



## Close Protection Executive Course & Hostile Environment Close Protection Operative Course Brochure

### Introduction

Welcome and thank you for your interest in our Close Protection Executive and Hostile Environment Close Protection Operative courses. This brochure is designed to offer you a glimpse into the world of close protection - a field where diligence meets daring, and where your skills can make a real difference in ensuring the safety of distinguished individuals. Aspiring to join the ranks of our successful graduates who now hold their Close Protection Security Industry Authority (SIA) licences, you too can embark on a career path filled with variety and opportunity.

The realm of Close Protection is the zenith of private security services. With the attainment of your SIA licence, you'll unlock doors to a realm where safeguarding VIPs becomes your calling. Imagine a life where your daily routine could involve the protection of celebrities, political figures, sports icons, and perhaps even members of royalty.

The demanding nature of a Close Protection Operative's role requires a comprehensive skill set, crafted to prepare you for high-stakes scenarios. Our courses are meticulously structured to ensure you are thoroughly equipped for the responsibilities and challenges inherent to the profession.

Our intensive Close Protection Executive course spans across 18 consecutive days, or 23 days with our Level 3 First Response Emergency Care (FREC) course included, ensuring that you receive a full spectrum of essential training.

### Close Protection Executive Course

#### Overview

In compliance with the UK's Private Security Industry Authority (SIA) Act of 2001, individuals aiming to work as a Close Protection Operative must secure a Close Protection Frontline SIA Licence. This entails completing a rigorous training program, along with identity and criminal history checks, to meet the stringent standards set by the government.

Our course is recognised with a BTEC Level 3 Award in Close Protection Operations and not only meets but exceeds the qualifications needed to apply for a frontline SIA licence.

Horizon is renowned for its superior training of Close Protection Operatives worldwide. Our accreditation from prestigious awarding bodies underscores our commitment to excellence and the high expectations employers have for our graduates.

## Course Syllabus

The curriculum of our Close Protection Executive course at Horizon has been expertly shaped, drawing from the rich military experiences of our instructors and their extensive tenure within the Close Protection field. We are dedicated to offering a course that stands out for its depth and comprehensiveness, equipping our students with the necessary expertise to thrive in the demanding environment of Close Protection services.

Our syllabus exceeds the foundational requirements for licensing, delivering not only the mandatory competencies but also a suite of advanced skills that are crucial for real-world success in the industry. The program is inclusive and designed to be applicable to a diverse group of individuals, regardless of their background or previous level of knowledge.

Throughout the duration of the course, our seasoned instructors will guide you through a series of key modules that include:

**Roles and Responsibilities of a Close Protection Operative (CPO):** This module delves into the multifaceted nature of a CPO's duties, which can range from acting as a high-profile personal assistant to providing frontline protective services against credible threats. The training covers both individual responsibilities and team dynamics within a Close Protection detail.

**Threat and Risk Assessment:** Recognized as the foundation of protective security, this section equips you with the analytical skills to assess threats and risks with accuracy and rationale. By examining both broad and ground-level assessments, the course empowers students with methodologies that they can apply and refine in their careers.

**Surveillance Awareness:** Surveillance is a critical intelligence-gathering tool that can be used over varying durations. This section of the course teaches the importance of detecting surveillance, techniques to remain vigilant, and practices to help mitigate intelligence gathering by potential adversaries.

**Operational Planning:** For CPOs often working independently, the ability to manage time and plan meticulously is vital. This training module enhances your personal planning skills and prepares you for the complexities of operational planning in the field.

**Law and Legislation:** A thorough understanding of legal aspects is essential for any CPO. This section ensures that you are well-versed with the laws governing the Close Protection industry and its interaction with official agencies.

**Interpersonal Skills:** The course emphasizes the importance of interpersonal skills in building a professional relationship with the Principal. Communication, negotiation, and conflict resolution are central to maintaining and enhancing your professional reputation and effectively managing challenging situations.

**Teamwork in the Close Protection Team:** Teamwork is pivotal in Close Protection services. This module focuses on leveraging team strengths, addressing weaknesses, and ensuring the highest level of professionalism in delivering the service required by the Principal.

**Reconnaissance:** This crucial skill involves keen observation, role-playing, and dynamic report writing. Reconnaissance is vital to the planning stage of Close Protection operations, and this training prepares you for its exhaustive demands.

