

Security Officer Course Refresher – Joining Instructions & Requirements

1. Course Overview

Thank you for booking the [Level 2 Award for Security Officers in the Private Security Industry \(Refresher\)](#). This document contains everything you need to know before attending. If you have any questions, please do not hesitate to contact our office.

2. Pre-Course Checklist

The following must be completed and submitted no later than 48 hours before the course start date:

- Complete the distance learning workbook (Working in the Private Security Industry).
Unit 1: The Principles of Working as a Security Officer in the Private Security Industry (Refresher)
- Submit ACT Awareness (Blue) and Security (Red) certificates. (<https://www.protectuk.police.uk/catalogue>)
- Submit an Emergency First Aid at Work certificate (if not part of your booking with a minimum 12 months).
- Bring valid ID (1 from Group A + 2 from Group B), one passport-sized photo, and a completed workbook.

3. Key Course Information

- **Course Duration:** 1 day. (See joining instructions)
- **Start Time:** 08:30. (The tutor will give out the start at the end of each day) **If Applicable,**
- **Location:** The Norman Centre, Bignold Road, Norwich, NR3 2QZ.
- **What3Words:** define.number.boring
- **Facilities:** The Norman Centre have a café that is open 09:30-15:00 Monday to Friday. Also, tea & coffee can be offered @ £1.50 pp.
- **Dress Code:** Casual. The course involves practical work.

Breaks During the Learning Day

Adult education sessions that span a full day will include regular breaks to support concentration, well-being, and effective learning. Learners are entitled to one **15-minute morning break**, a **30-minute lunch break**, and one **15-minute afternoon break**. These breaks ensure participants have sufficient time to rest, refresh, and engage informally with peers. Facilitators should ensure that the timing of breaks is communicated clearly and observed consistently throughout the programme.

4. Assessments Overview

Unit	Type	Format	Time	Pass Mark
Principles of Working as a Security Officer in the Private Security Industry	MCQ Electronic (tablet)	28 questions	45 min	20/28

5. ID Requirements

You must bring:

• **ONE document from Group A** At least one must show your current address, and one must show your date of birth.

1. *A passport that is signed, current, and valid*
2. *A driving licence photocard issued by the*
3. *Driver and Vehicle Licensing Agency (DVLA) In the UK*
4. *A driving licence photocard and its paper counterpart issued by the Driver and Vehicle Agency (DVA) in Northern Ireland*
5. *A UK original birth certificate issued within 12 months of birth*
6. *A UK biometric residence permit card*
7. *A UK adoption certificate*

• **TWO different documents from Group B**

Unless otherwise stated by the SIA, 2 forms of the same type of document will not be accepted. For example, instead of 2 council tax statements, a learner should provide 1 council tax statement and 1 document of a different type.

1. *A bank or building society statement from the last 3 months (we will accept statements, but only if they are from different banks or building societies.*
2. *A utility bill from the last 3 months (gas, electric, telephone, landline, water, Satellite TV or cable TV are acceptable, but not mobile phone bills)*
3. *A credit card statement from the last 3 months (we will accept 2 statements, but only if they are from different credit-card providers.*
4. *A council tax statement from the last 12 months*
5. *A Mortgage statement from the last 12 months*
6. **A letter from the last 3 months from any of the following:**
 - HM Revenue and Customs
 - The Department of Work and Pensions
 - a Jobcentre Plus – or any other employment service
 - a local authority
7. *A P45 or P60 tax statement from the last 12 months*
8. *A paper version of a current UK driving licence (not the paper counterpart to a photocard)*
9. *A driving licence photocard issued by the DVA in Northern Ireland (not the paper counterpart)*
10. *A pension, endowment or ISA statement from the last 12 months*
11. *A valid UK firearms licence with a photo*

6. Contact Information

If you have questions or issues, contact us via:

- Email: enquiries@mjk-training@outlook.com
- Phone: 07395 260580 (Mon–Fri, 10:00 to 16:00)