

# **CLOSE PROTECTION OFFICER SKILLS PROGRAM INFORMATION PACK**

**Dynamic Alternatives' Motto:**  
**Show me, don't tell me!**

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## INTRODUCTION

The Dynamic Alternatives Group (**DAG**) specialises in the provision of Close Protection services to and the training of Close Protection Officers (CPOs) and Venue, Residential and Event Protection Officers for Corporate, Government and Para-Statal institutions both in South Africa and internationally. Our SASSETA and City and Guilds (UK) accredited Close Protection training programmes are aimed at any individual whose work function is related to or involves specialist security duties; this includes but is not limited to Corporate, Private, Military, Police and Para-Statal Security Personnel such as CPOs, VPOs, Executive Drivers, Response Teams, Cash in Transit and Static Guards. **DAG** provides a dynamic system of selection, training, assessment, continuation training and re-assessment thus ensuring that world-class standards are maintained.

## THE DYNAMIC ALTERNATIVES APPROACH TO CLOSE PROTECTION OFFICER TRAINING

**DAG** utilises specialists in their respective fields to conduct all training. This equips our graduates and Clients with a distinct advantage over the competition. All of the instructors utilised by **DAG** have recognised qualifications, and are experienced Instructors and Field Operators with years of experience in Close Protection, Police, Military, Private Security and related fields.

Our proven instruction methodology is based on identifying the strengths and weakness of trainees and then concentrating on strengthening weak points and enhancing strengths. Trainees are moulded into professional Close Protection Officers who rate amongst the best in the world. During the training programme trainees participate in realistic scenarios and hardships in order to prepare and familiarise them with the tasks they will perform when providing protective services to Clients.

## ACCREDITATIONS

**DAG** holds the following accreditations:

1. Safety and Security Sector Education and Training Authority (SASSETA) accreditation to present training and certification for the South African Qualifications Authority (SAQA) Close Protection Qualification.

*Accreditation number: 05190400746*

2. Private Security Industry Regulatory Authority (PSIRA) to provide the following services:

- Close Protection
- Security Consulting
- Special Event Security
- Rendering of Security Services
- Training

*Accreditation number: 1021672*

3. SAPS Central Firearm Registry (CFR) as an accredited training service provider for firearms training.

*Accreditation number: 4000201*

4. City & Guilds United Kingdom as an accredited training service centre and provider for Close Protection training

*Accreditation number: 843331*

Dynamic Alternatives (Pty) Ltd has a Quality Assurance Policy and Procedure that has been approved by the SASSETA and City & Guilds (UK), as well as Assessors and Moderators who are accredited to provide Close Protection training.

Due to us been accredited through City and Guilds in the UK we can offer a short bridging course to allow our trainees to achieve British recognised qualifications should they require them for work purposes in the United Kingdom. This accreditation carries international recognition.

## TRAINING FACILITIES

**DAG** has an Accredited Training Centre conveniently situated in Centurion, between Johannesburg and Pretoria, as well as access to Conference Centres, Tactical Firearms Ranges, Advanced Driving and Outdoor Training facilities, Bush Lodges, etc.

## THE MODERN DAY CLOSE PROTECTION OFFICER

The modern day **Close Protection Officer (CPO)** can no longer simply wear a suit, carry a gun, and expect to be effective in this highly specialised industry. A CPO spends a great deal of time with the Principal, he/she must carry themselves with an air of professional authority, which can only be gained and maintained through realistic and systematic training. The professional CPO is a security specialist proficient in all areas related to personal protection. He/she must be able to operate as an individual or as a member of a high-risk protection team.

A CPO must be equally at home on both the shooting range and at diplomatic functions. When a CPO is assigned to a Principal, he/she not only accepts responsibility for the safety and wellbeing of that Principal, but he/she also becomes a representative of the Principal. This means that all actions of the CPO are considered to be a direct reflection on the Principal. Therefore the actions, behaviour and public relations skills of the CPO must be aligned with those of his/her Principal, in order to perform effectively in the Corporate, Government, Diplomatic or Para-Strata environment.

## OUTLINE OF TRAINING REQUIRED

In order for the CPO to meet international standards, he/she must undergo comprehensive initial training as well as ongoing assessment and training continuation. This is vital to ensure that perishable skills are kept up to standard and that the CPO remains current with new subject material and tactics which is constantly changing and adapting to meet new environmental requirements.

