



**PSA REQUIREMENTS
FOR
TRAINING PROVIDERS
(TP1:2018)**

**Standard For The Provisions Of
Training For PSA Licensing**

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1. INTRODUCTION

The Government of Ireland through the Private Security Services Act, 2004, established the Private Security Authority (PSA) as the national regulatory and **licensing** body for the private security industry. The PSA's mission is:

To regulate the activities of those involved in the private security industry to ensure that the interests of consumers are fully protected through the establishment, promotion, monitoring and enforcement of appropriate standards.

The Private Security Services Acts identify eight security services, which are subject to regulation by the PSA as follows:

- Door Supervisor
- Installer of Security Equipment
- Locksmith
- Private Investigator
- Provider of Protected Forms of Transport
- Security Consultant
- Security Guard
- Supplier or Installer of Safes

Both contractors and employees operating in these sectors are subject to licensing. The licensing of employees is underpinned by training requirements prescribed by the PSA. Employees are required to obtain the appropriate qualifications from approved training providers. Section 8(2)(f) of the Private Security Services Acts provides for the PSA to specify qualifications or any other requirements (including requirements as to training) for the grant of licences. This document sets out the requirements, which apply, to training providers approved by the PSA and the conditions, which must be followed to obtain and maintain PSA approval.

The PSA will not accept training qualifications for licensing purposes from unapproved training providers or from training providers who do not comply with this document.

2. DEFINITIONS

- 2.1 Approved Training Provider (TP).** A training provider approved by the PSA to provide training services in respect of training courses for private security services licensed by the PSA.
- 2.2 Authorised Officials.** Personnel of the PSA or personnel appointed by the PSA to undertake inspections of TPs and request documentation and information pertaining to the provision of training services.
- 2.3 Awarding Body.** A body recognised by the PSA who validate training programmes which lead to the achievement of an award.
- 2.4 Candidate.** Any person who undertakes a training course.
- 2.5 Course or Training Course.** A course of training prescribed by the PSA in respect of private security services licensed by the PSA.
- 2.6 Employee.** An individual employed to provide security services for which a relevant and applicable PSA licence is required.
- 2.7 Licensing Requirements.** Document(s) setting out the licensing requirements of the PSA and prescribed by the PSA for the licensing of employees.
- 2.8 Private Security Authority (PSA).** The regulatory and licensing authority for the private security industry in the Republic of Ireland.
- 2.9 TP Forum.** Forum comprising of the PSA and members of the TPs at which matters pertaining to regulation, licensing, courses, training and related matters are discussed.
- 2.10 Trainer.** A member of a TP registered with the PSA to provide training courses.
- 2.11 Training.** The provision of training services to employees including registration, course provision, training, examination, assessment and any other service forming part of the relationship between the TP and candidate.
- 2.12 Training Guidelines.** Guidelines issued by the PSA to TPs in respect of training courses for private security services licensed by the PSA, which must be adhered to when providing training services.

3. APPLICATIONS FOR APPROVAL

- 3.1** Approved TPs and TPs seeking approval from the PSA to provide training for licensing purposes shall agree to be bound by the requirements of this document and such other requirements and guidelines as the PSA may issue from time to time.
- 3.2** TPs seeking approval from the PSA to provide training for licensing purposes must obtain written approval from the PSA prior to offering or providing training.
- 3.3** Applications to become an approved TP must be made on the application form contained at **Annex A** and be accompanied by evidence of current valid e-tax clearance certificate, including Revenue Tax Clearance Access Number.
- 3.4** Applicants to become an approved TP may be subject to an inspection by Authorised Officials.
- 3.5** When approval by the PSA has been granted, the TP must provide evidence that training courses provided for licensing purposes are validated by an awarding body approved by the PSA.

4. ACCREDITATION

- 4.1** TP courses relating to PSA licensing shall at all times be validated as required by the PSA.
- 4.2** Prior to seeking validation, a TP shall submit course content to the PSA for assessment against the PSA course requirements.
- 4.3** Where the TP meets the PSA course requirements, the PSA shall issue the TP with a statement confirming that the course content meets the PSA requirements.
- 4.4** The PSA may at any time raise any issue concerning a TPs validation with the relevant awarding bodies.
- 4.5** TPs shall agree to the sharing of information between the PSA and their awarding body including information on audits, training, non-conformances and any other matter relating to training services. This information will be limited to any form of report published by either party and covered by current legislation.
- 4.6** TPs shall ensure that any contracts or other arrangements entered into with candidates provide for the sharing of information with the PSA.

