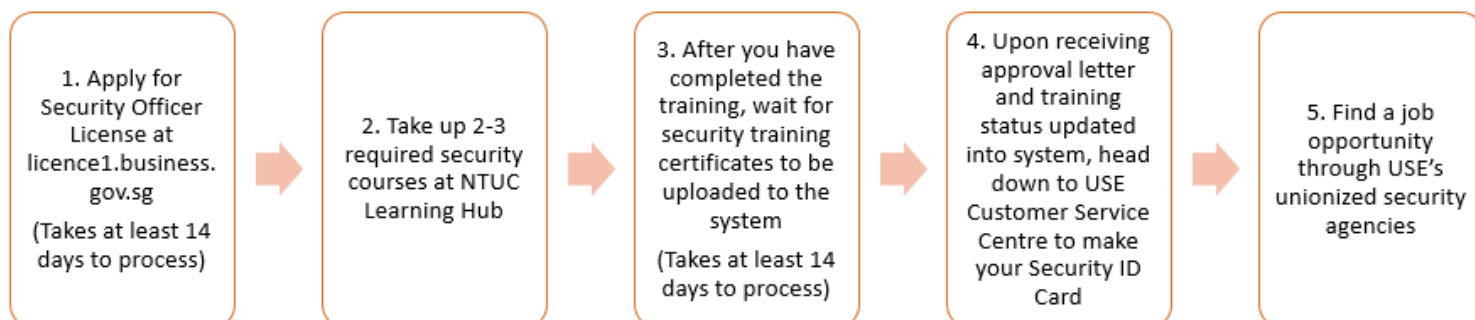




PROCESS OF BECOMING A LICENSED SECURITY OFFICER:



Fastest time taken from application to deployment at work site: 1.5 month

** If you are a self-employed person who is interested to take courses under the NTUC Training Fund from 1 April 2020, please refer to page 4 for an additional step required to qualify for the fund.*

1. APPLICATION								
<p>For the Security Officer License Application, please apply at: https://licence1.business.gov.sg/web/frontier/home</p> <p>You may refer to the guide here (Pages 4 to 15).</p> <p>To note:</p> <ul style="list-style-type: none"> - There will be a \$16 online payment, payable through Credit or Debit card and Paypal only. - You DO NOT need to submit your training certificates. You can always log in to submit your certificates after application. - The licence approval process by Police Licensing & Regulatory Department (PLRD) will take 14 working days. Notification may be sent via email, sms or a letter to your residential address. 								
2. SECURITY TRAINING								
<p>Register here for the courses at NTUC Learning Hub: https://forms.office.com/Pages/ResponsePage.aspx?id=gHm27XA3UU6uiJIUDxG5vwithW01qvtMtKCUWF6LmadUNUowVzINUUpMUjE2UVpVU1VaNUdPM1ILRC4u</p> <p>To start as a security officer, you require the 2-3 Basic Licensing Units (courses):</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Places you can work at</th> </tr> </thead> <tbody> <tr> <td>Provide Guard and Patrol Services (compulsory)</td> <td rowspan="2">Only at condominiums and selected warehouses</td> </tr> <tr> <td>Handle Security Incidents and Services (compulsory)</td> </tr> <tr> <td>Recognise Terrorist Threats (not compulsory but provides more options)</td> <td>Condominiums, warehouses, public institutions, commercial, industrial buildings</td> </tr> </tbody> </table>		Training	Places you can work at	Provide Guard and Patrol Services (compulsory)	Only at condominiums and selected warehouses	Handle Security Incidents and Services (compulsory)	Recognise Terrorist Threats (not compulsory but provides more options)	Condominiums, warehouses, public institutions, commercial, industrial buildings
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Please note that you will not be able to work as a Security Officer with an approved license but without the required training modules.

Duration and cost of training is indicated below:

NTUC union members only pay for half the course fees excluding GST**! [Sign up as a NTUC union member here!](#)

					Non union member	Union Member	Non union member	Union Member
S/N	Course Title (please take the Course in respective order)	Duration (training + assessment) (days)	Full Course Fee (before GST)	GST	Payable Amount for SC above 40yr.old only, (w/ GST)	Payable Amount for SC >40yr.old (w/ GST), after Upfront UTAP.	Payable Amount for SC/PRs above 21 yr.old, after GST	Payable Amount for SC/PR >21yr.old (w/ GST), after Upfront UTAP.
1	Guard and Patrol (Provide Guard and Patrol Services) (16hr+2hr Assessment)	3	355.00	24.85	\$ 60.35	\$ 42.60	\$ 95.85	\$ 60.35
2	Incident Response (Handle Security Incidents and Services) (24hr+2hr Assessment)	4	445.00	31.15	\$ 75.65	\$ 53.40	\$ 120.15	\$ 75.65
3	Threat Observation (Recognise Terrorist Threats) (16hr+2hr Assessment)	3	435.00	30.45	\$ 73.95	\$ 52.20	\$ 159.45	\$ 94.95