Some of the primary disciplines that the CPO must be trained in are as follows:

1. Close Protection Theory and Methodology
2. Defensive Tactics
3. Tactical use of Firearms
4. First Aid
5. Threat Assessment and Risk Management
6. Advanced Driving Techniques
7. Protocol and Etiquette
8. Other related disciplines

## 1. CLOSE PROTECTION THEORY AND METHODOLOGY

- Operational Planning including:
  - Operational tasking
  - Itinerary management
  - Reconnaissance and site inspection
  - Contingency planning
  - Briefing and debriefing of Client/Principal, CPO team and other role players
  - Operational administration
- Providing Static and Venue Protection
- Providing Close Protection Pedestrian Escort
- Providing Close Protection in Transit
- Provide Close Protection during Embussing and Debussing from vehicles
- Immediate Action Drills (IADs)
- The Security Advance Party
- The Residential/ Venue Protection Team
- Identification of Improvised Explosive Devices (IEDs)
- Assassination, Kidnapping and other relevant Case Studies

## 2. DEFENSIVE TACTICS

- Unarmed Defensive Tactics including kicking, striking, grappling
- Disarming techniques
- Weapons Retention
- Edged weapon use and defence against these weapons.
- Improvised weapons
- Use of alternative weapons (ASP baton, Handcuffs, Pepper spray)
- Physical Restraint and control techniques

## 3. TACTICAL USE OF FIREARMS

- Tactical use of handgun and where required shotgun, rifle and carbine
- Team and individual tactical movements in venues, vehicles and outdoors
- Night shooting
- Multiple Weapons Integration ( Unarmed, Pepper Spray, ASP, Knife, Firearm)

## 4. FIRST AID

As first on scene the CPO needs to competently deal with emergency medical incidents involving his/her Principal, until more qualified assistance is available. Due to the specialist nature of this discipline external subject matter experts present this module.

SASSETA Unit Standard 7854 - Provide First Aid is incorporated into the CPO Skills Programme with some additional CPO related scenarios and specific training. A further five day course can be offered at an additional fee for those who require an advanced First Aid qualification.

## 5. THREAT ASSESSMENT AND RISK MANAGEMENT

This is the skill that the CPO needs to apply so that he/she can be pro-active in maintaining a level of protection commensurate with the Principal's risk profile.

- Basic intelligence collection and interpretation
- Surveillance and Counter Surveillance
- Crime trends and modus operandi
- Incidents of Terrorism
- Threat Assessment
- Risk Analysis
- Risk Avoidance and Mitigation

## 6. ADVANCED DRIVING

It is no secret that a Principal is generally most at risk whilst in transit, due to the high incidence of motor vehicle collisions and motor vehicle related crime in South Africa, such as "smash-and-grab" and "carjacking".

- Defensive Driving and Collision Avoidance
- Optimal Steering and Braking Techniques
- Skid Prevention and Control
- Counter Ambush Techniques
- Motorcade Driving

## 7. PROTOCOL AND ETIQUETTE

A CPO must be able to operate unobtrusively and effectively in diverse settings and must be equally at home in the Corporate and Diplomatic environment, with sports teams, celebrities or on a bush safari. Some of the important aspects covered are:

- Dress code
- Personal hygiene
- Behaviour and personal habits
- Social skills and etiquette
- Cultural diversity
- Diplomatic protocol

## 8. RELATED SKILLS AND TRAINING

There are many additional fields of expertise that compliment a CPO's skills set thus enabling him/her to address a Principal's specific requirements. **DAG** can also present or facilitate training in the following disciplines:

- Hostage survival techniques
- Counter Assault Team (CAT)
- Counter sniping
- Tactical rope work
- High speed driving
- 4x4 driving
- Navigation and GPS
- Survival scenarios
- Advanced life support
- Scuba diving and life saving
- Watercraft protection
- Aviation protection

## 9. UNIT STANDARDS, WHAT ARE THEY?

Unit Standards are the building blocks of Qualifications. A complete qualification is made up of many individual Unit Standards. Unit Standards are an effective means of determining what should be taught on a particular course and also of what competency needs to be achieved by the learner. Unit Standards are made up of "Specific Outcomes" and Assessment Criteria. The Specific Outcome tells you, as the learner, what you must be able to do as a result of the training you receive, and the Assessment Criteria tells the Assessor what to test you on and how, in order to determine whether or not you have achieved the Specific Outcome.

