

Dear Candidate,

We are delighted that you have chosen to consider us as your preferred Level 3 Close Protection course training provider. The investment you are considering will ensure that you are equipped with the knowledge and practical skills not only to satisfy the Security Industry Authority but also to any prospective employer is a demonstration of your intention to be an elite personal protection officer and totally justifiable.

Tony Lewis Consulting and the Professional Bodyguards Association have a long and enduring professional relationship fostered for the benefit of trainee close protection officers who intend adhere to a higher standard of training, competence and professionalism. This relationship has enabled our candidates to undertake courses that far exceed the SIA requirement for competence.

Our course will ensure that you are fit for purpose as a high calibre graduate in a very competitive market where the Professional Bodyguards Association endorsement on your certificate will demonstrate to domestic and international organisation that you have been through very rigorous and advanced training and therefore are suitable for employment in the sector.

### **Course Enrolment Registration**

The courses you will be enrolled on are the BTEC Level 3 Close Protection course coupled with the BTEC level 2 First Person on Scene (Intermediate) approved by the SIA and accredited by Pearson Edexcel. The Professional Bodyguard Association logo will also be displayed on the certificate to demonstrate that PBA confirms that you have achieved a higher standard of training and competence.

To register we shall require your full CV which should include your full name as it appears on your passport and or driving license; date of birth; Inland Revenue Dept. Tax number gender/sex; your nationality; full address including postcode; mobile contact; email address and not least of all a Criminal Convictions Information certificate no older than 3 months.

We shall require you to complete an enrolment form; provide proof of identification and address. Due to identity checks the SIA will carry out we shall also require a recent passport sized photograph together with the original Criminal Convictions Information certificate and original bank statement and 2 utility bills no older than 3 months.

## **Training Delivery**

We are always sensitive to candidate input and have addressed the logistical needs of our candidates by providing both the 15 days continuous course programme and the weekend approach by way of modular training. The 15 day course is run week days Monday–Saturday and the modular weekend course is run Friday–Sunday (over four weekends – fifth weekend is the assessment week).

## **Assessment Examination & Certification**

We are committed to our candidates achieving their qualification in a timely manner in order to apply and receive their SIA license as quickly as possible. To that end we have been authorised to deliver online testing of candidate to confirm underpinning knowledge for the Close Protection course.

The practical assessment of skills is done internally and on a continuous basis to ensure that confirmation of competence is valid and reliable. The result is that with online assessment of knowledge, candidate can take their test and get immediate results within minutes.

Where candidates have successfully undertaking the online and practical test, they can immediately apply for their SIA license with our full support. Our intention has always been to reduce the waiting time before applying for a license and now we have found the solution.

## **LEARNING OUTCOMES OF THE COURSE**

### **BTEC Level 3 in CLOSE PROTECTION**

#### **Session 1: Roles and Responsibilities of the Close Protection Operative**

##### ***Aim:***

1. To explain the roles and responsibilities of the close protection operative

##### ***Objectives:***

By the end of this session learners will be able to:

- Explain the purpose of close protection
- Observe notable close protection incidents and identify successes and failures
- Explain the difference between a Client and a Principal within the role of close protection
- Explain the different roles within a close protection team
- Explain the tasks a close protection operative may undertake whilst working alone

- State the professional attributes of an effective close protection operative
- Explain the range of equipment available to the close protection operative
- Explain the purpose of close protection training and licensing
- State why it is necessary for a close protection operative to be responsible for their own continual professional development (CPD)
- Identify the variety of client types in the close protection environment
- Demonstrate an understanding of personal security and situational awareness

## Session 2: Threat and Risk Assessment

### **Aim:**

1. To understand the importance of threat assessment and risk management
2. To produce a risk assessment

### **Objectives:**

By the end of this session learners will be able to:

- Explain what is meant by threat and risk assessment and state their importance
- Explain the main threats to a Principal within a close protection context
- Explain why it is necessary to conduct threat assessment and risk assessment on people and venues
- Explain threat profiling of the Principal and Clients
- Describe threat and risk assessment techniques used concerning people and venues and state their importance
- Understand the variations in threat assessment and risk management when a
- Principal is arriving and leaving a destination
- Explain the need for on-going assessment, response and contingency plans
- Describe how close protection operatives gather operational intelligence within the UK
- Describe the various threat levels
- Carry out and produce a threat and risk assessment