5. LANGUAGE ASSESSMENT

5.1 The TP shall have written procedures for assessing candidates Language Proficiency

5.2 Candidates from the following countries whose first language is English or Irish are exempt from the language proficiency requirements set out in this section:

Ireland, United Kingdom, Australia, Canada, New Zealand, United States of America, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Bermuda, Cayman Islands, Dominica, Federated States of Micronesia, Grenada, Guyana, Jamaica, Monserrat, Seychelles, St. Kitts-Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, British Virgin Islands, U.S. Territories including American Samoa, Guam, Marshall Islands, Northern Mariana Islands, Palau, Virgin Islands and Puerto Rico.

Candidates from outside Ireland shall produce their passport to confirm their country of origin. Such candidates may be required to demonstrate that their first language is English or Irish.

5.3 A candidate whose first language is not English and/or Irish and who comes from a country listed in **5.2** shall be required to meet the requirements of clause **5.4**.

5.4 TPs shall not accept a candidate for a course until they are satisfied that the candidate is sufficiently competent in the use of the English and/or Irish language in accordance with **5.5**.

5.5 Competence in the use of the English and/or Irish language shall be verified by the candidate providing evidence that their language proficiency is equivalent to or greater than level B1 in English and/or Irish in the Common European Framework of Reference for Languages (CEFR).

5.6 Only those tests set out in **Annex B** shall be accepted as evidence of language proficiency. Evidence of proficiency shall be by means of an original certificate from the awarding body.

5.7 A copy of the evidence of language proficiency shall be retained on the candidates course file. Where a candidate is exempt from these requirements by virtue of clause **5.3** their details including country of origin should be recorded on their course file.

6. TRAINERS

- 6.1** Only trainers who meet the minimum qualifications set out below shall deliver training courses.

All trainers must have at least 5 years' relevant experience in the security industry

And

A qualification or award which is equivalent to a) b) or c) below on the National Framework of Qualifications.

- a) A Level 5 Security Industry Trainer Award, or
- b) A Level 6 Train the Trainer Award together with a Level 4 Minor Award in Guarding Skills or Door Security Procedures or Security Industry Awareness, or
- c) A Level 6 Special Purpose Award in Training and Development together with a Level 4 Minor Award in Guarding Skills or Door Security Procedures.

- 6.2** TPs shall provide the PSA with details of each trainer who shall be delivering training courses. The following details shall be provided:

- Name of trainer.
- Qualifications of trainer.
- Sectors in which trainer will be providing training.

- 6.3** Trainers shall not undertake any training course until the provisions of **6.2** have been met and the PSA have acknowledged receipt of these details.

- 6.4** TPs shall notify the PSA of any changes in trainer details including the appointment of new trainers and the departure of trainers registered with the PSA.

7. COURSE FACILITIES

- 7.1** All courses shall take place at a venue suitable for the provision of training and conducive to effective learning.
- 7.2** Each venue shall comply with current Health and Safety regulations.
- 7.3** TPs shall provide sufficient equipment and resources appropriate to the delivery of the course.
- 7.4** Seating arrangements for the assignment and theory examination shall be structured so that there can be no cheating or collusion between candidates. Each candidate shall be seated at a separate desk/table for assignments and examinations.
- 7.5** TPs shall provide clear assessment instructions to learners prior to commencing the assessment.
- 7.6** During the assessment all walls shall be clear of any material that would provide help with the assessment.
- 7.7** Skills assessment will be undertaken in an appropriate environment
- 7.8** A recording of the practical element must be held for inspection by authorised officials.
- 7.9** There shall be a place for Authorised Officials to sit.

8. CANDIDATES

- 8.1 TPs shall verify the identity of each candidate on a course before the assessment. Verification shall include one form of photo identity and one form of residence verification from the following:

Photo Identity

- Valid Passport
- Current Driving Licence
- Current PSA Licence Card
- Garda Age Card
- Department of Social Protection Card

Residence Verification

- Utility Bill (issued within previous six months)
- Bank Statement (issued within previous six months)
- Document issued by a Government Department/Agency that shows candidates address (issued within previous 12 months)
- Letter from a PSA Licensed Contractor that shows candidates address (issued within previous month)

- 8.2 Only candidates whose identity has been verified in accordance with **8.1** and who have satisfied the language assessment requirements in **Part 5** shall be permitted to undertake the assessment.

- 8.3 TPs shall retain a copy of each document on the candidates course file.

