Model Curriculum

QP Name: Security Guard

QP Code: MEP/Q7101

QP Version: 6.0

NSQF Level: 3

Model Curriculum Version: 6.0

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Training Parameters

Sector	Management
Sub-Sector	Security
Occupation	Private Security
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5414.0501
Minimum Educational Qualification and Experience	10th Grade Pass; OR Previous relevant qualification of NSQF Level 2.5 with 1.5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces ; OR Previous relevant qualification of NSQF Level 2 with 3 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces

Standard of physical fitness for security guards as per Private Security Agencies Regulation Act (PSARA), 2005:
(1) No person shall be employed or engaged as a guard unless he fulfils the following physical standards:-
(a) height: 160 cm for male and 150 cm. for females; Provided that a person belonging to the Gorkhas, or Nepalies or Sikkimese or Scheduled Caste or Scheduled Tribe is eligible for relaxation of height by 5 cm.
(b) weight: according to stand table of height and weight;
(c) chest: measurements 80 cm with an expansion of 4 cm (for females no minimum requirement for chest measurement);
(d) eye sight: distant vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness, shall be able to identify and distinguish colour display in security equipment; shall be able to read and understand display in English alphabets and Roman Numerals;
(e) hearing: free from defect; shall be able to hear and respond to the spoken voice and the alarms generated by security equipment
(f) free from knock knee and flat foot, able to run one kilo meter in 6 minutes for the age group between 18 to 30 years, 8 minutes for the age group between 31 to 40 years and should be able to walk one mile in 15 minutes for the age group between 41 to 50 years and in 17 minutes for the age group 51 and above;
(g) shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties;
(h) shall not be suffering form any physical handicap or deformity, which hamper in good performance of duties as security guard;
(i) the candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need; and
(2) The agency shall ensure that every guard working under its control undergoes a medical examination from a Government or recognized hospital once in a year for ensuring the physical standard prescribed in sub-rule(1) of this rule. |
| Minimum Level of Education for Training in School | Class 10 |
| Pre-Requisite License or Training | Training for subjects stipulated in Private Security Agencies (Regulation) Act - 2005 and applicable technical skills. |

Minimum Job Entry Age	18 Years
Last Reviewed On	08/05/2025
Next Review Date	08/05/2028
NSQC Approval Date	08/05/2025
QP Version	6
Model Curriculum Creation Date	08/05/2025
Model Curriculum Valid Up to Date	08/05/2028
Model Curriculum Version	6
Minimum Duration of the Course	270 hours
Maximum Duration of the Course	330 hours

Program Overview

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Carry out security tasks in accordance with basic security practices.
- Describe legal requirements covering the unarmed security practices.
- Explain aspects of private guarding service to people, property, premises and businesses.
- Describe gender mainstreaming and inclusivity practices.
- Explain ways to conserve material and energy.
- Discuss domain-specific security tasks in commercial and industrial deployments.
- Explain mechanisms for controlling access to guarded premises.
- Demonstrate carrying out screening and search operations.
- Demonstrate traffic controlling and parking management.
- Elucidate security escort duties.
- Explain health and safety hazards, its prevention and management.
- Apply principles of professional practice.
- Prepare professional development plan.
- Use modern technologies as security guard

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
MEP/N7101 **Perform security tasks in accordance with basic security practices** **NOS Version No. 5** **NSQF Level 3**	**20:00**	**30:00**	**10:00**	**00:00**	**60:00**
Module 1: Introduction to the job role of a Security Guard	04:00	0:00	00:00	00:00	04:00
Module 2: Perform security tasks in accordance with basic security practices	16:00	30:00	10:00	00:00	56:00
Security practices and tasks	16:00	10:00			
Physical training	0:00	05:00			
Drill	0:00	05:00			
Unarmed combat	0:00	10:00			
MEP/N7103	**10:00**	**10:00**	**10:00**	**00:00**	**30:00**

