

# Qualifications Network



- [HOME](#)
- [CENTRE SUPPORT](#)
- [QUALIFICATIONS](#)
- [CORONAVIRUS](#)
- [BE A CENTRE](#)
- [FEES](#)
- [CONTACT US](#)
- [EVENTS](#)

## QNUK Level 2 Award for Security Officers in the Private Security Industry (Top up) (RQF)

### Registering the course

1. **Register the course** on MYQNUK, you must do this a **minimum of 5 days in advance** of the course commencement.
2. **Email:** [eqa@qnuuk.org](mailto:eqa@qnuuk.org) to notify us of the course and instruct us if you need any MCQ exams ordering and posting to you or eAssessment logins to be arranged. Again this must be 5 days in advance to allow QNUK to either post exams or obtain keycodes for the exams.
3. The default and only venue the course is permitted to run is at the venue visited and approved by your EQA upon centre approval. If you wish to deliver the course at an alternative venue, you must complete the form 'SIA Courses - Approved Delivery Locations', upload to MYQNUK under centre files and notify the EQA department in the same email identified at step 2. Likewise if you wish any hardcopy exams to be posted to the venue, we will require notice of this.

### Required course paperwork

QNUK will only provide MCQ examination question and answer papers / keycodes for eAssessment. You are required to download & print the following:

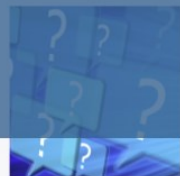
- Learner Registration Forms (one per learner)

### Paper based Exams

- Examination Checklist - Invigilator
- SIA Course Compliance Confirmation

### eAssessment (laptop exams)

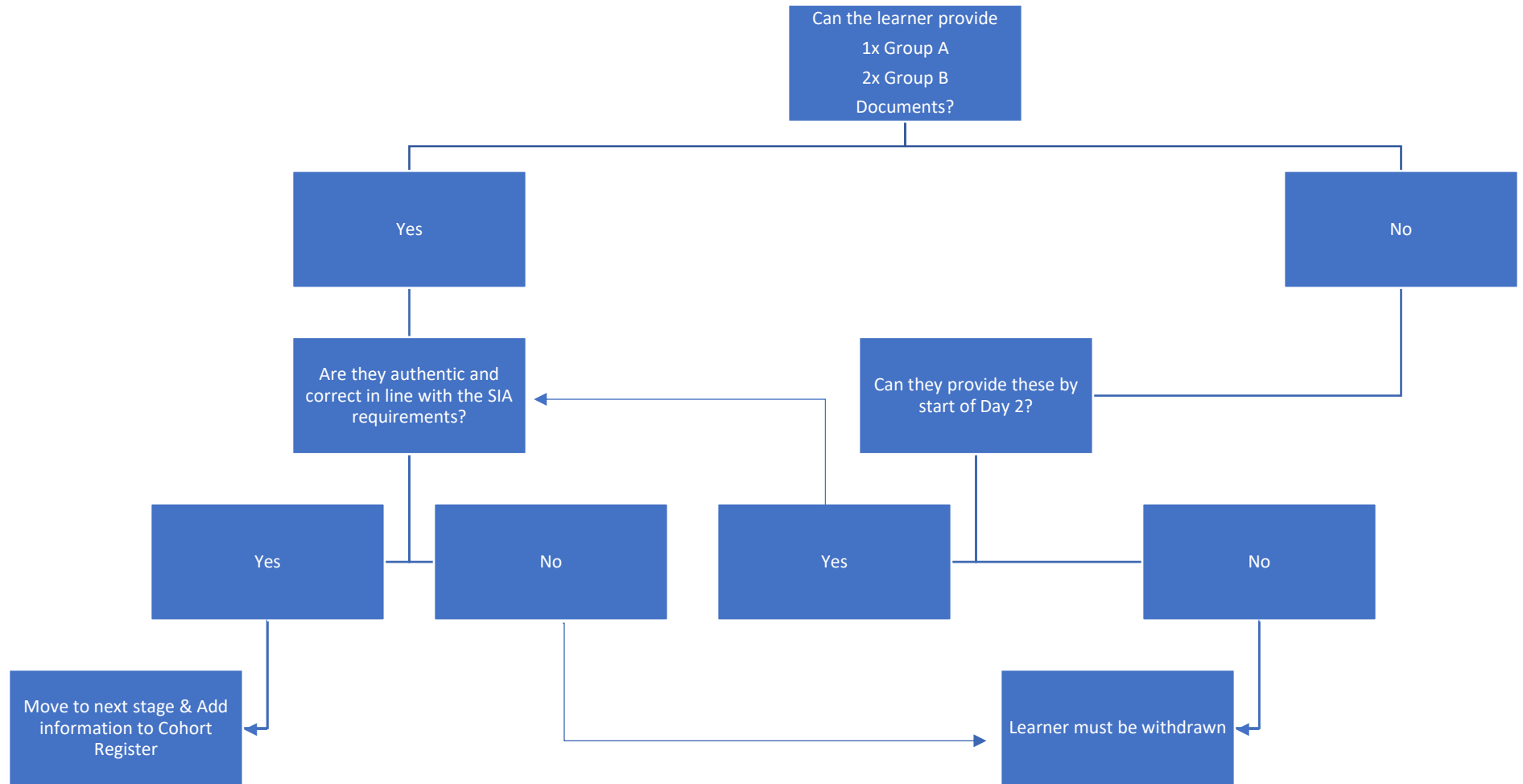
- Examination Checklist - Invigilator
- SIA Course Compliance Confirmation



