

**Curriculum**  
**for**  
**Security Guard**  
*(A Competency Based, Short-term Curriculum)*



Council for Technical Education and Vocational Training  
**CURRICULUM DEVELOPMENT DIVISION**  
Sanothimi, Bhaktapur  
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## 1. Introduction

The curriculum for “Security Guard” is designed to produce Security Guards equipped with knowledge, skills and attitudes necessary to be security guards. In this curriculum, the trainees will practice skills of security works in the training center and working sites. Once the competencies acquired by trainees, they will have ample of opportunity for employment through which they will contribute in the national streamline of poverty reduction in the country.

## 2. Aim

The main aim of this program is to produce Security Guards who will provide security services needed in the different set ups both in the nation and in abroad.

## 3. Objectives

After the completion of the training program, the trainees will be able to:

- Provide security services
- Maintain physical fitness
- Maintain personal dress up
- State functions of weapons needed for security services
- Provide security of the area
- Provide security of person and property
- Handle criminal event
- Deal with security personnel
- Conduct search of person and vehicle
- Control firing
- Operate electric security system
- Develop generic skills

## 4. Course Description

This curriculum is designed to help trainees develop basic level skills & knowledge in the field of security service. This designed curriculum is a complete package of security guard. Similarly, on-the- job training is included to provide the trainees to experience and practice the critical competencies that the trainees may not have got enough opportunity during in-house training. There will be two-way demonstration by instructors/trainers and opportunity by trainees to perform skills/tasks necessary for this level of Security Guard. Trainees will practice & learn skills using typical tools, equipment, machines and materials necessary for the program.

## 5. Duration

The total duration of the course will be **460 hours (300 hours in-house training +160 hours of OJT = 460 hours)**

## 6. Target Group

The target group for this training program will be all interested individuals in the field of security service; with educational prerequisite of minimum class eight pass.

## 7. Group Size

The group size of this training program will be 30 trainees (maximum) provided all necessary resources to practice the tasks/ competencies as specified in this curriculum.

## 8. Medium of Instruction

The medium of instruction for this program will be Nepali or English or both

**9. Pattern of Attendance**

The trainees should have 80% attendance in theory classes and 90% in practical/ performance to be eligible for internal assessments and final examinations.

**10. Focus of Curriculum**

This is a competency-based curriculum. This curriculum emphasizes on competency/ performance. 80% time is allotted for performance and remaining 20% time is for related technical knowledge. So, the main focus will be on performance of the specified competencies in the curriculum. The provision of OJT is made to practice the critical tasks during the stated period.

**11. Entry Criteria**

Individuals who meet the following criteria will be allowed to enter into this program:

- Minimum of eight class pass or equivalent
- Nepali citizen
- Minimum of 21 years of age
- Should pass entrance examination

**12. Instructional Media and Materials**

The following instructional media and materials are suggested for the effective instruction and demonstration.

- **Printed Media Materials** (Assignment sheets, Case studies, Handouts, Information sheets, Individual training packets, Procedure sheets, Performance Check lists, Textbooks etc.).
- **Non-projected Media Materials** (Display, Models, Flip chart, Poster, Writing board etc.).
- **Projected Media Materials** (Opaque projections, Overhead transparencies, Slides etc.).
- **Audio-Visual Materials** (Audiotapes, Films, Slide-tape programs, Videodiscs, Videotapes etc.).
- **Computer-Based Instructional Materials** (Computer-based training, Interactive video etc.).

**13. Follow up Provision**

- First follow up: Six months after the completion of the program
- Second follow up: Six months after the completion of the first follow up
- Follow up cycle: In a cycle of one year after the completion of the second follow up for five years

**14. Certificate Requirement**

The related training institute will provide the certificate of “Security Guard” to those graduates who complete the entire course including OJT as stated in the curriculum guide.

**15. Grading System**

The trainees will be graded as follows based on the marks in percentage secured by them in tests/ evaluations.

- Distinction: Passed with 80% or above
- First Division: passed with 75% or above
- Second Division: passed with 65% or above
- Third Division: passed with 60% or above

**16. Students Evaluation Details**

- Continuous evaluation of the trainees' performance is to be done by the related instructor/ trainer to ensure the proficiency over each competency under each area of sub-module.
- Related technical knowledge learnt by trainees will be evaluated through written or oral tests as per the nature in the institutional phase of training.
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.
- There will be three internal evaluations and one final evaluation in each module at institution.
- The ratio between internal and final examination of knowledge test will be 20:80 but for the performance test it will be 80:20.
- The entrance test will be administered by the concerned training institute
- The OJT will be evaluated according to the OJT details stated in the curriculum

**17. Trainers' Qualification (Minimum)**

- Diploma in security science or equivalent in related field
- Good communication and instructional skills
- Experience in related field

**18. Trainer-Trainees Ratio**

- 1:12 for practical classes
- For theory, as per the class room situation

**19. Suggestions for Instruction**

**A.**

**1. Select objectives**

- Write objectives of technical knowledge
- Write objectives of competencies
- Write objectives of attitudes

**2. Select Subject matter**

- Study subject matter in detail
- Select content related to knowledge
- Select content related to competencies
- Select content related to attitudes

**3. Select Instructional Methods**

- Teacher centered methods: like lecture, demonstration, question answers inquiry, induction and deduction methods.
- Student initiated methods like experimental, field trip/excursion, discovery, exploration, problem solving, and survey methods.
- Interaction methods like discussion, group/team teaching, microteaching and exhibition.
- Dramatic methods like role play and dramatization

4. Select Instructional method (s) on the basis of objectives of lesson plans and KAS domains

5. Select appropriate educational materials and apply at right time and place.

6. Evaluate the trainees applying various tools to correspond the KAS domains

7. Make plans for classroom / field work / workshop organization and management.

8. Coordinate among objectives, subject matter and instructional methods.

9. Prepare lesson plan for theory and practical classes.
10. Deliver /conduct instruction / program
11. Evaluate instruction/ program

**B. Special suggestion for the performance evaluation of the trainees**

1. Perform task analysis
2. Develop a detail task performance checklist
3. Perform continuous evaluation of the trainees by applying the performance checklist.

**C. Suggestion for skill training**

1. Demonstrate task performance in normal speed
2. Demonstrate slowly with verbal description of each and every step in the sequence of activity of the task performance using question and answer techniques.
3. Repeat 2 for the clarification on trainees demand if necessary
4. Perform fast demonstration of the task.

**D. Provide trainees the opportunities to practice the task performance demonstration**

1. Provide opportunity to trainees to have guided practice
2. Create environment for practicing the demonstrated task performance
3. Guide the trainees in each and every step of task performance
4. Provide trainees to repeat and re-repeat as per the need to be proficient on the given task performance
5. Switch to another task demonstration if and only trainees developed proficiency in the task performance.

**E. Other suggestions**

1. Apply principles of skill training
2. Allocate 20% time for theory classes and 80% time for task performance while delivering instructions
3. Apply principles of adult learning
4. Apply principles of intrinsic motivation
5. Facilitate maximum trainees involvement in learning and task performance activities
6. Instruct the trainees on the basis of their existing level of knowledge, skills and attitude.

## 20. Course structure

<b>Job: Security Guard</b>									
	Modules/sub modules/OJT	Nature	Th.	Pr.	Tot.	Th.	Pr.	Tot.	
<b>1.</b>	<b>Security management</b>	<b>T + P</b>	<b>9</b>	<b>36</b>	<b>45</b>	<b>10</b>	<b>40</b>	<b>50</b>	
	1. Security planning	T + P	2	8	10				
	2. Personal management	T + P	5	20	25				
	3. Generic skills	T + P	2	8	10				
<b>2.</b>	<b>Security guarding</b>	<b>T + P</b>	<b>41</b>	<b>144</b>	<b>185</b>	<b>30</b>	<b>120</b>	<b>150</b>	
	1. Weapons for security	T	5	0	5				
	2. Electric and electronic security devices	T + P	6	24	30				
	3. Security Services	T + P	8	32	40				
	4. Receiving orders	T + P	6	24	30				
	5. Gate security	T + P	8	32	40				
	6. Person and property Security	T + P	8	32	40				
	<b>Sub total:</b>		<b>50</b>	<b>180</b>	<b>230</b>	<b>40</b>	<b>160</b>	<b>200</b>	
<b>3.</b>	<b>Common module</b>	<b>T + P</b>	<b>14</b>	<b>56</b>	<b>70</b>	<b>10</b>	<b>40</b>	<b>50</b>	
	1. Applied math	T + P	4	16	20				
	2. Occupational health and safety	T + P	2	8	10				
	3. First aid	T + P	1	4	5				
	4. HIV/AIDS	T + P	1	4	5				
	5. Communication	T + P	2	8	10				
	6. Small enterprise development	T + P	4	16	20				
	<b>Total:</b>		<b>64</b>	<b>236</b>	<b>300</b>	<b>50</b>	<b>200</b>	<b>250</b>	
<b>4.</b>	<b>On the job training (OJT)</b>	<b>P</b>		<b>160</b>	<b>160</b>		<b>100</b>	<b>100</b>	
	<b>All total:</b>		<b>64</b>	<b>396</b>	<b>460</b>	<b>50</b>	<b>300</b>	<b>350</b>	



## **21. List of modules, sub modules and OJT**

### **Module: 1: Security management**

Sub module: 1: Security planning

Sub module: 2: Personal management

Sub module: 3: Generic Skills

### **Module: 2: Security guarding**

Sub module: 1: Weapons for security

Sub module: 2: Electric and electronic security devices

Sub module: 3: Security Services

Sub module: 4: Receiving orders

Sub module: 5: Gate security

Sub module: 6: Person and property Security

### **On the job training (OJT)**

## **22. Module: 1: Security management**

**Description:** This includes the skills and knowledge related to security planning, personal management and generic skills development necessary to be a competent and employable security guard.

**Objectives:**

- To carry out security planning
- To perform activities of personal management
- To carry out activities that develop generic skills

**Sub modules:**

1. Security planning
2. Personal management
3. Generic Skills

**Time:** 45 hours

## **23. Sub module: 1: Security planning**

**Description:** This includes the skills and knowledge related to security planning necessary to be a competent and employable security guard.

**Objectives:**

- To state concept of security planning
- To carry out security planning

**Time:** 10 hours [2 hrs./Th. + 8 hrs./Pr.=10 hrs. ]

**Competencies:**

1. Plan for works
2. Plan for security service
3. Plan for budget
4. Plan for materials
5. Plan for tools and equipment
6. Plan for assistants

## Task Analysis

### Task No: 1. Plan for work

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the type of work to be carried out</li> <li>2. Determine the number of persons required for security services</li> <li>3. Select the site</li> <li>4. Select the place</li> <li>5. Determine the area to be guarded</li> <li>6. Prepare for security materials</li> <li>7. Prepare time schedule</li> <li>8. Inspect the office place to provide security services</li> <li>9. Inspect the complex</li> <li>10. Check uniforms</li> <li>11. Check the place</li> <li>12. Check the gate</li> <li>13. Check office condition</li> <li>14. Check the parking lot</li> <li>15. Check the vehicles</li> <li>16. Check the water supply system</li> <li>17. Check electric system</li> <li>18. Check fire distinguisher</li> <li>19. Check doors, windows, locks and ventilations</li> <li>20. Check first aid kit</li> <li>21. Check weapons</li> <li>22. Obtain log books</li> <li>23. Obtain pass codes</li> <li>24. Obtain important phone numbers</li> <li>25. Obtain duty roster</li> </ol>	<p><b><u>Condition (Given)</u></b></p> <p>Office</p> <p><b><u>Task (What)</u></b></p> <p>Plan for work</p> <p><b><u>Standard (How Well)</u></b></p> <p>As per the norms of planning</p>	<p><b><u>Plan for work:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to planning</li> <li>• Planning principles.</li> <li>• Elements to be considered in planning</li> <li>• Importance of planning</li> <li>• Planning methods</li> <li>• Merits and demerits of planning</li> </ul>







## Task Analysis

### Task No: 5. Plan for tools and equipment

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the types of tools and equipment</li> <li>2. Determine the no. of tools and equipment</li> <li>3. Estimate the cost for tools and equipment</li> <li>4. Procure tools and equipment if needed</li> <li>5. Obtain tools and equipment from store and other places</li> <li>6. Manage to transport the tools and equipment to the security site</li> <li>7. Borrow tools and equipment if needed</li> <li>8. Obtain the list of tools and equipment</li> <li>9. Check the list of tools and equipment if missing any thing</li> <li>10. Check final ready to go condition of tools and equipment</li> </ol>	<p><b><u>Condition (Given)</u></b></p> <p>Office</p> <p><b><u>Task (What)</u></b></p> <p>Plan for Tools and equipment.</p> <p><b><u>Standard (How Well)</u></b></p> <p>According to established instruction.</p>	<p><b><u>Plan for tools and equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to tools and equipment management</li> <li>• Identification of tools and equipment</li> <li>• Concept of tools and equipment</li> <li>• Significance of material.</li> <li>• Procurement procedure</li> <li>• Marketing skills</li> <li>• Price and comparing technique.</li> <li>• List of weapons</li> <li>• Duty list</li> <li>• Time schedule</li> <li>• Condition of the weapons</li> <li>• Security system of weapons</li> </ul>





## **24. Sub module: 2: Personal Management**

### **Description:**

It includes knowledge and skills related to conducting drill practice, conducting PT, conducting marshal art, handling stick, handling knife, wearing uniform, providing first aid service, and following cod of conducts.