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
Provide guarding services to people, property and premises **NOS Version No. 5** **NSQF Level 3**					
Module 3: Provide guarding services to people, property and premises	10:00	10:00	10:00	00:00	30:00
MEP/N7104 **Control access to the assigned premise** **NOS Version No. 4** **NSQF Level 3**	**10:00**	**10:00**	**10:00**	**00:00**	**30:00**
Module 4: Control access to the assigned premise	10:00	10:00	10:00	00:00	30:00
MEP/N7105 **Carry screening and search activities to maintain security** **Version No.4** **NSQF Level 3**	**10:00**	**10:00**	**10:00**	**00:00**	**30:00**
Module 5: Carry screening and search activities to maintain security	10:00	10:00	10:00	00:00	30:00
MEP/N7106 **Control parking in designated areas** **Version No.4** **NSQF Level 3**	**10:00**	**10:00**	**10:00**	**00:00**	**30:00**
Module 6: Control parking in designated areas	10:00	10:00	10:00	00:00	30:00
MEP/N9903 **Apply health and safety practices at the workplace** **NOS Version No.7** **NSQF Level 3**	**05:00**	**10:00**	**00:00**	**00:00**	**15:00**
Module 7: Workplace safety, rescue and first aid	05:00	10:00	00:00	00:00	15:00
MEP/N9912 **Apply principles of professional practice at the workplace**	**05:00**	**10:00**	**00:00**	**00:00**	**15:00**

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
NOS Version No.5 **NSQF Level 3**					
Module 8: Principles of professional practice	05:00	10:00	00:00	00:00	15:00
DGT/VSQ/N0101: Employability Skills (30 Hours)	**12:00**	**18:00**	**00:00**	**00:00**	**30:00**
Module 9: Introduction to Employability Skills	00:30	00:30	00:00	00:00	01:00
Module 10: Constitutional values – Citizenship	00:30	00:30	00:00	00:00	01:00
Module 11: Becoming a Professional in the 21st Century	00:30	00:30	00:00	00:00	01:00
Module 12: Basic English Skills	01:00	01:00	00:00	00:00	02:00
Module 13: Communication Skills	01:30	02:30	00:00	00:00	04:00
Module 14: Diversity & Inclusion	00:30	00:30	00:00	00:00	01:00
Module 15: Financial and Legal Literacy	01:30	02:30	00:00	00:00	04:00
Module 16: Essential Digital Skills	01:00	02:00	00:00	00:00	03:00
Module 17: Entrepreneurship	02:30	04:30	00:00	00:00	07:00
Module 18: Customer Service	01:30	02:30	00:00	00:00	04:00
Module 19: Getting ready for apprenticeship & Jobs	01:00	01:00	00:00	00:00	02:00
Total Duration	**82:00**	**108:00**	**00:00**	**00:00**	**240:00**
Module 23: OJT Mandatory – Security Guard	**00:00**	**00:00**	**50:00**	**00:00**	

Elective Modules

Elective 1: Security Guard - Unarmed

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
MEP/N7107 **Provide security escort** **Version No.4** **NSQF Level 3**	**10:00**	**10:00**	**10:00**	**00:00**	**30:00**
Module 20: Provide security escort	10:00	10:00	10:00	00:00	30:00
	10:00	**10:00**	**10:00**	**00:00**	**30:00**

Elective 2: Security Guard – Armed (Freshers)

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
MEP/N7113 **Observe safety while handling firearms** **Version No.5** **NSQF Level 3**	**10:00**	**10:00**	**10:00**	**00:00**	**30:00**
Module 21: Observe safety while handling firearms	10:00	10:00	10:00	00:00	30:00
	10:00	**10:00**	**10:00**	**00:00**	**30:00**

Optional Modules

Option 1: Application of computers

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
MEP/N0202 **Application of computers** **Version No.4** **NSQF Level 3**	**20:00**	**30:00**	**10:00**	**00:00**	**60:00**
Module 22: Application of computers	20:00	30:00	10:00	00:00	60:00
	20:00	**30:00**	**10:00**	**00:00**	**60:00**

Module Details

Module 1: Introduction to the job role of a Security Guard
Mapped to MEP/N7101, V 5.0

Terminal Outcomes:

- Explain the role and responsibilities of Security Guard
- Discuss the scope of the sector, sub-sector and the available employment opportunities.

