

SKILLS FRAMEWORK FOR SECURITY SKILLS MAP – SECURITY OFFICER				
Sector	Security			
Track	Private Security			
Occupation	Security Officer			
Job Role	Security Officer			
Job Role Description	<p>The Security Officer is responsible for protecting assigned premises, assets and personnel. He/She is expected to detect and deter potential threats. His duties include performing access control, conducting security screening, attending to enquiries from stakeholders, patrolling and guarding premises, as well as managing incidents and emergencies.</p> <p>He may be required to work in rotating shifts and must be physically fit. He is expected to be vigilant, decisive, and possess effective communication skills. He has to be well-groomed and pleasant when interacting with stakeholders.</p> <p>He may be deployed to a variety of places, including industrial, residential and commercial areas, as well as educational institutions and government buildings.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Perform access security functions	Attend to enquiries from visitors		
		Manage key presses		
		Conduct security screening of visitors, property or vehicle		
		Authorise and facilitate access to premises		
	Detect security threats	Regulate crowd and traffic in private property		
		Conduct security patrols in premises		
		Guard premises		
		Handling of suspicious persons/vehicles.		
	Manage incidents	Note and report irregularities		
Assist authorities in law enforcement				
Provide quick response to incidents and emergencies				
Request for assistance within guarded premise in the event of emergencies				
kills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Access Control Management	Level 2	Communication	Basic
	Alarm System Management	Level 2	Service Orientation	Basic
	Arrestation	Level 1	Teamwork	Basic
	Canine Handling	Level 1	Problem Solving	Basic
	Deterrence	Level 1	Digital Literacy	Basic
	Documentation	Level 1		
	Environment Observation	Level 1		
	First-aid	Level 1		
	Guard and Patrol	Level 1		
	Incident Response	Level 1		
	Information Collection	Level 1		
	Robotics and Automation Application	Level 2		
	Security Escort	Level 1		
	Security Operation Compliance	Level 1		
	Security Screening Management	Level 1		
	Security Surveillance Management	Level 1		
Self-defence	Level 1			
Stakeholder Management	Level 2			
Threat Observation	Level 1			
Programme Listing	For a list of Training Programmes available for the Security sector, please visit: www.skillsfuture.sg/skills-framework/security			