### **Objectives:**

- To conduct drill practice/ PT/ Marshal art
- To handle stick/ knife
- To wear uniform
- To provide first aid service
- To follow cod of conduct

**Time:** 25 hours [5 hrs. (Th.) + 20 hrs. (Pr.) = 25 hrs.]

### **Competencies:**

1. Conduct drill practice
2. Conduct PT
3. Conduct Marshal art
4. Handle stick
5. Handle knife
6. Wear uniform
7. Provide first aid service
8. Follow cod of conduct

## Task Analysis

### Task No: 1. Conduct drill practice

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Wear uniforms</li> <li>3. Follow instructions</li> <li>4. Stand at line</li> <li>5. Stand at ease</li> <li>6. March the parade</li> <li>7. Practice for salutation</li> <li>8. Practice for handling stick</li> <li>9. Practice for handling weapons</li> <li>10. Practice for operating different types of guns</li> <li>11. Prepare uniforms</li> <li>12. Prepare other materials</li> <li>13. Befit physically</li> <li>14. Follow rules and regulation</li> <li>15. Follow code of ethics</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Conduct drill practice</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Conducting drill practice:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to drill practice</li> <li>• Identification of drill practice</li> <li>• Concept of drill practice</li> <li>• Code of ethics</li> <li>• Rules and regulation</li> <li>• Salutation process</li> <li>• Weapon handling technique</li> <li>• Parade practice process</li> <li>• Preparation of uniforms</li> </ul>

## Task Analysis

### Task No: 2. Conduct P.T.

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Wear uniforms</li> <li>3. Follow instructions</li> <li>4. Stand at line</li> <li>5. Stand at ease</li> <li>6. Practice for exercise of head</li> <li>7. Practice for exercise of leg</li> <li>8. Practice for exercise of hands</li> <li>9. Practice for exercise of chest</li> <li>10. Practice for exercise of eyes</li> <li>11. Practice for the exercise of stomach</li> <li>12. Run for long distance</li> <li>13. Run for medium distance</li> <li>14. Run for short distance</li> <li>15. Follow the rules of physical training</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/ organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Conduct PT</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Conducting P.T.:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to PT</li> <li>• Identification of PT</li> <li>• Concept of PT</li> <li>• Code of ethics</li> <li>• Rules and regulation</li> <li>• PT process</li> <li>• Running technique</li> <li>• Preparation of uniforms</li> </ul>

## Task Analysis

### Task No: 3. Conduct Marshal art

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Wear uniforms</li> <li>3. Follow instructions</li> <li>4. Stand at line</li> <li>5. Stand at ease</li> <li>6. Stand at position</li> <li>7. Identify the opponent</li> <li>8. Charge the opponent with hands and legs</li> <li>9. Apply marshal art technique</li> <li>10. Follow winning tricks</li> <li>11. Practice repeatedly</li> <li>12. Follow rules and code of conduct</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/ organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Conduct Marshal arts</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Marshal art:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to marshal art</li> <li>• Identification of marshal art</li> <li>• Concept of marshal art</li> <li>• Definition of marshal art</li> <li>• Importance of marshal art</li> <li>• Code of ethics</li> <li>• Rules and regulation</li> <li>• Marshal art process</li> <li>• Charging technique</li> <li>• Preparation of uniforms</li> </ul>

## Task Analysis

**Task No: 4. Handle stick.**

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Wear uniforms</li> <li>3. Follow instructions</li> <li>4. Stand at line</li> <li>5. Stand at ease</li> <li>6. Obtain stick</li> <li>7. Position stick</li> <li>8. Charge with stick</li> <li>9. Learn the tricks to charge with sticks</li> <li>10. Store stick</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/ organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Handle stick</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Handling stick:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to stick</li> <li>• Identification of stick</li> <li>• Concept of stick</li> <li>• Rules and regulation</li> <li>• Stick charging process</li> <li>• Importance of stick</li> </ul>

## Task Analysis

### Task No: 5. Handle knife (Khukuri)

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Wear uniforms</li> <li>3. Follow instructions</li> <li>4. Stand at line</li> <li>5. Stand at ease</li> <li>6. Place the knife</li> <li>7. Handle knife</li> <li>8. Find opponents</li> <li>9. Take position to charge with knife</li> <li>10. Charge with knife</li> <li>11. Store knife</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/ organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Handle knife</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Handling of knife (Khukuri):</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to knife</li> <li>• Identification of knife</li> <li>• Concept of knife</li> <li>• Code of ethics</li> <li>• Rules and regulation</li> <li>• Knife handling process</li> <li>• Importance of handling knife</li> </ul>

## Task Analysis

### Task No: 6. Handle weapon

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Wear uniforms</li> <li>3. Follow instructions</li> <li>4. Stand at line</li> <li>5. Stand at ease</li> <li>6. Place the weapon</li> <li>7. Handle weapon</li> <li>8. Find target</li> <li>9. Take position to open up the fire</li> <li>10. Fire the weapon</li> <li>11. Store weapon</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/ organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Handle weapon</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Handling weapons:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to weapon</li> <li>• Identification of weapon</li> <li>• Concept of weapon</li> <li>• Types of weapon</li> <li>• Code of ethics</li> <li>• Rules and regulation</li> <li>• Weapon handling process</li> <li>• Importance of handling weapon</li> </ul>

## Task Analysis

### Task No: 7. Prepare uniform

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the uniforms</li> <li>2. Identify the tailor</li> <li>3. Obtain cloth</li> <li>4. Order the tailor for stitching</li> <li>5. Provide measurement</li> <li>6. Obtain boots</li> <li>7. Obtain caps</li> <li>8. Obtain hats</li> <li>9. Obtain belt</li> <li>10. Obtain polish and brush</li> <li>11. Brush the boots</li> <li>12. Shine the metal badges</li> <li>13. Fix the badges on uniform</li> <li>14. Wear uniforms</li> <li>15. Check whether the uniforms are made up as per the given instruction</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Prepare uniforms</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Preparation of uniform:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to uniform</li> <li>• Identification of uniform</li> <li>• Concept of uniform</li> <li>• Measurement of uniform</li> <li>• Preparation of uniform</li> <li>• Importance of uniform</li> </ul>



## Task Analysis

### Task No: 8. Provide first aid service

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the patient</li> <li>2. Obtain first aid kit</li> <li>3. Position the patient</li> <li>4. Apply bandage</li> <li>5. Apply ointment</li> <li>6. Give medicine</li> <li>7. Provide resuscitation service</li> <li>8. Treat for shock</li> <li>9. Treat for burn</li> <li>10. Treat for cuts</li> <li>11. Treat for wounds</li> <li>12. Treat for drowned</li> <li>13. Treat for snake bite</li> <li>14. Treat for heat burn</li> <li>15. Provide mouth to mouth respiratory service</li> <li>16. Arrange for ambulance</li> <li>17. Provide other first aid service</li> <li>18. Send to hospital</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization or any set up for security service</p> <p><b><u>Task (What):</u></b></p> <p>Provide first aid service</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>First aid service:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to first aid service</li> <li>• Identification of first aid service</li> <li>• Concept of first aid service</li> <li>• Type of first aid service</li> <li>• Process of first aid service</li> <li>• Treatment process</li> <li>• Importance of first aid service</li> </ul>

## 25. Sub module: 3: Generic Skills

### **Description:**

It consists of knowledge and skills related to Generic Skills. It deals with the life skills needed to survive and adopt any change situation. Similarly, the trainees can cope with the existing environment and technology related to their occupation.

The focus is on maintaining personal hygiene, developing personality, enriching with marketing skills and orienting towards self-employment. Similarly, it educates about worker traits and occupational code of conducts.

### **Objectives:**

- To be familiar with generic skills
- To apply generic skills in work environments

**Time:** 10 hours [ 2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs.]

### **Competencies:**

1. Explain the importance of self awareness.
2. Orient with personal safety precaution/ hygiene
3. Write application for leave, visa, citizenship etc.
4. Read tender document, notice, vacancy advertisement etc
5. Keep records of materials, inventory
6. Maintain attendance, muster roll
7. Study prevailing rules, regulation, bye laws work ethics
8. Develop bio-data
9. Develop interpersonal skill with family, friends and members of organization
10. Make effective decision
11. Solve simple problems
12. Set personal goal for yourself
13. Treat others the way you want to be treated
14. Explain the process of airport proceedings
15. Write job application
16. Communicate with seniors
17. Communicate with juniors
18. Deal with customers
19. Request /purchase tools, supplies, materials and equipment
20. Fill up leave requisition form

## Task Analysis

**Task No: 1 Explain the importance of self awareness.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. Define self awareness.</li> <li>3. Discuss importance of self awareness.</li> <li>4. Enlist zest of discussion.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Reading materials</p> <p><b><u>Task (What):</u></b></p> <p>Explain the importance of self awareness.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Importance of self awareness explained.</li> </ul>	<p><b><u>Self awareness:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of awareness</li> <li>• Importance self awareness</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 2 Orient with personal safety precaution/hygiene.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. Define safety precaution/personal hygiene.</li> <li>3. Enlist importance of safety precaution/personal hygiene.</li> <li>4. Enlist the things that should be considered while following of safety precaution/personal hygiene.</li> <li>5. Collect information on hazards that may occur in their working condition.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>People Working in workshop</p> <p><b><u>Task (What):</u></b></p> <p>Orient with personal safety precaution/hygiene.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• All the steps followed in sequence.</li> </ul>	<p><b><u>Personal safety precaution/hygiene:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of Personal hygiene and safety precaution</li> <li>• Importance of safety precaution and personal hygiene</li> <li>• Thing that we should consider during the personal hygiene and safety precautions</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 3 Write applications for leave, visa, citizenship etc.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Select one situation which requires application.</li> <li>2. Take A4 size paper.</li> <li>3. write application (make sure all components of an application are considered)</li> <li>4. Make sure that main body agrees with the given situation.</li> <li>5. Submit to the concerned body.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Different simulation situations which requires application</p> <p><b><u>Task (What):</u></b></p> <p>Write application for leave, visa, citizenship etc.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Application is in A4 format written.</li> <li>• The task steps followed in sequence.</li> </ul>	<p><b><u>Applications:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of application</li> <li>• Reasons for writing application</li> <li>• Different conditions for writing application (for visa, citizenship, leave etc)</li> <li>• Format for application</li> <li>• Main components of application</li> </ul>

## Task Analysis

**Task No: 4 Read tender document, notice, vacancy advertisement.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect different types of news paper.</li> <li>2. Select tender notice, general notice and vacancy advertisement.</li> <li>3. Read tender document, notice and vacancy advertisement.</li> <li>4. Explain the general contents of tender document, notice and vacancy advertisement.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Tender documents, notices, vacancy advertisements and different newspapers.</p> <p><b><u>Task (What):</u></b></p> <p>Read tender document, notice, vacancy advertisement etc.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Tender document, notice and vacancy advertisement interpreted.</li> </ul>	<p><b><u>Reading documents:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of tender document, notice, advertisement</li> <li>• Importance of tender documents, notice and vacancy advertisement</li> </ul>

## Task Analysis

**Task No: 5 Keep records of materials, inventory.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect list of different materials.</li> <li>2. Register purchase quantity, issued quantity, damage, wear and tear quantity etc.</li> <li>3. Calculate remaining quantity of different materials.</li> <li>4. Verify the quantity with the stock quantity in the store.</li> <li>5. Keep records.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>List of different materials (Purchase quantity, issued quantity, damage, wear and tear quantity etc)</p> <p><b><u>Task (What):</u></b></p> <p>Keep records of materials, inventory.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• All the steps followed in sequence.</li> </ul>	<p><b><u>Records:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of Inventory</li> <li>• Process for keeping inventory</li> <li>• Inventory forms and formats</li> </ul>

## Task Analysis

**Task No: 6 Maintain attendance, muster roll.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect the name list of the people working in the project.</li> <li>2. Perform day to day attendance.</li> <li>3. Prepare muster roll.</li> <li>4. Verify attendance of muster roll with the attendance sheet.</li> <li>5. Keep records.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Simulation situation (Name of the people working in certain project).</p> <p><b><u>Task (What):</u></b></p> <p>Maintain attendance, muster roll</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Attendance sheet checked.</li> <li>• Attendance of muster roll with the attendance sheet verified.</li> </ul>	<p><b><u>Attendance, muster roll:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of attendance and muster roll</li> <li>• Advantages of attendance and muster roll</li> <li>• Procedure.</li> </ul>