Duration: *04:00 hours*	Duration: *00:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the role and competencies required to be a Security Guard. • Discuss common organisational structures, hierarchy and reporting relationships. • Explain employment opportunities and job progression.	
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements:	
NA	

Module 2: Perform security tasks in accordance with basic security practices
Mapped to MEP/N7101, V 5.0

Terminal Outcome:
- Explain guarding duties in private security.
- Describe responding to risks, threats and security breaches.
- Carry out physical training, drill and unarmed combat.
- Discuss regulatory and legal requirements.

Duration: *16:00*		Duration: *30:00*
Security practices and tasks:	*16:00*	*10:00*
Physical Training:	*00:00*	*05:00*
Drill:	*00:00*	*05:00*
Unarmed Combat:	*00:00*	*10:00*
Theory – Key Learning Outcomes		**Practical – Key Learning Outcomes**
- Discuss the laws and regulations related to private security services such as Private Security Agencies (Regulation) Act, 2005, Private Security Agencies Central Model Rules, 2020, State government laws. - Describe private security sector and guarding duties. - Describe security organisations and their functions. - Explain possible risks and threats and ways to respond to them. - Describe badge of rank of police and military personnel. - Describe various arms used by police and perpetrators. - Explain ways to identify improvised explosive devices. - Explain domain-specific security tasks in commercial and industrial deployments. - Discuss regulatory and legal requirements. - Differentiate between legal and illegal activities. - Explain right to private defence, important body and property offences and cognisable and non-cognisable offences. - Explain internal police investigation, summons and warrants.		- Demonstrate different physical fitness activities. - Carry out drill as per the drill chart. - Demonstrate unarmed combat techniques. - Dramatize responding to risks and threats. - Examine the given explosive device and identify areas where improvisation was done by miscreants. - Demonstrate how to give in court. - Prepare a first information report for lodgsing complaint.
Classroom Aids:		
Computer, printer, projector, white board/ flip chart, marker and duster,		
Tools, Equipment and Other Requirements		
PT field, running track, vertical rope, beam, 9" ditch, balance, mat, Drill ground, full length mirror, drill charts, lathi, baton, other weapons, dummy explosive device		

Module 3: Provide guarding and premises services to people, property
Mapped to MEP/N7103, v5

Terminal Outcomes:

- Describe guarding services to people, property and premises.
- Demonstrate searching assigned premises to identify security issues.

Duration: *10:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe categories of people who need guarding and type of guarding required. - Explain movable and immovable property and other assets that need guarding. - Describe risk and threats to life, property and premises and possible security breaches. - Explain process of search operation in designated premises. - Describe guarding and observation tasks and process. - Discuss types of patrolling and associated activities. - Discuss security registers, incident reports and reporting protocols. - Explain material and energy conservation practices. - Describe detention of suspect, protection of evidence and prevention of evidence tampering. - Discuss the need of ensuring inclusivity and equality while dealing with people irrespective of gender, culture, and religion. - Explain ways of ensuring person's right to dignity and privacy.	- Demonstrate guarding of entry and exit points. - Clearly deliver and receive briefings and instructions. - Properly operate security equipment for surveillance and screening. - Use walkie talkie to ask supervisor on action to be taken for a security issue you noticed during search of premises (Focus on clear and specific communication). - Demonstrate stress busting exercises that you can do on duty. - Dramatize managing verbal conflict with customers or miscreants amicably/calm and composed manner. - Demonstrate smooth movement of persons with disability.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster,	
Tools, Equipment and Other Requirements:	
Personal protective equipment – helmet, goggles, gloves, ERP jacket, boots, knee cap, carabiner, torch, rope, ladder; Forms for recording incidents; screening and surveillance equipment, walkie-talkie; Fire extinguishers; relevant fire safety equipment	

Module 4: Control access to the assigned premise
Mapped to MEP/N7104, v4.0

Terminal Outcomes:

- Discuss ways to control entry and exit from premises.
- Demonstrate use of access control equipment.
- Describe process for receiving mail and courier after office hours.