**Walking Drills:** Protection of a person or assets requires precise movement techniques. The course explores solo and team-based walking drills, adapting to various environments and scenarios.

**Route Selection:** Selecting the safest and most efficient routes for the Principal's transportation is a key responsibility of a CPO. This module teaches the principles of good route selection and its impact on protective operations.

**Vehicle Drills:** A comprehensive look at the use of vehicles within Close Protection, focusing on how to maximize their advantages while maintaining security during Principal transport.

**Search Procedures:** This module covers the techniques for effectively searching people, venues, and vehicles, including the legal implications and the handling of discovered threats such as IEDs and surveillance devices.

**Incidents and Dilemmas:** Scenario-based training prepares you for a wide array of situations, fostering the ability to think and react quickly under stress. This includes dealing with medical emergencies, security breaches, and other critical incidents.

**Venue Security:** Understanding the unique security challenges of various venues is vital. This training ensures you can strategize and adapt to the security needs of settings ranging from hotels to open-air events.

**Communication and Conflict Management Skills:** Effective communication is a critical skill for any CPO. The course teaches how to navigate complex interactions and manage conflicts with diplomacy and tact.

**Surveillance Operations:** You will engage in practical surveillance tasks and exercises, ensuring a robust understanding of surveillance operations and how to protect the Principal from intrusions.

**Driving Skills:** Specialized driving skills are necessary for the safe transportation of the Principal. This training focuses on proactive and reactive driving techniques to avoid or handle dangerous situations.

**Post April 2022 Training Modules:** These newer modules address contemporary challenges and skills in conflict management, door supervision, physical intervention, and terror threat awareness tailored to the private security sector.

**Physical Intervention:** This section is dedicated to teaching effective intervention techniques based on real-world Close Protection scenarios. It also covers the legal and moral considerations of using force and how to appropriately respond to aggression or threats.

By completing our course, you will not only be prepared for licensing as a Close Protection Operative but will also possess the advanced, nuanced skills that set you apart in the industry. Our progressive approach to training guarantees that your confidence and capabilities will develop rapidly, readying you for the multifaceted challenges of Close Protection work.

## **Course Pre-Requisites**

Prospective candidates must meet the following criteria:

- Minimum age of 18
- Effective communication skills in English (both written and spoken)
- Possession of a valid First Aid at Work certificate or equivalent (FPOS or FREC)

- Reasonable level of health and fitness
- Valid identification and proof of address (not older than three months)
- Full driving license and at least 25 years of age for driving eligibility (subject to insurance assessment for serious offences)

## **Assessment and Certification Description**

Our Close Protection Executive course provides an engaging learning environment where questions and interactive participation are encouraged to enhance understanding. The course combines theoretical knowledge with practical exercises, ensuring that the principles of Close Protection are not only taught but also experienced firsthand.

To attain certification, participants must successfully complete the following assessments:

- Submit a detailed Student Learner Workbook, showcasing a comprehensive grasp of theoretical concepts outlined in the SIA modules.
- Achieve a passing score on the "Principles of Working as a Door Supervisor for Close Protection Operatives in the Private Security Industry" online multiple-choice examination.
- Achieve a passing score on the "Application of Physical Intervention Skills in the Private Security Industry" online multiple-choice examination.
- Achieve a passing score on the "Application of Physical Intervention Skills for Close Protection Operatives in the Private Security Industry" online multiple-choice examination.
- Complete the "Principles of Terror Threat Awareness in the Private Security Industry" certification through online training modules.
- Demonstrate competence in practical performance assessments conducted throughout the duration of the course.

Upon successful completion, candidates are awarded the BTEC Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry, accredited by Pearson. This certificate remains valid for three years and serves as an esteemed credential in the field of private security.

## **Hostile Environment Close Protection Operative (HECPO)**

### **Course Overview**

The HECPO course is meticulously designed to prepare Close Protection Operatives for assignments in high-risk environments. The curriculum aligns with DODI 3020.50, DEFSTAN 05-129, and DEFCON 697 standards, ensuring comprehensive training that meets stringent requirements.