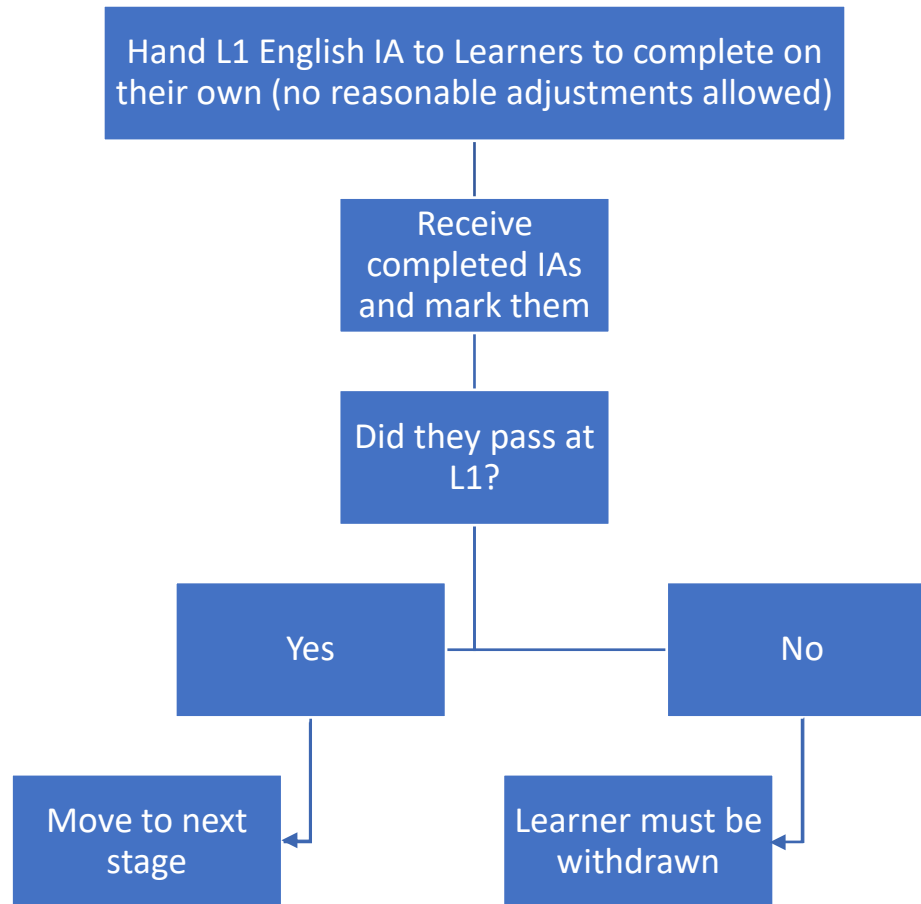
[Click here to download the SIA Centre Handbook](#)

