GEPEA (Global Educational & Professional Excellence Academy)

Name of the Program(s): - DIPLOMA OR ADVANCED DIPLOMA IN SECURITY OFFICERS MANAGEMENT, **CERTIFIED SECURITY MANAGEMENT PROFESSIONAL (CSMP™).**

Are you interested in earning your Security Officers Management Diploma or Advance Diploma or Certified Security Management Professional (CSMP)™? Security Management Diploma Course is aimed at practicing security professionals who want to broaden their knowledge and skills in terms of security management and leadership from theoretical point of view and trainings. As a leading training provider we have identified the areas of knowledge that are most relevant to managing security, making this course the most relevant security course on the today's global market.

SECURITY OFFICERS MANAGEMENT PROFESSIONAL TRANINGS
Training Hours: *60 hours or 80 hours.*

Program Duration: The concerned student of the respective Diploma/Advanced Diploma or Certification should have to be completed within minimum 6 months or 12 months long duration. 6 Months or 1 Year (Certifications). *Diploma in Security Officers Management programme is 6 months by distance learning and Advanced Diploma in Security Officers Management programme is 6-12 months by distance learning. The Certified Security Management Professional (CSMP™) is the global-leading accredited diploma in corporate security management (advanced concepts). The programme is 12 months by distance learning.*

Admission Requirements: A high school diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

Other Requirements: Generally, professional security officers are required to be at least 18 years old and have a clean criminal record. Some security firms have little to no minimum educational requirements and provide on-the-job training tailored to the position. However, most countries are now requiring security officers complete formal certification or formal training. Security officers must develop both excellent verbal and written communication skills. Officers are often called upon to communicate with the public and other law enforcement professionals in a variety of situations and must submit detailed reports regarding observations and incidents.

Who should attend this course? This security officers management course is for those who wish to embark on a career as a security officer or security manager or those who want to increase their knowledge in security management by enrolling with a quality assured training provider.

Training Delivery: The course duration will comprise 60 hours or 80 hours of self-study home based or lecture based delivery. The 60 hours or 80 hours will be delivered in 5 sessions online distance learning based on given course materials.

Syllabus Outline

Serial No.	Syllabus component	Assignment TMA (Tutor Mark Assignment) or Case Study	Board Questions (OBS = Open Book System) Exam.	MCQ (Multiple Choice Questions) 10 Questions (each @ 2 marks)

	5 Parts will count 9 hours each (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 15 hours **= Grand Total 60 Hours.** **OR** **5 Parts will count 9 hours each** (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 35 hours **= Grand Total 80 Hours.**	**45**	**35**	**20**
1	**Effective Security Management Professional**	*60 Hours (Time) or 80 Hours (Time)*		
	PART 1: General Security Management General Principles of Organization Organization Principles Where Security Fits in the Organizational Structure The Difference between Corporate and Company Security **Organizational Structure** The Informal Organization Additional Organizational Structure **Security's Role in the Organization** The Protective Service Role **The Security Director's Role** The Security Director… The New Security Director **The Security Supervisor's Role** The Supervisor as an Inspector Supervisory Authority The Supervisor as the "In-Between" Person The Supervisor's Span of Control Supervisory Training **The Individual Security Employee** Standards of Conduct **Ethics and Conflicts of Interest** Deciding between Right and Wrong: Listening to Our Inner Voice	**45**	**35**	**20**

The Need for Ethics-Based Policies
Higher Standard of Expectations
Establishing a Business Ethics Policy
Train Employees to Your Expectations
Reporting Potential Unethical Conduct
Deciding Ethical Dilemmas
Identifying and Reporting Potential Conflicts of Interest

PART 2: Security Personnel Management

Hiring Security Personnel
Hiring

Job Descriptions
Accuracy and Completeness in Describing the Job
Matching Applicant to the Job
Employee's Understanding of the Job
Matching Training to Job Description
Performance Evaluations Based on Job Descriptions
Job Descriptions are Current
Composition of the Job Description

Training
Shortcomings of Typical "Training"
Circumvention of the Training Program
Training Defined
POP Formula: Policy, Objective, Procedure
Training as Ongoing Responsibility
Types of Security Training Programs
Security Manual

Discipline
The Supervisor's Role in Discipline
Disciplinary Problems Arising from Misunderstood Assignments
Basic Rules of the Disciplinary Process
Progressive Discipline
Self-Discipline

Motivation and Morale
Theory X and Theory Y
Organizational Behavior
Give Your People the Opportunity to Fail
Motivators
Demotivators

Promotions
Identifying Promotional Candidates

PART 3 Operational Management

	FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS: a) Effective Security Management Officers Certification Test MCQ Questions answer practicing b) Effective Security Management Officers Test Board Questions/TMA (Tutor Mark Assignment) c) Effective Security Management Officers Case Studies **Exercises and projects**			

Project/Thesis/Case Studies

Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Advanced Diploma.