## Session 3: Surveillance Awareness

### **Aim:**

1. To have a basic understanding of surveillance, anti-surveillance and counter-surveillance methods

### **Objectives:**

By the end of this session learners will be able to:

- Describe the range of unwanted attention e.g. criminals, media, followers, stalkers, fixated persons
- Describe a range of basic surveillance techniques
- Describe a range of anti-surveillance techniques
- Describe a range of counter-surveillance techniques
- Explain the equipment used in surveillance, their capabilities and limitations

## Session 4: Operational Planning

### **Aim:**

1. To discuss and demonstrate operational planning

### **Objectives:**

By the end of this session learners will be able to:

- Explain the purpose of operational planning
- Explain the importance of threat and risk assessment in operational planning
- Design and implement an operational plan
- Explain the importance of time and resource management
- Identify the relevant agencies that may need to be contacted in the course of operational planning



## Session 5: Law and Legislation

### **Aim:**

1. To explain and discuss the legislation which impacts on a close protection operative

### **Objectives:**

By the end of the session learners will be able to:

- Explain the parts of civil and criminal law that have an impact on the role of a close protection operative, in particular the Human Rights legislation, the Data Protection legislation and Health and Safety legislation
- Identify key areas of misuse of drugs legislation which relate to close protection activities
- Understand legislation appropriate to the role of the close protection operative

## Session 6: Interpersonal Skills

### **Aim:**

1. To discuss the importance of interpersonal skills within a close protection environment

### **Objectives:**

By the end of the session learners will be able to:

- Explain the need for effective interpersonal skills
- Explain the range of interpersonal skills needed within the role of a close protection operative
- Explain the importance of briefing and de-briefing
- Demonstrate effective negotiation skills
- Explain the importance of effective communication with Principals, Clients and others involved in close protection operation
- Explain the need to be assertive
- Explain the importance of etiquette and protocol when dealing with different types of clients in a close protection environment

## Session 7: Close Protection Teamwork and Briefing

### **Aim:**

1. To discuss the importance of teamwork within a close protection environment
2. To conduct an operational briefing

### **Objectives:**

By the end of the session learners will be able to:

- Describe the attributes of an effective team
- Explain the importance of knowing and using other team members' abilities and skills
- Explain the importance of personal and team preparation
- State the importance of standard operating procedures (SOPs)
- Describe the importance of effective communication within the close protection team
- Explain the structure and purpose of operational briefings and de-briefings
- Conduct a team briefing



## Session 8: Conduct Reconnaissance

### **Aim:**

1. To discuss the purpose of and carry out reconnaissance

### **Objectives:**

By the end of the session learners will be able to:

- Explain the purpose of reconnaissance
- Describe issues to be considered when conducting a reconnaissance
- Describe the role of a security advance party
- Conduct a reconnaissance
- Describe the difference between a covert and overt reconnaissance

## Session 9: Close Protection Foot Drills

### **Aim:**

1. To discuss and demonstrate close protection foot drills

### **Objectives:**

By the end of the session learners will be able to:

- Explain the role of a close protection operative on foot
- Explain the roles within a close protection team whilst on foot
- Explain the role of a team leader
- Explain the need for adopting a flexible approach whilst on foot
- Explain the range of communication techniques to be used whilst on foot
- Demonstrate a range of close protection foot formations
- Demonstrate effective body protection of a Principal
- Demonstrate foot evacuation of protected person(s)

## Session 10: Route Selection

### **Aim:**

1. To understand the need for and process of route selection

### **Objectives:**

By the end of the session learners will be able to:

- Explain the need for route selection and planning
- Explain the importance of assessing risks associated with selecting routes and the factors that must be taken into account
- List the considerations when selecting modes of transport
- Demonstrate the ability to read and interpret a range of maps
- Describe the range of technological tools used in route planning
- Explain the factors to be considered when planning and timing a route
- Produce a primary and secondary route plan

## Session 11: Close Protection Journey Management

### Aim:

1. To understand the use of vehicles in close protection procedures and associated tactics

### Objectives:

By the end of the session learners will be able to:

- Explain the need for vehicle security and precautions to be taken
- Describe the risk assessment implications with regards to the use of vehicles
- Explain the need for alternative transport plans
- Describe the variety of vehicle and driving arrangements and how this impacts on the role of the close protection operative and team; i.e. chauffeurs, self-drive, people accompanying the Principal
- Explain the legal obligations close protection operatives must undertake regarding the use of vehicles
- Carry out embus/debus drills