## 10. CPO SKILLS PROGRAMME CURRICULUM

The SASSETA accredited CPO Skills Programme consists of the following SAQA Unit Standards:

UNIT STANDARD ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
246694	Explain the requirements for becoming a security service provider	3	4
244317	Provide static protection to designated persons	5	15
244319	Provide close protection to designated person's whilst in transit	5	15
244334	Provide protection to designated persons whilst embussing or debussing	5	10
244327	Provide pedestrian escort to designated persons within a close protection environment	5	15
7854	Provide first aid	4	4
117705	Demonstrate knowledge of the Firearms Control Act, 2000 (Act No. 60 of 2000)	3	3
119649	Handle and use a handgun	3	2
123515	Handle and use a handgun for business purposes	4	3
123510	Apply tactical knowledge in the use of a firearm	4	5

## 11. DAG PREFERRED CRITERIA FOR CPO SKILLS PROGRAMME CANDIDATES

- Age – preferably between 23 and 35 years of age (exceptions may be condoned in consultation with the Candidate and **DAG**, provided all other requirements are met)
- A valid light motor vehicle Driver's License (Code 08)
- In good health and not suffering from a communicable disease. Must provide a medical certificate declaring him/her fit for physical fitness training.
- A reasonable level of physical fitness as detailed in paragraph 12 below.
- Academic qualification - minimum of Grade 12 (Matriculation) or equivalent level qualification and be fully literate (reading and writing) in English (NQF Level 4 numeracy and literacy)
- Experience in the security, police, military or a related field is recommended.
- No criminal record and of sober habits.
- No time constraints during programme presentation period
- Candidates are required to sign the following in favour of **DAG**:
  - Indemnity and Waiver
  - Declaration of Confidentiality
  - Declaration of Criminal Record Status and non-use of illegal substances
  - Declaration of Phobias
- Candidates may be personally assessed by **DAG** to determine their potential to successfully complete the CPO Skills Programme. This may include but is not limited to physical fitness, driving proficiency, firearm and defensive tactics aptitude.

11. Where candidates do not meet the required entry level requirements, **DAG** can present or facilitate, at an additional cost prior to attendance of the CPO Skills Programme, the necessary entry level training, e.g. SASSETA Unit Standard 119649: "Handle and use a handgun", physical fitness, etc.
12. Candidates have to provide four certified copies of the following documents prior to commencement of the training programme:
  - Identity Document\*
  - Driver's License\*
  - Firearms License(s) or competency certificate (If applicable)
  - Firearms training certificates (SASSETA accredited)
  - Highest Academic Qualification\*
  - We also require a comprehensive CV from each candidate\*

(\* Candidate will not be allowed to commence training without prior submission of these documents. If the documentation is not valid, submitted, certified or do not meet the requirements, DAG has the obligation and right to refuse training to the learner until all the requirements are met)

**It is a legal requirement that individuals working as Close Protection Operatives must be registered with the Private Security Industry Regulatory Authority (PSIRA). DAG can assist you with this process.**

## CRITERIA FOR POTENTIAL CANDIDATES WANTING TO DO THE CITY & GUILDS CP CERTIFICATION PROGRAMME (OPTIONAL)

For the interested learner in the City & Guilds Certification; Accreditation from the United Kingdom. An additional fee (as per our price list) will have to be paid at the beginning of the course for us to have ample time to register them. The learner will do an online GOLA (Global On-line Assessments) examination. This will consist of a multiple-choice questionnaire on British Law, Ex-Med (First Aid Training) and Close Protection. The learner will stay an additional 2 days to do the Ex-Med Training, and then return to DA's office to do the online test.

### **Requirements**

#### **Verification of Candidates Identity**

Please find listed below acceptable proof of identity documents as specified by the Security Industry Authority (SIA).

All documents from Group A and Group B must be originals and in the applicant's current name (unless accompanied by a deed poll document that confirms a change of name or a valid adoption certificate).

#### **Group A**

- Signed valid Passport (any nationality)
- Signed UK Photo driving licence (both parts of the full or provisional licence are required)
- HM Forces ID card (UK)
- UK Birth certificate or certified copy issued within 12 months of birth, but not a photocopy
- UK adoption certificate

#### **Group B**

- Valid EU photo ID card
- Signed UK paper Driving licence
- Marriage Certificate (with translation if not in English) or Civil Partnership certificate
- Certified copy of a UK birth certificate issued more than 12 months after the date of birth, but not a photocopy
- Non UK birth certificate with Translation if not in English
- P45 statement of income for tax purposes on leaving a job, issued in the last 12 months
- P60 annual statement for income tax purposes issued in the last 12 months
- Bank or Building Society Statement issued to current address, less than three months old
- Mortgage statement issued in the last 12 months

