



ST BERNARD'S
SAFETY TRAINING CENTRE

Private Guard Beginners Course

Suitability: The Private Guard beginners course is suitable for anyone who would like to learn the skills to become a professional security of an organization, building or company. This course provides clear information of how assets could be safeguarded, employees and crowds of people managed in a professional and effective manner whilst operating with the parameters set by law

Validity of Certificate: 1 year

Course Duration: 20 hours

Course Assessment: At the end of the course, participants are assessed by a multiple choice assessment sheet to assess understanding of main topics and any weaknesses are addressed to by the tutor

Course Certification: After successfully completing the Private Guard course, participants will be issued with a certificate of competence in the subject which is a requirement in order to apply for a security guard license from the Police of Malta

St Bernard's Safety Training Centre is registered with the Maltese Police Department, to conduct Security Guard beginners courses to the general public

The Private Guard course is made up of 9 modules, which are:

Introduction to Private Guard

- Definition of a Private Guard
- Duties & Responsibilities of a Private Guard
- Private Guard Uniform & Work Accessories
- Image & Professionalism of a Private Guard

The Private Guards & Local Wardens Act

- Private Guards & Local Wardens Act – Chapter 389 Part I & II
- Private Guard Services Act
- Criminal Codes Amendments & Classification of Crimes
- Legal Limitations of a Private Guard
- Giving Evidence & Providing Exhibits in a Professional Manner

The Importance of Confidence, Professionalism & Personal Skills

- The Importance of Competency & Confidence
- Retaining & Attaining Competency & Confidence
- Maintaining Physical Appearance, Professionalism & Self Image
- Listening, Writing & Communicating Verbally
- The Importance of Assertiveness, Self-Confidence & Controlling Anger

Handover & Familiarization of Safeguarding Responsibilities

- The Importance of Receiving and Giving a Good Handover
- Maintaining of the Duty Report Book
- Getting Familiar with Workplace Safeguarding Responsibilities
- Reporting Suspicious Activities

Observing & Investigating

- The Importance of Carrying out Effective Observations
- The Importance of Observations, Inquiring & Investigating
- Effective Patrolling
- Questioning, Investigating & Questioning Limitations

Compilation of Report, Data Collection & Safekeeping

- Definition of a Report, Compilation, Planning & Finalizing
- The Importance of Being Clear & Concise during Report Compilation
- Collection & Recording of Work Related Data
- Limitations in Data Collection
- Divulging of Data & Limitations
- Safekeeping of Data

Communicating with Peers & Customers

- The Importance of Good & Effective Communication
- Internal & External Customers
- Verbal & Written Communication
- Body Language
- Handling of Difficult & Angry Customers
- Managing of Conflict

Professional Use of a Radio Communication System

- The Importance of Professional Use of a Radio Communication System
- Collecting & Returning of Radio from Control Room
- Using the Phonetic Alphabet
- Other Communication Modes

Occupational Health & Safety

- Aims of First Aid
- Hygienic & Legal Aspects of First Aid
- First Aid Box Contents & Use
- Contacting the Emergency Services
- Administering CPR & Placing a Casualty in the Recovery Position
- The Fire Triangle
- Use of a Fire Blanket & Extinguishers
- Fire Classes
- The Accident Book

- Health & Safety Signs
- Slips, Trips & Falls
- Safe Use of Electricity & Ladders