## Task Analysis

**Task No: 7 Study prevailing rules, regulation, bye laws, work ethics.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect bye laws, rules regulation documents, code of conduct etc.</li> <li>2. Study the documents.</li> <li>3. List the main rules and regulation.</li> <li>4. Keep records.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Prevailing rules, regulations, bye laws, code of conduct</p> <p><b><u>Task (What):</u></b></p> <p>Study prevailing rules, regulation, by laws work ethics</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Important points of rules and regulations, bye laws listed out.</li> </ul>	<p><b><u>Rules regulation, bye laws, work ethics:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of laws, rules and regulations, bye laws, code of conduct and work ethics</li> <li>• Importance of bye laws, code of conduct and work ethics.</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 8 Develop bio-data.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect detail information of the person.</li> <li>2. Keep the information into different headings.</li> <li>3. Develop bio-data in A4 size paper.</li> <li>4. Make sure no information is missed.</li> <li>5. Sign the bio-data</li> <li>6. Keep records.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Detail information of the person</p> <p><b><u>Task (What):</u></b></p> <p>Develop bio-data developed.</p> <p><b><u>Standard (How Well):</u></b></p> <p>Bio-data is in A4 format with following contents developed:</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Permanent Address</li> <li>• Date of birth</li> <li>• Educational Qualification</li> <li>• Experience</li> <li>• Language</li> <li>• Signature</li> </ul>	<p><b><u>Bio-data:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of bio-data</li> <li>• Points, that should be considered in bio-data</li> <li>• Advantages of bio data</li> <li>• Procedure for reorganizing information in bio-data</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 9 Develop interpersonal skill with family, friends and members of organization.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. Select the people with different behavior.</li> <li>3. Provide role for each person.</li> <li>4. Discuss on the given topic.</li> <li>5. Note down the words used for developing good relationships between them</li> <li>6. End the discussion.</li> <li>7. Enlist the interpersonal relationship of each person.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Different people with different behavior</p> <p><b><u>Task (What):</u></b></p> <p>Develop interpersonal skill with family, friends and members of organization.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Interpersonal skill with family, friends and members of organization developed.</li> </ul>	<p><b><u>Interpersonal skill:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of good relationship</li> <li>• Relationship with your family, friends and members of your organization</li> <li>• Advantages of Good relationship</li> <li>• Tips for making good relationship.</li> </ul>

## Task Analysis

**Task No: 10. Make effective decision.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. State the issue.</li> <li>3. Conduct discussion on the issue for 5-10 minutes.</li> <li>4. Note the pros and cons of the issue raised in the discussion.</li> <li>5. Make decision using win-win strategy</li> <li>6. Disseminate the decisions.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Simulated debatable issues</p> <p><b><u>Task (What):</u></b></p> <p>Make effective decision</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Decision made on the win/win strategy.</li> </ul>	<p><b><u>Decision making:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of decision</li> <li>• Situations and circumstances for effective decision</li> <li>• Advantages of effective decision</li> <li>• Process for making decision</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 11 Solve simple problem.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. Select the person with simple problem.</li> <li>3. Orient with the problem.</li> <li>4. Find different alternatives of solutions.</li> <li>5. List merits and demerits of each solution.</li> <li>6. Select the best solution.</li> <li>7. Implement the solution.</li> <li>8. Receive the feedback.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Person with a simple problem related to the life</p> <p><b><u>Task (What):</u></b></p> <p>Solve simple problem.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Alternatives of solutions identified.</li> <li>• Person satisfied with the solutions.</li> </ul>	<p><b><u>Solving simple problems:</u></b></p> <ul style="list-style-type: none"> <li>• Definition of problem</li> <li>• Types of problem</li> <li>• Problem solving process</li> <li>• Different types of solutions</li> <li>• Merits and demerits of each alternative solutions</li> <li>• Win/win strategy</li> <li>• Principles of persuasion</li> </ul>

## Task Analysis

### Task No: 12 Set personal goal

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. Set clear vision of future.</li> <li>3. Internalized the set goal.</li> <li>4. Check if the goal is simple, clear and achievable.</li> <li>5. List the strategies to achieve the goal.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Person with clear vision of his future</p> <p><b><u>Task (What):</u></b></p> <p>Set personal goal for yourself</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Simple, clear and achievable goal set.</li> </ul>	<p><b><u>Setting personal goal :</u></b></p> <ul style="list-style-type: none"> <li>• Getting to know yourself</li> <li>• Accepting yourself</li> <li>• Setting personal goal for yourself</li> <li>• Working/strategies to achieve the goal</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 13. Treat others the way you want to be treated.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive instruction.</li> <li>2. Prepare two persons.</li> <li>3. Select the conversation topic.</li> <li>4. Make them conversation on the topic for about 5 to 10 minutes.</li> <li>5. Note if the person was happy with the way he was treated.</li> <li>6. Change the role.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Two persons</p> <p><b><u>Task (What):</u></b></p> <p>Treat others the way you want to be treated.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• The person happy with the way he treated.</li> </ul>	<p><b><u>Treating with others:</u></b></p> <ul style="list-style-type: none"> <li>• Relation with family and friends</li> <li>• Good and bad ways to treat others.</li> <li>• Procedure for treating others</li> </ul>

**Tools/equipment:**

**Safety:**

## Task Analysis

**Task No: 14. Explain the process of airport proceedings.**

Performance steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Prepare for departure/arrival.</li> <li>2. Make sure the carries required documents (passport and ticket)</li> <li>3. Check the baggage for security.</li> <li>4. Confirm the departure time looking at the information board or TV.</li> <li>5. Pay the airport tax.</li> <li>6. Register the ticket and baggage</li> <li>7. Collect the tags of the baggage.</li> <li>8. Collect boarding pass.</li> <li>9. Pass through security check.</li> <li>10. Proceed to the plane.</li> <li>11. Register name on the immigration of destination country.</li> <li>12. Arrange the transport to reach work station.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Simulated situation for departure / arrival</p> <p><b><u>Task (What):</u></b></p> <p>Explain the process of airport proceedings</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• All the steps followed in sequence</li> </ul>	<p><b><u>Airport proceedings:</u></b></p> <ul style="list-style-type: none"> <li>• Airport for visiting different countries</li> <li>• Arrival and Departure</li> <li>• Procedure for departure and arrival</li> <li>• Registration</li> <li>• Airport tax</li> <li>• Boarding pass</li> <li>• Lost and findings</li> <li>• Baggage collection</li> <li>• Immigration</li> <li>• Security check</li> </ul>

**Tools/equipment:**

**Safety:** Always receives passport from the points where it could be checked.



## Task Analysis

### Task 15: Write job application.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the required information from sources of job vacancy.</li> <li>2. Select the appropriate plain paper.</li> <li>3. Leave left and right margin.</li> <li>4. Write the letter heading.</li> <li>5. Address to the authorized people of company / office.</li> <li>6. Write subject for job appointment.</li> <li>7. Apply salutation word for the authorized person.</li> <li>8. Write about the information given in the sources of job vacancy.</li> <li>9. Write personal information relating to academic qualification and trainings.</li> <li>10. Submit duplicate of copies of academic and other training certificates.</li> <li>11. Write assurance to the employer.</li> <li>12. Apply complimentary closing.</li> <li>13. Sign at the end of application.</li> <li>14. Fold the paper in required size of envelope.</li> <li>15. Write sender and receiver address in envelope.</li> <li>16. Put stamp on an envelope if needed.</li> <li>17. Seal the envelope by gum.</li> </ol>	<p><b><u>Condition (Given):</u></b> Workshop or site.</p> <p><b><u>Task:(What):</u></b> Write job application.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Different types of business letters as well as applications written.</li> </ul>	<p><b><u>Job application:</u></b></p> <ul style="list-style-type: none"> <li>• Meaning of business letter.</li> <li>• Importance of letter.</li> <li>• Characteristics of good business letter.</li> <li>• Structure of business letter.</li> <li>• Type and layout of the letter.</li> <li>• Envelop preparation.</li> </ul>

**Tools/equipment:**

**Safety:** Apply established instruction and follow characteristic of business letter.

## Task Analysis

### Task 16: Communicate with senior.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the objective and subject matter for communication with senior               <ul style="list-style-type: none"> <li>- Communication for co-operative / collaborative tasks.</li> <li>- Learning and sharing of information.</li> <li>- Prior consultation on assigned work with the senior.</li> <li>- Share feeling about the job, associates, company.</li> </ul> </li> <li>2. Determine the types / method / media of communication (oral, sign / gesture and written) according to the objective.</li> <li>3. Apply formal or informal communication.</li> <li>4. Apply the modes of upward communication through               <ul style="list-style-type: none"> <li>- Grievance procedure.</li> <li>- Attitude survey.</li> <li>- Suggestion box.</li> <li>- Exit interview.</li> </ul> </li> <li>5. Apply principles for communication with seniors               <ul style="list-style-type: none"> <li>- Coverage must be systematic and balanced.</li> <li>- The flow of communication must be directed.</li> <li>- Listening must be sensitive.</li> <li>- Listening must be objective.</li> </ul> </li> <li>6. Apply appropriate communication languages with higher staffs.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office or workshop or site.</p> <p><b><u>Task:(What):</u></b></p> <p>Communicate with senior.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Different level of seniors communicated.</li> </ul>	<p><b><u>Communicating with senior:</u></b></p> <ul style="list-style-type: none"> <li>• Meaning and importance of communication.</li> <li>• Type of communication: (oral ,sign / gesture and written / formal and informal).</li> <li>• Communication method and media.</li> <li>• Meaning and importance of direction of communication (upward and downward).</li> <li>• Value of upward communication to superiors and subordinate.</li> <li>• Barriers (by superiors, business organization subordinates).</li> <li>• Principle of upward communication.</li> <li>• Modes of upward communication.</li> </ul>

**Safety:** Skillful, an experience subordinate is required for study of barriers and identification of barriers in the communication

## Task Analysis

### Task 17: Communicate with juniors.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the objective / purposes of communicate with juniors               <ul style="list-style-type: none"> <li>- Transformation of company's policies, objectives, practices, intended changes, methodologies.</li> <li>- Controlling and directing the behavior of juniors and change in schedule.</li> <li>- Sharing information's of assigned work.</li> </ul> </li> <li>2. Identify the capabilities of the intended receiver (junior) by questioning and view the opinions.</li> <li>7. Design the contents according to the abilities of juniors for achievement of adjective.</li> <li>8. Apply clear, lucid and to the point (precise) communication.</li> <li>9. Apply modes of downward communication according to the objectives.               <ul style="list-style-type: none"> <li>- Memos.</li> <li>- Posters and announcements.</li> <li>- Employee manuals / handbook./ Letters</li> </ul> </li> <li>10. Apply process of communication               <ul style="list-style-type: none"> <li>- Clarify the proposed job.</li> <li>- Transfer ideas clearly.</li> <li>- Motivate persuasively by offering opinions.</li> <li>- Secure greater co-operation and participation.</li> <li>- Obtain sound evaluation of what is going on.</li> </ul> </li> <li>11. Apply appropriate communication language with junior staff.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office or workshop or site.</p> <p><b><u>Task:(What):</u></b></p> <p>Communicate with juniors.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Different level of juniors communicated.</li> </ul>	<p><b><u>Communicating with juniors:</u></b></p> <ul style="list-style-type: none"> <li>• Meaning and importance of communication.</li> <li>• Type of communication (oral, sign / gesture and written / oral</li> <li>• Communication technique / formal and informal).</li> <li>• Communication method and media.</li> <li>• Meaning and</li> <li>• Importance of direction of communication (upward and downward).</li> <li>• Barriers</li> <li>• Principle of communication.</li> <li>• Principle of listening and viewing the junior opinions.</li> </ul>

**Safety:** Skillful and experienced superior is required & identification of barriers in communication

## Task Analysis

### Task 18: Deal with customers.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the objectives of communication with customers regarding               <ul style="list-style-type: none"> <li>- Long range objectives.</li> <li>- Pertinent background situations.</li> </ul> </li> <li>2. Identify the customer by listening and viewing to reach               <ul style="list-style-type: none"> <li>- The best party (may be single customer or a group).</li> <li>- The other party's back ground and experience by offering opinions.</li> <li>- Customer personal values by questioning.</li> <li>- The present state of customer affairs.</li> <li>- The customers demand probably expects and hopes for by listening to their opinion.</li> </ul> </li> <li>3. State about the communication himself by offering opinions, supporting statement and clarification of proposed job               <ul style="list-style-type: none"> <li>- Deliver the message in the way that others react to it communicate fundamental goals.</li> <li>- Communicate with a frank statement about what you personally have to gain from it.</li> <li>- Apply effective oral communication.</li> </ul> </li> <li>4. Plan the detail of the customer approach               <ul style="list-style-type: none"> <li>- Determine the timing for the customer to be a good listener.</li> <li>- Determine the location for communication.</li> <li>- Clarify the proposed job.</li> </ul> </li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office or workshop or site or enterprise.</p> <p><b><u>Task (What):</u></b></p> <p>Deal with customers.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Different types of customers dealt.</li> </ul>	<p><b><u>Dealing with customers:</u></b></p> <ul style="list-style-type: none"> <li>• Importance of dealing with customer.</li> <li>• Elements of communication.</li> <li>• Kind of communication.</li> <li>• Communication process.</li> <li>• Principle of listening and viewing the customer's opinions offering opinions.</li> <li>• Supporting statement.</li> <li>• Questions.</li> <li>• Clarification of the proposed job.</li> <li>• Customer research methods, plan, contact method.</li> <li>• Method of tracking</li> <li>• Customers intention</li> <li>• Values and satisfaction.</li> </ul>

**Tools/equipment:**

**Safety:**

Adequate trained personnel needed.

Don't communicate under pressure of top-heavy schedules.