- Gas, electric, telephone, water, satellite, cable, mobile phone contract or utility bill issued to candidates current address within the last three months (Candidates can only use a **maximum of one** utility bill)
- TV licence issued in candidates name and to current address, issued in the last 12 months.
- Pension, endowment or ISA statement issued in the last 12 months
- Pension, endowment or ISA statement issued in the last 12 months
- Certificate of British Nationality
- British work permit or visa issued in the last 12 months
- Letter from the Inland Revenue, Department of Work and Pensions, Employment Service, or local authority. (Candidates may use more than one letter as long as each is issued by a different Government department or different local authority).
- A credit card statement sent to the candidate's current address within the last three months. (Candidates can use more than one statement as long as each is issued by a different service provider).
- Court summons issued in the last 12 months
- Child benefit book issued in the last 12 months
- A payslip, with your address, and the employers name or logo, which is less than three months old

*\* If this photographic Group A document was previously sent to the SIA for a licence application that was successful, no documents need be sent unless the applicant's name or address have changed. If an applicant's name has changed a fresh, complete set of identity documents will need to be submitted. If the applicant's address has changed, one Group B document showing the new address is required. Please note that the SIA may alter this requirement if necessary in order to maintain the integrity of their identification checks.*

Candidates must present two colour photographs one for each unit examination (including retakes). Acceptable photographs will be the type required for passports or driving licences and must meet the following criteria:

- The photograph must be passport size (approx. 35mm x 45mm).
- The photograph must be full face and head and shoulders (i.e. not a side view).
- The candidate must not be wearing sunglasses.
- The candidate must not be wearing a hat or head covering except where this is required for religious beliefs or ethnic background.

**Note: Black and White photographs are not acceptable. Failure to present colour photographs will delay candidate results.**

## 12. DAG ENTRY LEVEL FITNESS REQUIRED FOR CPO SKILLS PROGRAMMEME

The level required for successful completion of the CPO Skills Programme is higher but we suggest that a candidate is able to at least perform the exercises below before the start of training:

- Run 2.4 Km in 15 Minutes or run 500 metres in less than 2.5 minutes
- 35 Push-ups, 35 sit-ups, 8 pull-ups and 35 free squats in no more than 60 seconds per exercise
- 25 meter swim in 40 seconds
- 10 x 25 meter shuttle run in 90 seconds

**The instructors and facilitators will not be able to make the candidate fit during the period of the course, but they will present a physical fitness program on a daily basis so as to maintain a level of fitness. It is the candidates own prerogative to be able to comply with the above mentioned physical fitness requirements.**

## 13. SASSETA ENTRY REQUIREMENTS FOR THE CPO SKILLS PROGRAMME

### LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.

It is assumed that candidates are competent in the following Unit Standards before commencement of the CPO Skills Programme:

- US 123257: "Operate a rigid light vehicle".
- US 117705: "Demonstrate knowledge of the Firearms Control Act, Act 60/2000".
- US 119649: "Handle and use a handgun".

Should a Candidate not hold all of the above three Unit Standards before the course commences DAG will present the relevant training prior to the course commencing.

## 14. LOGISTICAL REQUIREMENTS FOR CPO SKILLS PROGRAMME

### Essentials:

- Durable clothes, that may potentially be ruined, for wearing on shooting range, etc. (an overall works well)
- Swimming costume
- Warm clothes for the evenings
- Neat clothing (trousers and jacket) for scenarios
- Baseball cap or hat
- Toiletries
- Medication if applicable (Inform the DAG staff of any prescription medication)
- Towel
- Sun block and insect repellent
- Water bottle

### Optional if Applicable:

- Own firearm, magazines, holster and magazine pouches, ear and eye protection.
- Laptop, Personal Computer

### Note:

- Course attendees are required to use their own transport to the DAG training centre (Eks Derde Bush Camp). Transport will be provided between the DAG training centre and external facilities such as the shooting range.
- Coffee, Tea and Lunch is included in the programme cost; candidates are responsible for their own snacks and beverages outside of the refreshments provided.
- No alcohol, Red Bull, Play, Monster (Energy Drinks) are permitted, PowerAde and Energade are allowed. The course is considered a dry course as the effects of these mentioned beverages can have a detrimental result to the candidate and the other course members.

