



REPUBLIC OF KENYA

Ministry of Interior and Co-ordination of National Government

PRIVATE SECURITY REGULATORY AUTHORITY

ACCREDITATION GUIDELINES

FOR

PRIVATE SECURITY TRAINING INSTITUTIONS

INTRODUCTION

The Private Security Regulatory Authority is a Government Agency established under Section 7 of the Private Security Regulation Act No. 13 of 2016 and is charged with the responsibility of regulating the Private Security Industry in accordance with the Act.

The Authority is mandated under **Section 9(j)** of the Act to set standards and accredit training institutions and persons offering security training of private security service providers and prospective private security service providers. Accredited training institutions shall be monitored and audited to assess achievements and outcomes of its training and skills development functions.

Section 33(1) of the Private Security Regulation Act No. 13 of 2016 requires corporate Private Security Service Providers to only employ private security officers who are registered with the Authority. Whereas **Section 23(2)(d)** provides a mandatory requirement of Individual private security service providers to undergo training on security matters at an institution accredited by the Authority prior to registration. According to **Section 26(2)(b)** annual renewal of registration requires evidence of having undertaken refresher training in security matters of not less than a week in a year.

Accredited training institutions shall issue certificates of security training to their trainees upon successful completion of the Private Security Training Curriculum coursework.

ACCREDITATION GUIDELINES

Minimum requirements on infrastructure

Private Security Training Institutions need to establish a permanent physical location where training will be conducted. This establishment must strictly be used for the training of private security service providers with no other commercial or residential purposes. All institutions must separate their scope of work and focus on the provision of training functions; there must be a clear distinction

between a company that provides guarding services and a private security training institution.

Private security training institutions are required to provide the following resources to effectively execute the coursework according to the private security training curriculum;

1. Syllabus approved by the Authority;
2. Classrooms with an instructor student ratio of 1:32;
3. Desks and stationery for trainees and trainers;
4. Private Security Guard Permanent Learning journals and workbooks;
5. Coursework instructional notes;
6. Laptop/Desktop Computers for administration;
7. External Computer Speaker System for Audio-Visual Segments;
8. PowerPoint Presentations;
9. LCD Projector;
10. White Board/Flip Charts; and
11. Dry Erase Markers.

Sections 5, 6, 9, 11, 16 and 17 of the Private Security Training Curriculum require private security training institutions to provide security equipment and tools of trade for physical learning. These equipment include but are not limited to;

1. Walk-through metal detectors/scanners, hand held metal detectors/scanners and explosives equipment;
2. Barricades for access, crowd and vehicle control simulations;
3. Personal protective equipment;
4. Communication gadgets;
5. Biometric equipment;
6. CCTVs and Alarms Systems;
7. Chemical Maces;
8. Bullet proof vests;
9. Fire extinguishers;
10. Adequate field for emergency drills, physical fitness and foot drills; and

11. CPR manikins and first aid kits for Emergency Level first Aid training.

All audio-visual resources and illustration used for the delivery of Sections 1, 10, 12 and 17 of the Private Security Training Curriculum must be submitted to the Authority for approval before being deployed for use.

Syllabus

Private security training institutions must develop a syllabus derived from the Private Security Training Curriculum; this syllabus should contain these components:

1. Instructor Contact Information for every Section
2. Course Description
3. Course Objectives and Outcomes
4. Course Methodology
5. Grading Criteria
6. Grade Computation
7. Course Policies
8. Attendance
9. Content outline
10. Classroom management policy
11. Assessment; assignments, quizzes and exams
12. Academic journals, textbooks
13. Timetables with allocated hours for each Section

Training Programs

Private security training institutions are required to create a program to efficiently run the institution. This program should highlight methods of:

1. Private Security Officer internal evaluations technique;
2. Trainees Attendance Rosters;
3. Plan of instruction;
4. Time tables; and
5. Trainees' records management.

Private Security Officer Evaluation

Private security training institutions are required to complete an evaluation that focuses on;

- The Private Security Officer's knowledge at the beginning of the training;
- The Private Security Officer's knowledge at the conclusion of the training; and
- The relevance of the training in relation to the Private Security Officer's duties and responsibilities at various work stations.