Duration: *10:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe organisational procedure for access control. - Identify and explain procedures for screening various types of visitors, vehicles, and materials entering the premises - Explain the process for verifying identity documents and maintaining visitor records using digital or cloud-based tools. - Explain the process of verifying identities using biometric systems integrated with IoT-enabled devices at access points. - Describe various records that has to be maintained relevant to security operations - Explain common tactics used by intruders to gain unauthorized access to premises Explain procedures for receiving and screening mail and courier packages, including protocols for handling suspicious items.	- Demonstrate how to issue permits and passes for the entry of persons, vehicles and materials. - Demonstrate how to direct visitors to the waiting area. - Demonstrate effective handling of access control situations and incidents Operate security equipment effectively and accurately interpret alarm signals. - Demonstrate verifying visitor identity and issuing passes using digital systems.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster.	
Tools, Equipment and Other Requirements:	
Access control equipment– Gate, barrier, notices and placards, sample of ID cards, visitor/ vehicle/ material forms and passes	

Module 5: Carry screening and search activities to maintain security
Mapped to MEP/N7105, V 4.0

Terminal Outcome:

- Elaborate screening and search activities.
- Demonstrate screening of people.

Duration: *10:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain various tasks and activities at the location of screening people. • Explain searching persons using equipment and manually. • Describe vehicle search and screening duties. • Discuss persons and vehicles exempted from screening. • Describe how to identify suspicious objects in vehicles and operating procedures for handling them. • Explain the process of identifying and isolating suspicious baggage/items and escalating issues as per protocols. • Explain the importance of CCTV monitoring in maintaining security and safety within designated premises. • Describe the process of identifying suspicious activities or unauthorized access through CCTV footage. • Discuss the procedure for reporting observed incidents using organizational reporting formats.	• Demonstrate management of people at the screening site. • Demonstrate using various screening equipment. • Demonstrate physical search of vehicle. • Demonstrate baggage screening using HHMDs, IoT-enabled devices and manual inspection techniques. • Demonstrate monitoring CCTV footage to identify potential threats or safety hazards. • Simulate the process of reporting observed incidents to supervisors using a sample reporting format. • Practice maintaining a log of CCTV-monitored activities as per organizational protocols.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, ,	
Tools, Equipment and Other Requirements:	
Screening & search equipment – hand-held metal detector, doorframe metal detector, under chassis inspection mirror, torch, chart of prohibited items	

Module 6: Control parking in designated areas
Mapped to MEP/N7106, V 3.0

Terminal Outcome:

- Explain activities required for managing parking.
- Describe identification of irregularities and hazards in the parking area.
- Demonstrate control of parking in designated area.

Duration: *10:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss importance of activities like familiarising with layout, capacity, traffic, lighting and other infrastructure and conditions in parking area • Describe different types of parking areas and their entry and exit routes. • Explain checking of conditions at the parking area and preparing for anticipated consequences. • Explain signages and fixtures in the parking area. • Discuss irregularities and hazards in the parking area and ways to resolve them. • Describe procedures to follow on spotting irregularities and hazards. • Discuss formalities to be followed for different vehicles and their occupants.	• Demonstrating directing and assisting drivers in parking vehicles. • Demonstrate use of protective gear and security, safety and communication equipment necessary for operations. • Demonstrate instructing drivers on exiting the parking area after parking. • Maintain registers and enter required information.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster.	
Tools, Equipment and Other Requirements:	
Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and communication. Chart on traffic signals and symbols.	

Module 7: Workplace safety, rescue and first aid
Mapped to MEP/N9903, V7.0

Terminal Outcome:

- Describe the application of health and safety practices at the workplace.

Duration: *05:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe personal hygiene practices. • List first aid box items and their use. • Identify safety signs. • List the situation that may lead to accidents at the workplace and ways to prevent them. • Describe the steps of emergency procedures during accidents/fire or other hazards situations. • Classify the various fire extinguishers for different types of fires. • Describe the importance of IoT-enabled fire safety systems in modern premises • Explain the process of identifying fire hazards, including faulty IoT-enabled safety equipment like alarms.	• Demonstrate personal hygiene practices to be followed at workplace. • Demonstrate appropriate first aid in different situations. • Practice emergency evacuation drills. • Demonstrate the use of fire extinguishers. • Demonstrate a mock patrol to identify safety hazards and irregular activities. • Simulate a fire emergency response by activating alarms and assisting in evacuation. • Simulate an emergency evacuation, including the use of fire extinguishers and alarms.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster,	
Tools, Equipment and Other Requirements	
Personal protective equipment (such as mask and helmet) Fire extinguishers (Class A, B, C, D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)	

Module 8: Principles of Professional Practice
Mapped to MEP/N9912, V.5.

