



**Wilplan Training Ltd.**



## **BTEC Level 3 Award in Close Protection Operations**





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Security Industry Training Consultants



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## **BTEC LEVEL 3 AWARD IN CLOSE PROTECTION OPERATIONS 21 DAY RESIDENTIAL COURSE**

Thank you for showing an interest in our Close Protection training course. Please take some time to read this information pack which we hope will provide useful information for you regarding your career choices.

In March 2006 it became illegal to work as a Close Protection Officer (Bodyguard) within the private security industry. All those working under private contract are required to meet strict government licensing criteria including undertaking rigorous mandatory training, identity checks and criminal history checks.



In order to be eligible to apply for a licence you must gain the necessary qualifications and undertake appropriate training. Our course is certificated as a BTEC Level 3 Award in Close Protection Operations and meets all the necessary criteria (and more) to allow successful candidates to apply for a frontline Close Protection Security Industry Authority (SIA) licence.

The Close Protection Course is run by our specialist team of highly experienced trainers who have worked in the Industry at all levels for many years including, Corporate, Police, Military and Entertainment environments. Our syllabus goes above and beyond the basic licensing requirements giving you not only what is required for your licence but more importantly those skills required enabling you to be successful in the industry. It is designed to meet the needs of men and women from all walks of life regardless of background or previous knowledge.

Wilplan Training has earned an enviable reputation as one of the UK's leading specialists in training Close Protection Officers from around the world. We are accredited by several leading awarding bodies and pride ourselves in the high standards that employers have come to expect from our students.





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***As per SIA guidelines, the BTEC Award is made up of several 'key' elements some of which are outlined below:***



### **Skills & Teamwork in Close Protection**

The knowledge and skills required are developed over the 21 days and this is achieved through a combination of lectures, practical exercises and scenarios which rely on teamwork. The training peaks with an intensive final exercise that combines all the skills and knowledge obtained throughout the course.

### **Legislation, Communication & Conflict Management Skills in Close Protection.**

The role of a CPO requires individuals to be fully conversant with the law and to understand the relationships between the CP industry and official agencies. Again this is achieved by classroom discussions, videos and practical scenarios.

### **Risk assessment, operational planning and safe route selection.**

It is important to identify and quantify the risks when working as a CPO, good planning and preparation is an essential part of the role. Exercises and classroom activities incorporate a large part of this module where you will actually plan and prepare for an operation leading to the final training exercise.

### **Surveillance, Reconnaissance, Dealing with Incidents**

This module will introduce you to the concept of surveillance and counter surveillance and is key to protecting clients as most attacks include some form of surveillance. Preventative and proactive measures to detect surveillance are taught and related to real life incidents. There must also be procedures for when things don't go as planned.

### **Techniques for Close Protection Operatives.**

Most of the physical skills required by a CPO are covered in this final module such as vehicle embus /debus drills, convoy driving and walking drills. Searching of People, Venues and Vehicles is also taught with demonstration, lecture and practical exercises. IED awareness, unarmed combat and protocol are also included.

***“Close Protection Officer's are far from the stereotyped image of a thug in a suit, they are intelligent adaptable professionals with drive and motivation”***





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***Additional Modules included in the course:***

Whilst the basic criteria required for SIA licensing is adequate to allow individuals to apply for an SIA licence there are a wider array of skills and knowledge required to be successful in this demanding industry. Employers are looking for candidates with good overall knowledge and training. If you are not trained to a high enough standard covering the necessary skills you are unlikely to continue to operate in the industry for long. For this reason we include a range of other skills including: Unarmed Combat, Surveillance Practice and Theory, Firearms Training, Employment and Contracts, Working and Operating worldwide, First Aid including Automated External Defibrillation (AED) Training.

***Surveillance Operations & Close Protection***



Surveillance is a very skillful and complex area and as a Close Protection Officer you will need good knowledge and skills of surveillance. During the Close Protection Course, you will carry out a range of surveillance tasks and exercises to ensure that you are fully aware of the way surveillance is conducted. Only by doing this can we be sure that you know what to look for and how we can protect your principal from unwanted intrusion. For many in the industry it also acts as a secondary means of income.

***Firearms Training***

The need for firearms training is widely debated in the industry specifically for those working in the UK. Whilst it is true that when working in the UK you cannot carry firearms, the UK is only one small area of the world in which Close Protection services and contracts are offered and when starting out in the industry it is not wise to limit yourself to any one geographical area. The reality is that most CPO's travel for work and many contracts are given based on training and experience. We believe the more skills you can add to your CV the more employable you become. As with any industry, the job usually goes to the person with more experience and or qualifications and Close Protection is no different. By being certificated in this area you can already demonstrate a level of training with a worldwide reputation: The system taught is based on a system devised in the USA and delivered by our own licensed instructors

The Advanced Small Arms Association system is recognised and respected within the industry. It is based on a system that has been adopted by multiple Special Forces and police organisations around the world and we are pleased to learn that the British Army is currently looking at adopting the system. Following training you will be able to fire controlled pairs and single shots whilst maintaining accuracy under time pressure using fast draw techniques. Each student will fire in excess of 300 rounds. On successful completion of the Course students will receive the Advanced Small Arms Association Certificate.