## SIA Courses Trainer Administration Guidance

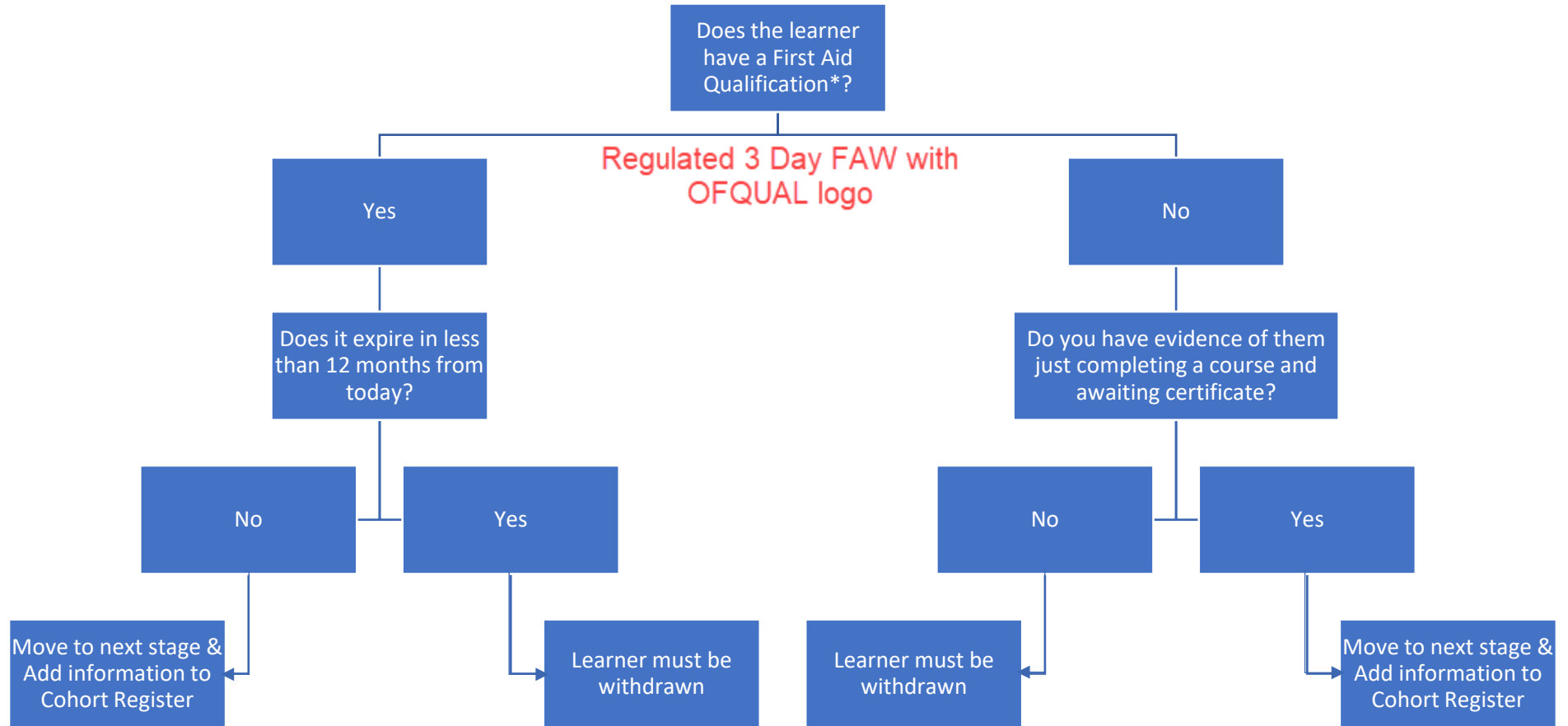
### 1. Group A and Group B Documents



## 2. English Initial Assessment

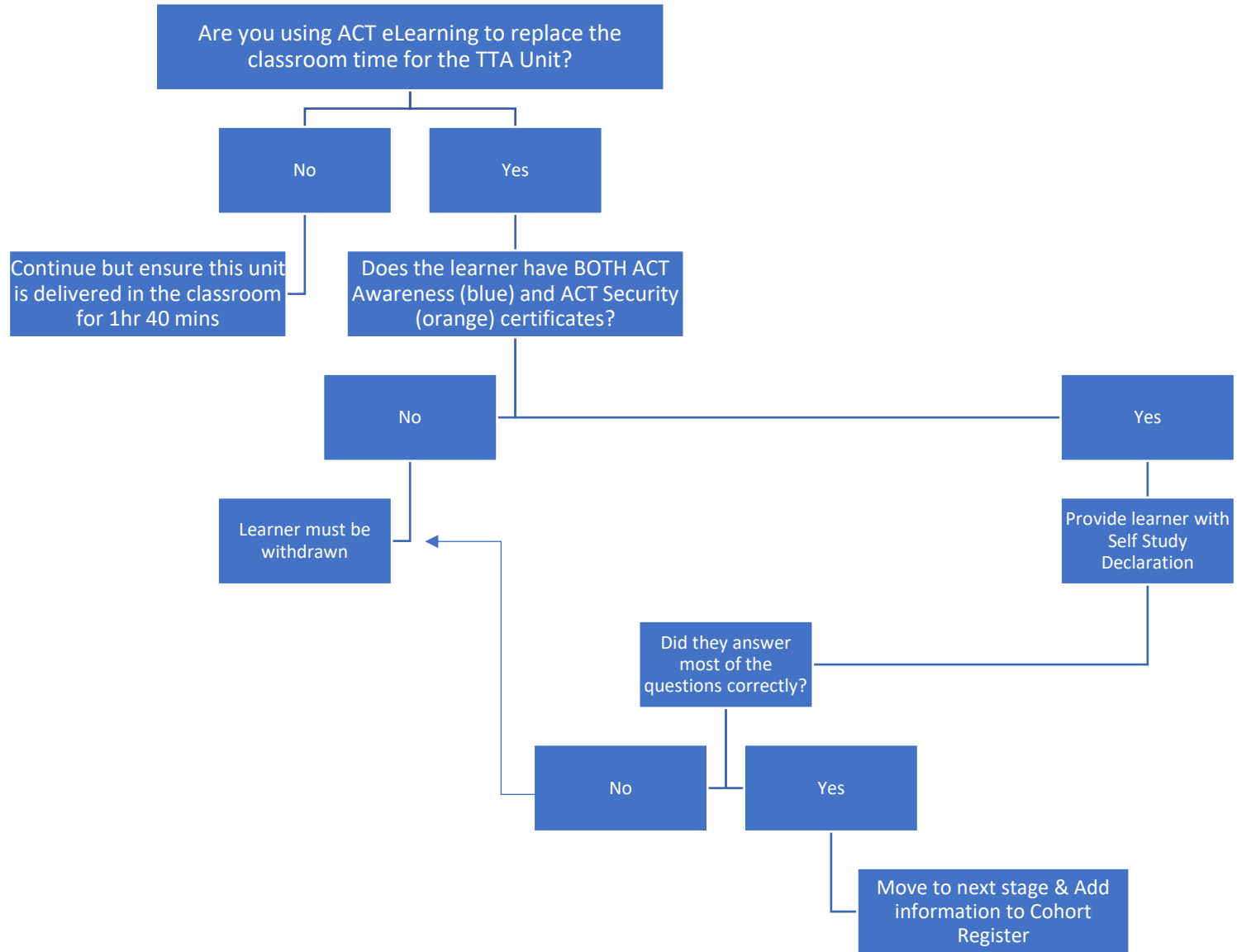


3. First Aid Qualifications

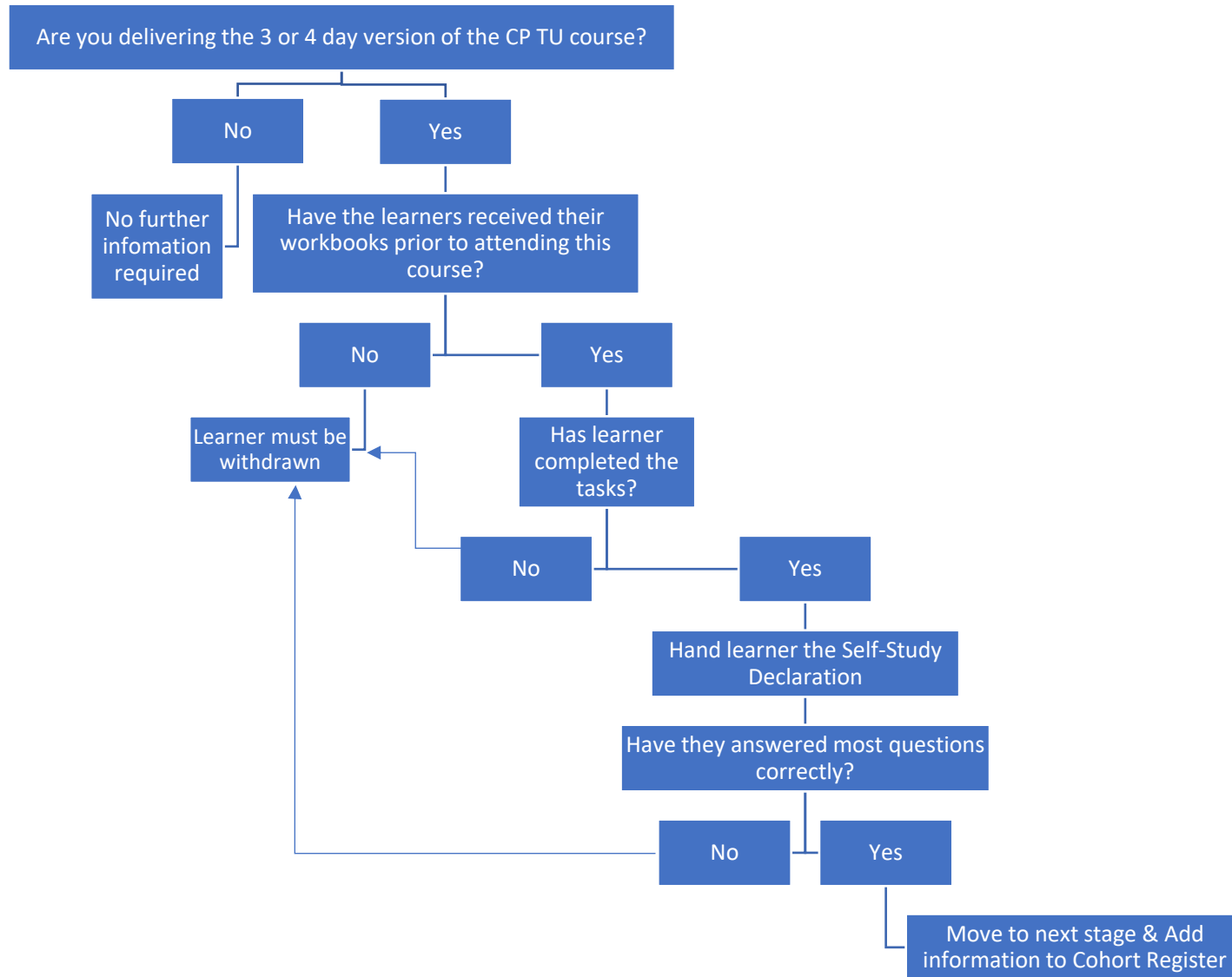


\* 1-day EFAW for DS and SO qualifications (including Top Up), 3 Day FAW for CP and CP Top Up qualifications as a MINIMUM requirement. QNUK only accept regulated (contains an OFQUAL logo) or is from one of the three voluntary aid organisations (Red Cross, St John Ambulance, St Andrews)

4. ACT eLearning



5. Self-Study Workbook – CP Top Up Only



## 6. Admin Requirements

The administration process (steps 1-5) must be completed upon arrival of the learners on day1 of any SIA licence linked course, before the training commences.

Copies of the following documentation are required to be taken by the trainer. This can be either via a scanner to PDF or by using a camera and saved as JPG format.

1. Learner IDs (1x group A and 2x group B) for every learner
  2. Marked L1 English Initial Assessments