Terminal Outcomes:
- Apply principles of professional practice like professional image, professional competence, discipline, ethics and work effectiveness.
- Develop personal and professional development competencies.
- Distinguish between unethical conduct, inappropriate behaviour and conflict of interest.

Duration: *05:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the importance of having a professional appearance at workplace. - Differentiate between appropriate and inappropriate business attire. - Discuss personal and professional goals. - Describe the importance of continuous learning and developing professional development plan. - Describe the policies related to non-discrimination and rights of the clients. - Distinguish between unethical conduct, inappropriate behaviour and harassment in a workplace. - Describe situations that may lead to conflict of interest. - Discuss ways to avoid and resolve conflicts.	- Develop a personal action plan to improve professional appearance. - Demonstrate aspects of professional behaviour in different situations. - Prepare a plan to work on personal and professional goals and development. - Prepare strategies for handling unethical conduct, inappropriate behaviour and harassment in a workplace.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster,	
Tools, Equipment and Other Requirements	

Module 9: Introduction to Employability Skills
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: *00:30*	Duration: *00:30*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the importance of Employability Skills in meeting the job requirements	• Demonstrate Employability Skills
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 10: Constitutional values - Citizenship
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

Duration: *00:30 hours*	Duration*: 00:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen	• Show how to practice different environmentally sustainable practices.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 11: Becoming a Professional in the 21st Century
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

Duration: *00:30 hours*	Duration: *00:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss 21st century skills	• Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 12: Basic English Skills
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic English speaking.

Duration: *01:00 hours*	Duration*: 01:00 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss need of basic English skills	• Use appropriate basic English sentences/phrases while speaking
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 13: Communication Skills
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic communication skills

Duration: *01:30 hours*	Duration*: 02:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss need of communication skills • Describe importance of team work	• Demonstrate how to communicate in a well -mannered way with others. • Demonstrate working with others in a team
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 14: Diversity & Inclusion
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Describe PwD and gender sensitization

Duration: *00:30 hours*	Duration*: 00:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the significance of reporting sexual harassment issues in time	• Show how to conduct oneself appropriately with all genders and PwD
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 15: Financial and Legal Literacy
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of managing expenses, income, and savings.

Duration: *01:30 hours*	**Duration**: *02:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the significance of using financial products and services safely and securely - Explain the importance of managing expenses, income, and savings - Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws	- Demonstrate ways of managing expenses, income, and savings
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 16: Essential Digital Skills
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

Duration: *01:00 hours*	**Duration***: 02:00 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely	• Show how to operate digital devices and use the associated applications and features, safely and securely
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 17: Entrepreneurship
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Describe opportunities as an entrepreneur

Duration: *02:30 hours*	Duration*: 04:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges	• Demonstrate ways for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 18: Customer Service
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of maintaining customer

Duration: *01:30 hours*	Duration*: 02:30 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Differentiate between types of customers • Explain the significance of identifying customer needs and addressing them • Discuss the significance of maintaining hygiene and dressing appropriately	• Show how to maintain hygiene and dressing appropriately
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 19: Getting ready for Apprenticeship & jobs
Mapped to: DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: *01:00 hours*	**Duration***: 01:00 hours*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the significance of dressing up neatly and maintaining hygiene for an interview • Discuss how to search and register for apprenticeship opportunities	• Create a biodata • Use various sources to search and apply for jobs
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Elective Modules

Elective 1: Security Guard – Unarmed

Module 20: Provide security escort
Mapped to MEP/N7107, V 4.0

Terminal Outcome:
- Explain risks and threats during escorting.
- Describe handling of risks and incidents during escort duty.
- Demonstrate proper escorting procedures.

