Tavcom Training

International Award Winning

Technical Security Systems Training Specialists

2023-2024 Prospectus

Part of the **Linx** INTERNATIONAL GROUP

Tavcom
Training

CONTENTS

Tavcom Training

Tavcom Training is proud to be recognised as the world's leading provider of BTEC accredited technical security systems training.

As part of the Linx International Group, the unrivalled technical knowledge of our highly qualified tutors is complemented by 'real world' experience, equipping learners with an understanding of the latest generation of electronic security solutions and technology.
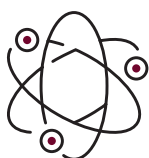
A successful formula

Classroom-based interactive lectures, comprehensive, easy to follow course material and 'hands-on' workshop facilities allow all our students to put everything they learn into practice.
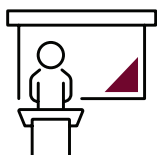
Practical training workshops

The majority of courses are delivered at either our state-of-the-art Hampshire based training centre, or our Shipley Training Centre, both equipped with the very latest security systems technology. Our online and classroom courses are accessible to learners around the world.

A variation of programmes available for you

Whether you are self employed, part of a public or government organisation, all our training courses are designed to meet your requirements. Regardless of your current skill levels, experience or overall knowledge, our tutors share our passion to support you to develop your skills and gain career enhancing qualifications.

Tavcom: International

Expanding Global Presence

Tavcom's highly acclaimed security systems training courses are delivered around the globe.

Our local partners are qualified to deliver our accredited and career enhancing training programmes. Our online and classroom courses are now accessible to learners all around the world.

Linx International Group

Established in 1987, the Linx International Group (Linx), and its constituent companies (Tavcom Training, Perpetuity Training and ARC Training International) provides a comprehensive range of security, risk management and investigative functions together with operational, procedural and strategic advice and training.

Linx works extensively in Europe, Africa, the Middle East, North America and Asia, providing support to our international clients through the provision of specialist services such as close protection, evacuation planning, contingency planning and crisis management. We deliver training through a number of regional hubs in Africa, the Middle East and Asia. Linx delivers services in difficult environments and to internationally diverse personnel. We provide tailored services and solutions to each of our clients.

These include:

- **Security management consultancy**
- **Security surveys and operational audits**
- **Security design and engineering**
- **Fraud and commercial malpractice investigation**
- **Business continuity**
- **Crisis management (training, support and response)**
- **Executive and key personnel protection**
- **Travel security advice**
- **Design and delivery of bespoke training and development programmes**
- **Seminars and awareness sessions**

LEADERS IN SECURITY CONSULTING & TRAINING

www.linxinternationalgroup.com

PerpetuityARC Training

PerpetuityARC Training delivers internationally-accredited security management training courses, both in person and online, across the globe.

As part of the Linx International Group, PerpetuityARC Training combines over 30 years of expertise and experience, delivering relevant and engaging career-enhancing security management training courses.

Operating across six continents, PerpetuityARC Training is incredibly proud to offer first-class training to some of the world's top multinational companies, as well as catering to the individual learner with an array of courses to pick from, including:

- **The Security Institute Online Certificate + Diploma in Security Management**
- **Managing Security Surveys**
- **Workplace Investigations + Interviewing**

Our training courses are designed to suit all learners offering an exclusive portfolio, which spans online bitesize, accredited online and classroom courses, along with exam preparation programmes for ASIS CPP, PSP and APP. We also deliver the MSc in International Security and Risk Management degree in partnership with the University of West London.

Tavcom's Qualifications and Fast Track Diploma

Tavcom
Training

Professional Qualifications

Internationally recognised and acclaimed, Tavcom offers the most comprehensive range of BTEC accredited vocational qualifications in the world of electronic security systems. BTECs are career-based qualifications designed to give students the skills required to prepare for and progress in their chosen career. Professional qualifications are essential for anyone seeking a career in the rapidly expanding security systems sector.

