Rexel Education

SECURITY · FIRST AID · SKILLS

SELF-STUDY WORKBOOK · 8 HOURS

Door Supervisor

Pearson BTEC Level 2 Award for Door Supervisors in the Private Security Industry

- Unit 1: Principles of Working in the Private Security Industry
- 36 written-answer questions: LO1, LO2, LO4, LO5 and LO11
- 20 multiple-choice questions · pass mark 70%
- Learner name: .....

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Learner details

Learner name	
Date of birth	
Email or phone	
Course start date	
Course end date	
Trainer	

About this workbook

This workbook supports the **8 hours of self-study** for **Unit 1: Principles of Working in the Private Security Industry**, part of the Pearson BTEC Level 2 Award for Door Supervisors in the Private Security Industry. It has **36 written-answer questions** covering the five self-study learning outcomes (**LO1, LO2, LO4, LO5 and LO11**) and a **20-question multiple-choice quiz**. The other Unit 1 learning outcomes are taught in the classroom. Use it with your **Door Supervisor Self-Study Guide**: every question shows the guide page to read.

The workbook must be completed in full and handed in to Rexel Education **before** your classroom training. Your trainer will review your answers and give feedback. Completed workbooks are kept securely as evidence for at least **three years**, in line with awarding organisation requirements. You can also complete this workbook online at rexeleducation.co.uk, where it is marked straight away.

How to complete it

1. Read each learning outcome in your Self-Study Guide first. The **Guide p.** label next to each question tells you where to find the answer.
2. Answer **every** question in your own words, clearly, in black or blue ink. Where a question asks for a number of points, give that number.
3. Complete the multiple-choice quiz. To pass the self-study assessments you need at least **70%** in the written questions and **14 out of 20** in the quiz.
4. Sign the learner declaration on the last page and bring the workbook and your photo ID to your course.

Unit 1

Principles of Working in the Private Security Industry

Answer all 36 questions. They cover the self-study learning outcomes LO1, LO2, LO4, LO5 and LO11, and are grouped by learning outcome, so you can complete them after studying each section of your Self-Study Guide.

LO1 Know the main characteristics and purposes of the private security industry

Guide pages 3–6

1 List three key purposes of the private security industry. Guide p. 3

i. _____

ii. _____

iii. _____

2 State three aims or functions of the Security Industry Authority (SIA). Guide p. 3

i. _____

ii. _____

iii. _____

3 Identify the personal qualities and skills of a good security operative. Guide p. 3

Three personal qualities

i. _____

ii. _____

iii. _____

Two skills

i. _____

ii. _____

4 Give two examples of community safety initiatives and one benefit of them. Guide p. 4

Two examples

i. _____

ii. _____

One benefit

_____

_____

5 Explain what assignment instructions are and what they contain. Guide p. 4

_____

_____

_____

_____

6 State two benefits and two limitations of CCTV. Guide p. 4

Two benefits

i. _____

ii. _____

Two limitations

i. _____

ii. _____

7 State the purpose of the Approved Contractor Scheme (ACS). Guide p. 3

_____

_____

_____

8 State three things you must do as the holder of an SIA front line licence. Guide p. 5

i. _____

ii. _____

iii. _____

LO2 Understand legislation as it applies to a security operative

Guide pages 7–9

9 Identify two differences between civil law and criminal law.

Guide p. 7

10 Give one example of a civil matter and one example of a criminal offence.

Guide p. 7

A civil matter

A criminal offence

11 State three main aims of the Private Security Industry Act 2001.

Guide p. 7

i.

ii.

iii.

12 Name two pieces of legislation that promote equality, and list four protected characteristics.

Guide p. 7

Two pieces of legislation

i.

ii.

Four protected characteristics

i.

ii.

iii.

iv.

13 Explain the difference between direct and indirect discrimination. Guide p. 7

14 List four licensable roles under the Private Security Industry Act 2001. Guide p. 7

i.

ii.

iii.

iv.

15 Identify two ways that data protection law affects a security operative. Guide p. 8

i.

ii.

LO4 Understand the importance of safe working practices

Guide pages 10–13

16 Identify three responsibilities of employers under the Health and Safety at Work etc. Act 1974. Guide p. 10

i.

ii.

iii.

17 Identify three responsibilities of employees under the Health and Safety at Work etc. Act 1974. Guide p. 10

i.

ii.

iii.