Duration: *10:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain responsibilities of security guard as unarmed security escort. • Elaborate on persons and departments security guard has to coordinate. • Describe organisational procedures with respect to security escort. • Describe preparation for security escort like checking vehicles and equipment. • Explain preparing and checking documents required for the assignment. • Discuss possible risks/ incidents during escort duty. • Elaborate solutions and proper handling of untoward incidents during escort duty. • Explain the purpose and operation of basic tracking tools during escort duty. • Describe the procedure for responding to alerts from IoT-enabled vehicle monitoring or panic button systems.	• Demonstrate use of equipment for surveillance during security escort. • Dramatize/ role play handling of the incident of the hypothetical situation given to you. • Demonstrate how to escort the person or vehicle to safety when a mob blocks the road. • Demonstrate the use of basic tracking tools to monitor route safety and report deviations.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, o	
Tools, Equipment and Other Requirements:	
Duty chart, first aid kit, route chart, torch, walkie-talkie, mobile, communication diagram, baton and other non- lethal weapons. Hypothetical situation for role play	

Elective 2: Security Guard – Armed

Module 21: Observe safety while handling firearms
Mapped to MEP/N7113, V 5.0

Terminal Outcome:
- Explain functioning and maintenance of firearms.
- Demonstrate storage of firearms and ammunition.
- Describe process safe handling of firearms.

Duration: *10:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain licensing requirements for firearms. - Describe documents related to firearms and their upgradation rules. - Explain functioning of firearms, ammunition and maintenance requirements. - Discuss safe storage of firearms and ammunition. - Describe safety norms with regards to firearms. - Explain misfires' handling procedures. - Explain importance of vigilance during duty. - Elaborate practices to prevent misfires. - Explain the importance and functionality of IoT-enabled firearm safety locks and smart storage systems. - Describe procedures to identify and report malfunctions in firearms equipped with basic electronic systems.	- Practice use of firearms. - Demonstrate securing of firearms and ammunition when not in use. - Identify illegal/defective/modified firearm and ammunition from the ones provided to you. - Demonstrate securing firearms using IoT-enabled safety locks. - Simulate identifying and handling malfunctions in firearms with electronic systems.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet,	
Tools, Equipment and Other Requirements:	
Charts on firearm safety, appropriate firearm (s), firing range, illegal/defective/modified firearm and ammunition, sample of weapon licence	

Optional Modules

Option 1

Module 22: Application of computers
Mapped to MEP/N0202, V 4.0

Terminal Outcome:
- Demonstrate preparation, storage, retrieval, and communication of data/ information using computers.
- Demonstrate using new technologies for security management.

Duration: *20:00*	Duration: *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Identify and describe various parts of computers like CPU, keyboard, monitor, etc. - List different types of storage devices e.g. portable hard disks, SSDs, memory card and cloud based. - Explain different functions and features of the various software and multimedia applications. - Explain different functions of different AI and Video Conferencing (VC) tools in daily work - Describe the use of Internet to search for information and communication. - Discuss cyber security guidelines to be followed while storing, retrieving or communicating information online. - Describe steps to be followed for minor troubleshooting. - Discuss the importance of data security and confidentiality. - Explain electrical safety precautions to be taken while using computers. - Explain use of technology for security management.	- Demonstrate how to start computers. - Create sample documents using MS Word and Spread sheet Applications. - Demonstrate the steps of saving and storing of documents, accessing stored data or files and opening of documents on computer. - Demonstrate the use of multimedia applications to upload and download audio and video files. - Demonstrate the use of any AI tool to write and edit any document - Use internet to search for required content. - Apply the use of email etiquette for communication. - Roleplay a conversation using any video conferencing tool while demonstrating VC meeting etiquettes - Employ checks to ensure electrical safety in the place where computer is set-up. - Demonstrate identifying the source of false alarm. - Demonstrate how to monitor electronic access control.
Classroom Aids:	
Computer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements:	
Internet connection Extra Computers that participants can share/use in groups of 3-5	

Module 23: OJT (On the Job Training) Mandatory – Security Guard
Mapped to MEP/Q7101, v1