9. COURSES

- 9.1** All training shall be undertaken in accordance with the prescribed training course content, relevant training guidelines specified in the current PSA training requirements for each specific course and such other guidelines or instructions as may be issued by the PSA
- 9.2** Training shall be undertaken so as to promote equality of opportunity for all candidates while ensuring that candidates are trained sufficiently to ensure their safety and the safety of the public when providing a security service.
- 9.3** The TP shall notify the PSA of the dates of all courses 10 days in advance of the commencement date of each course. The following information shall be provided:
- The name of the course.
 - The sectors.
 - The location where the course will be held.
 - The dates on which the course will take place.
 - The name of the trainer(s) delivering the course.
- 9.4** Where a course notified to the PSA in accordance with **9.3** is cancelled or postponed the PSA shall be notified within 24 hours of the cancellation/postponement.
- 9.5** Training shall only be provided in English and/or Irish.
- 9.6** Training shall only be provided by trainers qualified to provide such training and who have been registered with the PSA by the TP.
- 9.7** Authorised Officials may at any time enter any place where a training course is being provided to ensure all PSA requirements and guidelines are being adhered to.

10. COURSE RECORDS

10.1 A file shall be established for each candidate who seeks training services. Each file shall include the following details:

- a) Name,
- b) Address, phone number and email,
- c) PPSN,
- d) PSA licence number (if applicable),
- e) Copy of evidence of language proficiency,
- f) Copies of documents used for identity verification,
- g) Sectors for which training services are required,
- h) Date and location of course,
- i) Name of trainer,
- j) Assessment results,
- k) Copies of all assessments.

10.2 All files shall be retained in an appropriate format, including digital versions, for not less than three years from the date the training was completed.

10.3 All files covered by **10.2** above shall be kept safe and secure against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction. TPs shall ensure that the records are retained in accordance with the recommendations of the Office of the Data Protection Commissioner.

10.4 The TP shall notify the PSA within 7 working days of the completion of the course of the initial results for each candidate who completed the course.

10.5 The TP must confirm to the PSA that all candidate results have been submitted to the awarding body within 2 months of the course completion date.

10.6 The TP must provide the PSA with the Certificate from the Awarding Body within 6 months of the course completion date.

11. PSA APPROVAL

- 11.1** Training for licensing purposes will only be accepted from TPs meeting the requirements of this document.
- 11.2** TPs shall ensure that they are tax compliant and shall provide authorised officials with an e-tax clearance certificate as evidence of same.
- 11.3** TPs shall be subject to inspections by Authorised Officials with 14 days notice and at such times as the PSA may decide. The costs of such inspections shall be borne by the TP. A checklist for inspections is set out at **Annex C**.
- 11.4** Where a TP fails to meet any of the requirements of this document the PSA shall notify them by email of their non-compliance. TPs shall have 5 weeks from the date of the email to rectify any non-compliance.
- 11.5** Where the 5 week period referred to in **11.4** elapses and a TP has not addressed the non-compliance to the satisfaction of the PSA, the PSA shall write to the TP requiring them to rectify all outstanding matters within 14 days, advising that failure to do so within 7 days of the expiration of the 14 day timeframe will result in their approval being suspended pending the receipt of a report under **11.7**.
- 11.6** The PSA will not accept training results for any courses completed by the TP prior to or during the period of the suspension.
- 11.7** A TP whose approval has been suspended may apply to the PSA to have the suspension lifted. On receipt of such an application, the PSA shall undertake a new inspection of the TP to verify compliance with this requirements document and such other guidelines and instructions as the PSA may issue. A copy of the inspection report shall be provided to the TP.
- 11.8** During the period of the suspension, the PSA may refer the non-compliance to the awarding body.
- 11.9** Where a suspension remains in place for a period of more than 12 weeks, the TP shall cease being a PSA approved training provider.
- 11.10** Training Providers must retain all Internal Verification and External Authentication reports in accordance with **10.2**.

Annex A
Application to become a PSA Approved Training Provider
 (To be completed on TP's headed stationary)

Part 1 Applicant Details

Training Provider: _____

Address: _____

Contact Name: _____

Email: _____ Phone No: _____

Shareholders and Directors (Details of all shareholders and directors)

Name	Is this person a Shareholder, Director or both	% Shareholding (where applicable)

Sectors in which training services will be provided

Sector	Tick Box
Door Supervision (Event Security)	
Door Supervision (Licensed Premises)	
Security Guarding (Event Security)	
Security Guarding (Static Guard)	

Trainer Details (Details of all trainers providing training for PSA licensing)

Name	Training Qualification	Sectors

Part 2 Declaration

Insert Name of Training Provider wishes to become an approved Training Provider for the purposes of Private Security Authority (PSA) licensing in the sectors (said sectors) detailed in part 1 of this application form. Insert Name of Training Provider agrees to be bound by the document TP1:2018 (PSA Requirements for Training Providers).

Insert Name of Training Provider agrees that all training courses undertaken for the purposes of PSA licensing shall be validated by an awarding body that may be approved by the PSA.

