



HABC PRE -ENROLMENT INFORMATION FOR SECURITY COURSES—From April 2021

Identification required:

- Two passport photographs with one identity document from the group A list and two documents from group B list. At least, one document must show the learner’s current address and the other must show their date of birth.

Group A documents

1. Signed valid passport of any nationality
2. Driving licence photocard issued by DVLA in Great Britain (Paper counterpart also required in addition to this if issued in Northern Ireland)
3. UK biometric residence permit

Group B documents:

Current UK Driving licence-paper version (not the paper counterpart to a photocard)	Bank or Building society statement issued to current address less than three months old
Driving licence photo card (without a paper counterpart) issued by DVLA IN Northern Ireland	P60 annual statement of income for tax purposes issued in the last 12 months
P45 statement of income for tax purpose issued in the last 12 months.	Letter from H.M Revenue and Customs, Dept of Work and Pensions, employment service or local authority issued in the last 3 months,
Mortgage statement issued in the last 12 months.	Credit Card Statement sent to current address in the last 3 months.
Gas, electric, telephone, water, satellite, cable bill issued to current address within last three months.	Council Tax statement issued to current address in the last 12 months.
Valid UK firearms licence with photo	Pension, endowment or ISA statement issued in the last 12 months.

Duration: The training, delivery and assessment of the **HABC Level 2 Award for Door Supervisors in the Private Security Industry** will take place over a minimum of seven days. However, where distance learning is included (for Module 1 only), the training and assessment will be conducted over a period of six days.

In addition to this, it is now mandatory to have a First Aid qualification before you are eligible for this Door supervisor’s course. The ID documents is same for Door supervisor’s course except that one passport photograph is sufficient for the first aid course.

First Aid qualification is a one-day course of six hours. Assessment is same day.

For HABC Level 2 Award for CCTV operators in the Private Security Industry, training and assessment will be four days while it is three days if distance learning is included, and examination done in the afternoon of last day.

Unit 10A Evelyn Court, Grinstead Road London SE8 5AD

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For Level 2 Award for Door supervisors in the Private Security Industry (Top-Up), training and assessment will be three days, **emergency first aid course inclusive.**

Note

Delivery of training shall be in English language. All trainings start at 9.00am and ends at 6.00pm with lunch break and two tea breaks with the exception of First Aid course which ends at 5.00pm and door supervisor top up which ends at 6.30pm. The working day after the conclusion of the training will be for assessment of candidates (Examination) while First Aid assessment will be on same day as the training.

Distance Learning for Module 1-Principles of Working in the Private Security Industry only:

Learners are provided with the following materials:

- Delegate Thumbnails-This will be given to learners on enrolment.
- Workbook key tasks activities containing Questions on Module 1 – Principles of Working in the Private Security Industry, will be given to learners on enrolment. Delegate shall complete these activities and email to info@zptraining.com for the tutor to assess and give feedback before the start of the training.
- Learners are required to use at least 12 learning hours of self-study. Tutor support is available via email: info@zptraining.com.

Application of Physical Intervention skills in the Private Security Industry will be taught over a period of two days. This requires physical demonstrations. Candidate's behaviour must be positive, and attire must be non-formal and smart. Learners are required to fill the fitness and health form prior to this training exercise.

Training Location: Unit 10A, Evelyn Court, Grinstead road, Deptford, London SE8 5AD. Bus stop is Deptford Fire Station. Nearest train station is **CANADA WATER.**

Meals: There will be two tea breaks and lunch break. You may come with your lunch. There is availability of refrigerator and microwave. Light refreshments may be served.

Social Distancing

In view of the recent covid-19 pandemic, we implore all learners to observe social distancing at all times. In class, learners' seats have been arranged in such a way that there is adequate space between learners with individual seat and desk.

Certification: For every successful learner, Highfield Awarding Body for Compliance (HABC) shall issue an E-certificate in the learner's name. Candidates shall be notified of their results, and a learner can request for the e-certificate if desired. Unsuccessful learners shall retake the paper(s) failed.

**Thank you.
Management.**

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