Over four days, participants engage in a dynamic blend of classroom instruction and intensive practical exercises at our Urban Training Centre. The curriculum is informed by our instructors' extensive field experience and includes:

- Tactics for evading kidnap and abduction scenarios.
- Insights into international terrorism and other global threats.
- Cultural sensitivity training for global operations.
- Enhanced threat assessment and situational awareness skills.
- Best practices for international travel and journey management.
- Strategies for personal, residence, and venue security.
- Personal security measures, including PPE and ballistics.
- Practical use of grab bags and appropriate attire for high-risk areas.
- Coordination with Close Protection Officers and armoured vehicle operations.

- Kidnap survival techniques including evasion, resistance, and escape strategies.
- Understanding and navigating bribery and corruption.
- Checkpoint handling and negotiation tactics.
- Operational insights for Close Protection Operatives in hostile regions, supplemented with practical team exercises.
- Awareness of IEDs, suicide bombers, and ERW recognition.

## **HECPO Course Prerequisites**

Candidates must fulfil the following requirements to enrol:

- Hold a Level 3 Certificate in Close Protection.
- Be at least 18 years of age.
- Possess effective communication skills in English (both written and spoken).
- Maintain a reasonable level of health and fitness.
- For driving eligibility, hold a valid driver's license, be at least 25 years old, and have a driving record acceptable to our insurance provider.

## **Assessment and Certification for HECPO Course**

Assessment throughout the HECPO course is conducted via multiple practical performance evaluations. Graduates receive a certificate detailing the training objectives met during the course, serving as evidence of their preparedness for deployment in hostile environments.

## **The Horizon Close Protection Team**

At Horizon, our instructors embody what we teach. With a wealth of experience in both Close Protection and Close Protection instruction, each instructor is a seasoned Close Protection Operative dedicated to continuous growth and staying abreast of industry standards. When not leading our Close Protection courses, they actively engage in short-term assignments and pursue further training to enhance their skills and knowledge, setting a standard we urge all our students to emulate.

Our diverse team of instructors brings a broad spectrum of experience, from solo executive protection to high-stakes armed security operations. Drawing from their own successes and challenges, they adeptly weave personal anecdotes into their instruction, fostering a rich learning environment where students gain invaluable insights into the demands of the profession they aspire to join.

At Horizon, we are committed to nurturing a community where knowledge is shared, and experiences are leveraged to empower aspiring Close Protection professionals.

## **Administration & Specifics**

### **Venue Location and Accommodation**

Our training courses are conducted in collaboration with The Normandy Hotel, Inchinnan Road, Renfrew, PA4 9EJ, conveniently located just 1 mile from Glasgow International Airport.

This independent hotel features 135 well-appointed en-suite bedrooms, a stylish restaurant and bar, and a sizeable conference room where our training courses are delivered.

The hotel provides a friendly and welcoming environment for our learners.

Our learners benefit from discounted room rates. To discuss the preferential rates and to secure your place at the hotel, please email them directly and mention that you are a Horizon student at [reservations@thenormandyhotel.co.uk](mailto:reservations@thenormandyhotel.co.uk).

For additional information, please visit their website: <https://thenormandyhotel.co.uk/>.

## Packages

Horizon offers a comprehensive 27-day training schedule, enabling students to complete our First Response Emergency Care (FREC) Level 3, Close Protection Executive, and Hostile Environment Close Protection Operative courses consecutively. This intensive program is ideal for those eager to fast-track their qualifications and embark on a career in close protection. By enrolling in these courses back-to-back, students can enjoy a streamlined educational experience and potential cost savings.

## Meals

Dining needs are well catered for by the on-site restaurant, with numerous alternative eateries in the vicinity.

# Military Resettlement & Enhanced Learning Credits (ELCAS)

## Overview

Horizon is honoured to be a recognized training provider under the Ministry of Defence's Enhanced Learning Credits Administration Service (ELCAS). Our designation as an Enhanced Learning Credits (ELC) provider, with the number **5805**, underscores our commitment to supporting the educational growth of military personnel.

The ELC scheme is an initiative by the Ministry of Defence aimed at fostering lifelong learning among members of the military, both during and post-service, contingent upon qualifying conditions. This scheme offers financial assistance for a variety of educational courses provided by certified institutions such as Horizon.

For comprehensive details on ELCAS, including criteria for eligibility and the claim process, please consult the ELCAS website.

# Frequently Asked Questions

Here are some common queries we receive. If your question isn't covered, please contact us for more information.

