



Qualification Specification

Level 3 Award in Security Chauffeur Driving

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Introduction

This qualification is appropriate for individuals who wish to work in a Close Protection Driving Role as well as those who want to simply experience another side to the industry

Topics included within this qualification include understanding the: importance of vehicle roadworthiness; searching and route selection. It also includes map reading, equipment and resources used, hazard perception and situational awareness, dynamic risk assessment and manoeuvring

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

Entry Requirements

Candidates must be aged 18+ Learners must hold a Level 3 Close Protection Qualification and a full UK Driving Licence. It is advised that learners have a basic level of written and verbal literacy in English.

Qualification Profile

| | |
|-----------------------------|---|
| Qualification title | ProQual Level 3 Award in Security Chauffeur Driving |
| Ofqual qualification number | 603/0916/7 |
| Level | 3 |
| Total Qualification Time | 100 hours |
| Assessment | Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers |
| Qualification start date | 20/12/16 |
| Qualification end date | |

Qualification Structure

Candidates must complete the 5 Mandatory units.

| | |
|------------|--|
| H/615/4326 | Road Safety for Security Chauffeur Driving |
| M/615/4328 | Safety Aspects of Security Chauffeur Driving |
| T/615/4329 | Security Chauffeur Driving |
| K/615/4330 | Embus and Debus Procedures in Security Chauffeur Driving |
| A/615/4333 | Route Selection in Security Chauffeur Driving |

Centre Requirements

Centres must be approved to offer this qualification, centres must be able to demonstrate their experience of working in the security sector and must have appropriately qualified trainers, assessors and internal quality assurance verifiers. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Tutors/Trainers are required to:

- hold or be working towards a Level 3 Award in Education and Training or an equivalent;
- hold a Level 3 Close Protection Qualification; and
- have a minimum of 2 years' experience as a police or military driver.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Assessors and IQA Verifiers are required to: hold or be working towards a Level 3 Award in Education and Training or an equivalent; hold a Level 3 Close Protection Qualification; and have a minimum of 2 years' experience as a police or military driver.

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and competence described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

ProQual Level 3 Award in Security Chauffeur Driving

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit H/615/4326

Road Safety for Security Chauffeur Driving

| Learning Outcome - The learner will: | Assessment Criterion - The learner can: |
|---|--|
| 1 Understand aspects of the Highway Code | 1.1 Explain key safety aspects with regard to safe driving 1.2 Explain the legal factors whilst driving |
| 2 Understand the importance of maintaining a vehicle's roadworthiness | 2.1 Explain the legal fundamentals of keeping a vehicle roadworthy 2.2 Identify the practical necessity of keeping a vehicle roadworthy |
| 3 Understand methods of hazard perception | 3.1 State potential areas where hazards occur 3.2 Explain time related hazards 3.3 State hazards relevant to road types |
| 4 Be able to demonstrate situational awareness | 4.1 Read road and traffic conditions and alter speed and direction accordingly |
| 5 Be able to drive a vehicle safely | 5.1 Explain methods of hazard perception and advanced awareness when operating a vehicle |

Unit M/615/4328
Safety Aspects of Security Chauffeur Driving

| Learning Outcome - The learner will: | Assessment Criterion - The learner can: |
|---|---|
| 1 Be familiar with vehicle and auxiliary equipment | 1.1 State key safety aspects with regard to safe driving 1.2 Explain the legal factors whilst using driving |
| 2 Understand why a systematic search of a vehicle is important | 2.1 Explain the fundamentals of vehicle searches 2.2 State the importance of vehicle searches 2.3 Identify equipment and resources that could aid in vehicle searches |
| 3 Know which equipment and resources are available to a close protection driver | 3.1 Identify safety equipment necessary to carry in vehicles 3.2 Explain task specific equipment for a close protection driver and its uses |
| 4 Be able to drive in an economical manner | 4.1 Explain why economical driving is advantageous 4.2 Demonstrate methods of driving economically |
| 5 Understand methods of hazard perception | 5.1 Explain methods of hazard perception and advanced awareness when operating a vehicle |

Unit T/615/4329 Security Chauffeur Driving

| Learning Outcome - The learner will: | Assessment Criterion - The learner can: |
|--|--|
| 1 Know how to interpret information from maps | 1.1 Explain different types of roads and symbols 1.2 Explain how to judge distances on a map |
| 2 Understand why security whilst in transit is important | 2.1 Explain the need for security in transit 2.2 Explain and demonstrate methods of providing security whilst in transit 2.3 Demonstrate methods of providing security whilst in transit |
| 3 Understand chauffeur protocol and etiquette | 3.1 Explain the importance of professional protocol and etiquette when dealing with VIPs 3.2 State why confidentiality is important |
| 4 Be able to carry out dynamic risk assessments whilst driving | 4.1 Carry out a risk assessment when cornering 4.2 Carry out a risk assessment when driving in darkness 4.3 Carry out a risk assessment when using multi lane roads |

Unit K/615/4330**Embus and Debus Procedures in Security Chauffeur Driving**

| Learning Outcome - The learner will: | Assessment Criterion - The learner can: |
|--|---|
| 1 Understand effective Embus and Debus procedures | 1.1 Describe suitable areas to carry out Embus and Debus 1.2 Carry out the safe collection of a VIP 1.3 Explain reasons for having a primary and secondary pick up point |
| 2 Be able to drive safely around corners at high speed | 2.1 Explain the reasons to why high speed cornering would be used 2.2 State the practical and legal implications to carry out such a manoeuvre 2.3 Safely demonstrate high speed cornering |
| 3 Be able to reverse safely at high speed | 3.1 State the safety factors involved with high speed reversing 3.2 Explain when to use such a method 3.3 Demonstrate a controlled high speed reverse |
| 4 Understand emergency procedures | 4.1 State when an emergency procedure should be put into place and the legal implications 4.2 Explain areas of a vehicle that can be incapacitated by another 4.3 State the safe and effective way of moving obstructions from the road with force 4.4 State when and how to mount obstructions and the adverse effects it can have on a vehicle |

Unit A/615/4333
Route Selection in Security Chauffeur Driving

| Learning Outcome - The learner will: | Assessment Criterion - The learner can: |
|--|---|
| 1 Understand the need for route selection when security chauffeur driving | 1.1 State the importance of producing a primary and secondary route 1.2 Explain the need for route selection 1.3 Explain factors that need to be considered when carrying out route selection |
| 2 Be able to carry out tactical driving for both high and low profile VIPs | 2.1 State the difference between high and low VIPs and the threats related to both 2.2 Demonstrate low level protection driving 2.3 Demonstrate high level protection driving |
| 3 Be able to carry out one, two and three vehicle VIP escort drills | 3.1 Explain when and how one two and three vehicle convoys would be used 3.2 Carry out one vehicle protection driving 3.3 Carry out two vehicle protection driving 3.4 Explain procedures when carrying out three vehicle protection driving |
| 4 Be able to safely carry out anti surveillance manoeuvres | 4.1 Explain anti surveillance drills to identify if surveillance is being carried out 4.2 Carry out a “three sides of a box” manoeuvre 4.3 Carry out roundabout manoeuvres 4.4 Carry out lane changing manoeuvres 4.5 Safely alter speed and direction to detect surveillance 4.6 Discuss alternative methods available to a driver 4.7 Demonstrate with two vehicles how to safely detect and evade suspect vehicles |



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