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## Employment and Security Contracts

Our instructors balance their time between training and working operationally within the industry as they have been for many years. This allows them to provide you with inside knowledge relating to gaining employment as well as providing the most realistic and up to date training available.

Over the three weeks not only will you be well prepared for working in a range of environments but you will receive advice and guidance relating to gaining contracts and finding work. The industry of Close Protection and indeed Security in general is extremely diverse and we cover a wide cross section of the industry and focus specifically on those areas which commonly raise concern for those starting out in the industry such as:

- ✓ How do I get a CP contract?
- ✓ Can I work in Hostile Environments?
- ✓ Employed or self employed?
- ✓ Do I need insurance?
- ✓ How do I market myself and make myself more employable than others?
- ✓ What should my CV say?

Our students have gone on to work around the world and in some cases develop their own organisations that provide Close Protection. This in itself is a measure of both our success and their dedication.

## Unarmed / Close Quarter Combat:

The techniques taught are specifically designed for the modern Close Protection Officer and are based on operational experiences where physical intervention may be the best course of action. The skills taught are considered as some of the most effective yet simple to learn within the industry.



In addition to physical skills we will also introduce you to the legal and moral considerations a Close Protection Officer must take into account prior to using force and also the amount of force you may apply. By examining arrange of circumstances and situations where physical skills may be needed we can emphasise common deliberations that have previously been a problem in dealing with assailants, protestors, paparazzi or indeed when your life or that of your principal is in immediate danger.

You will learn a range of skills ranging from unarmed defense through to defense against weapons and speed cuff procedures. In addition to this we will combine these skills armed procedures. Training is progressive and you will find your confidence and ability will develop quickly.





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## Anti Ambush Training



Designed to be as realistic as possible this training will demonstrate the difficulties and realism of extracting a principal under attack from firearms to unarmed assaults and other weapons. The training you will receive will test your ability to perform as a close knit Close Protection team and will be assessed in a simulated hostile environment.



You will be required to provide protection to your principal and ensure their safety from autograph hunters, paparazzi, armed and unarmed attackers, explosions, grenades and more. You will need to decide the correct course of action using conflict management skills, physical interventions, foot formations, body cover and using vehicles. We use a range of simulated munitions to provide a realistic training environment but by the time this happens you will be prepared.



## First Aid and AED Training

As a CPO it is vital that you are able to administer basic first aid and can deal effectively with medical emergencies and we therefore include this invaluable module as part of our course for which you will be certificated accordingly. Further additional training and certification is also given on Automated External Defibrillation (AED). It is currently a requirement of the SIA that you have either First Aid at Work or First Person on Scene Training and Certification regardless of any other First Aid Training you may have.



## Training & Assessment

During the course you will be taught in a relaxed atmosphere with ample time to ask questions before moving on to practical elements which back up the theory and bring the principles of Close Protection to life. Our training facility is fully equipped with a range of resources and all our facilities are within walking distance of the training centre and accommodation.

The course is assessed through practical tasks which include a range of written assignments with the final multiple choice examination being set by the awarding body. Those who are committed and willing to work hard will find that the course is both demanding and rewarding. Course delegates often develop strong lasting relationships which last throughout their career in Close Protection.





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## Open Days

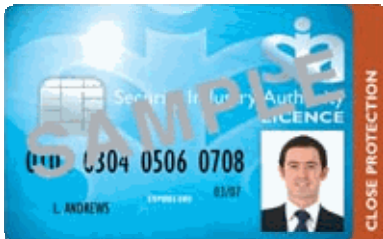
We hold an open door policy and encourage those considering a career in Close Protection to visit us at any time. This way you can see the facilities and chat to us about the course and any concerns you may have. We schedule one day on each course where if you are available you can observe some of the training and be guaranteed to speak with our instructors and course students.



## Strictly Limited Places

We have a maximum of 14 students per course to ensure that you receive the attention in training you deserve and the best possible start to a rewarding career in Close Protection. Due to the popularity of our courses we recommend that students wishing to attend a particular course reserve a place as early as possible to avoid disappointment. A place will be reserved for you upon receipt of a £500 deposit.

## SIA Licence:



Upon successful completion of the course and passing the required examination, you will be eligible to apply for an SIA frontline Close Protection licence. We recommend that all students order a licence application pack on the SIA website and bring it with them on the course, this way we can assist you where needed in applying for your licence and avoid any unnecessary delays.