## Session 12: Search Procedures

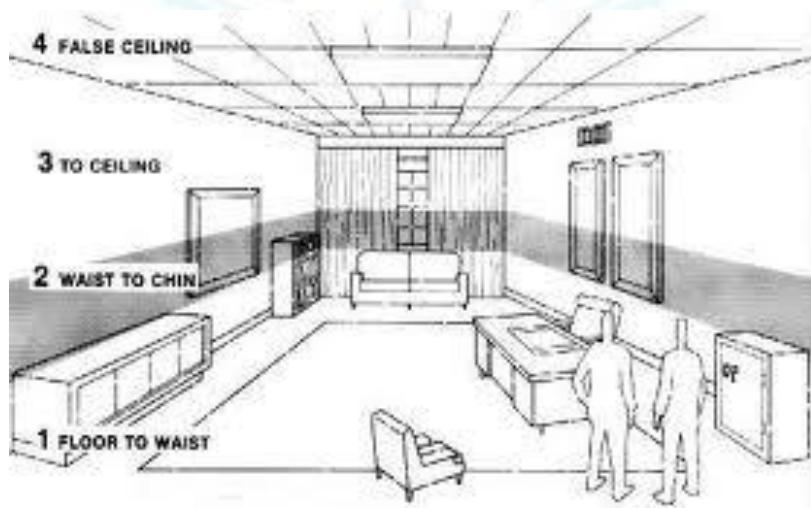
### Aim:

1. To discuss and demonstrate search procedures within close protection operations

### Objectives:

By the end of the session learners will be able to:

- Explain the procedures for and implications of searching buildings, vehicles, people and public venues
- Demonstrate basic search techniques
- Explain the law in relation to powers of search and control of access
- State the importance of post search security
- Describe the use of technology available to assist in a search
- Describe how to deal with unauthorised / dangerous objects



## Session 13: Incident Management

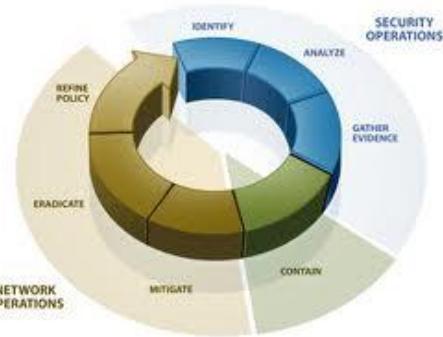
### Aim:

1. To discuss and demonstrate how to deal with a range of incidents within a close protection environment

### Objectives:

By the end of the session learners will be able to:

- Give examples of typical incidents that may arise during close protection operations, including, but not limited to;
  - ❖ Vehicle accident
  - ❖ Vehicle breakdown
  - ❖ Severe weather
  - ❖ Public order
  - ❖ Sickness of Principal
  - ❖ Attack on Principal.
- Describe examples of dilemmas that close protection operatives may encounter
- Explain how effective communication within a close protection team is necessary when dealing with incidents and dilemmas
- Explain the personal responsibility of a close protection operative when dealing with incidents and dilemmas
- Explain the implications of relevant legislation on close protection when dealing with incidents and dilemmas



## Session 14: Venue Security

### Aim:

1. To discuss venue security operations

### Objectives:

By the end of the session learners will be able to:

- Describe the range of venue-related security operations e.g. homes, business premises, hotels, public venues
- Describe the relationship between mobile and static close protection operations within venues
- Describe the role of a security advance party
- Explain the importance of effective handovers and briefings
- Identify common factors that may influence operational plans at venues
- Explain the need to liaise with hosts, staff and other key individuals at venues
- Explain the use of communication equipment and other technology that may be used in venue-based close protection

- Describe a range of common contingencies that may be employed in venue-based close protection operations e.g. alarms, safe rooms, evacuation contingencies
- Describe a range of common countermeasures that may be employed in venue-based close protection operations e.g. patrolling, access control
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## **BTEC Level 2 FIRST PERSON ON SCENE (INTERMEDIATE)**

### **Aim:**

1. To discuss and demonstrate how to deal with a range of incidents within a medical emergency environment as a First Responder.