18 Identify three risks of lone working. Guide p. 10

i. _____

ii. _____

iii. _____

19 Explain the difference between a hazard and a risk. Guide p. 10

_____

_____

_____

20 List three ways to minimise the risks to your personal safety at work. Guide p. 11

i. _____

ii. _____

iii. _____

21 In manual handling, what does TILE stand for? Guide p. 12

_____

_____

22 Name the type of safety sign shown by each of the following. Guide p. 11

A red circle with a diagonal line

_____

A yellow triangle with a black border

_____

A blue circle with a white symbol

_____

A green square or rectangle with a white symbol

_____

23 Recording accidents and reporting under RIDDOR. Guide p. 11

What information should be included in an accident record?

Give two examples of incidents that must be reported under RIDDOR

i. _____

ii. _____

24 Give three ways to keep your personal information safe. Guide p. 12

i. _____

ii. _____

iii. _____

LO5 Understand fire procedures in the workplace

Guide pages 14–16

25 Name the three elements of the fire triangle. Guide p. 14

i. _____

ii. _____

iii. _____

26 Describe the actions to take on discovering a fire. Guide p. 14

27 State what burns in each class of fire.

Guide p. 14

Class A

Class B

Class F

28 Identify three basic fire safety controls.

Guide p. 14

i.

ii.

iii.

29 State which extinguisher you would use on each of these fires.

Guide p. 15

A fire in live electrical equipment

A deep fat fryer fire

A fire in paper and cardboard

30 Identify three duties of a fire marshal in an emergency.

Guide p. 15

i.

ii.

iii.

31 Explain what a personal emergency evacuation plan (PEEP) is.

Guide p. 15

LO11 Understand good practice for post-incident management

Guide pages 17–18

32 Identify three sources of support available after an incident.

Guide p. 17

i. _____

ii. _____

iii. _____

33 State why it is important to access support after an incident.

Guide p. 17

_____

_____

_____

_____

34 Explain the difference between a hot debrief and a structured debrief.

Guide p. 17

_____

_____

_____

_____

35 Identify three benefits of reflecting on incidents.

Guide p. 17

i. _____

ii. _____

iii. _____

36 Explain why security operatives should contribute to improving practice.

Guide p. 17

_____

_____

_____

_____

Assessor use only

Unit 1: Principles of Working in the Private Security Industry: written questions

Q	Criteria met	Assessor comment	Q	Criteria met	Assessor comment
1	Y / N		19	Y / N	
2	Y / N		20	Y / N	
3	Y / N		21	Y / N	
4	Y / N		22	Y / N	
5	Y / N		23	Y / N	
6	Y / N		24	Y / N	
7	Y / N		25	Y / N	
8	Y / N		26	Y / N	
9	Y / N		27	Y / N	
10	Y / N		28	Y / N	
11	Y / N		29	Y / N	
12	Y / N		30	Y / N	
13	Y / N		31	Y / N	
14	Y / N		32	Y / N	
15	Y / N		33	Y / N	
16	Y / N		34	Y / N	
17	Y / N		35	Y / N	
18	Y / N		36	Y / N	

Assessor feedback

Feedback to the learner, including any questions to be reworked:

☐ **All criteria met** ☐ **Further work required (referred)**

Learner name		**Learner signature**	
Assessor name		**Assessor signature**	
Date assessed		**Date of feedback**	
IQA name (if sampled)		**IQA signature (if sampled)**	

Self-study quiz

Unit 1 PWIPSI: 20 multiple-choice questions

Instructions

- Read each question carefully and tick **one** answer only.
- You must score at least **14 out of 20 (70%)** to pass.
- Hand in your quiz with this workbook.

Learner name	Date	Score	Result
		/ 20	☐ Pass ☐ Not yet

1 **Which organisation regulates the private security industry in the UK?** Guide p. 3

- ☐ **a)** The Home Office Security Unit
- ☐ **b)** The Security Industry Authority
- ☐ **c)** The Health and Safety Executive
- ☐ **d)** The Information Commissioner's Office

2 **The Approved Contractor Scheme is designed to:** Guide p. 3

- ☐ **a)** Raise performance standards in security companies
- ☐ **b)** License individual door supervisors
- ☐ **c)** Train new police officers
- ☐ **d)** Inspect fire safety equipment

3 **Assignment instructions are:** Guide p. 4

- ☐ **a)** Written instructions setting out your duties at a specific site
- ☐ **b)** A list of your personal contacts
- ☐ **c)** The conditions printed on your SIA licence
- ☐ **d)** A certificate from your training course

4 **One limitation of CCTV is that it:** Guide p. 4

- ☐ **a)** Can provide evidence for court
- ☐ **b)** Cannot prevent crime on its own
- ☐ **c)** Helps to deter crime
- ☐ **d)** Can reduce staffing costs

5 **The standard of proof in a criminal case is:** Guide p. 7

- ☐ **a)** On the balance of probabilities
- ☐ **b)** More likely than not
- ☐ **c)** Beyond reasonable doubt
- ☐ **d)** The opinion of the victim