Liaison with The Authority

Private Security Training Institutions **MUST** have an Internal Quality Assurer whose functions are;

1. Implement and monitor the internal Training Strategies and Programs;
2. Attend trainings and workshops developed by the Authority to inform continuous improvement and internal syllabus development;
3. Disseminate monthly data to the Authority on the progress of Private Security Officer training portfolios in the manner that will be prescribed;
4. Support and mentor trainers in the delivery of the Coursework as approved by the Authority to ensure quality of delivery;
5. Monitor trainees' progression through sampling activities to support timely achievement and steady progression throughout the training duration;
6. Develop internal systems of governance including a code of conduct, policies on recruitment of trainers and registration of Private Security Officers;
7. Ensure that trainers and private security trainees are not subjected to human rights abuses and that the training provided does not have a potential impact on human rights violation to users of private security services and the general public; and
8. Maintain the integrity of all training functions by reporting any suspicious malpractice or maladministration to the Authority.

An Internal Quality Assurer must possess the following personal attributes;

- i. Have a bachelor's degree in Project Management, Development Studies, Business Administration or Business Management or other relevant or equivalent qualifications from a recognized institution;
- ii. Have at least 5 years' experience in the security industry;
- iii. The ability to make informed decisions whilst working under pressure;
- iv. Excellent communication skills both verbal and written;
- v. Have a proven track record of working with a diverse range of individuals;
- vi. A highly self-motivated individual with a positive attitude; and
- vii. Excellent time management.

Code Of Conduct for Private Security Training Institutions

Private Security Training Institutions are required to;

1. Discharge their duties and responsibilities as private security service providers in accordance with the Private Security Regulation Act No. 13 of 2016;
2. Deliver coursework content that meets the expected standards of the Private Security Regulation Act and the Private Security Training Curriculum;
3. Only use Private Security Trainers registered and licensed by the Authority;
4. Provide coursework materials and documentation are well researched, appropriate and up to-date with the evolving private security needs;
5. A private security training institutions should not, while performing its training functions, practice discrimination, nepotism, favoritism, tribalism, cronyism, religious bias or engage in corrupt or unethical practices;

6. Ensure that national standards of health and safety at the training facilities are maintained or surpassed and that risk assessment and prevention is at the highest possible level; and
7. Employ trainers according to the private security training curriculum trainers' requirements and in specifically ensure that they have;
 - a. no criminal record;
 - b. not committed past human rights violations;
 - c. not been dishonorably discharged from state organs that provide security services or similar agencies abroad; and
 - d. sound mind.

REGISTRATION REQUIREMENTS

1. Letter of Conditional Authorization from the Authority for consideration for licensing as a private security training institution.
2. A certified copy of the certificate of registration of the institution as a limited liability company and a memorandum of association.
3. Valid license to operate a business issued by the respective county government.
4. Profile of the company including prospective clients
5. History of trainings undertaken (Only applies for pre-existing training facilities)
6. A certified copy of the shareholding structure (CR12) issued within the last Three (3) months from the date of application.
7. A valid certified copy of land title deed/allotment letter/renewable lease agreement of at least 5 years. The lease agreement must be drawn by a Commissioner of Oaths.
8. Site Plans and Sketches of the private security training institution showing the existing facilities and future development or extension plans.
9. Evidence of access to liquid assets, unencumbered real assets, lines of credit, and other financial means to sufficiently run a fully-fledged training institution at a minimum capacity of at least 544 trainees.
10. Valid certified copies of Professional and academic certificates of all trainers highlighting the Sections of the Private Security Training Curriculum each trainer is qualified to deliver.

11. Demonstrate capacity of trainers and training facilities using an instructor trainee ratio of 1:32.
12. Copy of the syllabus derived from the Private Security Training Curriculum.
13. Certified copy of identification documents for every director, partner, trustee, shareholder, trainer and Internal Quality Assurer.
14. Valid certificate of good conduct for every director, partner, trustee, shareholder, trainer and Internal Quality Assurer.
15. Copy of KRA PIN certificate for the company and every director, partner, trustee, shareholder, trainer and Internal Quality Assurer.
16. Two recent colored passport size photographs for every director, partner, trustee, shareholder, trainer and Internal Quality Assurer.
17. Physical address, email address and telephone number of the training institution and every director, partner, trustee, shareholder, trainer and Internal Quality Assurer.

Upon complete submission of registration documents, a mandatory assessment of the private security training institution shall be conducted by the Authority.