## Task Analysis

### Task 19: Communicate with other electrical industries.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the purpose / objective of communication.</li> <li>2. Project yourself to the welding shopkeeper.</li> <li>3. Maintain an orderly sequence of inquires.</li> <li>4. Apply notebook.</li> <li>5. Determine the demand by interview of               <ul style="list-style-type: none"> <li>- Electrical materials/ parts.</li> <li>- Electrical equipment.</li> <li>- Electrical supplies.</li> </ul> </li> <li>6. Determine the price / quality, list of materials, equipment and supplies.</li> <li>7. Differentiate the materials, equipment and supplies according to               <ul style="list-style-type: none"> <li>- Price.</li> <li>- Demand.</li> <li>- Quality.</li> </ul> </li> <li>8. Ask about the method of supplying order.</li> <li>9. Observe the billing system.</li> <li>10. Observe the invoice system.</li> <li>11. Take required information of bill / invoice system.</li> <li>12. Take about the availability of material for supply.</li> <li>13. Ask about the delivery system               <ul style="list-style-type: none"> <li>- Price.</li> <li>- Agreement (term and condition).</li> <li>- Transportation.</li> <li>- Responsibilities.</li> </ul> </li> <li>14. Apply appropriate language.</li> <li>15. Survey with many shops.</li> <li>16. Compare all shops with each other in terms of price.               <ul style="list-style-type: none"> <li>- Quality.</li> <li>- Facilities.</li> <li>-Supply and delivery technique.</li> </ul> </li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Workshop or site or enterprise.</p> <p><b><u>Task:(What):</u></b></p> <p>Communicate with other electrical industries.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Electrical industries communicated.</li> </ul>	<p><b><u>Communicating with electrical industries:</u></b></p> <ul style="list-style-type: none"> <li>• Communication technique.</li> <li>• Oral Communication.</li> <li>• Concept of demand and supply.</li> <li>• System of bill / invoice.</li> <li>• System of supply and delivery method.</li> </ul>

**Tools/equipment:**

**Safety:**

Follow effective Communication technique.  
Obtain the required information's correctly.

## Task Analysis

### Task 20: Request / purchase tool, supplies, materials and equipment.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect purchase requisition form according to the department need               <ul style="list-style-type: none"> <li>- Specify nature of tools, supplies, material and equipment.</li> <li>- Name.</li> <li>- Specification.</li> <li>- Required quantity.</li> </ul> </li> <li>2. Survey the market.</li> <li>3. Select the supplies according to               <ul style="list-style-type: none"> <li>- Specified requirements.</li> <li>- Price.</li> <li>- Schedule.</li> <li>- Other facility.</li> </ul> </li> <li>4. Seek quotations.</li> <li>5. Order on requisition               <ul style="list-style-type: none"> <li>- Fill purchase order form.</li> <li>- State name and address of supplier.</li> <li>- Date.</li> <li>- Quantity of order.</li> <li>- Brief specification and description of quality.</li> <li>- Unit price.</li> <li>- Total price.</li> <li>- Agreed discount (if any).</li> <li>- Terms of payment (credit payment).</li> <li>- Authorized signature.</li> </ul> </li> <li>6. Ensure delivery.</li> <li>7. Apply administrative work               <ul style="list-style-type: none"> <li>- Check goods to delivery notes.</li> <li>- Certifying invoices for payment.</li> <li>- Issuing purchases to requisitioning departments.</li> <li>- Maintaining records of order and orders outstanding and stocks held.</li> </ul> </li> <li>8. Follow the law of contract</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Workshop or site or store or enterprise.</p> <p><b><u>Task:(What):</u></b></p> <p>Request / purchase tool, supplies, materials and equipment.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Purchasing procedure performed</li> <li>• Tool, Supplies, Materials and Equipment requested</li> </ul>	<p><b><u>Purchase tool, supplies, materials and equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Meaning of purchase.</li> <li>• Objective of purchasing.</li> <li>• Organization and management of purchasing (centralized and decentralized purchasing).</li> <li>• Procedure of purchasing.</li> <li>• Purchasing policy (price, time, buying method, appropriate amount).</li> </ul>

**Safety:**

Follow purchasing policy. Require skillful, experienced person.

## Task Analysis

### Task 21: Fill up leave requisition form.

Task Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the causes of taking leave.</li> <li>2. Select leave according to the cause.</li> <li>3. Take requisition form.</li> <li>4. Identify the writing space for applicants and official purpose.</li> <li>5. Write the name of applicant.</li> <li>6. Write the designation / post / level of applicant.</li> <li>7. Fill the required leave in quantity.</li> <li>8. Fill the remaining days of leave.</li> <li>9. Specify the causes of taking leave.</li> <li>10. Write leave taking date from and to.</li> <li>11. Write the date of request.</li> <li>12. Write the signature in the form of applicant.</li> <li>13. Send it to authorized person for approval.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Leave requisition form.</p> <p><b><u>Task:(What):</u></b></p> <p>Fill up leave requisition form.</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• Leave requisition form filled up.</li> </ul>	<p><b><u>Leave requisition form:</u></b></p> <ul style="list-style-type: none"> <li>• Importance of leave.</li> <li>• Requisition form.</li> <li>• Type of leave.</li> <li>• Process of filling.</li> <li>• Causes of leave.</li> <li>• Managing absenteeism.</li> </ul>

**Tools/equipment:**

**Safety:**

## **26. Module: 2: Security guarding**

**Description:** It includes knowledge and skills related to Weapons for security, Electric and electronic security devices, Security Services, Receiving orders, Gate security, and person and property Security.

### **Objectives:**

- To be familiar with the weapons for security
- To be familiar with the electric and electronic security devices
- To provide security Services
- To receive orders
- To provide gate security
- To provide person and property Security

### **Sub modules:**

1. Weapons for security
2. Electric and electronic security devices
3. Security Services
4. Receiving orders
5. Gate security
6. Person and property Security



## 27. Sub module: 1: Weapons for security

**Description:** It includes the processes of receiving, checking, operating, getting licenses, storing and records keeping of the security weapons.

### Objectives:

- To state characteristic features of weapons to be used by security guard
- To state functions and applications of the weapons to be used by security guard
- To state processes of receiving weapons
- To state processes of checking weapons
- To state processes of operating the weapons
- To state processes of getting licenses of the weapons
- To state processes of storing weapons and their records keeping

**Time:** 5 hours [Th.]

### Contents:

1. Receiving weapons
  - a. Introduction to the type of security weapons:
    - Neplai knife
    - Stick/baton
    - Riffle
    - Pistol gun
    - Air gun
    - AK 47
    - M16-A2
    - Bullets
    - Other type of weapons
  - b. Characteristic features of the weapons
  - c. Functions and applications of the weapons
  - d. Processes of receiving the weapons
2. Processes of checking the weapons
  - a. Process of checking the knife
  - b. Process of checking the condition of the baton
  - c. Process of checking the riffle
  - d. Process of making riffle out of rust
  - e. Process of policing the riffle
  - f. Process of loading the riffle with bullets
  - g. Process of making the cock ready
  - h. Process of checking magazine
  - i. Process of cleaning revolver pistol
  - j. Process of loading with bullets
  - k. Process of cleaning AK 47
  - l. Process of loading with bullets
  - m. Process of cleaning M16-A2
  - n. Process of loading and unloading with bullets
  - o. Process of keeping weapons in charging situation
3. Process of operating the weapons
4. Process of getting licenses of the weapons
5. Process of storing weapons and their records keeping

## **28. Sub module: 2: Electric and Electronic Security Devices**

**Description:** It consists of the skills and knowledge related to the operations of sensory devices, control unit, alarm system, pressure mat system, radio set, CC camera, VCR system, generator, water supply system, lift/ elevator, and remote controls.

**Objectives:**

- To identify/be familiar with electric and electronic security devices
- To operate various electric and electronic devices for security purposes

**Time:** 30 hours (6 hours of theory and 24 hours of practical]

**Competencies:**

1. Operate sensory devices
2. Operate control unit
3. Operate alarm system
4. Operate pressure mat system
5. Operate radio set
6. Operate CC camera
7. Operate VCR system
8. Operate generator
9. Operate water supply system
10. Operate lift/ elevator
11. Operate remote control

## Task Analysis

### Task No: 1. Operate censor system

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify censor machine</li> <li>2. Obtain the censor machine</li> <li>3. Obtain the batteries</li> <li>4. Charge the batteries</li> <li>5. Fix the batteries in the censor machine</li> <li>6. Operate the machine</li> <li>7. Ensure if it works or not</li> <li>8. Apply the censor machine</li> <li>9. Report the results found in censor check</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate censor machine</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Censor system:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to censoring system</li> <li>• Identification of censoring machine</li> <li>• Operation of the censoring machine</li> <li>• Merits and demerits of censoring machine</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 2. Operate control unit

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify operating unit</li> <li>2. Identify power system</li> <li>3. Identify on and off system</li> <li>4. Identify power supply system</li> <li>5. Switch on the light</li> <li>6. Switch off the light</li> <li>7. Operate control unit</li> <li>8. Operate other things related to the controlling unit</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate control unit</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Control unit:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to controlling unit system</li> <li>• Identification of controlling unit</li> <li>• Operation of the controlling unit</li> <li>• Merits and demerits of controlling unit</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 3. Operate alarm system

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the area of alarm</li> <li>2. Fix the alarm</li> <li>3. Check the condition of alarm</li> <li>4. Charge the alarm</li> <li>5. Obtain the batteries</li> <li>6. Charge the batteries</li> <li>7. Fix the batteries in the alarm set</li> <li>8. Operate alarm</li> <li>9. Ensure if it works or not</li> <li>10. Apply the alarm as needed</li> <li>11. Report the results found in alarming</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate alarm system</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Alarm system:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to alarm system</li> <li>• Identification of alarm</li> <li>• Operation of the alarm</li> <li>• Merits and demerits of alarm</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 4. Operate pressure mat system

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify pressure mat</li> <li>2. Obtain the pressure mat</li> <li>3. Obtain the batteries</li> <li>4. Charge the batteries</li> <li>5. Fix the batteries in the pressure mat</li> <li>6. Join in the electric power socket</li> <li>7. Charge the pressure mat</li> <li>8. Develop monitoring system</li> <li>9. Operate the pressure mat machine</li> <li>10. Ensure if it works or not</li> <li>11. Apply the pressure mat machine</li> <li>12. Report the results found in pressure mat machine</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate pressure mat machine</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Pressure mat system:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to pressure mat system</li> <li>• Identification of pressure mat system</li> <li>• Operation of the pressure mat system</li> <li>• Merits and demerits of pressure mat system</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 5. Operate radio set

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify radio set</li> <li>2. Obtain the radio set</li> <li>3. Obtain the batteries</li> <li>4. Charge the batteries</li> <li>5. Fix the batteries in the radio</li> <li>6. Operate the radio</li> <li>7. Ensure if it works or not</li> <li>8. Establish communication link with the person holding radio set</li> <li>9. Report the security situation through radio set</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate radio set</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Radio set:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to radio set</li> <li>• Identification of radio set</li> <li>• Operation of the radio set</li> <li>• Merits and demerits of radio set</li> <li>• Communication through radio</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 6. Operate CC camera

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify CC camera</li> <li>2. Obtain the CC camera</li> <li>3. Obtain the batteries</li> <li>4. Charge the batteries</li> <li>5. Fix the batteries in the CC camera</li> <li>6. Load the reel in the camera</li> <li>7. Fix the camera on invisible place</li> <li>8. Connect with the monitor</li> <li>9. Operate the camera</li> <li>10. Ensure if it works or not</li> <li>11. Monitor the pictures captured in the camera</li> <li>12. Unload the reel</li> <li>13. Check the activities of people if needed</li> <li>14. Report the results found in camera</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate CC camera</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>CC camera:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to CC camera</li> <li>• Identification of CC camera</li> <li>• Operation of the CC camera</li> <li>• Merits and demerits of CC camera</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>



## Task Analysis

### Task No: 7. Operate VCR System

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify VCR system</li> <li>2. Obtain the VCR</li> <li>3. Obtain the batteries</li> <li>4. Charge the batteries</li> <li>5. Fix the batteries in the VCR</li> <li>6. Operate the VCR</li> <li>7. Ensure if it works or not</li> <li>8. Record the information if needed in VCR</li> <li>9. Check the information recorded in VCR</li> <li>10. Report the results found in VCR</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate VCR system</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>VCR System:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to VCR</li> <li>• Identification of VCR</li> <li>• Operation of the VCR</li> <li>• Merits and demerits of VCR</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 8. Operate Lift/ elevator

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify lift elevator</li> <li>2. Locate the lift/elevator</li> <li>3. Check the power supply to the lift/elevator</li> <li>4. Ensure the capacity of lift and elevator</li> <li>5. Switch on the lift/elevator</li> <li>6. Switch off the lift/elevator</li> <li>7. Check the condition of lift and elevator</li> <li>8. Control the crowd in lift and elevator</li> <li>9. Request for repair and maintenance of lift and elevator</li> <li>10. Report the condition of lift and elevator</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate lift and elevator</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Lift/ elevator:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to lift and elevator</li> <li>• Identification of lift and elevator</li> <li>• Operation of the lift and elevator</li> <li>• Merits and demerits of lift and elevator</li> <li>• Capacity of lift and elevator</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 9. Operate

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify generator type</li> <li>2. Locate generator</li> <li>3. Obtain the batteries</li> <li>4. Charge the batteries</li> <li>5. Fix the batteries in the generator</li> <li>6. Check the fuel</li> <li>7. Apply fuel</li> <li>8. Ensure if it works or not</li> <li>9. Operate generator</li> <li>10. Request for repair and maintenance of the generator</li> <li>11. Report the condition of the generator</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate generator</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Generator:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to generator</li> <li>• Identification of generator</li> <li>• Operation of the generator</li> <li>• Merits and demerits of generator</li> <li>• Types of chemicals</li> <li>• Type of gases</li> <li>• Repair and maintenance of generator</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 10. Operate remote control

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the type of remote control</li> <li>2. Obtain remote control</li> <li>3. Operate remote control</li> <li>4. Open the door with remote control</li> <li>5. Open the gate with remote control</li> <li>6. Open the vehicle with remote control</li> <li>7. Open the television with remote control</li> <li>8. Close door, gate, vehicle and other electronic devices with remote control.</li> <li>9. Protect remote control</li> <li>10. Store remote control</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate remote control</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Remote control:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to remote control</li> <li>• Identification of remote control</li> <li>• Operation of the remote control</li> <li>• Merits and demerits of remote control</li> <li>• Types of remote control</li> <li>• Repair and maintenance of remote control</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 11. Operate water supply system

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify water supply system</li> <li>2. Locate water supply system</li> <li>3. Obtain the batteries</li> <li>4. Connect motors in power sockets</li> <li>5. Check euro guards</li> <li>6. Check tabs</li> <li>7. Check water tanks</li> <li>8. Purify water</li> <li>9. Check overflow of water</li> <li>10. Check leakage of water</li> <li>11. Report the condition of water supply system</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/house or any security set up</p> <p><b><u>Task (What):</u></b></p> <p>Operate water supply system</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Water supply system:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to water supply system</li> <li>• Identification of water supply system</li> <li>• Operation of the water supply system</li> <li>• Merits and demerits of water supply system</li> <li>• Purification system</li> <li>• Repair and maintenance of water supply system</li> <li>• Communication system</li> <li>• Reporting system</li> </ul>

## **29. Sub module: 3: Security Services**

**Description:** It includes skills and knowledge related to identifying the scene, helping injured victim, arresting perpetrator, identifying witness, collecting evidence (protect), and providing first aid.

