



## TRAINING

The company organises in-house induction training that complies with SIA (Security Industry Authority) requirements in all aspects of the basic security officer's job. The training enables the security officer to comply with the company's methods/practices and to ensure they are able to function safely and achieve the necessary standards.

The ADP induction programme provides comprehensive training in:

- The role and responsibilities of a security officer - Dress, attitude, loyalties etc.
- Client service - Dealing with the client, visitors etc.
- Fire safety, evacuation and emergency procedures - Understanding the types and their dangers, evacuation procedures, dealing with the emergency services
- Communication and inter-personal skills, reception skills - Talking to people, telephone skills, radio procedures
- Health & safety (1974 HASWA)
- Searching people - Security Officers powers, techniques
- The law - Offences such as Theft, Burglary & Robbery, arrest & arrestable offences, the use of force
- Report writing - writing reports of incidents, daily logs etc.
- Security & emergency systems - access control, fire & intruder alarm procedures
- Premises access control - Access & egress to premises
- Patrols - Internal & external techniques
- Emergency procedures. - In the case of fire, flood, crime etc.
- Conflict Management

We also offer specialist training to security officers in the areas of advanced driving and close protection. Security officers are required to undertake advanced training for 'Professional Security Officers' via a SIA approved course run by a specialist security training company.

The Basic Job Training Course was developed by SIA to provide security officers, new to the industry, with basic knowledge to assist them to carry out everyday security tasks. It is also suitable for security officers already working within the industry who wish to gain their first qualification and require the examination passes prior to formal licensing.

BJT is designed so that the candidate can gain theoretical and practical experience of the security industry. All subject matter taught conforms to British Standard 7499 and complies with SIA licensing requirement.