BTEC Certification

BTEC qualifications are assessed through a combination of tutormarked projects, practical exercises and assessments

Intermediate .... Level 2

Advanced .... Level 3

Professional .... Level 4 and 5

Advanced Professional .... Level 7

Fast Track Integrated System Diploma

Practical CCTV Installation

+

Practical Intruder Alarm Installation

+

Practical IP Networking

+

Practical Access Control Installation

+

Post Course Study and Project

=

Tavcom
Training

Integrated Systems Diploma

awarded to

John Smith

This Diploma has been awarded for achieving the required standard in accordance with the assessment criteria of TAVCOM TRAINING.

December 2015
Certificate No. 0246

Kevin Matthew
Director
Tavcom Training

BTEC   iQ   City & Guilds   LinX

You spoke, we listened.

Security Systems Training Bundles

You told us you wanted more installer training, so here it is! Introducing Tavcom Training's brand new installer trainee bundles. A range of BTEC accredited training courses created specifically for trainees who need to become immediately effective in the workplace.

Fire Installer Trainee Bundle

Each technical training bundle comprises of three BTEC accredited courses (classroom or online) to be completed by the trainee.
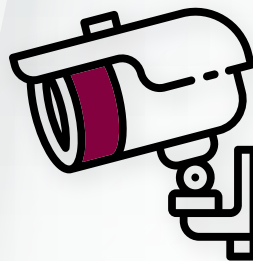
CCTV Installer Trainee Bundle

Each technical training bundle comprises of three BTEC accredited courses (classroom or online) to be completed by the trainee.
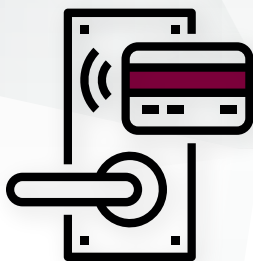
Access and IP Trainee Bundle

Each technical training bundle comprises of three BTEC accredited courses (classroom or online) to be completed by the trainee.
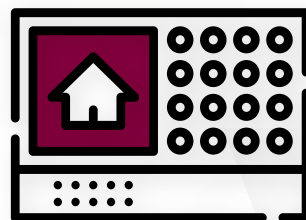
Intruder Alarms Trainee Bundle

Each technical training bundle comprises of three BTEC accredited courses (classroom or online) to be completed by the trainee.

Scan the QR code for more details

w: www.tavcom.com   **t:** 01489 895099

TECHNICAL

CERTIFIED

SECURITY

PROFESSIONAL ™

The Register for Certified Technical Security Professionals

CTSP is the Professional Register recognising competency of individuals fulfilling technical roles in the electronic security and fire systems sectors. This includes: Installation, Maintenance and Commissioning, Technicians/Engineers, Auditors and Consultants.

The benefits of CTSP Registration

- Publication of your name, contact details, and location on the CTSP website, perfect for generating sales leads and employment opportunities.
- Professional Recognition and Membership of a Certified Professional Network.
- Reassurance and confidence for customers, sales prospects, contractors and employers.
- CTSP accreditation after your name (e.g. John Smith CTSP).
- Use of the CTSP logo on your advertising materials, vehicle livery and website.

Application Pathways

- Standard Pathway for individuals with recognised level 3 industry qualifications.

or

- Vocational Pathway with a portfolio demonstrating industry experience.

www.CTSP.org.uk

Get Registered ✔
Get Recognised ✔

bsia
british security industry association

SSAIB

SiRA

Tavcom
Training

✉ admin@ctsp.org.uk   📠 +44 (0)1489 888853

CCTV TECHNICAL COURSES

PRACTICAL CCTV INSTALLATION

This complete CCTV installation course offers a superb blend of 'need to know' classroom theory and 'hands on' practical experience. Over 5 days we will provide you with the necessary knowledge and skills to work effectively in the electronic security and video surveillance sector.

From cabling to the latest HD analogue and IP integration techniques, this 5 day course is the perfect choice if you are looking to enter the exciting world of CCTV installation. Everyone is welcome, no prior knowledge is required.

The course carries a BTEC Advanced Award – a respected qualification for anyone seeking career opportunities in the electronic security sector.