- In case Project/Thesis, respective students should submit 15 to 45 (A4 Size) pages long report. *Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.*
- In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. *Concern Authority will assign case studies question paper in time.*

Suggested Videos on Security Officers Management:
1. **Job Roles For Security Officer – Safeguarding,inspecting,Safety**
   https://www.youtube.com/watch?v=xSsb1I_cutU
2. **Basic Security Officer Responsibilities training video**
   https://www.youtube.com/watch?v=QoCUvQw6qrs
3. **Security Officer "Responding to Emergencies" Training video**
   https://www.youtube.com/watch?v=NatCEouAOLQ
4. **Security Officer/Guard Training - Episode-1 - Complete Main Gate Operations**
   https://www.youtube.com/watch?v=JeDNd03cCuo
5. **Security Officer Training- Communications**
   https://www.youtube.com/watch?v=-AqCjIfb9vE
6. **Security Officer Training- Human and Public Relations**
   https://www.youtube.com/watch?v=wCBIus-z9m0
7. **Basic security guard training full course**
   https://www.youtube.com/watch?v=fHfwT1lJRjk
8. **What do you learn in Security supervisor training?**
   https://www.youtube.com/watch?v=oc8kztoW3A8

	9. **How to be a great security supervisor in workplace?** https://www.youtube.com/watch?v=fqzZTQJm6nI 10. **Security manager job description, Duties and responsibilities** https://www.youtube.com/watch?v=Cghir73vemg 11. **How long does it take to be security manager from security guard** https://www.youtube.com/watch?v=QBNLWwOtF2U 12. **Security Manager Interview Questions with Answer Examples** https://www.youtube.com/watch?v=IpgeXsYqvD8 13. **Aviation Security Officer** https://www.youtube.com/watch?v=hvMuizA07F8 14. **Duties and responsibilities of the bank security** https://www.youtube.com/watch?v=JNMwZifSpDw 15. **Security Officer at SkyCity Auckland** https://www.youtube.com/watch?v=hSHiTqMCUG4			
	TOTAL HOURS REQURIED TO BE COMPLETED FOR THE PROJECT MANAGEMENT PROFESSIONAL CERTIFICATIONS = 5 Parts will count 9 hours each (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 15 hours **= Grand Total 60 Hours. OR 5 Parts will count 9 hours each** (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 35 hours **= Grand Total 80 Hours.** **The concerned student of the respective Diploma/Advanced Diploma or Certification should have to be completed within minimum 6 months or 12 months long duration.**			

WHAT IS SECURITY MANAGEMENT? A simple way to think of security officers management is a process of limiting security risks to a corporation or institution. For example, a security manager leads employees and teams that identify potential threats from online before developing a strategy to limit the risks and protect data, people, and locations. Businesses may use a variety of tools to protect customer information and their company details, which range from periodic evaluations of policies to the use of security technology to prevent hacking and related threats.

WHAT DO SECURITY MANAGERS DO?

Security Managers direct an organization's security functions, including physical security and safety of employees, facilities, and assets. They also create or implement security standards, policies, and procedures. Other tasks include: Identify, investigate, or resolve security breaches. Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures. Monitor and ensure a sound, ethical environment. Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on

company property. Develop, implement, manage, or evaluate policies and methods to protect personnel against harassment, threats, or violence. Develop, conduct, support, or assist in governmental reviews, internal corporate evaluations, or assessments of the overall effectiveness of facility and personnel security processes etc.

COURSE MATERIAL

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notesprovided, being the author of the same.

EXAMINATION

GEPEA Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in therespectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers &complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

CASE STUDY METHOD & STUDY MATERIAL:

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

BENEFITS AND FETURES:

(i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.

(ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courseseliminate these obstacles.

(iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.

(iv) **Study at your own Pace**: Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. Oneof the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.

(v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.

(vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as tokeep you informed about a constantly changing industry.

(vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!

(viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!

(ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.

(x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence youneed to become a leader in your profession.

(xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific businesstop.

ACCREDITATIONS AND RECOGNITIONS:

ITQSM Accredited & International Partnered Professional Academies.

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

PROFESSIONAL FACULTIES:

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time totime about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professorsthrough web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

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In case any query, please feel free to contact us via E-Mail: gepea.official@gmail.com , office@gepea.eu or visit Website: www.gepea.eu or www.gepea.education