



# **Columbia College Security Services Unit**

## **ALBERTA BASIC SECURITY TRAINING COURSE**

### **Course Syllabus** For Full-Time Delivery

**Please Note:**  
Refer to page 3 for your homework  
assignment. It is to be completed prior  
to your first class.

**Columbia College  
Security Services Unit  
Alberta Basic Security Training Course  
Course Syllabus**

**Level:** Basic Security

**Credits:** .5 credits

**Module Coordinator:**

Telephone: 403-235-9321

E-mail: securityservices@columbia.ab.ca

**Class Schedule:**

9:00 AM – 4:30 PM

**Classroom:**

Room 202 – Building 801

---

**Course Description:** The Alberta Basic Security Training course consists of seven modules to be taught in a classroom setting over a period of 38.5 hours. The course outcomes for this training are intended to provide participants with the knowledge and skills in their role and responsibilities as security professionals.

**Delivery:** On Columbia College Campus

**Contact**

**Hours:** 38.5

---

### **Course Aim**

This course helps the student understand the basic principles and processes involved in the security services industry in Alberta. The student will be required to write a mandatory provincial exam and pass with at least 80% or better to become licensed. If the student is not successful in passing the provincial exam, they will be given two years in order to re-take the exam and attain this grade.

### **Learning Outcomes**

At the end of this course, you will be able to:

- Describe the components of dress, deportment, and behaviour required of a security professional
- Explain federal and provincial legislation relevant to the work of a security professional
- List the knowledge and skills required to perform basic patrol duties
- Apply a professional and effective communication style for managing and controlling incidents
- Demonstrate proficiency and accuracy in note-taking and report writing
- Explain how to manage an emergency situation
- Maintain personal safety and wellness while working as a security professional

### **Teaching Methods**

There are normally 8 hours of contact per day for 1 week. The key concepts, methods and techniques will be introduced in lectures, case studies, exercises, and facilitation. Classes will be interactive and will involve students in group discussions, research, and presentations. This approach will also facilitate development of analytical, communication, leadership, and team-building skills through facilitator- and peer-assisted, and self-directed learning.

## **Content**

The seven modules which make up the Alberta Basic Security Training course are:

- Module 1: Introduction to the Security Industry
- Module 2: The Canadian Legal System and Security Professionals
- Module 3: Basic Security Procedures
- Module 4: Communication for Security Professionals
- Module 5: Documentation and Evidence
- Module 6: Emergency Response Procedures for Security Professionals
- Module 7: Health & Safety for Security Professionals

## **Indicative Reading**

### Required Reading List

Alberta Solicitor General and Ministry of Public Security – Alberta Basic Security Training Participant Manual, January, 2014

Alberta Solicitor General and Ministry of Public Security – Security Services and Investigators Act S-4.7 2017

## **Homework Assignment Due for the First Class**

1. Read Module 1 & 2 in the Participant Manual.
2. As a result of your reading assignment, write down at least three questions that you would like clarified in class.
3. Prepare to write a quiz based on the assigned readings.
4. Read this syllabus and prepare to discuss in class.
5. Bring paper to write any notes during the training

## **Attendance, Assignments, and Tests**

Students are expected to follow the guidelines contained in the document titled “Student Roles and Responsibilities.” As that document points out, preparing for classes in advance plus completing homework and other assignments on time will influence your success in class and in business.

## **Student Conduct and Performance**

Attendance on all class days is required; should a student miss one class it is their responsibility to read the material missed and ask the facilitator for any clarification. Missing more than one class is not acceptable.

During this course each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate to their workplace or learning environment, as established by the program.

## **Grading Policies**

A letter-grading format, which follows the guidelines set out in the calendar, will be used in this (.5) credit course. To pass this course you must earn a mark of at least 80% on your final exam.

## Alberta Basic Security Training Course Outline

CLASS SESSION	TOPIC	READINGS	HOMEWORK
1	<ul style="list-style-type: none"> <li>▪ Introduction and Course Overview</li> <li>▪ <b>Module One: Introduction to the Security Industry</b> <ul style="list-style-type: none"> <li>- Roles and Responsibilities of Security Professionals</li> <li>- Legislation and the Licensing of Security Professionals in Alberta</li> <li>- Appearance and Conduct for Security Professionals</li> </ul> </li> </ul>	Module 1	
1	<ul style="list-style-type: none"> <li>▪ <b>Module Two: The Canadian Legal System and Security Professionals</b> <ul style="list-style-type: none"> <li>- Charter of Rights and the Criminal Code of Canada</li> <li>- Use of Force</li> <li>- Additional Legislation</li> </ul> </li> </ul>	Module 2	Module 3 & 4
2	<ul style="list-style-type: none"> <li>▪ <b>Module Three: Basic Security Procedures</b> <ul style="list-style-type: none"> <li>- Observation</li> <li>- Patrol Skills</li> <li>- Dealing with Substance Abusers</li> <li>- Interacting with the Media</li> <li>- Traffic Control</li> <li>- Traffic Collision Reports</li> <li>- Post Orders</li> <li>- Starting a Shift</li> <li>- Ending a Shift</li> <li>- Working with a Partner</li> <li>- Use of Force Response</li> </ul> </li> </ul>	Module 3	
3	<ul style="list-style-type: none"> <li>▪ <b>Module Four: Communication for Security Professionals</b> <ul style="list-style-type: none"> <li>- Verbal and Non-Verbal Communication</li> <li>- Challenges to Communication</li> <li>- Communicating with Uncooperative Persons</li> <li>- Conducting an Interview</li> </ul> </li> </ul>	Module 4	Module 5 & 6

4	<ul style="list-style-type: none"> <li>▪ <b>Module Five: Documentation and Evidence</b> <ul style="list-style-type: none"> <li>- Notebooks</li> <li>- Statements</li> <li>- Reports</li> <li>- Evidence</li> <li>- Preparing for Court</li> </ul> </li> </ul>	Module 5	
4	<ul style="list-style-type: none"> <li>▪ <b>Module Six: Response Procedures for Security Professionals</b> <ul style="list-style-type: none"> <li>- Alarm Systems</li> <li>- Responding to Alarms</li> <li>- Emergency Scene Management</li> </ul> </li> </ul>	Module 6	Module 7 Practice exams
5	<ul style="list-style-type: none"> <li>▪ <b>Module Seven: Health and Safety for Security Professionals</b> <ul style="list-style-type: none"> <li>- Personal Safety</li> <li>- Identifying Hazards</li> <li>- Shift Work</li> </ul> </li> </ul>	Module 7 Review	

\* Provincial exam will be administered in the next week; booking form will be given out in class and will consist of the following days and times:

- Mondays           0930 hrs.
- Tuesdays        0930 hrs.
- Wednesdays     1300 hrs.
- Thursdays      1430 hrs.