WHAT YOU WILL LEARN

▶ HD Analogue and IP CCTV solutions

▶ How to install and configure a range of High Definition (HD) CCTV solutions

▶ HD Analogue solutions including AHD, HDCVI and HDTVI

▶ How to install mega-pixel, varifocal and fixed lenses

▶ How to measure light for all aspects of CCTV installations

▶ How to set up a range of cameras including True Day Night (TDN) and fully functional domes

▶ How to configure digital recording devices

▶ How to utilise and terminate a range of transmission media

▶ How to use test equipment effectively

Tavcom *Training*

BTEC ADVANCED AWARD

COURSE CONTENT

Learn how to install and configure Video Surveillance Systems. On this practical course you will install a complete CCTV system using both High Definition (HD) Analogue and IP equipment from leading manufacturers.

▶ Basic CCTV theory

▶ Analogue to Digital evolution of CCTV

▶ Setting up and back focusing cameras

▶ Selecting and applying appropriate lenses and filters

▶ Understanding different lighting parameters for CCTV cameras

▶ Practical lens calculations and the Operational Requirement

▶ Remote connectivity to VSS

▶ Configuring video recording systems

▶ Selecting, connecting and installing cables

▶ Use of service monitors and other test equipment

▶ Commissioning, fault finding and routine maintenance

▶ Common camera features and their application

▶ Setting up and programming fully functional dome cameras

▶ Video analytics and their use

▶ Using launch and equalising amplifiers to extend transmission distances

▶ Fibre optic transmitters and receivers

▶ Setting up display screens

▶ British and International standards for video surveillance

▶ Health and Safety

▶ Practical workshops and short evening projects

" Very good delivery with a superb blend of practical and theory. "
BLUE MOUNTAIN GROUP DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles and Practices of CCTV Systems

5 Days

£1295+VAT

FOUNDATIONS OF CCTV

BTEC
ADVANCED AWARD

The CCTV industry is a world of endless change and rapid evolution. To keep pace with these developments, our Foundation CCTV course is constantly updated and this year, as always, it remains right at the 'cutting edge'.

Its content is a perfect introduction for those who are entering the industry for the first time and is an ideal refresher for experienced professionals who need to move forward from older, more traditional technologies.

COURSE CONTENT

▶ The fundamentals of HD analogue and IP CCTV

▶ The importance of an Operational Requirement

▶ Selecting the best camera and lens combination

▶ Lighting and how to measure it

▶ Displaying best images for CCTV applications

▶ Digital storage and retrieval

▶ Transmission methods: Optical fibre, coax, twisted pair, and free space

▶ Using test equipment, meters and tools

▶ Setting up IP and HD analogue CCTV systems

▶ Health and safety, working at heights and electrical safety

" *Thoroughly enjoyable course, the practical element was highly beneficial.* "
LONDON BOROUGH OF ENFIELD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of CCTV Systems

3 Days

£775+VAT

CCTV SYSTEM DESIGN AND PLANNING

BTEC
ADVANCED AWARD

Learn how to plan, design and present a functional, practical and achievable Video Surveillance System (VSS). Learners will be awarded a BTEC level 3 Advanced Award in CCTV System Design.

COURSE CONTENT

▶ Overview of CCTV technologies and products

▶ Developing an Operational Requirement

▶ Risk assessment and site surveys

▶ CCTV system design and product selection

▶ Effective lighting for CCTV applications

▶ Legislation, Industry Standards and Codes of Practice

▶ System Planning – costing, installation, commissioning, maintenance

▶ System Documentation – specification, drawings, commissioning and handover

▶ Writing the system proposal

" *Extremely useful, enjoyed every moment!* "
CCED DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
CCTV System Design and Planning

3 Days Classroom
or live via **ZOOM**

£775 +VAT

CCTV REPAIR AND MAINTENANCE

BTEC
ADVANCED AWARD

With millions of CCTV cameras now installed in the United Kingdom, the vital skills of system repair and maintenance technicians have never been in greater demand. This CCTV training course is also invaluable to technically minded end users who wish to ensure that their own CCTV systems are operating with optimum accuracy and efficiency.