### ***Q: Why choose Horizon for my training?***

A: Horizon's courses are highly regarded for their relevance and quality. Our instructors, seasoned Close Protection Operatives, offer a blend of practical experience and instructional expertise. We take pride in equipping you with the skills for a demanding career, focusing on conflict management and self-defence—vital components often overlooked by others. Impressively, top security firms frequently recruit directly from our courses, a testament to the calibre of our training.

### ***Q: I have a Close Protection Licence from another provider. Can Horizon assist with employment?***

A: While we recognise your qualifications and experience, our partner companies trust our rigorous training and assessment methods. To ensure you meet these high standards and to consider you for employment recommendations, we require that you complete our Hostile Environment Close Protection Operative course.

**Q: What is the difficulty level of the courses?**

A: Both Close Protection Executive and Hostile Environment Close Protection Operative courses are challenging by necessity. The profession demands physical and mental resilience, and our courses reflect this reality to prepare you for the field. We provide a supportive environment to help you succeed, but ultimately, performance under pressure is essential.

**Q: Is passing guaranteed?**

A: No, our Close Protection Executive course involves a workbook, practical assessments, and an exam. While we aim to see every student succeed, we maintain high standards and will only pass those who meet the competency requirements. Those who do not pass initially will have the opportunity to retake the specific components they did not master. We are committed to helping you achieve your certification.

**Q: Am I eligible for the BTEC Level 3 (SIA) Refresher course with my on-the-job experience?**

A: Eligibility for the BTEC Level 3 (SIA) Refresher course requires that you have completed a recognised Close Protection course in the past and can provide the corresponding certificate. In addition, you must have been actively employed in a Close Protection role continuously since completing your initial training. It is essential to meet the Awarding Body's starting criteria and adhere to the SIA's Accreditation of Prior Learning (APL) policy. Upon meeting these requirements and passing the course, you will be qualified to participate in the refresher program.

**Q: Is there a limit to the number of participants on the Close Protection course?**

A: To maintain a high-quality training experience, our Close Protection course is limited to 20 students per session. This ensures personalised attention and a solid foundation for a career in Close Protection. Due to high demand, we advise prospective students to book their spot early. A reservation is confirmed once we receive your payment.

**Q: Is military experience required for the Horizon Close Protection courses?**

A: No military background is necessary for our Close Protection Executive course, which is open to all individuals with a keen interest and determination. While no prior knowledge is required, a strong mindset is vital. However, while civilians can attend our Hostile Environment Close Protection Operative course, it should be noted that employment opportunities in hostile areas are generally reserved for individuals with military or similar service experience.

**Q: Will I be trained for both Hostile and Executive protection roles?**

A: Our Close Protection Executive course provides the skills needed for executive protection roles. While the Hostile Environment Close Protection Operative course is available, it is important to remember that positions in hostile environments are typically offered to those with a service background.

**Q: What level of English proficiency is required?**

A: Proficiency in both written and spoken English is a prerequisite. An English language assessment will be conducted on the first day of the course to verify competency. Failure to pass this assessment will result in removal from the course without a refund.

**Q: What fitness standards must I meet?**

A: Close Protection Operatives should possess a high standard of physical fitness, with the agility and strength to respond swiftly under stress. Although fitness is not a compulsory component of the course, we conduct a fitness assessment that should be attainable for individuals who are in good health and engage in regular physical activity.

**Q: Can I obtain a licence if I have a criminal record?**

A: Possessing a criminal record does not automatically disqualify you from obtaining a licence. The SIA will evaluate your application based on the relevance of your offences to the security industry, the sentences you have received, and the time elapsed since the offences occurred. For more guidance, consult the SIA's criminal record indicator tool on their website.

**Q: What financial support is available for students?**

A: We offer various financial support options, including an "Attend Now, Pay Later" scheme. To be eligible, students must have been UK residents for at least three years and are required to reserve their course spot with a deposit. The full balance is due within 12 months post-course completion, and delayed payments could lead to additional charges and legal action. This option is subject to a minimum order value and cannot be combined with other offers or ELCAS claims. Acceptance of this financial support will require a signed loan agreement and verification of your identity and address.

**Q: What if I need to reschedule my course?**

A: Course dates can be adjusted within the framework of our Terms and Conditions. For more detailed information, please visit our website <http://www.horizon.uk.com/training-terms-conditions/>.