Mandatory Duration: *<60:00>* **With Optional Mandatory Duration:** *<70:00>*	**Recommended Duration:** *<00:00>*
Location: On Site	

Terminal Outcomes

- Respond to risks and threats.
- Examine the given explosive device and identify areas where improvisation was done by miscreants.
- Provide evidence in court.
- Prepare a first information report for lodging complaint.
- Guard of entry and exit points.
- Take and give briefing and instructions.
- Use security equipment for surveillance and screening.
- Use equipment and interpret signals.
- Verify visitor identity and issue passes using digital systems.
- Screen baggage using HHMDs, IoT-enabled devices and manual inspection techniques.
- Monitor CCTV footage to identify potential threats or safety hazards.
- Maintain CCTV logs
- Direct and assist drivers in parking vehicles.

Select any one for either of the Electives:

- Use equipment for surveillance during security escort.
- Identify illegal/defective/modified firearm and ammunition

With Optional:

- Create sample documents using MS Word and Spread sheet Applications.
- Use internet to search for required content.

Annexure

Trainer Requirements

<table>
<tr><th colspan="6">Trainer Prerequisites</th></tr>
<tr><th rowspan="2">Minimum Educational Qualification</th><th rowspan="2">Specialization</th><th colspan="2">Relevant Industry Experience</th><th colspan="2">Training Experience</th><th rowspan="2">Remarks</th></tr>
<tr><th>Years</th><th>Specialization</th><th>Years</th><th>Specialization</th></tr>
<tr><td>Class 12</td><td></td><td>3</td><td>Security</td><td>2</td><td>Security</td><td></td></tr>
</table>

<table>
<tr><th colspan="2">Trainer Certification</th></tr>
<tr><th>Domain Certification</th><th>Platform Certification</th></tr>
<tr><td>MEP/Q7101, v6 Security Guard
Minimum accepted score is 80%.</td><td>MEP/Q2601, v3.0 Trainer (VET and Skills)
Minimum accepted score is 80%.</td></tr>
</table>

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
Class 12		3	Security	2	Security	

Assessor Certification	
Domain Certification	**Platform Certification**
MEP/ Q7101, v6 Security Guard Minimum accepted score is 80%.	MEP/Q2701, v3.0 Assessor (VET and Skills) Minimum accepted score is 80%.

Assessment Strategy

1. Assessment System Overview:

- Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, MEPSC will certify the learners. The assessor has to pass an online assessment of theoretical knowledge of the job role and be approved by MEPSC.
- The assessment will have both theory and practical components in 40:60 ratio.
- While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

2. Testing Environment:

- Training partner must share the batch start date and end date, number of trainees and the job role.
- Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.
- Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on the theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on same day. If number of candidates are many, more assessors and venue will be organized on same day of the assessment.
- Presentation will be one mode of assessment and so computers and LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling job situations like interacting with clients and colleagues.
- The question paper will be pre-loaded in the computer, and it will be in the language requested by the training partner.

3. Assessment Quality Assurance levels/Framework:

- Assessor must go through orientation program organized by Assessment Agency. The training will give an overview to the assessors on the overall framework of QP evaluation. Assessor will also be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.
- The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme. The weightages given to each module will be adhered to in the question paper.
- For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

4. Types of evidence or evidence-gathering protocol:
- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.
- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue.
- The assessment will be video recorded and submitted to MEPSC. Video of the practical session is prepared and submitted to MEPSC.
- Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment.
- Assessment agency will be responsible to put details in SID .
- MEPSC will also validate the data and result received from the assessment agency.

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6. Method for assessment documentation, archiving, and access

- The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by MEPSC assessment team. After upload, only MEPSC can access this data.
- MEPSC approves the results within a week and uploads on SID.

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	The key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
MEP	Management & Entrepreneurship and Professional
NOS	National Occupational Standard (s)
NSQF	National Skills Qualifications Framework
OJT	On-the-job Training
QP	Qualifications Pack
PwD	People with Disability
PPE	Personal Protective Equipment
NCVET	National Council for Vocational Education and Training
NCO	National Classification of Occupations
NQR	National Qualification Register