COURSE CONTENT

▶ Diagnosing and rectifying common faults

▶ Fault finding techniques

▶ Locating and rectifying cable faults

▶ Measuring video levels

▶ Identifying faults in video transmission systems

▶ Optimisation of camera tracking and focus

▶ IP diagnosis and repair

▶ Servicing recording devices

▶ Maintenance requirements

▶ Health and Safety on site and in workshops

" *Enjoyable course with great practical facilities* "
JOHNSON CONTROL DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
CCTV System Installation, Repair, Service and Maintenance

2 Days

£645+VAT

ADVANCED VIDEO SURVEILLANCE SYSTEMS

BTEC
ADVANCED AWARD

An advanced CCTV (VSS) training course for individuals requiring an enhanced technical understanding of the principles and practices of Digital CCTV leading to a prestigious BTEC level 4 qualification in CCTV Technology for Security Applications. This course is particularly suited to CCTV engineers, technical support engineers, design engineers, CCTV consultants, commissioning engineers, integrators and all those looking to broaden their understanding of CCTV. Note that for the Advanced Video Surveillance Systems Course, a good prior knowledge of CCTV is required through existing work experience, having taken our Foundation / Practical CCTV Installation Course or other equivalent training.

COURSE CONTENT

- Video Analytics
- Artifical Intelligence
- Automatic Number Plate Recognition (ANPR)
- Camera functions and the physical effect on picture
- The Operational Requirement
- Resolution, pixels per metre and how to measure
- Compression, artifacts and image size
- 360, Panoramic and megapixel technology
- Display screens
- Video management solutions
- Recording and storage

- Power including designing POE requirements
- Transmission
- IP Networking
- Light, how this effects the CCTV Image
- Optics, why are they so important
- Practical site surveys
- Health and safety requirements

" Another very impressive course, the tutor had a very deep knowledge of the subject. "
OPTYMA DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 4
CCTV Technology for Security Applications

4 Days

£1450+VAT

CCTV LEGISLATION

BTEC
ADVANCED AWARD

This course will keep you informed of all the latest developments in CCTV legislation. From data protection and evidence criteria to freedom of information and human rights legislation and GDPR, every vital issue of the day will be addressed.

COURSE CONTENT

- ▶ Surveillance Camera Commissioner
- ▶ The Information Commissioners role
- ▶ Data Protection Act 2018 and GDPR
- ▶ CCTV Codes of Practice
- ▶ International Standards associated with CCTV
- ▶ Evidential picture gathering techniques
- ▶ RIPA, Freedom of Information and Human Rights Act
- ▶ Current SIA regulations and licensing laws
- ▶ Dealing with Subject Access Requests
- ▶ Digital archiving and audit trials

" Great course and tutor, carried out in a professional manner. "
INDEPENDENT DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
CCTV Legislation

1 Day

£265+VAT

COVERT CCTV

BTEC

ADVANCED AWARD

This fascinating course with its strong practical bias will take your CCTV skills to a new level. You will learn the skills required to design and install covert CCTV whilst keeping within the current legal framework.

COURSE CONTENT

▶ Choosing the right camera and lens

▶ Impact assessments

▶ Types of lighting and its significance

▶ Law and legal issues associated with covert CCTV

▶ Types of recording devices

▶ Video evidence and confidentiality

▶ Using transmission devices

▶ Building and utilising practical hides

▶ Body worn devices and their deployment

▶ Principles and practices of audio surveillance

▶ Health and Safety

" *Found all aspects of this course fascinating.* "
MOD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of Covert CCTV

3 Days

£995+VAT

INTEGRATED SECURITY SYSTEMS

BTEC
ADVANCED AWARD

The electronic security industry is evolving at a rapid pace and people who are involved in the industry need to ensure that their knowledge and skills are up to date to maximise their potential.

This course offers individuals the opportunity to bring their knowledge of integrated security systems completely up to date in a comprehensive 5 day course with expert lecturers and invaluable hands on experience.