**Objectives:**

- To be familiar with security services
- To provide security services being a security guard

**Time:** 40 hours (8 hours of theory and 32 hours of practical)

**Competencies:**

1. Identify the scene
2. Help injured victim
3. Arrest perpetrator
4. Identify witness
5. Collect evidence (Protect)
6. Provide first aid

## Task Analysis

### Task No: 1. Identify the scene

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive information</li> <li>2. Prepare team</li> <li>3. Obtain vehicle</li> <li>4. Prepare materials</li> <li>5. Obtain weapons</li> <li>6. Maintain personal security</li> <li>7. Inform to the supervisor that your team is leaving</li> <li>8. Carry means of communication</li> <li>9. Obtain first aid kit</li> <li>10. Identify the location/are where incidence took place</li> <li>11. Approach to the scene of the incidence as soon as possible</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Identify the scene</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Identification of scene:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to incidence scene</li> <li>• Identification of incidence</li> <li>• preparation technique</li> <li>• communication skills</li> <li>• reporting system</li> </ul>

## Task Analysis

### Task No: 2. Help injured person

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive information</li> <li>2. Prepare team</li> <li>3. Obtain vehicle</li> <li>4. Prepare materials</li> <li>5. Obtain weapons</li> <li>6. Identify they type of incidence</li> <li>7. Locate the area of incidence</li> <li>8. Identify the injured person</li> <li>9. Evacuate the injured person from the scene</li> <li>10. Keep the injured person at safe place</li> <li>11. Remove the crowd</li> <li>12. Check the condition of the injured person</li> <li>13. Provide first aid service to the injured person</li> <li>14. Arrange to send the injured person to hospital</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Help injured person</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Helping injured person:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to incidence scene</li> <li>• Identification of incidence</li> <li>• preparation technique</li> <li>• service to be provided to the injured person</li> <li>• communication skills</li> <li>• Reporting system</li> </ul>



## Task Analysis

### Task No: 3. Arrest perpetrator (criminal)

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive information</li> <li>2. Prepare team</li> <li>3. Obtain vehicle</li> <li>4. Prepare materials</li> <li>5. Obtain weapons</li> <li>6. Identify the type of crime</li> <li>7. Locate the area</li> <li>8. Inform the supervisor</li> <li>9. Reach to the crime scene</li> <li>10. Take assistance from local people</li> <li>11. Chase the perpetrator</li> <li>12. Apply personal safety</li> <li>13. Kneel down the perpetrator or ask him/her to raise hands</li> <li>14. Search if s/he has any weapon</li> <li>15. Arrest the perpetrator</li> <li>16. Hand over the perpetrator to the concerned authority for necessary action</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Arrest perpetrator</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Arresting perpetrator (criminal):</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to incidence scene</li> <li>• Identification of incidence</li> <li>• preparation technique</li> <li>• communication skills</li> <li>• Arresting technique</li> <li>• Personal safety</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 4. Identify witness

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive information</li> <li>2. Prepare team</li> <li>3. Obtain vehicle</li> <li>4. Prepare materials</li> <li>5. Obtain weapons</li> <li>6. Maintain personal security</li> <li>7. Inform to the supervisor that your team is leaving</li> <li>8. Carry means of communication</li> <li>9. Identify witness</li> <li>10. Interview wits</li> <li>11. Write down the information wit has given</li> <li>12. Prepare the report</li> <li>13. Submit the report to the supervisor</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Identify witness</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Identifying witness:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to incidence scene</li> <li>• Identification of incidence</li> <li>• preparation technique</li> <li>• communication skills</li> <li>• identification of witness</li> <li>• Importance of witness</li> <li>• Interviewing technique</li> <li>• Other type of witnesses available at the scene</li> <li>• Reporting system</li> </ul>

## Task Analysis

### Task No: 5. Protect evidence

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive information</li> <li>2. Prepare team</li> <li>3. Obtain vehicle</li> <li>4. Prepare materials</li> <li>5. Obtain weapons</li> <li>6. Maintain personal security</li> <li>7. Inform to the supervisor that your team is leaving</li> <li>8. Carry means of communication</li> <li>9. Collect evidences</li> <li>10. Protect incidence spot</li> <li>11. Collect the samples of blood and other like cloths, shoes, hair, finger prints, foot marks</li> <li>12. Protect weapon used</li> <li>13. Take photo of the spot</li> <li>14. Prepare report</li> <li>15. Submit the report with collected evidences to the supervisor</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Protect evidences</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Protecting evidences:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to incidence scene</li> <li>• Identification of incidence</li> <li>• Preparation technique</li> <li>• communication skills</li> <li>• Collecting of evidences</li> <li>• Report preparation</li> <li>• Submission of the report and evidences</li> </ul>

## Task Analysis

### Task No: 6. Provide first aid

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Receive information</li> <li>2. Prepare team</li> <li>3. Obtain vehicle</li> <li>4. Prepare materials</li> <li>5. Obtain weapons</li> <li>6. Maintain personal security</li> <li>7. Inform to the supervisor that your team is leaving</li> <li>8. Carry means of communication</li> <li>9. Obtain first aid kit</li> <li>10. Identify the location/are where incidence took place</li> <li>11. Approach to the scene of the incidence as soon as possible</li> <li>12. Identify type of inured person</li> <li>13. Treat fractures</li> <li>14. Treat snake bite</li> <li>15. Treat drowned</li> <li>16. Treat shock</li> <li>17. Treat burn</li> <li>18. Treat cuts/ wounds</li> <li>19. Apply bandages</li> <li>20. Provide resuscitation to the fainted person</li> <li>21. Refer to the hospital</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Provide first aid</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>First aid:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to incidence scene</li> <li>• Identification of incidence</li> <li>• Preparation technique</li> <li>• Types of first aid</li> <li>• Process of first aid service</li> <li>• Referral procedural to the hospital</li> <li>• communication skills</li> <li>• Reporting system</li> </ul>

### **30. Sub module: 4: Receiving orders**

Description: It consists of knowledge and skills related to checking back the building, following rules and regulation, patrolling the area, inspecting light system, inspecting emergency siren, inspecting fire extinguisher, and writing patrolling report.

Objectives:

- To check back the building
- To follow rules and regulation
- To patrol the area
- To inspect light system
- To inspect emergency siren
- To inspect Fire extinguisher
- To write patrolling report

**Time:** 30 hours ( 6 hours of theory and 24 hours of practical)

**Competencies:**

1. Check back the building
2. Follow rules and regulation
3. Patrol the area
4. Inspect light system
5. Inspect emergency siren
6. Inspect Fire extinguisher
7. Write patrolling report

## Task Analysis

### Task No: 1. Check back the building

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the security area</li> <li>2. Check the doors of building</li> <li>3. Check the windows of the building</li> <li>4. Check the light of the building</li> <li>5. Check the tabs</li> <li>6. Check the toilets</li> <li>7. Check the office rooms</li> <li>8. Check the computers</li> <li>9. Check telephone and internet</li> <li>10. Change the bulbs and tubes if found fused</li> <li>11. Check fire extinguisher</li> <li>12. Check exits of emergency</li> <li>13. Check alarm system</li> <li>14. Check siren adjusted in the building</li> <li>15. Check smoke detector</li> <li>16. Check sensor machine</li> <li>17. Check the condition of the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/industry/organization/site or any set up for security</p> <p><b><u>Task (What):</u></b></p> <p>Check back the building</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Checking back the building:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to security</li> <li>• Identification of security system</li> <li>• Checking process</li> <li>• Importance of regular inspection</li> </ul>

## Task Analysis

### Task No: 2. Patrol the area

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify patrolling area</li> <li>2. Assign the team to join in patrolling</li> <li>3. Receive necessary weapons</li> <li>4. Receive radio sets</li> <li>5. Arrange for patrolling vehicle</li> <li>6. Chase away any animal/ thief if found</li> <li>7. Check the fence</li> <li>8. Check the compound</li> <li>9. Check the other gates to enter into the security area</li> <li>10. Check the parking lot</li> <li>11. Check the light of the street and compound</li> <li>12. Check other property that can be stolen</li> <li>13. Ensure the patrolling area is safe</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Patrol the area</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Patrolling the area:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to patrolling</li> <li>• Concept of patrolling</li> <li>• Things to be considered during patrolling</li> <li>• Importance of patrolling</li> </ul>

## Task Analysis

### Task No: 3. Inspect light/water/vehicle/equipments

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the inspecting things</li> <li>2. Inspect the light system</li> <li>3. Inspect water supply system</li> <li>4. Inspect labs</li> <li>5. Inspect work shops</li> <li>6. Inspect vehicles</li> <li>7. Inspect the fire extinguisher</li> <li>8. Inspect equipments</li> <li>9. Inspect the garden</li> <li>10. Inspect lift</li> <li>11. Inspect elevator</li> </ol>	<p><b><u>Condition (Given):</u></b> Office/ organization and any set ups</p> <p><b><u>Task (What):</u></b> Inspect light/water/vehicles and equipment</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Inspecting light/water/vehicle/equipments:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to inspection</li> <li>• Inspection process</li> <li>• Importance of inspection</li> <li>• Inspection methods</li> </ul>



## Task Analysis

### Task No: 4. Follow rules/regulations

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Obtain books of rules and regulation</li> <li>2. Obtain duty list</li> <li>3. Obtain pass code</li> <li>4. Follow code of conduct</li> <li>5. Ensure every security person is in proper duty</li> <li>6. Ensure you have not violate the rules</li> <li>7. Receive instructions of the supervisor</li> <li>8. Prepare dos and do not do list</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Follow rules and regulation</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Rules/ regulations:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to rules and regulation</li> <li>• Concept of rules and regulation</li> <li>• Importance of rules and regulation</li> <li>• Follow up professional ethics and code of conduct</li> </ul>

## Task Analysis

### Task No: 5. Write patrolling report

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the information to be reported</li> <li>2. Design the format of the report</li> <li>3. Obtain the format of the report</li> <li>4. Write each information in the report</li> <li>5. Write details like patrolling area, time, situation observed and wrong happening found and actions were taken</li> <li>6. Write the name of the security team involved in the patrolling</li> <li>7. Ensure the reliability of information</li> <li>8. Write report on the basis of provided headings</li> <li>9. Recommend for the future measures to be taken for consolidated security</li> <li>10. Submit the report to the supervisor</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Receive weapon</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Patrolling report:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to report writing</li> <li>• Identification of formats of reports</li> <li>• Development of the formats of the report writing</li> <li>• Collection process of information</li> <li>• Sequencing technique of information</li> <li>• Importance of report</li> </ul>

### **31. Sub module: 5: Gate security**

**Description:** It includes knowledge and skills related to get security services such as identifying guest, conducting inquiry, controlling gate, receiving guest, guiding guest, parking vehicle, maintaining telephones of emergency, receiving pass code, and handling telephone calls.

