



DOOR SUPERVISOR TRAINING ORGANISATION
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DSTO In association with
RTC Training

Skills for Security Level 3 Head Door Supervisor Course

****FULLY FUNDED TRAINING****

- » **Head Door Supervisor tuition: FREE**
- » **(SFS) fully accredited programme**
- » **£21.28+VAT per head all inclusive**
- » **Nationwide training run on your premises**



DSTO have teamed up with **RTC Training** to offer you this **accredited FUNDED** course.

Funding eligibility

Either: UK nationals residing in England.

Or: Non-EU citizens with proof to remain in England for a minimum of 3 years.

To be eligible for funding you must **not** currently hold a **Level 1 literacy** qualification.

NB. Unfortunately we cannot fund people on a student visa.

The Head Door Supervisor programme

This programme has been **specifically designed** for people who are either currently **operational Head Door Supervisors**, or for those wishing to **undertake** this challenging **position in the future**.

Venue operators often cite bad team management as a **principal reason for changing their security providers**. This is why it is vital that as a **Head Door Supervisor** you have the necessary knowledge and training to fulfil your duties and your **client's expectations**.

The **Head Door Supervisor Course** builds on the basic job training that candidates have already received, and enhances and compliments this knowledge with team and **personnel management skills**.

Programme breakdown

This 25 hour programme consists of 3 parts:

- Enrolment
- Pre study
- Head Door Supervisor (HDS) course

Enrolment (1 hour)

To take place approx 3 weeks prior to the course. During enrolment candidates will complete registration paperwork, needed to secure our funding, and complete an entry level basic skills test. All delegates will be registered with **SFS** (Skills for Security)

Candidates will be briefed about the **Head Door Supervisor course**, given a breakdown of the content and instruction on how to complete the pre study work.

Pre study (4 hours)

The day after the enrolment, candidates will be e-mailed the HDS pre study work document.

To comply with the HDS course requirements on Guided Learning Hours, candidates should spend a **minimum of 8 hours** of pre course study in the lead up to the actual HDS course. This will enable them to gain a fairly comprehensive understanding of all the subjects covered on the programme before participation.

Head Door Supervisor course (16 hours)

The two day programme has been tailored to allow candidates to gain the necessary **leadership, management** and **operational skills** that a **team leader** requires to effectively manage an **operational security team**.

Throughout the course we will examine:

- The team leader's role
- Team leadership skills
- Risk assessments and reduction measures
- Discipline and grievance procedures
- Team briefings and debriefings
- Radio communications
- Emergency planning
- Improvised explosive device and bomb awareness
- Escorting techniques and procedures
- Post incident support

Each of our few selected trainers have either a **minimum of 5 years** experience as active **Head Door Supervisors** or can prove their worth through many years within the industry at HDS level or above.

Programme assessments

At the end of the course there is a '**short answer**' written examination and a series of **practical skills assessment** sessions. Successful candidates will receive a **Skills for Security** accredited certificate.

NB Certificates normally take **2-3 weeks** to be issued.

Candidates will also be required to complete a Level 1 basic skills test on the day of the course. This test takes around ½ hour. **(We need this to secure our funding)**

Programme costs

- HDC (Skills for Security) Head Door Supervisor course tuition: **FREE**
- Admin charge: **£21.28 per head** (includes, handbooks, handouts, accreditations and certification).
- We also require a **£20.00 deposit** payable on the enrolment day. **This fee is refundable** on the day of course. **No refunds will be given for non attendance.**

It is the responsibility of the corporate customer to organise:

- The enrolment venue (must be large enough to seat the candidates for 1 - 1½ hours)
- Course venue (must be large enough to comfortably seat the candidates for two 8 hour days)
- Refreshments (tea/coffee and water)

What to do next

- Contact us and pencil some dates in the diary.
- Arrange the pre course enrolment venue. (**Provided by yourself**)
- Arrange a suitable venue for the course. (**Provided by yourself**)
- Let us have the details of the candidates you wish to be trained and we will send out joining instructions for the enrolment day and Head Door Supervisor course.

NB. All candidates must either **possess a valid Security Industry Authority Door Supervisor licence**, or have **passed a nationally recognised Level 2 award in Door Supervision**.