**Q: Is it possible to cancel my course enrolment?**

A: Cancellations are possible, adhering to our Terms and Conditions. For further details, please access <http://www.horizon.uk.com/training-terms-conditions/>.

**Q: Does Horizon arrange accommodation for course attendees?**

A: While Horizon does not directly arrange accommodation, we have a partnership with The Normandy Hotel where you can book your stay at a preferential rate by mentioning your enrolment in a Horizon course. Email [reservations@thenormandyhotel.co.uk](mailto:reservations@thenormandyhotel.co.uk) or visit their website for further information; <https://thenormandyhotel.co.uk/>.

**Q: What attire and equipment should I bring to the course?**

A: Participants are expected to dress smartly on designated days and casual during the remainder of the course. Detailed dress code and equipment lists are included in the course joining instructions. Given that training activities occur both indoors and outdoors, appropriate outdoor attire and footwear are essential.

**Q: Upon arriving for my course, where do I go?**

A: Your course joining instructions, which you will receive via email after registration, will specify reporting times and locations.

**Q: Is there available parking at the training facility?**

A: Complimentary parking is provided on-site for course participants.

**Q: Will I receive feedback at the end of the course?**

A: Yes, participants in our Close Protection Executive program will receive a thorough End of Course Report (EoCR), which evaluates performance, highlights strengths, and suggests areas for improvement. This report is designed to provide constructive feedback and guidance for your future career in the industry. You will have an opportunity to review your EoCR during a post-course interview.

We advocate for potential employers to request an EoCR as part of their hiring process, which aligns with Horizon's commitment to elevating industry standards.

**Q: Does course completion lead to an SIA licence?**

A: Successfully completing the course qualifies you to apply for an SIA frontline Close Protection license. While the application process is managed independently by the candidate, our instructors will guide you through it. Visit the SIA website at <http://www.sia.homeoffice.gov.uk> for further details on the application and eligibility.

**Q: Is employment guaranteed after course completion?**

A: We do not guarantee job placement; however, graduates who exhibit exceptional skills during our course and possess the requisite experience are strongly considered for employment opportunities. We also facilitate interviews with esteemed companies that recruit directly from our pool of successful graduates.

Stay informed about employment opportunities and success stories by following the Horizon Facebook page.

**Q: Is it challenging to find employment in Close Protection?**

A: It is important to navigate the job market with a positive outlook, proper qualifications, and realistic expectations regarding salary. There are indeed job opportunities available for diligent and qualified professionals. Do not let negative perceptions deter your pursuit.

**Q: What kind of post-graduate support does Horizon provide?**

A: We offer comprehensive support to enhance your job prospects, including:

- Practical employment advice
- Networking strategies
- Social media utilization
- CV development assistance
- Interview preparation
- Career planning tools
- Recommended reading materials
- Job search tips

**Q: What is the typical salary for a Close Protection Operative?**

A: Compensation varies widely, influenced by factors such as the employer, length of contract, experience level, and risk associated with the assignment. Daily rates can range from £150 to £250 in low-risk settings, while high-risk assignments can command upwards of £500 per day. These figures serve as a general guide and are subject to change.

**Q: Are there other courses that can enhance my employability?**

A: We recommend additional courses to enhance your skillset and job prospects, such as:

- Hostile Environment Close Protection Operative course
- First Response Emergency Care Level 4
- Medicine in Remote Areas
- Surveillance course
- Security Driving course
- Weapons Competency course
- Self-defence course

**Q: How can I access your terms and conditions?**

A: Our full terms and conditions are available on our website at [www.horizon.uk.com/training-terms-conditions](http://www.horizon.uk.com/training-terms-conditions).

**Q: What if I have additional questions?**

A: We welcome all inquiries and encourage potential students to engage with us. Feel free to visit our training centre to get a firsthand look at our facilities and to discuss any questions or concerns. You can also reach out to us via telephone at 00 44 (0) 1389 755551, email us at [training@horizon.uk.com](mailto:training@horizon.uk.com), or through our contact form on the Horizon website at [www.horizon.uk.com](http://www.horizon.uk.com).

We are dedicated to maintaining transparency and providing you with the necessary tools and information to embark on a successful career in Close Protection. Your journey to becoming a skilled Close Protection Operative starts with the quality training and support you'll receive at Horizon.