**Objectives:**

- To state concept of gate security
- To provide gate security services

**Time:** 40 hours (8 hours of theory and 32 hours of practical)

**Competencies:**

1. Identify guest
2. Conduct inquiry
3. Control gate
4. Receive guest
5. Guide guest
6. Park vehicle
7. Maintain telephones of emergency
8. Receive pass code
9. Handle telephone calls

## Task Analysis

### Task No: 1. Identify guest

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Watch the comer</li> <li>2. Identify the new comer whether strange or known</li> <li>3. Check the condition of the guest</li> <li>4. Check if s/he is on foot</li> <li>5. Check if s/he is on bike</li> <li>6. Check if s/he is in vehicle</li> <li>7. Check if s/he is driving or is with the driver</li> <li>8. Watch the coming guest through CC camera if there is camera monitoring system</li> <li>9. Watch the condition of the vehicle</li> <li>10. Be alert to tackle the unwanted situation</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Identify guest</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Identifying guests:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to receiving guest</li> <li>• Identification of guest</li> <li>• Safety awareness</li> <li>• Signification of identification of the guest</li> <li>• Concept of guest identification</li> <li>• CC camera monitoring system</li> </ul>

## Task Analysis

### Task No: 2. Conduct inquiry

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Ask the name of the person</li> <li>2. Ask who s/he is</li> <li>3. Ask what is the purpose of visit</li> <li>4. Identify the type of visitor</li> <li>5. Ask whom s/he wants to visit</li> <li>6. Ask to write is name, address, in-time, out time, the section, department, person, s/he wants to visit.</li> <li>7. Identify if s/he is a perpetrator Check the condition of the guest</li> <li>8. Check if s/he is on foot</li> <li>9. Check if s/he is on bike</li> <li>10. Check if s/he is in vehicle</li> <li>11. Check if s/he is driving or is with the driver</li> <li>12. Ask to halt at the gate</li> <li>13. Report to the supervisor</li> <li>14. Be stand by at the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Conduct inquiry</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Conducting inquiry:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to receiving guest</li> <li>• Identification of guest</li> <li>• Safety awareness</li> <li>• Signification of identification of the guest</li> <li>• Concept of guest identification</li> <li>• CC camera monitoring system</li> </ul>

## Task Analysis

### Task No: 3. Control gate

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Check the condition of gate</li> <li>2. Identify the type of gate</li> <li>3. Check the luck of the gate</li> <li>4. Check the opening and closing system of the gate</li> <li>5. Apply the sensor system of the gate</li> <li>6. Show the parking lot to park the vehicle</li> <li>7. Receive the key of the vehicle if you have to park the vehicle in a proper way</li> <li>8. Guide the guest to park the vehicle</li> <li>9. Receive remote key if the vehicle is opened with the remote key</li> <li>10. Remove the vehicle from the gate side</li> <li>11. Keep the gate clear</li> <li>12. Check the condition of the guest in monitor</li> <li>13. Be stand by at the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Control gate</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Controlling gate:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to receiving guest</li> <li>• Identification of guest</li> <li>• Safety awareness</li> <li>• Signification of identification of the guest</li> <li>• Concept of guest identification</li> <li>• CC camera monitoring system</li> </ul>

## Task Analysis

### Task No: 4. Receive guest

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the type of guest</li> <li>2. Salute the guest</li> <li>3. Ask politely to the guest to wait and inquire</li> <li>4. Obtain log book</li> <li>5. Ask to write on log book</li> <li>6. Ask to write the information requested on the log book</li> <li>7. Provide writing materials</li> <li>8. Check whether information has been properly written by the guest</li> <li>9. Help to write the information</li> <li>10. Report to the senior if needed</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Receive guest</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Receiving guests:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to receiving guest</li> <li>• Identification of guest</li> <li>• Safety awareness</li> <li>• Signification of identification of the guest</li> <li>• Concept of guest identification</li> <li>• CC camera monitoring system</li> <li>• Dealing manners with guest</li> <li>• Process of salutation</li> <li>• Aware with the language to be used with the guest</li> <li>• Checking process with sensor machine</li> </ul>

## Task Analysis

### Task No: 5. Guide the guest

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the type of guest</li> <li>2. Ask if s/he needs help</li> <li>3. Ask the person the guest wants to visit through intercom</li> <li>4. Receive permission</li> <li>5. If said to send, guide the guest to the place where s/he wants to go</li> <li>6. Take the guest to the receptionist</li> <li>7. Hand over him/her to the receptionist, or desk officer or public officer</li> <li>8. Come back to the security station</li> <li>9. Be stand by at the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Guide guest</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Guiding the guest:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to receiving guest</li> <li>• Identification of guest</li> <li>• Safety awareness</li> <li>• Signification of identification of the guest</li> <li>• Concept of guest identification</li> <li>• CC camera monitoring system</li> <li>• Dealing technique</li> <li>• Information of the entire complex</li> <li>• Intercom numbers</li> <li>• Reporting process and asking for permission</li> </ul>



## Task Analysis

### Task No: 6. Park vehicle

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the parking lot</li> <li>2. Check the parking lot</li> <li>3. Arrange the vehicles in a developed system</li> <li>4. Ask for vehicle key</li> <li>5. Open the vehicle with remote key if it has the remote key system</li> <li>6. Drive the vehicle up to the parking place</li> <li>7. Park the vehicle</li> <li>8. Lock the vehicle</li> <li>9. Return the key to the guest</li> <li>10. Take out the vehicle if it will be asked</li> <li>11. Hand over the key again to the guest</li> <li>12. Open the gate</li> <li>13. Let the vehicle go</li> <li>14. Salute the guest for see off</li> <li>15. Close the gate</li> <li>16. Be stand by at the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Park vehicle</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Parking vehicle:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to parking system</li> <li>• Identification of guest</li> <li>• Safety awareness</li> <li>• Signification of parking system</li> <li>• Driving skills</li> <li>• Manner to receive the guest and see off</li> </ul>

## Task Analysis

### Task No: 7. Maintain telephones of emergency

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Obtain telephone directory</li> <li>2. Obtain the telephone numbers of important people</li> <li>3. Obtain the telephone numbers of internal staff and their intercom</li> <li>4. Obtain the cell phone of the important people</li> <li>5. Obtain the telephone number of the residence of the supervisor</li> <li>6. Obtain the telephone number of the residence of the main boss of the organization</li> <li>7. Obtain the telephone numbers of the nearest police</li> <li>8. Obtain the telephone numbers of all important hospitals</li> <li>9. Obtain the telephone number of the nearest fire brigade</li> <li>10. Ask the supervisor to provide such numbers</li> <li>11. Be stand by at the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Maintain telephones of emergency</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Telephones of emergency:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to telephone directory</li> <li>• Process to search telephone numbers in the directory</li> <li>• Significance of the telephone numbers</li> <li>• Use of numbers</li> </ul>

## Task Analysis

### Task No: 8. Receive pass code

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify type of security service</li> <li>2. Identify type of organization you are providing security service</li> <li>3. Contact the supervisor</li> <li>4. Obtain duty roster</li> <li>5. Receive pass code from supervisor</li> <li>6. Follow the process to apply pass code</li> <li>7. Remember pass code properly</li> <li>8. Ask the pass word if the guest comes at night</li> <li>9. If the guest comes without pass code halt the guest and inquire him/her</li> <li>10. Deal with the guest</li> <li>11. Report to the supervisor</li> <li>12. Be stand by at the gate</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <ul style="list-style-type: none"> <li>• Receive pass code</li> </ul> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Pass code:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to pass code</li> <li>• Identification of pass code</li> <li>• System of pass code</li> <li>• Signification of pass code</li> <li>• Concept of pass code</li> <li>• Things to follow to apply pass code</li> <li>• Merits and demerits of pass code</li> </ul>

## Task Analysis

### Task No: 9. Handle telephone call

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Obtain telephone set at the security site</li> <li>2. Receive telephone calls</li> <li>3. Ask who is making call</li> <li>4. Ask whom the caller trying to reach</li> <li>5. Transfer the call if the call receiver is in the complex</li> <li>6. If the call receiver is not in the station, ask the caller to leave the message</li> <li>7. Listen to the caller carefully</li> <li>8. Obtain message writing slip</li> <li>9. Write the message carefully</li> <li>10. Verify the message with the caller</li> <li>11. Pass on the message to the concerned without any delay to respond the urgency of the message</li> <li>12. Report to the supervisor the calls received.</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / industry/ house or any set up</p> <p><b><u>Task (What):</u></b></p> <p>Handle telephone call</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Handling telephone calls:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to receiving calls</li> <li>• Identification of caller</li> <li>• System of telephone call receiving</li> <li>• Signification of call receiving</li> <li>• Urgency of telephone calls</li> <li>• Process to pass on the messages</li> </ul>

## **32. Sub module: 6: Person and Property Security**

**Description:** It includes knowledge and skills related to person and property security services such as VIP security, residential security, security for documents, security for equipment, security for vehicles, and Handle threat calls.

**Objectives:**

- To state concept of person and property security
- To provide person and property security services

**Time:** 40 hours (8 hours of theory and 32 hours of practical)

**Competencies:**

1. Provide VIP security
2. Provide residential security
3. Provide security for documents
4. Provide security for equipment
5. Provide security for vehicles
6. Handle threat calls

## Task Analysis

### Task No: 1. Provide VIP security

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the VIP to provide security service</li> <li>2. Identify the type of security</li> <li>3. Obtain vehicle if it is mobile security</li> <li>4. Receive order</li> <li>5. Receive the route for security</li> <li>6. Clear the route from where the VIP passing</li> <li>7. Escort the VIP vehicle</li> <li>8. Remove the obstructing passers by</li> <li>9. Check the entry cards</li> <li>10. Ask for ID cards</li> <li>11. Check with censoring machine</li> <li>12. Clear the gate</li> <li>13. Remove the crowd</li> <li>14. Hand over the VIP to the next security person</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / route and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Provide VIP security</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>VIP security:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to VIP security</li> <li>• Identification of security type</li> <li>• Crowd clearing process</li> <li>• Checking technique</li> <li>• Escorting process</li> <li>• Importance of the security service</li> <li>• Risk of the security service</li> <li>• Information of VIPs</li> <li>• Reporting and communication technique</li> <li>• Operation of walkie/talkie</li> </ul>

## Task Analysis

### Task No: 2. Provide residential security

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the residence to provide security service</li> <li>2. Obtain time schedule</li> <li>3. Receive duty order</li> <li>4. Identify the number of people living in the house</li> <li>5. Check the gate</li> <li>6. Check side gates</li> <li>7. Check light system</li> <li>8. Check fire extinguisher</li> <li>9. Check fence</li> <li>10. Control visitors</li> <li>11. Inform the owner about visitors</li> <li>12. Check for outside animals</li> <li>13. Check alarm system</li> <li>14. Check smoke detector</li> <li>15. Check kitchen and other sensitive places</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / route and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Provide residential security</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Residential security:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to residential security</li> <li>• Identification of security type</li> <li>• Checking technique</li> <li>• Importance of the security service</li> <li>• Risk of the security service</li> <li>• Information system</li> <li>• Reporting and communication technique</li> <li>• Operation of walkie/talkie</li> </ul>

## Task Analysis

### Task No: 3. Provide security for documents

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify place to provide service</li> <li>2. Identify the type of security</li> <li>3. Obtain time schedule</li> <li>4. Receive duty order</li> <li>5. Check the room condition</li> <li>6. Check the locking system</li> <li>7. Obtain inventory book</li> <li>8. Check the documents as mentioned in the inventory book</li> <li>9. Close the room</li> <li>10. Obtain other necessary materials needed for the security of the documents</li> <li>11. Inform the supervisor if any thing found wrong</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / route and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Provide document security</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Security for documents:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to security of document</li> <li>• Identification of security type</li> <li>• Inventory system</li> <li>• Checking technique</li> <li>• Importance of the security service</li> <li>• Risk of the security service</li> <li>• Reporting and communication technique</li> <li>• Information system</li> </ul>



## Task Analysis

### Task No: 4. Provide security for equipment

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the security area</li> <li>2. Identify the type of security</li> <li>3. Obtain the list of equipments</li> <li>4. Receive duty order</li> <li>5. Receive time schedule</li> <li>6. Check the lab and workshops</li> <li>7. Check the condition of the equipment</li> <li>8. Count the equipment</li> <li>9. Remove unnecessary things from the work site</li> <li>10. Hand over the duty time to colleagues</li> <li>11. Report to the supervisor</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/organization/ route And any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Provide security for equipments</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>security for equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to security</li> <li>• Identification of security type</li> <li>• Checking technique</li> <li>• Importance of the security service</li> <li>• Risk of the security service</li> <li>• Information of equipment</li> <li>• Reporting and communication technique</li> </ul>

## Task Analysis

### Task No: 5. Provide security for vehicle

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify parking lot to provide security service</li> <li>2. Identify the type of security</li> <li>3. Obtain vehicle if it is mobile</li> <li>4. Receive duty order</li> <li>5. Receive time schedule</li> <li>6. Check the garage/ parking area</li> <li>7. Check the condition of the vehicles</li> <li>8. Count the vehicles</li> <li>9. Obtain the keys of vehicles</li> <li>10. Adjust the vehicles in a system</li> <li>11. Lock the vehicles in proper way</li> <li>12. Remove unnecessary things from the security site</li> <li>13. Hand over the duty time to colleagues</li> <li>14. Report to the supervisor</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / route and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Provide security for vehicle</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Security for vehicle:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to security of vehicles</li> <li>• Identification of security type</li> <li>• Checking technique</li> <li>• Importance of the security service</li> <li>• Risk of the security service</li> <li>• Information of vehicles</li> <li>• Reporting and communication technique</li> </ul>

## Task Analysis

### Task No: Handle threat calls

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Obtain duty list</li> <li>2. Obtain duty order</li> <li>3. Obtain security materials</li> <li>4. Obtain telephone sets</li> <li>5. Receive telephone calls</li> <li>6. Receive the call if it is threatening</li> <li>7. Identify the telephone number</li> <li>8. Note down the telephone number</li> <li>9. Listen to the caller attentively</li> <li>10. Hang on the call as long as possible</li> <li>11. Gesture the colleague to contact the police from other sets</li> <li>12. Write down the threat message exact in the caller's words</li> <li>13. Report to the supervisor the soonest possible</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p>Office/ organization / route and any set ups</p> <p><b><u>Task (What):</u></b></p> <p>Handle threat calls</p> <p><b><u>Standard (How Well):</u></b></p> <ul style="list-style-type: none"> <li>• According to established instruction.</li> </ul>	<p><b><u>Handling threat calls:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to threat call</li> <li>• Identification of telephone</li> <li>• Checking technique</li> <li>• Importance of the information of threat calls</li> <li>• Risk of the security service</li> <li>• Reporting and communication technique</li> </ul>