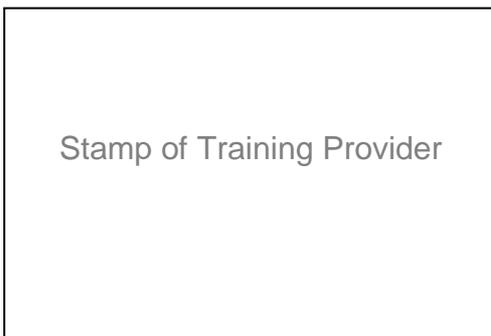
Insert Name of Training Provider agrees that any training courses undertaken for the purposes of PSA licensing in the said sectors shall be in accordance with the prescribed training course content, relevant training guidelines and such other guidelines and instructions as may be issued by the PSA.

Insert Name of Training Provider understands and accepts that failure to comply with these conditions or such other conditions as may be required by the PSA may result in this approval being suspended or withdrawn. Where an approval is suspended or withdrawn the PSA will cease to accept training from persons trained and/or assessed by Insert Name of Training Provider and will be required to notify licence holders and the public of the suspension/withdrawal.

Signed on behalf of Name of Training Provider: _____

Name (please print): _____ Date _____

Capacity to sign on behalf Name of Training Provider: _____



Annex B

List of language tests approved by the PSA together with the minimum grade requirement

Language Test	Awarding Body	Minimum Level Required*
IELTS	British Council / CELA / IDP	4.5 (B1)
Cambridge English Business Preliminary (BEC1) or above	CELA	Pass (B1)
Integrated Skills in English (ISE) I or above	Trinity College London	Pass (B1)

* where grades are provided across a number of modules (for example: reading, writing, and oral), the minimum level required must be obtained in each module.

Annex C

PSA Inspection Checklist.

1. The PSA will endeavour to provide reasonable advance notice of inspections in advance; however, we reserve the right to conduct unannounced inspections when necessary.
2. Preparing for the inspection.
The best way to prepare for an inspection is to ensure that all records are up-to-date. The records provided should be in an appropriate format, which can be verified by the Inspector. When records are being examined, copies should be made, if none are available, the original records will be taken and returned following the inspection.

All files should be retained for not less than three years from the date the training was completed.

3. The following information is required for your inspection:

3.1. Trainer Provider Information:

- 3.1.1. Confirmation of Tax Clearance
- 3.1.2. Proof of validation by Awarding body
- 3.1.3. Names and qualifications of all trainers who conducted the courses
- 3.1.4. Dates and locations of all training courses
- 3.1.5. List of candidates for each course
- 3.1.6. Course content
- 3.1.7. Assessment date(s) and results

3.2. Candidate Information:

A file shall be established for each candidate who seeks training services. Each file shall include the following details:

- a) Name,
- b) Address, phone number and email,
- c) PPSN,
- d) PSA licence number (if applicable),
- e) Copy of evidence of language proficiency,
- f) Copies of documents used for identity verification,
- g) Sectors for which training services are required,
- h) Date and location of course,
- i) Name of trainer,
- j) Assessment results,
- k) Copies of all assessments.

Any other associated documents and information that may be requested as part of the inspection.

Annex D

REQUIREMENTS FOR NEW PROVIDERS OF TRAINING FOR PSA LICENSING.

1. Following the introduction of these requirements new training providers will need to meet the following requirements to be considered by the PSA as an approved training provider.

1.1. Applicants must make an application to the PSA on the form provided at Annex A.

1.2. Applicants should provide evidence their training programme has been validated by an awarding body approved by the PSA.

1.3. Provide details of the company structure including details of directors, shareholders and funding, in the case of ETBs, details of approved signatories.

1.4. Provide details of previous history/experience in the security industry.

1.5. Provide evidence of a current valid e-tax clearance certificate including Revenue Tax Clearance Access Number.

1.6. Provide details of compensatory measures in place for students whose application for PSA licence is not successful or licence is suspended/revoked because of breaches of the PSA training requirements or failure to provide the level of training required for licensing.

1.7. Written undertaking that applicant will comply with the requirements of TP1.

1.8. Details of trainers qualifications and experience. Trainers shall have the following minimum qualifications:

All trainers must have at least 5 years' relevant experience in the security industry

And

A qualification or award which is equivalent to a) b) or c) below on the National Framework of Qualifications.

a) A Level 5 Security Industry Trainer Award, or

b) A Level 6 Train the Trainer Award together with a Level 4 Minor Award in Guarding Skills or Door Security Procedures or Security Industry Awareness, or

c) A Level 6 Special Purpose Award in Training and Development together with a Level 4 Minor Award in Guarding Skills or Door Security Procedures.

1.9. Details of locations where training is to be provided.