



ST BERNARD'S
SAFETY TRAINING CENTRE

Private Guard Refresher Course

Suitability: The course is suitable for anyone who already possesses a Private Guard qualification license and needs to renew it. This course provides information about new legal and professional updates which might have been introduced whilst also refreshing already existing important knowledge in the subject

Validity of Certificate: 1 year

Course Duration: 10 hours

Course Assessment: At the end of the Private Guard refresher 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 refresher course, participants will be issued with a refresher certificate of competence in the subject which would then need to be presented to the Police of Malta in order to renew the existing private guard license

St Bernard's Safety Training Centre is approved by the Maltese Police Department, to conduct Security Guard refresher courses to the general public

The Private Guard refresher course is made up of 5 modules, which are:

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

- Retaining & Attaining Competency & Confidence
- Listening, Writing & Communicating Verbally
- The Importance of Assertiveness, Self-Confidence & Controlling Anger
- The Importance of Effective Observations, Patrolling & Investigating

Handover, Compilation & Data Management

- The Importance of Receiving and Giving a Good Handover
- Maintaining of the Duty Report Book
- Reporting Suspicious Activities
- Report Compilation
- Limitations in Data Collection, Divulging & Safekeeping

Communicating with Peers & Customers

- The Importance of Good Verbal & Written Communication
- Body Language
- Handling of Difficult Customers & Managing of Conflict
- The Importance of Professional Use of a Radio Communication System
- Using the Phonetic Alphabet

Occupational Health & Safety

- Aims of First Aid
- Hygienic & Legal Aspects of First Aid
- 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