## Close Protection Network

As a student on one of our courses you will have unlimited access to our internal forum where past students, some of whom now run established security companies may be able to pass on information regarding employment opportunities. You will find this type of network and support invaluable throughout your career. You will also be able to ask questions and gain a vast amount of unbiased knowledge and advice. This forum has been designed and developed for Wilplan Training and access is restricted to those who have trained with us.





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### *The Wilplan Security & Close Protection Training Team*

Wilplan Training endeavour to ensure that all of our trainers are from proven backgrounds with all the necessary skills and qualifications required to deliver the highest standard of training. Between them they are qualified to deliver all security based training that we offer from the BTEC Level 2 Security Awards through to the BTEC Level 3 Awards in both Close Protection Operations and Surveillance as well as Firearms, Unarmed Combat and Close Protection Advanced Driving.

Whilst each member of our training team is well versed in all aspects of the security industry each person brings their own unique specialism to the training package. This ensures that the most thorough and relevant information is taught as well as allowing the training to be continually developed so that it reflects the industry accordingly. In addition to this our dedicated administration team is always on hand to assist you with any questions you may have before, during and after the course as well as offering assistance with assisting your CV for those all important job applications after the course.

#### **Our range of specialist instructors include:**

**Bob** has served in the Military for 24 years with 16 years as a Royal Marine reaching the rank of Colour Sergeant and 8 years working as an operator within United Kingdom Special Forces reaching the rank of Sergeant. Within the Royal Marines he fulfilled the role of Close Protection Driver in Naples, Italy along with a number of instructional roles. As an Operator in UKSF he specialised in Surveillance and has operational experience in Northern Ireland, Iraq and Afghanistan. He has also carried out a number high profile training tasks around the globe. Whilst working within UKSF he became a Police trained Advanced Driving Instructor and has trained members of all three UKSF regiments in Advanced and Evasive Driving Techniques. Since leaving the armed forces he has carried out training tasks for the M.O.D and American Special Forces and has also worked as a Private Investigator in the commercial sector carrying out investigations on behalf of large insurance companies.

**Julian** has been specifically brought in by Wilplan Training Limited in light of his unparalleled ability in his field of expertise. A Master of Wing Tsun Kung Fu, he teaches the specialist methods of combat that are taught to the Eastern European Special Forces, including the Polish, Ukrainian, Hungarian and Lithuanian Special Forces. In addition he is specially trained in counter-terrorism and firearms and is a qualified barrister. He is also a recognised trainer and adviser internationally and holds a Guinness World Record for his martial arts tuition.

**Jason** has worked in the security industry over 20 years. His career has included private security contracts in South Africa working alongside SA Police. He has also provided specialist training and consultancy services for Police Forces, Military and film and TV. He is a long standing ASAA instructor and trains the firearms module of the Close Protection Course. His operational experience has taken him around world including the United States, Europe and Russia.





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**Kevin** has worked as a specialist Close Protection security driver for over 15 years and is registered as an Approved Driving Instructor and Skidcar Instructor. Kevin has worked as both a chauffeur and a protective driver for a range of high profile celebrities in the UK and Europe. Kevin is a highly motivated individual who is keen to pass on his knowledge and he has been very influential in the development of the driving aspects of our training courses.

**Lee** has spent 16 years in the military, 7 of which with UK Special Forces. During this time he has gained extensive experience with UK Special Forces and the Secret Intelligence Services (SIS). Lee is a highly trained operator having conducted countless covert surveillance operations, anti and counter surveillance, close target reconnaissance, operational trade craft and maritime counter terrorism. He is an experienced Close Protection Officer who has provided protection for Ambassadors, Government Dignitaries and SIS Case Officers throughout the world having worked at the highest levels in V.I.P protection. He also has extensive knowledge and experience in the field of medical trauma. Since leaving the service Lee has worked continuously in a hostile environment supporting diplomatic missions

**Phil** is an Ex-British Warrant Officer with 27 year's service. Other roles have included Training Warrant officer for an Infantry Battalion and Platoon Commander of the Assault Pioneer Platoon. He specialized in intelligence collection, was an operator in specialist military unit on Special Duties and has since used his vast knowledge as a trainer for overseas Governments and security companies in Hostile Environments worldwide in this field. He is an extremely qualified instructor and operator in all aspects of security from Close Protection and Surveillance to Door Supervision, CCTV, Event Stewarding and also First Aid.

**Simon** is a highly regarded Close Protection Officer having served 20 of his 30 year service in Specialist Operations. Having been employed within Diplomatic Protection he undertook the role of fast response driver before joining SO19, the Force Firearms Unit as an instructor with many years operational experience. He then joined the prestigious SO14 Royalty Close Protection Department and has worked with British and other Royal Families around the UK and worldwide. A key member of the SO14 training team he has trained officers for work with Royalty Protection and SO1 the Political Close Protection Unit as well as operatives from foreign units both in the UK and abroad. He possesses a wealth of operational and training experience and remains determined to deliver the highest standards of performance whether in training or operations.