**The pre-course firearms training, as per the course entry requirements, will take place at Dynamic Alternatives' Training Centre situated at; 93 River Road, Lyttleton Manor, Centurion GPS Coordinates; Latitude: 25°50'26,19"S and Longitude: 28°12'38.50"E**

**TBA 17:00 (for 17:30) to 20:00 Knowledge of the Firearms Act 60/2000**

**TBA 08:00 – 09:00 Knowledge of Firearms Act Exam**

**TBA 09:00 – 16:30 Private Use of Handgun**

**TBA 09:00 – 13:30 completion of Private Use of Handgun**

**TBA 16:30 Meet at Dynamic Alternatives Training Centre. Drive to Bushveld Camp Lodge. Course registration and orientation will be conducted.**

For the duration of the course candidates will share their rooms with a roommate. A safe is available for those who wish to make use of their own firearms during the training, but it is advisable to refrain from bringing along any unnecessary valuables as DAG will not be held liable for the loss of any personal belongings. Safe parking is available for your vehicles.

## 15. CONTINUATION AND FURTHER TRAINING

Although this is a comprehensive CPO Skills Programme continuation training is required in order for a CPO to maintain perishable skills such as Defensive Tactics, Tactical Use of Firearms, Advanced Driving Techniques, etc. Further training will allow successful CPO Skills Programme candidates to complete other Unit Standards in order to achieve the SASSETA CPO Qualification. **DAG** provides continuation and further training programmes on request.

## 16. DAG CONTACT DETAILS

Physical Address: 93 River Road, Lyttelton Manor, Centurion, 0157

Postal Address: P.O. Box 14068, Lyttelton, 0140

Tel: +27 (0) 12 644 0458

Fax: +27 (0) 12 644 0909

[enquiries.daprotect.com](mailto:enquiries.daprotect.com)

[www.daprotect.com](http://www.daprotect.com)

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***Please see application form on next page...***

# CANDIDATE APPLICATION FOR CPO SKILLS PROGRAMME

## **Instructions:**

- This form must be completed in full. Please **print in black ink**. Incomplete or illegible documents will not be processed

Section 1 – CANDIDATE INFORMATION											
<b>1.1 PERSONAL DETAILS:</b>											
Title											
Surname											
Full Names											
ID Number/Passport no											
Type of ID		RSA			Non – RSA			Age			
Nationality								Gender			
Criminal Record		No	Yes	Specify							
Population Group								Home Language			
<b>1.2 MEDICAL DETAILS:</b>											
Family Doctor Name:								Tel:			
Medical Aid Name								Number:			
Hospital Preferences		State:		Private		Specify:					
Blood Type		<b>O</b>	<b>A</b>	<b>B</b>	<b>AB</b>	<b>UNKNOWN</b>					
Medical Fitness Certificate Attached				NO		Yes		Other:			
Do You Have a Disability?		NO		YES		Specify:					
Colour Blindness	NO	YES	Contact Lenses	NO	YES	Glasses	NO	YES			
<b>1.3 DIETARY REQUIREMENTS:</b>											
Kosher		Vegetarian			Halaal			None			
Food Allergies:		Please Specify:									
<b>1.4 PHOBIAS:</b>											
Claustrophobia			Hydrophobia			Acrophobia			None		
Others – Specify											
<b>1.5 CONTACT DETAILS:</b>											
Tel No (work)		(0 )			Tel No (work)		(0 )				
Cell Phone		(0 )			Fax No		(0 )				
E-Mail											
Physical Address								Postal Code			
Postal Address								Postal Code			
<b>1.6 SCHOOL QUALIFICATION</b>											
Highest School Qualification											
School where qualification was obtained											
<b>1.7 HIGHEST TERTIARY QUALIFICATION</b>											
Year		Qualification				Institution where qualification was obtained					
<b>1.8 PREVIOUS CPO TRAINING PROGRAMME(S) ATTENDED (include training in related fields)</b>											
Year		Qualification				Institution where qualification was obtained					
PSIRA Number						PSIRA Grade					
Where did you hear about Dynamic Alternatives?											

ACCOUNT RESPONSIBILITY	
Who is responsible for the course fee payment?	

SECTION 3 - EMPLOYER DETAILS			
Employer's Registered Name			
Employer's Trading Name			
Business Address			Postal Code
Postal Address			Postal Code
Contact Person (name and surname)		Title ( <i>specify</i> )	
Tel No	(0....)	Fax No	(0....)
E-mail			

DECLARATION BY APPLICANT (Must be completed)
<p>I, _____ (full name), declare, to the best of my knowledge, that all the information provided is complete and correct. Signed at _____ on this, the ____ day of _____ 2010</p> <p>_____ (Applicant Learner)</p>

After completion of the Submission Form, candidates must fax the form and a copy of the deposit slip / proof of payment slip / to the administrative office of Dynamic Alternatives (Pty) Ltd.

FOR OFFICE ONLY										
Deposit Paid	Yes	No	Date Received	2	0					
Reference Number			Amount Paid	R						
Received By				Signed						