****Terms and conditions:**

- Upfront UTAP for NTUC Union members will be available for courses w.e.f 1 Apr 2020. There will no need to claim UTAP online after course.
- Trainees must complete the course with minimum attendance and pass the assessments, to be eligible for course fee funding.

3. UPLOADING OF SECURITY TRAINING CERTIFICATES

You do not need to upload your training certificates to the licence1 website, as they will be uploaded automatically within the next 14 days after your course completion.

If you still wish to do so, you can upload them on the same website where you applied for your SO license: <https://licence1.business.gov.sg/web/frontier/home>

4. MAKING YOUR SECURITY ID CARD AFTER RECEIVING

- (a) APPROVAL LETTER FROM THE POLICE LICENSING & REGULATORY DEPARTMENT
- (b) TRAINING STATUS UPDATED IN THE LICENCE1 WEBSITE

Once the above is completed, you can then proceed to USE Customer Service Centre to obtain your Security ID card. Please bring your approval letter from PLRD along.



You will be able to collect your card on the same day. Your photograph will be taken on site as per regulations under the Private Security Industry Act.

The address is to make your Security ID card:

**USE Customer Service Centre
200 Jalan Sultan
#03-24 Textile Centre
Singapore 199018**

Opening hours: Monday to Fridays, 9am to 5pm. Closed on Saturdays and Sundays and the last Tuesday of every month

Cost of card: \$22.50 (including GST)

5. JOB PLACEMENT

If you are interested to be placed in a job immediately, write in to USE at use@ntuc.org.sg or fill in this form:

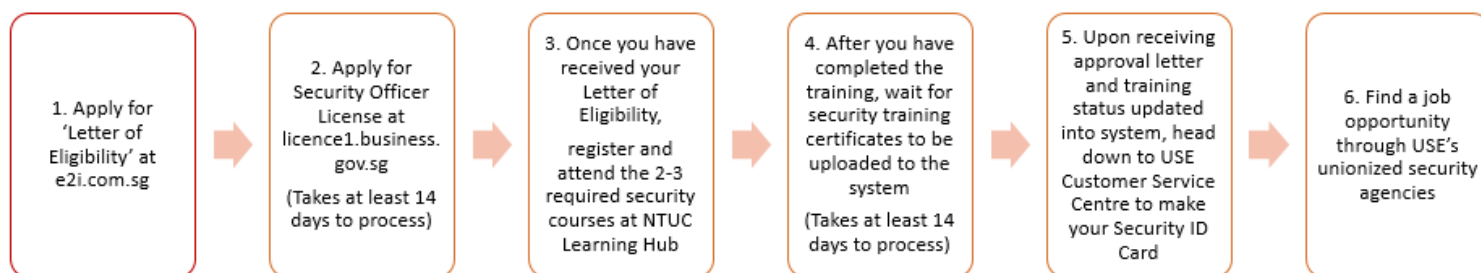
<https://docs.google.com/forms/d/e/1FAIpQLSeNPYQlrpVIMFcTBNMbHalkMXIISe3S67SZSaCJlbygQCbG2g/viewform>



***ONLY FOR SELF-EMPLOYED PERSONS**

For Self-Employed Persons interested to take courses under NTUC Training Fund, you are required to do an additional step in red:

Additional step:



Announced on 25 March 2020, self-employed persons will be entitled to a training grant (after application approval) if they take up courses under the SkillsFuture Series and/or approved Sector-specific training programmes:

Eligibility Period	Non-NTUC union members	Existing NTUC Union Member who join before or on 1 March 2020	New NTUC Union Member who join after 1 March 2020.
1 April to 31 April 2020	S\$7.50/hour	S\$8.50/hour	S\$8.00/hour
1 May to 30 June 2020	S\$10.00/hour	S\$11.00/hour	S\$10.50/hour

For more information on the how to apply for the 'Letter of Eligibility' for NTUC Training Fund, please refer <https://e2i.com.sg/individuals/employability/ntuc-training-fund-seps/>.