**Annex: I: Common module**

<b>Module: 5: Common module</b>					
<b>Description:</b> This module consists of skills and knowledge related to applied math, occupational health and safety, HIV/AIDS, first aid, communication, and small business management applicable in the related job performances.					
<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To carry out simple mathematical calculations related to the occupation</li> <li>• To be familiar with hazards related to this occupation</li> <li>• To apply preventive measures for occupational health and safety</li> <li>• To apply first aid measures</li> <li>• To apply preventive measures for HIV/AIDS</li> <li>• To communicate with others</li> <li>• To apply skills of small business management</li> </ul>					
Sub modules: <ol style="list-style-type: none"> <li>1. Applied math</li> <li>2. Occupational health and safety</li> <li>3. First aid</li> <li>4. HIV/AIDS</li> <li>5. Communication</li> <li>6. Small business management</li> </ol>					
<b>Sub module: 1: Applied math</b>					
<b>Description:</b> It consists of skills and knowledge related to mathematical calculations applicable in the related occupational performances.					
<b>Objective:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To carry out simple mathematical calculations that must be done for the effective performance in the occupational job.</li> </ul>					
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
Th.(4 hrs) + Pr.( 16hrs) = Tot.( 20 hrs)				Time( hrs )	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Carry out simple addition applicable in job situation	<u>Addition:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Simple calculations</li> <li>• Application in the occupation</li> </ul>	0.2	0.8	1
2.	Carry out simple subtraction applicable in job situation	<u>Subtraction:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Simple calculations</li> <li>• Application in the occupation</li> </ul>	0.2	0.8	1
3.	Carry out simple multiplication applicable in job situation	<u>Multiplication</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Simple calculations</li> <li>• Application in the</li> </ul>	0.2	0.8	1

		occupation			
4.	Carry out simple division applicable in job situation	<u>Division:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Simple calculations</li> <li>• Application in the occupation</li> </ul>	0.2	0.8	1
5.	Carry out measurements	<u>Measurement:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Application in the occupation</li> </ul>	0.2	0.8	1
6.	Convert units of measurement	<u>Units of measurement:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Units of measurement</li> <li>• Unit conversion</li> <li>• application</li> </ul>	0.2	0.8	1
7.	Convert units of measuring temperature	<u>Units of measuring temperature:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Units of temperature measurement</li> <li>• Unit conversion</li> <li>• application</li> </ul>	0.2	0.8	1
8.	Calculate area	<u>Area:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
9.	Calculate volume	<u>Volume:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
10	Calculate weight	<u>Weight:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
11	Calculate percentage	<u>Percentage:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
12	Calculate ratio and proportions	<u>Ratio and proportions:</u> <ul style="list-style-type: none"> <li>• Concept</li> </ul>	0.2	0.8	1

		<ul style="list-style-type: none"> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>			
13	Apply Pythagoras formula	<u>Pythagoras formula:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
14	Apply unitary method	<u>Unitary method:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
15	Calculate simple interest	<u>Simple interest:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
16	Calculate unit cost	<u>Unit cost:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
17	Calculate per unit income	<u>Per unit income:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
18	Calculate profit and loss	<u>Profit and loss:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Formula</li> <li>• Calculation</li> <li>• Application</li> </ul>	0.2	0.8	1
19	Perform billing	<u>Billing:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Calculation</li> <li>• Bill format</li> <li>• Procedure</li> <li>• Application</li> </ul>	0.2	0.8	1
20	Prepare simple balance sheet	<u>Balance sheet:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Format</li> <li>• Procedure</li> <li>• Application</li> </ul>	0.2	0.8	1
	<b>Total:</b>		<b>4</b>	<b>16</b>	<b>20</b>

<b>Sub module: 2: Occupational health and safety</b>						
	<b>Description:</b> It consists of skills and knowledge related to occupational health and safety applicable in the related occupational performances					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>To be familiar with hazards related to this occupation</li> <li>To apply preventive measures for occupational health and safety</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(2 hrs) + Pr.( 8hrs) = Tot.( 10 hrs)			Time( hrs )		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.	
<b>Be familiar with hazards related to this occupation</b>						
1.	Be familiar with accident hazards	<u>Accident hazards:</u> <ul style="list-style-type: none"> <li>Concept</li> <li>Causes</li> <li>Procedures for managing this hazard</li> </ul>	0.2	0.8	1	
2.	Be familiar with physical hazards	<u>Physical hazards:</u> <ul style="list-style-type: none"> <li>Concept</li> <li>Causes</li> <li>Procedures for managing this hazard</li> </ul>	0.2	0.8	1	
3.	Be familiar with chemical hazards	<u>Chemical hazards:</u> <ul style="list-style-type: none"> <li>Concept</li> <li>Causes</li> <li>Procedures for managing this hazard</li> </ul>	0.2	0.8	1	
4.	Be familiar with biological hazards	<u>Biological hazards:</u> <ul style="list-style-type: none"> <li>Concept</li> <li>Causes</li> <li>Procedures for managing this hazard</li> </ul>	0.2	0.8	1	
5.	Be familiar with ergonomic/psychological / organizational factors:	<u>Ergonomic /psychological / organizational factors:</u> <ul style="list-style-type: none"> <li>Concept of : <ul style="list-style-type: none"> <li>Ergonomic factors</li> <li>Psychological factors</li> <li>organizational factors</li> </ul> </li> <li>Procedures for managing hazards caused by these factors</li> </ul>	0.2	0.8	1	
Subtotal:			<b>1</b>	<b>4</b>	<b>4</b>	
<b>Apply preventive measures for occupational health and safety</b>						
1.	Wear safety wares	<u>Safety wares:</u> <ul style="list-style-type: none"> <li>Identification</li> <li>Needs</li> </ul>	0.2	0.5	0.7	

		<ul style="list-style-type: none"> <li>• Wearing procedures</li> </ul>			
2.	Inspect workplace before working	<u>Workplace inspection:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Principle and procedures</li> <li>• Records keeping</li> </ul>	0.2	0.5	0.7
3.	Inspect tools/materials/equipment before use	<u>Inspection of tools/materials/equipment:</u> <ul style="list-style-type: none"> <li>• Concept and identification</li> <li>• Principle and procedures</li> <li>• Records keeping</li> </ul>	0.1	0.5	0.6
4.	Be prevented from accident hazards	<u>Prevention of accident hazards:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Being prevented from accident hazards</li> <li>• Records keeping</li> </ul>	0.1	0.5	0.6
5.	Be prevented from physical hazards	<u>Prevention of physical hazards:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Being prevented from physical hazards</li> <li>• Records keeping</li> </ul>	0.1	0.5	0.6
6.	Be prevented from chemical hazards	<u>Prevention of chemical hazards:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Being prevented from chemical hazards</li> <li>• Records keeping</li> </ul>	0.1	0.5	0.6
7.	Be prevented from biological hazards	<u>Prevention of biological hazards:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Being prevented from biological hazards</li> <li>• Records keeping</li> </ul>	0.1	0.5	0.6
8.	Be prevented from ergonomic/psychological / organizational factors that create problems/hazards.	<u>Prevention of ergonomic/psychological / organizational factors that create problems/hazards:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Being prevented from ergonomic/psychological / organizational factors that create problems/hazards</li> <li>• Records keeping</li> </ul>	0.1	0.5	0.6
	Subtotal:		<b>1</b>	<b>4</b>	<b>5</b>
	<b>Total:</b>		<b>2</b>	<b>8</b>	<b>10</b>
<i>Sub module: 3: First aid</i>					



	<b>Description:</b> It consists of skills and knowledge related to first aid measures applicable in the related occupational performances.				
	<b>Objective:</b> After its completion the trainees will be able: • To apply first aid measures				
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th.(1 hrs) + Pr.( 4hrs) = Tot.( 5 hrs)			Time( hrs )	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Carryout simple dressings	<u>Carryout simple dressings:</u> • Concept • Needs • Procedures • Precautions • Recording	0.1 0	0.4 0	0.5
2.	Apply simple bandages	<u>Apply simple bandages:</u> • Concept • Needs • Procedures • Precautions • Recording	0.1 0	0.4 0	0.5
3.	Apply first aid for simple wounds	<u>Apply first aid for simple wounds:</u> • Concept • Needs • Procedures • Precautions • Recording	0.1 0	0.4 0	0.5
4.	Apply first aid for heat /chemical burns	<u>Apply first aid for heat /chemical burns:</u> • Concept • Needs • Procedures • Precautions • Recording	0.1 0	0.4 0	0.5
5.	Apply first aid for injuries/cuts	<u>Apply first aid for injuries/cuts:</u> • Concept • Needs • Procedures • Precautions • Recording	0.1 0	0.4 0	0.5
6.	Apply first aid for fracture	<u>Apply first aid for fracture:</u> • Concept • Needs	0.1 0	0.4 0	0.5

		<ul style="list-style-type: none"> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>			
7.	Apply first aid for simple bleeding	<u>Apply first aid for simple bleeding:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	0.1 0	0.4 0	0.5
8.	Apply first aid for insect bites	<u>Apply first aid for insect bites:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	0.0 5	0.2 0	0.2 5
9.	Apply first aid for animal bites	<u>Apply first aid for animal bites:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	0.0 5	0.2 0	0.2 5
10	Apply first aid for frost bite	<u>Apply first aid for frost bite :</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	0.0 5	0.2 0	0.2 5
11	Apply first aid for simple poisoning	<u>Apply first aid for simple poisoning:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	0.0 5	0.2 0	0.2 5
12	Apply first aid for electrical shock	<u>Apply first aid for electrical shock:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	0.0 5	0.2 0	0.2 5
13	Apply first aid for choking/	<u>Apply first aid for choking/</u>	0.0	0.2	0.2

	drowning	<u>drowning:</u> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Needs</li> <li>• Procedures</li> <li>• Precautions</li> <li>• Recording</li> </ul>	5	0	5
	<b>Total:</b>		<b>1</b>	<b>4</b>	<b>5</b>
<b>Sub module: 4: HIV/AIDS</b>					
	<b>Description:</b> It consists of skills and knowledge related to safety measures to be followed for the prevention of HIV/AIDS including its management.				
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To state the concept of HIV/AIDS</li> <li>• To apply safety measures for prevention of HIV/AIDS</li> </ul>				
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th.(1 hrs) + Pr.( 4hrs) = Tot.( 5 hrs)		Time( hrs )		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
<b>1.</b>	<b>State the concept of HIV/AIDS</b> 1. Define HIV 2. Enlist modes of transmission of HIV 3. Enlist signs and symptoms of HIV infected person 4. Enlist stages of HIV 5. Define AIDS 6. Enlist signs and symptoms of AIDS 7. Enlist current status of global HIV/AIDS 8. Enlist difference between HIV/AIDS	<b>State the concept of HIV/AIDS:</b> <u>HIV:</u> <ul style="list-style-type: none"> <li>• Definition of HIV:</li> <li>• Modes of transmission of HIV</li> <li>• Signs and symptoms of HIV infected person</li> <li>• Stages of HIV</li> </ul> <u>AIDS:</u> <ul style="list-style-type: none"> <li>• Definition of AIDS</li> <li>• Signs and symptoms of AIDS</li> <li>• Current status of global HIV/AIDS</li> <li>• Difference between HIV and AIDS</li> </ul>	0.5	2	2.5
<b>2.</b>	<b>Apply safety measures for prevention of HIV/AIDS:</b> 1. Keep touch with single partner for sexual intercourse 2. Ensure safe intercourse 3. Use condom carefully and consistently during each act of sexual intercourse	<b>Apply safety measures for prevention of HIV/AIDS:</b> <ul style="list-style-type: none"> <li>• Keeping touch with single partner for sexual intercourse</li> <li>• Ensuring safe intercourse</li> <li>• Using condom carefully and consistently during each act of sexual</li> </ul>	0.5	2	2.5