### **Objectives:**

By the end of the session learners will be able to demonstrate knowledge and competence in the following areas:

#### **1.1 the Pre-Hospital Environment**

- the role of First Person on Scene
- scene safety
- minimising the risk of infection
- post-incident procedures

#### **1.2 First Person on Scene and the Ambulance Service**

- FPOS activation
- equipment
- clothing support for FPOS and untoward incidents
- incident report forms
- patient consent
- handover to the ambulance crew

#### **1.3 Patient Assessment (enhanced)**

- communicating with patients
- respect and confidentiality
- patient consent
- examination and assessment
- triage



#### **1.4 Airway and Breathing**

- the blocked airway
- opening and maintaining a clear airway
- suspected neck and spinal cord injuries
- choking

- recognition of respiratory problems
- other respiratory problems

## 1.5 Basic Life Support

- general approach
- the patient who is conscious, breathing and has a pulse
- the patient who is unconscious but breathing
- the patient who is not breathing is assumed to be in cardiac arrest
- additional advice on basic life support techniques
- when to stop resuscitation
- use of suction
- the recovery position

## 1.6 Automated External Defibrillation (enhanced)

- normal/abnormal heart rhythms
- safety considerations
- using an Automated External Defibrillator (AED) for cardiac arrest
- post resuscitation care



## 1.7 Circulation and Shock

- assessment of circulation
- signs of blood loss
- control of external bleeding
- initial management of internal bleeding

## 1.8 Medical Emergencies

- angina/heart attack
- the diabetic patient
- the stroke patient
- the fitting patient
- asthma
- anaphylaxis/allergic reaction

## 1.9 Airway Management (enhanced)

- use of suction
- removal of crash helmets
- use of oro-pharyngeal airways
- oxygen therapy
- using oxygen safely
- ventilation support

## 1.10 Trauma Related Emergencies

- recognition and initial care of injuries to bones and soft tissue
- wound dressing and skeletal immobilisation

- recognition and initial care of burns and scalds
- recognition and initial care of other trauma related injuries
- patient handover

### **1.11 Assisting the Paramedic**

- capabilities of Paramedics and Ambulance Technicians
- emergency care equipment
- providing assistance
- patient sensitivity

### **1.12 Moving and Handling Patients**

- general principles of moving and handling
- assessing the need to move the patient
- the importance of correct posture
- patient positioning per condition
- the falling and the fallen patient
- moving a patient in ***extremis***



### **1.13 Extrication of the Trapped Patient**

- forces involved in injuries
- scene safety
- mechanism of injury
- typical injury patterns of entrapped patients
- management of the entrapped patient
- triage
- severity of injury related to speed and method of extrication
- immobilising the entrapped patient
- removing the entrapped patient
- patient transfer equipment
- helicopter safety
- patient handover

We sincerely hope that we have given you more than adequate information to confirm your attendance, but please do not hesitate to contact us further regarding the above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tony Lewis'.

Director – Tony Lewis Consulting Ltd.  
Professional Bodyguard Association

## KIT LIST

**The training course will be intensive and self-contained. Having the correct kit will allow you to enjoy the training more, and will also enable you to react to a wide variety of situations that you might be involved in.**

**The kit list below contains all of the items that you will be expected to bring, but is a suggestion only. If you wish to bring any other equipment, you are welcome to do so, but storage area is limited and all equipment is the responsibility of the individual attendees.**

As the weather can be unpredictable, bring warm clothing, and enough sets of clothing to ensure that you will not have to re-wear wet clothes – nothing can spoil morale (both yours and the people around you) than having to put on wet, smelly clothes in the middle of training. Training will continue whatever the weather.

**Applicants are expected** to act and dress professionally throughout the course. Wear formal clothing for lectures, appropriate clothing for outdoor drills and exercises, and casual clothing for evening activities. Don't forget to bring one set of smart clothing suitable for wearing on a 'job'. That means suit, tie, appropriate shoes, etc.

**Please arrive** at the training in suit and tie, and please bring a small bag (small enough to be carried on a plane as hand luggage) with any clothing and equipment that you feel you would need if you would have to stay somewhere overnight.

### **Recommended Clothing**

- A good set of formal clothes: dark suit (preferably not black) white shirt, tie, appropriate shoes, etc.
- A set of smart casual clothes for evenings
- A set of training clothes for outdoor activities (combat style trousers and long-sleeved shirts are recommended)
- Strong training boots (desert boots, etc.)
- Running shoes
- Belt
- Personal clothing (underwear, socks, etc.)
- Rain jacket (anorak)

### **Training Equipment**

- laptop
- Torch
- Writing equipment
- Leather man

### **Personal Goods**

- Toiletries
- Medicines (if needed)
- Towels

### **Female Participants**

As above, with a smart business attire and or suit.