  3. Copies of the Learner's First Aid certificates (if not delivered immediately prior to this course)
  4. Copies of both ACT Awareness (blue) and ACT Security (orange) – If you are using this to reduce the delivery time
  5. If ACT eLearning has been used, copies of the completed Self-Study Declarations
  6. CP Top Up Only – If the learner workbooks for Self-study has been used for the DS for CP unit, we do not require the books (hand them back to learners) but we do require copies of the Self-Study Declaration.
  7. Learner Registration form for each learner
  8. Photograph for each learner
  9. Cohort Register with all parts completed (Cohort Reg, First Aid and Daily Attendance Register ensuring daily hours minus break times is documented each day)
  10. All practical observation forms ensuring robust completion, trainer signatures, learner signatures and feedback completed where required.
  11. SIA Course Compliance Checklist - fully completed by the trainer.
  12. Examination Checklist – Invigilator is required to be completed by the independent invigilator and posted back to us with the MCQ exam papers, please ensure they have a blank copy of this well in advance of the examination sessions starting and ask them to complete the form robustly on each occasion.
- The time taken to perform the administration of the above items is not allowed to be included in the minimum contact time.
  - L1 English Initial Assessments must be completed and marked immediately on day 1 as learners failing to meet the required standard may not proceed onto the course.
  - Learner photographs must be either provided by the learner from a professional passport photo machine or taken by the trainer in line with our guidelines (see document 'Photo Guidance')

- We will not accept any learner who fails to produce the 1x Group A and 2x Group B identification documents, please refer to ‘Group A and Group B documents’ guidance on the centre support page for this qualification.
- Please refer to the document ‘SIA Qualifications Video Recording Sampling Strategy’ to understand which video recordings we also need to be sent in via your centre shared drive.
- CP and CCTV courses require additional photographs and videos as directed within the workbooks for these qualifications.