6 **Which of these is a protected characteristic under the Equality Act 2010?** Guide p. 7

- ☐ **a)** Height
- ☐ **b)** Hair colour
- ☐ **c)** Football team supported
- ☐ **d)** Religion or belief

7 **Which of these is a licensable role under the Private Security Industry Act 2001?** Guide p. 7

- ☐ **a)** Bar staff serving drinks
- ☐ **b)** A car park attendant selling tickets
- ☐ **c)** Close protection
- ☐ **d)** A hotel receptionist

8 **Body-worn camera footage should be:** Guide p. 8

- ☐ **a)** Shared on social media to deter troublemakers
- ☐ **b)** Stored securely and only viewed by authorised people
- ☐ **c)** Given to anyone who asks for it
- ☐ **d)** Kept on your personal phone

9 **A hazard is:** Guide p. 10

- ☐ **a)** The likelihood that harm will happen
- ☐ **b)** Anything with the potential to cause harm
- ☐ **c)** An accident that has already happened
- ☐ **d)** A type of risk assessment form

10 **Under the Health and Safety at Work etc. Act 1974, an employee must:** Guide p. 10

- ☐ **a)** Carry out the company's risk assessments
- ☐ **b)** Take reasonable care of themselves and others
- ☐ **c)** Buy their own first aid kit for the site
- ☐ **d)** Pay for their own protective equipment

11 **A blue circular sign with a white symbol means:** Guide p. 11

- ☐ **a)** You must not do something
- ☐ **b)** Warning of a hazard
- ☐ **c)** You must do something
- ☐ **d)** The way to a fire exit

12 **A green square or rectangular sign shows:** Guide p. 11

- ☐ **a)** A safe condition, such as a fire exit or first aid point
- ☐ **b)** Something you must not do
- ☐ **c)** A warning of danger
- ☐ **d)** The location of fire-fighting equipment

13 **Which of these must be reported under RIDDOR?** Guide p. 11

- ☐ **a)** A customer complaint about the queue
- ☐ **b)** A broken light bulb in a corridor
- ☐ **c)** An item handed in to lost property
- ☐ **d)** A worker injured and off work for more than seven days

14 **Which three elements make up the fire triangle?** Guide p. 14

- ☐ **a)** Oxygen, fuel and heat
- ☐ **b)** Water, fuel and smoke
- ☐ **c)** Oxygen, carbon dioxide and heat
- ☐ **d)** Fuel, electricity and water

15 **On discovering a fire, you should first:** Guide p. 14

- ☐ **a)** Raise the alarm
- ☐ **b)** Collect your belongings
- ☐ **c)** Try to put it out, whatever its size
- ☐ **d)** Finish your patrol

16 **A class F fire involves:** Guide p. 14

- ☐ **a)** Flammable gases
- ☐ **b)** Combustible metals
- ☐ **c)** Cooking oils and fats
- ☐ **d)** Paper and wood

17 **Which extinguisher should be used on a fire in live electrical equipment?** Guide p. 15

- ☐ **a)** Water
- ☐ **b)** Wet chemical
- ☐ **c)** Foam
- ☐ **d)** Carbon dioxide (CO_2)

18 **Accessing support after a distressing incident can help to:** Guide p. 17

- ☐ **a)** Avoid writing an incident report
- ☐ **b)** Reduce the risk of long-term problems such as PTSD
- ☐ **c)** Remove the incident from the records
- ☐ **d)** Stop colleagues finding out

19 **One benefit of reflecting on incidents is that it:** Guide p. 17

- ☐ **a)** Means no reports need to be written
- ☐ **b)** Removes the need for training
- ☐ **c)** Helps prevent similar incidents in future
- ☐ **d)** Guarantees there will be no complaints

20 **Which of these is a source of support after a distressing incident?** Guide p. 17

- ☐ **a)** Ignoring what happened
- ☐ **b)** Avoiding colleagues
- ☐ **c)** Working extra shifts to forget
- ☐ **d)** The Samaritans helpline

Marked by		Date	

Declaration

Learner declaration

Read the statements below carefully. Sign and date this declaration only when you have finished your self-study and completed every part of this workbook.

I declare that:

- ☐ I have spent **8 hours** on the self-study for Unit 1: Principles of Working in the Private Security Industry.
- ☐ I have completed this workbook **by myself**.
- ☐ All the answers in this workbook are **my own work**.

I understand that giving false information in this declaration, or submitting work that is not my own, is malpractice and may lead to my results being withheld.

Learner name			
Learner signature		**Date**	

For centre use

Workbook received by		**Date received**	
Signature			

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