



Updated November 28, 2013

Basic Security Training – General Access Modules and Learning Objectives

Note Regarding Provincial Training Requirements

Training requirements for a private security license may vary from province to province. This course is currently under review by various provincial Registrars in jurisdictions across Canada. The following versions of this course have been approved as meeting provincial training requirements:

- [Basic Security Training \(Alberta\)](#)
- [Basic Security Training \(Saskatchewan\)](#)

Individuals outside of these provinces are encouraged to contact their provincial government department for more information on training requirements.

Security professionals work in many different sectors and settings - from commercial retail to personal protection. Whether protecting property or persons, security professionals require a broad range of knowledge and skills to effectively and safely carry out their duties.

Basic Security Training is a comprehensive training course for individuals seeking to enter this industry. It is designed to increase knowledge about the daily duties and responsibilities of a security professional and build the confidence needed to meet the challenges of the workplace.

This online course is delivered in seven modules and is equivalent to 40 hours of classroom instruction. It covers the following learning areas:



1. Introduction to the Security Industry (40 minutes)

Upon completion of this module you will be able to:

- Describe the various roles and responsibilities of security professionals
- Define and demonstrate professional conduct for security professionals



- Define and demonstrate professional appearance and deportment for security professionals

2. Canadian Legal System (1.5 hours)

Upon completion of this module you will be able to:

- Describe how the Criminal Code of Canada and the Canadian Charter of Rights and Freedoms relate to the work of a security professional
- Identify the legal authorities, rights, and limitations of an on-duty security professional
- Discuss and provide examples of a citizen's power of arrest under the Criminal Code of Canada
- Discuss and provide examples of provisions for search and seizure in the performance of duties
- Discuss and provide examples of legal powers of security professionals in situations involving landlords and tenants
- Discuss and provide examples of legal powers of security professionals in situations of trespassing or vandalism
- Identify the types of offences in the Criminal Code of Canada and provide examples of each
- Discuss and provide examples of legal powers of security professionals in use of force

3. Basic Security Patrol Procedures (2.5 hours)

Upon completion of this module you will be able to:

- Explain and demonstrate the observation skills utilized by a security professional
- Explain and demonstrate the various techniques used to:
 - Patrol
 - Control access
 - Conduct surveillance
 - Respond to alarms
 - Control crowds
 - Manage labour disputes
 - Respond to emergency scenes
- Describe the signs and behaviours associated with substance abuse
- Identify drug paraphernalia
- Describe the signs and behaviours associated with excited delirium
- Explain and demonstrate the various techniques used to control traffic in emergency and non-emergency situations
- Describe shift-related responsibilities, such as:
 - Interpreting shift posting orders
 - Starting a new shift
 - Transferring responsibility at the end of a shift
- Explain best practices when working with a partner
- Explain and provide examples of an appropriate use of force response for a security professional



4. Communication (1.5 hours)

Upon completion of this module you will be able to:

- Describe effective verbal and non-verbal communication strategies for security professionals
- Identify and demonstrate methods of communication which are free from bias, discrimination, and harassment
- Identify strategies for effective verbal and non-verbal communication in situations where communication barriers exist
- Explain and demonstrate verbal and non-verbal communication skills when interacting with individuals who show signs of being uncooperative, violent, and impaired
- Identify and develop strategies to control your personal triggers in situations of conflict or anxiety
- Conduct an effective interview

5. Documentation and Evidence (1.5 hours)

Upon completion of this module you will be able to:

- Describe the importance and legal implications of maintaining an accurate and complete notebook
- Describe how to effectively take detailed notes during your shift
- Describe the importance and legal implications of maintaining an accurate and complete notebook
- Describe the correct use of a notebook
- Maintain an accurate and complete notebook
- Obtain and record an accurate and complete statement
- Prepare an accurate and complete statement
- Describe the elements of an accurate and complete report
- Prepare an accurate and complete report
- Preserve and protect evidence and a potential crime scene
- Prepare for the process of giving testimony in court



6. Emergency Response Procedures (1.5 hours)

Upon completion of this module you will be able to:

- Recall the different levels and types of access control
- Explain the importance of access control
- Identify emergency alarm calls and required follow-up response
- Identify required assistance upon responding to an emergency
- Identify required assistance upon responding to a fire emergency
- Describe precautions for maintaining the safety of self and others at the scene of a fire
- Identify required assistance upon responding to a fire emergency
- Describe precautions for maintaining the safety of self and others at the scene of a fire
- Describe precautions for maintaining the safety of self and others at the scene of a bomb threat

7. Health and Safety (1 hour)

Upon completion of this module you will be able to:

- Describe best practices for personal safety while on duty in the areas of communication, duties, and emergency response
- Identify potential hazards at security sites and venues
- Recall the basic principles of the Workplace Hazardous Materials Information System
- Discuss strategies for dealing with the effects of shift work on health, personal fitness, sleep, and social life

Provincial Licensing Exam Information

In some jurisdictions, license applicants must successfully complete a provincially mandated exam in order to acquire a private security license. All applicants are encouraged to contact their local provincial government department for information on training and testing requirements.