	<p>of other than single sex partner</p> <p>4. Keep away from sharing syringes, needles and other skin piercing instrument with HIV infected people</p> <p>5. Keep away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood</p> <p>6. Keep away from handling clothes or cloths that are visibly contaminated with blood</p> <p>7. Follow positive health behavior</p> <p>8. Get blood be tested to ensure HIV negative/positive</p>	<p>intercourse incase of other than single sex partner</p> <ul style="list-style-type: none"> <li>• Keeping away from sharing syringes, needles and other skin piercing instrument with HIV infected people</li> <li>• Keeping away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood</li> <li>• Keeping away from handling clothes or cloths that are visibly contaminated with blood</li> <li>• Positive health behavior</li> <li>• Getting blood be tested to ensure HIV negative/positive</li> </ul>			
	<b>Total:</b>		1	4	5
<b>Sub module: 5 : Communication</b>					
<b>Description:</b> It consists of the skills and knowledge related to communication in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.					
<b>Objectives:</b> After its completion the trainees will be able:					
	<ul style="list-style-type: none"> <li>• To handle telephone calls</li> <li>• To handle fax</li> <li>• To handle mail</li> <li>• To write letters</li> <li>• To write memos / tips / notes / notice</li> <li>• To perform internal communication</li> <li>• To perform external communication</li> <li>• To perform oral communication</li> <li>• To perform written communication</li> </ul>	<ul style="list-style-type: none"> <li>• To communicate with donors To communicate with financial institutes</li> <li>• To link with media</li> <li>• To disseminate information</li> <li>• Write job application</li> <li>• Prepare Resume.</li> <li>• Communicate with senior.</li> <li>• Communicate with juniors.</li> <li>• Deal with customers</li> <li>• Request / purchase tool, supplies, materials and equipment.</li> <li>• Fill up leave requisition form.</li> </ul>			
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
			Th.(2 hrs) + Pr.( 8hrs) = Tot.( 10 hrs)		
			Time( hrs )		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Handle telephone calls	<u>Handling telephone calls:</u>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Operating principles and procedures</li> <li>• Care and maintenance</li> <li>• Safety precautions to be taken</li> <li>• Keeping activity records</li> </ul>			
2.	Handle fax	<u>Handling fax:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Operating principles and procedures</li> <li>• Care and maintenance</li> <li>• Safety precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
3.	Handle mail	<u>Handling mail:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Operating principles and procedures</li> <li>• Care and maintenance</li> <li>• Safety precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
4.	Write letters	<u>Writing letters:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Types of letter</li> <li>• Component parts of each type of letter</li> <li>• Format of each type of letter</li> <li>• Writing letters</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
5.	Write memos / tips / notes / notice	<u>Writing memos / tips / notes / notice :</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts of memos / tips / notes / notice</li> <li>• Format of memos / tips / notes / notice</li> </ul>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>• Writing memos / tips / notes / notice</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>			
<b>6.</b>	Prepare simple report	<u>Preparing simple report:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts of a report</li> <li>• Format of a report</li> <li>• Writing a report</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>7.</b>	Prepare simple proposal	<u>Preparing simple proposal:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts of a proposal</li> <li>• Format of a proposal</li> <li>• Writing a proposal</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>8.</b>	Perform internal/ external communication	<u>Performing internal/ external communication:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Performing internal/ external communication</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>9.</b>	Perform horizontal/vertical communication	<u>Performing horizontal/vertical communication:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Performing horizontal/vertical communication</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>10.</b>	Perform oral/ written communication	<u>Performing oral/ written communication:</u>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Performing oral/ written communication</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>			
<b>11.</b>	Communicate with financial institutes	<u>Communicating with financial institutes:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Communicating with financial institutes</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>12.</b>	Link with media	<u>Linking with media:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Linking with media</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>13.</b>	Disseminate information	<u>Disseminating information:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Disseminating information</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>14.</b>	Write job application	<u>Writing job application:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts of job application</li> <li>• Format of job application</li> <li>• Writing job applications</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>15.</b>	Prepare resume	<u>Preparing resume:</u> <ul style="list-style-type: none"> <li>• Concept, need, and</li> </ul>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>importance</li> <li>• Component parts of a resume</li> <li>• Format of a resume</li> <li>• Writing resume</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>			
<b>16.</b>	Communicate with senior.	<u>Communicating with senior:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Communicating with senior</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>17.</b>	Communicate with juniors.	<u>Communicating with juniors:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>18.</b>	Deal with customers/stake holders	<u>Dealing with customers/stake holders:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Communicating with juniors</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>19.</b>	Request / purchase tool, supplies, materials and equipment.	<u>Requesting / purchasing tool, supplies, materials and equipment:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Requesting / purchasing tool, supplies, materials and equipment</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5



20.	Fill up leave requisition form	<u>Filling up leave requisition form:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles, procedures, and application</li> <li>• Filling up leave requisition form</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
		<b>Total:</b>	<b>2</b>	<b>8</b>	<b>10</b>
<b>Sub module: 6 : Small enterprise development</b>					
	<b>Description:</b> It consists of the skills and knowledge related to small enterprise development in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.				
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To be familiar with entrepreneurship development</li> <li>• To prepare a business plan</li> </ul>				
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th.(4 hrs) + Pr.( 16 hrs) = Tot.( 20 hrs)			Time( hrs )	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
	<b><u>Entrepreneurship development:</u></b>	<b><u>Entrepreneurship development:</u></b>			
1.	Be familiar with business / entrepreneurship	<u>Business / entrepreneurship:</u> <ul style="list-style-type: none"> <li>• Concept, definitions, need, and importance</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
2.	Develop qualities of a successful entrepreneur	<u>Qualities of a successful entrepreneur:</u> <ul style="list-style-type: none"> <li>• Concept and needs</li> <li>• Qualities of a successful entrepreneur</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
3.	Follow professional ethics	<u>Professional ethics:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Professional ethics</li> <li>• Interpretation</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>	0.1	0.4	0.5
4.	Analyze prevailing rules / regulations/ laws /acts related to the profession	<u>Prevailing rules / regulations/ laws /acts related to the profession:</u>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Prevailing rules / regulations/ laws /acts related to the profession</li> <li>• Interpretation</li> <li>• Precautions to be taken</li> <li>• Keeping activity records</li> </ul>			
5.	Develop skills of good governance	<u>Good governance:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles and procedures of good governance</li> <li>• Precautions to be taken</li> <li>• Keeping activity re</li> </ul>	0.1	0.4	0.5
6.	Be familiar with entrepreneurship development/ factors affecting the growth of entrepreneurship	<u>Entrepreneurship development/ factors affecting the growth of entrepreneurship:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Entrepreneurship development</li> <li>• Factors affecting the growth of entrepreneurship</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.1	0.4	0.5
7.	Develop an entrepreneurship competency development [ECD] program	<u>Entrepreneurship competency development [ECD] program:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Entrepreneurship competency development [ECD]</li> <li>• ECD program development</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.1	0.4	0.5
8.	Be familiar with identification / selection/appraising/gaining instructional a support of a project <ul style="list-style-type: none"> <li>• Be familiar with identification of a project</li> <li>• Be familiar with selection of a project</li> </ul>	<u>Identification / selection/appraising/gaining instructional a support of a project:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Identification of a project</li> <li>• Selection of a project</li> </ul>	0.1	0.4	0.5

	<ul style="list-style-type: none"> <li>• Be familiar with appraising of a project</li> <li>• Be familiar with gaining instructional a support of a project</li> </ul>	<ul style="list-style-type: none"> <li>• Appraising of a project</li> <li>• Gaining instructional a support of a project</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>			
9.	Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business	<u>Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business:</u> <ul style="list-style-type: none"> <li>• Preparation of a comprehensive business plan for starting a business</li> <li>• Preparation of a comprehensive business plan for acquiring a business</li> <li>• Preparation of a comprehensive business plan for running a business</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.1	0.4	0.5
10.	Be familiar with marketing of products	<u>Be familiar with marketing of products:</u> <ul style="list-style-type: none"> <li>• concept of product, price, place, promotion</li> <li>• marketing of products</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.1	0.4	0.5
		Subtotal:	<b>1</b>	<b>4</b>	<b>5</b>
	<b><u>Business plan:</u></b>	<b><u>Business plan:</u></b>			
11.	Collect related information / data	<u>Collecting related information / data:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance of data and information</li> <li>• Difference between data and information</li> <li>• Principles and procedures for collecting related information / data</li> <li>• Collecting related information / data</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.4	1.6	2

12.	Prepare production plan	<u>Preparing production plan:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts</li> <li>• Format</li> <li>• Principles and procedures</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.4	1.6	2
13.	Prepare cost plan	<u>Preparing cost plan:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts</li> <li>• Format</li> <li>• Principles and procedures</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.4	1.6	2
14.	Prepare financial plan	<u>Preparing financial plan:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts</li> <li>• Format</li> <li>• Principles and procedures</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.4	1.6	2
15.	Prepare marketing plan	<u>Preparing marketing plan:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts</li> <li>• Format</li> <li>• Principles and procedures</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.4	1.6	2
16.	Prepare a business plan	<u>Preparing a business plan:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Component parts</li> <li>• Format</li> <li>• Principles and procedures</li> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>	0.6	2.4	3
17.	Appraise business plan	<u>Appraising business plan:</u> <ul style="list-style-type: none"> <li>• Concept, need, and importance</li> <li>• Principles and procedures</li> </ul>	0.4	1.6	2

		<ul style="list-style-type: none"> <li>• Precautions to be taken</li> <li>• Keeping records</li> </ul>			
		Subtotal:	3	12	15
		Total:	4	16	20
		<b>Common module total:</b>	<b>14</b>	<b>56</b>	<b>70</b>

## **OJT for Security Guard (160 hours)**

### **Overview of OJT**

On the Job Training is an individual training approach designed to train the learner to perform certain task while working in the job. It makes the working environment as the training facility. Training is relevant as the learner is being trained in a real work setting. The aim of the Job Training (OJT) is to provide the learner the maximum experience & exposure of "The World of Work".

*In one occupational set up, it is not possible to expose the trainees for all required competencies that they have to master to perform their future job. Moreover, trainers and institution management should take precaution while planning for the OJT placement. Therefore, it is suggested to plan the OJT placement on rotating modality so that the trainees will have enough opportunity to practice the skills enlisted for OJT exposure.*

### **Objectives**

1. To practice/ apply the skills/ knowledge developed by the trainees through institutional training in the real world of the related occupation
2. To practice the skills gained through institutional training that the trainees have not got enough opportunity to practice and apply them due to the institutional constraints and or limitation
3. To gain world of work experiences
4. To acquire skills and knowledge developed in the related field of occupation
5. To make trainees familiar with the future occupation/ job they are going to hold
6. To provide trainees with supporting skills and knowledge necessary for the related occupation
7. To make trainees familiar with the day to day administrative / management activities applicable in their related occupation.

**Duration:** One month (160 hours)

### **OJT placement**

The related training institute needs to perform the followings for OJT placement of the trainees.

Make list of the employer agencies:

1. Make list of the Employer agencies:
  - (a) Offices
  - (b) Banks
  - (c) Industries/factories
  - (d) VIP's residence
  - (e) Others
2. Select the employer agencies
  - a) Obtain the curriculum
  - b) Match the skills specified in the curriculum with the occupational activities
  - c) Select the employing agency for OJT which: -
    - Is well equipped and can provide maximum opportunity to practice /develop / apply the skills and knowledge included in the curriculum

- Can provide recently developed knowledge / skills in the related occupation
  - Has the possibility to offer job for the trainees having satisfactory job performance after the completion of OJT.
  - Can offer facilities to the trainees during OJT.
3. Contact employing agency for OJT
  4. Make agreement with employing agency regarding OJT.
  5. Orient the employer regarding supervision & evaluation of the trainees on OJT.
  6. Assign the trainees who have passed institutional training to the selected employing agencies
  7. Orient the trainees for OJT (Objectives, curriculum, activities in which they have to be involved, recording, supervision & evaluation etc.)
  8. Send Trainees with official letter for OJT.
  9. Manage / provide salary (at least to cover the living cost) to the trainees.
  10. Have initial supervision to help socialize and guide the trainees sent for the OJT.
  11. Have periodic supervision and evaluation of the trainees at least three times during the period of OJT.
  12. Collect feedback as inputs for the revision of the curriculum for future.
  13. Keep records.

### **Orientation to the Trainees for OJT**

The trainees who are placed on OJT are to be oriented by the related institute about the followings:

1. OJT Activities
2. OJT Evaluation
3. OJT curriculum

### **Suggestion for Trainees for OJT**

1. Receive orientation for OJT provided / delivered by the related Training institute
2. Obtain curriculum
3. Obtain official letter for Joining OJT
4. Contact the assigned organization
5. Maintain attendance
6. Manage Accommodation
7. Obtain Job description
8. Visit / observe the activities related
9. Study critically the related units of industry
10. Obtain curriculum
11. Match the tasks specified in the curriculum with the actual tasks / activities being carried in the industry.
12. Make lists of tasks:
  - (a) You need to practice for confidence building
  - (b) You need to practice the skills that are not covered in the institutional Training

- (c) You need to practice the skills that are not included in the curriculum but need to perform in the real world of the occupation for successful OJT performance.
  - (d) Recently developed skills through research applicable to your level of job after OJT.
13. Finalize the Task list consulting with:
    - (a) Your supervisor &
    - (b) Instructor
  14. Practice / perform / develop as many related skills as possible related to your level of job.
  15. Perform related administrative functions.
  16. Perform / develop skills on cue the duties and tasks specified in the job description provided by the employer during OJT.
  17. Get help form the senior (s) / supervisor (s) to perform the tasks \develop skills as maximum as possible.
  18. Develop daily diary / Log book
  19. Fill the daily diary / Log book
  20. Get signed by your supervisor regularly
  21. Seek & follow suggestion from seniors
  22. Show excellent job performance to influence your senior (s) / supervisor so that they could will recommend to the employer to offer you the job after OJT.
  23. Develop professionalism.

### **OJT Evaluation**

The OJT will be evaluated by:

- a. Related supervisor of organization
- b. Related instructor/supervisor of the training institute
- c. CTEVT (representative or assigned expert if needed)

The marks distribution for the OJT evaluation of the trainees will be as follows:

S.N.	Evaluators	Marks Distribution	
		Full Marks	Percentage
1.	Related Supervisor of the industries / Organization	<b>100</b>	<b>50%</b>
2.	Related supervisor / instructor of the training institute	<b>50</b>	<b>25%</b>
3.	CTEVT representative or assigned expert	<b>50</b>	<b>25%</b>
Total		<b>200</b>	<b>100%</b>



## **List of tools, equipment and materials**

- Uniforms
- Boots
- Stick
- Knives
- Baton
- Telephone sets
- Radio sets
- Ropes
- Weapons
- Logistic supports
- Vehicles
- First aid box
- Emergency lights
- Alarms
- Scissors
- Watch/ clock
- Metal detector
- Smoke detector
- Chemicals
- Fire extinguisher
- Oil
- Generator
- Lights
- Tabs
- Rescue materials
- Log books
- Visitor book