

Interested in applying to become an NOCN centre to deliver SIA Licence to Practice qualifications?

Use this self-assessment checklist to help you with your application to become an NOCN centre for security industry licence-linked qualifications. This checklist will support a Centre with preparation for an approval visit and on-going monitoring.

Further information, including access to the qualification specifications and a link to the training section of the SIA website can be found on the NOCN website: <https://www.nocn.org.uk/what-we-do/sectors-and-specialist-areas/security-and-facility-management/>

Note: this checklist focuses on the specific requirements for security qualifications. Generic requirements for Centre approval (eg. quality management systems; policies and procedures; internal assessment; internal quality assurance) also apply.

Approval Criteria	Yes/No	Evidence
Facilities:		
Is the proposed training venue conducive to learning?		
Does the venue comply with current Health and Safety requirements?		
Does the venue meet regulatory requirements for conducting examinations (size of desks; spacing; conducive environment etc.)		
Does the venue provide secure facilities for the storage of examination papers? (safe/lockable cabinet/storage unit)		
For the Physical Intervention unit: <ul style="list-style-type: none"> • is there a minimum of three stairs/steps for the demonstration, practice and assessment of escorting an individual up and down stairs? • for shared premises, do you have permission to use the stairway for the delivery of physical intervention skills training? • who will be the nominated first aider at the venue? How will you ensure that this person is available during physical skills training? 		

<ul style="list-style-type: none"> • Will water, and access to a telephone in the event of an emergency be available? • Does the venue provide safe conditions for all learners to demonstrate physical intervention techniques safely? 		
<p>For CCTV:</p> <ul style="list-style-type: none"> • do learners have access to a control room environment and a CCTV system with at least two PTZ cameras and associated recording equipment for training and assessment? 		
Trainers*:		
Do trainer (s) hold, as a minimum the Level 3 Award in Education and Training (or equivalent)?		
Can trainers(s) evidence that they have three years front-line operational experience (in the sector they will be delivering training), in the last ten?		
How will trainers maintain their occupational experience? (minimum of 30 hours CPD per annum required)		
<p>For trainers of Conflict Management:</p> <ul style="list-style-type: none"> • Do trainer (s) also hold a L3 qualification in the Delivery of Conflict Management training? 		
<p>For trainers of Physical Intervention Skills:</p> <ul style="list-style-type: none"> • Do trainer(s) also hold a L3 qualification in the Delivery of Physical Intervention Skills training? • Do trainer(s) hold a licence with an SIA approved PI programme provider, with evidence of annual refresher training? 		
Invigilators:		
Do you have trained invigilators? (Note - with the exception of the knowledge		

assessment for the physical intervention unit, this cannot be the person who has delivered the training)		
Have invigilators been trained in invigilation duties, including what to do in the event of an emergency? What evidence will you have of training carried out?		
Learner induction:		
How will you ensure that learners meet the minimum English language competency requirements as stipulated by the SIA (as a guide, learners should have language skills equivalent to a minimum of level 1)		
How will you ensure that learners are aware of the identity documents/ photograph that they need to provide in order to sit their exams?		
What will be your process for establishing whether any reasonable adjustments/special considerations may be needed?		
Training delivery:		
If delivering physical intervention skills, which PI Programme Provider will be used and does the Centre have evidence of the approval/agreement to use this?		
If you plan to use distance learning (where allowed), what information will you provide to learners so that they know what they are required to do before attending training?		
What auditable process will you have to ensure that distance learning has taken place?		
Do you have schemes of work in place showing adherence to the minimum hours for tutor contact time (see qualification specifications for details of TQT/GLH/SIA minimum tutor contact time)		

Do you have candidate registers confirming start/end dates and times, signed by all learners?		
Other:		
Do you have appropriate insurance (£5m Employer's liability; professional indemnity; public liability) <i>Note: if delivering physical intervention training, insurance documents must clearly show that cover includes "training in physical intervention skills" under business activities</i>		

**No training can take place prior to NOCN trainer approval, and the issue of an NOCN Trainer number.*

Version	Approved by	Date	Next Review Date
1.0	NR	July 2018	July 2019