learners may have visibility of security management within the workplace. The GLH provides time for deliverers to introduce the unit and outline policies, procedures, and guidelines within a business setting.

Directed study	2	Building on classroom delivery or eLearning, learners will undertake directed study as they work through the requirements of the unit.
Independent study	10	Learners are expected to undertake secondary research to explore the topic of security polies, procedures, and guidelines.
Work-based learning	N/A	
Non invigilated assessment	6	
TUT:	20	Credit:	2

Unit 4 Managing Risk within a Security Management Environment (K/618/7800)

Unit Summary

This unit develops a basic understanding of the methodology required to produce a security risk assessment and learners will develop their knowledge of how to design out or reduce crime through effective security management. Learners will conduct secondary research into security risk assessments and designing out crime through security management.

1. The learner will: Understand the principles of managing risk in a security management role	
Assessment Guidance The learner must:	**Types of Evidence**
1.1 Evaluate the definitions of risk management specific to security management	Assignment
1.2 Evaluate the methodology and processes used when designing a security management risk assessment within a business environment	Assignment

What needs to be learnt?	
1.1	• What is a risk assessment? • Why are risk assessments used? • What is a security risk assessment
1.2	• Risk assessment methodology • Importance of a Security Risk Register • How Security Management uses the Risk Register to implement risk reduction • How security measures combine in layers to reduce risk • Communication and use of Security Risk Assessment results

Rationale for level			
	Level	**Emphasis**	**Comments**
Knowledge	4	High	Learners may have a basic understanding of the field of security management, probably based on working with security in the workplace. Learners will interpret and evaluate relevant information gathered through secondary research to develop a basic understanding of security risk assessments.
Skills			
Overall	4		

Rationale for TUT and credit		
	Hours	**Comments**
Guided learning	**2**	Learners may have visibility of security management within the workplace. The GLH provides time for deliverers to introduce the

		unit and outline the importance of risk assessments and how security risk assessments can reduce crime within a business.
Directed study	4	Building on classroom delivery or eLearning, learners will undertake directed study as they work through the requirements of the unit.
Independent study	14	Learners are expected to undertake secondary research to explore the topic of security risk assessments.
Work-based learning	N/A	
Non invigilated assessment	6	
TUT:	26	**Credit:**	**3**

Unit 5 Legislation relevant to Security Management (M/618/7801)

Unit Summary
This unit develops a basic understanding of how legislation impacts and governs security management. Learners will conduct secondary research into the range of legislation that relates to security management and that needs consideration within a business.

1. The learner will: Understand the legal requirements for security management		
Assessment Guidance The learner must:		**Types of Evidence**
1.1	Evaluate the legal requirements that affect security management	Assignment
1.2	Explain how legislation informs organisational policy	Assignment
1.3	Discuss how human rights and equality legislation reflects within Human resources policies and procedures	Assignment
1.4	Describe the role that regulators have in relation to certain legislation	Assignment

What needs to be learnt?	

1.1	• Security related legislation.
	    o PSIA 2001
	    o Theft Act 1968
	    o HASAWA 1974
	    o RIDDOR
	    o MHSWR 1999
	    o Terrorism Act
	    o Fraud Act
	    o Etc
	• How the security manager relates legislation to the workplace practices

1.2	• Interpretation, alignment to business operations, establishment of 'red lines', flexibility
1.3	• Human Rights Act (1988), Equality Act (2010), Employment Law
1.4	• Setting standards, monitoring, inspection, evaluation, enforcement, advising government

Rationale for level			
	Level	**Emphasis**	**Comments**
Knowledge	4	High	Learners may have a basic understanding of the field of security management, probably based on working with security in the workplace. Learners will interpret and evaluate relevant information gathered through secondary research to develop a basic understanding of security related legislation.
Skills			
Overall	4		

Rationale for TUT and credit

	Hours	Comments
Guided learning	2	Learners may have visibility of security management within the workplace. The GLH provides time for deliverers to introduce the unit and outline the importance of understanding security related legislation and how to relate legislation to the workplace.
Directed study	4	Building on classroom delivery or eLearning, learners will undertake directed study as they work through the requirements of the unit.
Independent study	14	Learners are expected to undertake secondary research to explore the topic of security legislation.
Work-based learning	N/A	
Non invigilated assessment	8	
TUT:	28	**Credit:**	**3**

20.   Appendix 2: Command Verbs

To ensure that learners can meet the requirements of each criterion, they should be explained to the learner prior to assessment and fully understood by the Assessor for this qualification.	
Analyse	Break the subject or complex situations into separate parts and examine each part in detail; identify the main issues and show how the main ideas are related to practice and why they are important; reference to current research or theory may support the analysis
Critically analyse	This is a development of 'analyse' which explores limitations as well as positive aspects of the main ideas in order to form a reasoned opinion
Critically compare	Examine in detail, consider, and contrast similarities and differences and identify the positive aspects and limitations
Discuss	Give a detailed account including a range of views or opinions which includes contrasting perspectives
Evaluate	Review evidence from different perspectives and come to a valid conclusion or reasoned judgement
Explain	Apply reasoning to account for how something is or to show understanding of underpinning concepts; responses could include examples to support the reasons
Produce	Carry out or do; take an action; follow an instruction