Our specialist instructors remain in high demand for consultancy and operations within the industry as well as being committed to various training throughout the year with Wilplan from the BTEC Awards in Security, Close Protection and Surveillance to additional advanced packages such as Close Protection Advanced Driving, Advanced Unarmed Combat Training and Bespoke Training Packages for our Corporate Clients.





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## Course Administration & Details

### Course Dates

31<sup>st</sup> January – 20<sup>th</sup> February 2011  
14<sup>th</sup> March – 03<sup>rd</sup> April 2011  
25<sup>th</sup> April – 15<sup>th</sup> May 2011  
13<sup>th</sup> June – 03<sup>rd</sup> July 2011  
25<sup>th</sup> July – 14<sup>th</sup> August 2011  
05<sup>th</sup> September – 25<sup>th</sup> September 2011  
17<sup>th</sup> October – 06<sup>th</sup> November 2011  
28<sup>th</sup> November – 18<sup>th</sup> December 2011

### Duration

21 days (continuous training)

### Location

Lancashire

### Accommodation

20 days 3 Star accommodation is included in the course fee and is based on 2 sharing. Hotel facilities include a state of the art air conditioned gymnasium, two swimming pools, jacuzzi and sauna. Free Wi-Fi is also available.

### Meals

A full breakfast and an evening meal are included in the course fee. Refreshments are provided throughout course.

### Minimum requirements

Candidates must be 18 or above and be able to communicate effectively in written and spoken English. Candidates must be of reasonable health and fitness levels due to the nature of the course. A valid passport is also required for the firearms module held in Geneva. If you are not a UK resident then a visa may be required to enable you to undertake your training in both the UK and Switzerland. Please ensure you make the necessary arrangements prior to reserving your place on the course. Should you wish to be eligible as a driver on the course then you must hold a full driving licence, be at least 25 years of age and have 6 points or less on your licence. Serious driving offences will be individually assessed by the insurance company.

### Examination

Examination is by way of multiple choice question paper and practical ongoing assessment throughout the course which includes some written assignments. Successful candidates will achieve a BTEC Level 3 Award in Close Protection Operations and be eligible to apply for an SIA licence.

### Fees

The full cost of the course is £3,595 including VAT, bed, breakfast and evening meal for the duration of the course, firearms training in Geneva including return flights and accommodation, examination fees and certification and all equipment.





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## Booking

Booking your place is very simple, you can book your place over the telephone if you have a valid credit / debit card which will reserve your place instantly. A fully completed booking form must then be returned within 10 working days. You may also book by post with a relevant booking form together with a cheque or postal order. In either case we always recommend you contact us so we can be sure there are spaces available for your selected course date. A non refundable deposit of £500 will be required to confirm your place and the full course fee must be paid 3 weeks prior to course commencement. Bookings are confirmed on receipt of a deposit and completed booking form with relevant photocopied identification.

## Cancellations

In the event that you cancel your course for any reason your deposit(s) to that date will not be refunded due to cancellation charges incurred by Wilplan Training Ltd. We may be able to rearrange another course date for you with dates and availability permitting. This will be decided on an individual basis and fees incurred are as follows.

- More than 3 weeks - £ 500 deposit
- 1 – 3 weeks - 50 % of course fee
- Less than 1 week – 100 % of course fee

## Funding and payment options

We offer a range of support for those who wish to pay for their course in installments. If you are applying for funding through outside organisations, please contact us in advance.

## Military Resettlement and ELCAS

We are able to accept Enhanced Learning Credits and if combined with your resettlement training allowance this can often cover the whole of your course fees. For service leavers using their resettlement entitlement please contact us and request a service resettlement breakdown. This will be required by your Unit Administration Office.

If you wish to use your Enhanced Learning Credits alone you will need to complete a Claim Form which must be received by your authorising education staff a minimum of 25 working days prior to course start date. It must subsequently be forwarded to and received by ELCAS at least 15 clear working days prior to the course start date. Claim forms can be downloaded at [www.enhancedlearningcredits.com](http://www.enhancedlearningcredits.com). This will generate Claim Authorisation Note (or CAN form as it is more commonly referred to) which you will need to send to us as the Training Provider. We cannot take a deposit from you until we have received your Claim Authorisation Note but we can reserve a place for you until that time if you wish.

If you have any questions or wish to book a place on one of our courses please feel free to contact us either by telephone on 0845 009 5647 or by email at [info@wilplantraining.co.uk](mailto:info@wilplantraining.co.uk) . Further information is available on this and other courses by visiting [www.wilplantraining.co.uk](http://www.wilplantraining.co.uk). We look forward to hearing from you!