COURSE CONTENT

▶ Current Standards

▶ Integration vs Convergence

▶ The relay and its use in integration

▶ ASCII Text Protocol

▶ The SDK/API

▶ The history of integration

▶ Best practises for integration

▶ Integration software platforms

▶ OPC Servers/Clients

▶ Video Analytic Integration

▶ Security System Integrations

▶ IT Systems Integration

▶ Control room software operations

▶ Real life examples of integration issues and solutions

" Wow! I never knew I could learn this much in a week. Great course. "
INDEPENDENT DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 4
CCTV Systems Integration

5 Days

£1345+VAT

DESIGNING WIRELESS SECURITY SYSTEMS

BTEC

ADVANCED AWARD

The latest innovations in wireless technologies have encouraged increasing numbers of local government agencies, police, military and commercial organisations to use wireless transmission within security systems.

Learn how to design and deploy wireless based security systems that are secure and compliant.

COURSE CONTENT

▶ Understanding types of frequencies

▶ Designing wireless systems

▶ Identify bandwidth capabilities

▶ Deployable CCTV

▶ COFDM, MESH and ILT explained

▶ Law and legal

▶ Hotspots

▶ Cellular communications

▶ Security and compliance

▶ Practical site surveys

" Very well presented with good support. I will recommend it to all my colleagues. "
METROPOLITAN DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of Wireless CCTV Transmission

2 Days

£695+VAT

DRONE DETECTION

Tavcom Training CERTIFICATE

Whether a home built kit or off the shelf, Small Unmanned Ariel Systems (SUAS) functionality can range quite considerably in terms of ability, endurance and payload capacity.

This course is designed to teach the capabilities and threats of commonly accessible drone technology.

COURSE CONTENT

- ▶ Understanding Drone technology
- ▶ CAA Regulations
- ▶ Battery limits
- ▶ Drone threats
- ▶ Drone detection and counter measures
- ▶ Understanding Radio Frequency (RF)
- ▶ Drone mitigation
- ▶ Tools available for jamming, radar ballistic and capture technologies.
- ▶ Practical demonstrations

" *Superb course, it was good to see drones up close.* "
INDEPENDENT DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Certificate
Drone Detection

2 Days

£450+VAT

ELECTRONIC COUNTER MEASURES

BTEC
ADVANCED AWARD

In the increasingly competitive culture of the modern business world, many organisations resort to sophisticated eavesdropping techniques to uncover their 'rivals' new products, financial positions and other corporate secrets.

On this Electronic Countermeasures training course, we teach you the various physical and electronic search techniques that you can employ to protect your company's assets.

COURSE CONTENT

▶ Electronic search equipment

▶ Understanding RF propagation

▶ Physical search techniques

▶ Trojan horse disguising techniques unravelled

▶ Non Linear Junction Detector (NLJD)

▶ Electronic search equipment capabilities

▶ Audio and telephone monitoring

▶ Practical search exercises

▶ Modern digital transmission vulnerabilities

▶ Legal considerations in relation to electronic surveillances

"*Good course with top tutor. I will look to Tavcom for my future needs*"
EADS ASTRIUM DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of Electronic Countermeasures

2 Days

£875+VAT

Tavcom Training

" *The tutor is really good. He has a lot of **knowledge** and makes it easy for anyone to understand.* ***Highly recommend this course*** "

PRACTICAL CCTV INSTALLATION STUDENT

IP NETWORKING COURSES

PRACTICAL IP AND NETWORKING

Learn how to install and configure devices to create an IP network systems.

This practical workshop based course will prepare you for the new challenges faced in the modern Security Systems industry.

WHAT YOU WILL LEARN

▶ How to build and configure an IP network

▶ How to secure your IP network

▶ How to install and configure cameras and other devices on an IP network

▶ How to use tools and utilities to troubleshoot IP networks

▶ How to interpret network ports and port forwarding

▶ How to configure video streams for live viewing and recording

▶ How to integrate an IP networked security solution

▶ How to configure VLANS

▶ How to convert Analogue Systems to Digital

Tavcom Training

BTEC
ADVANCED AWARD
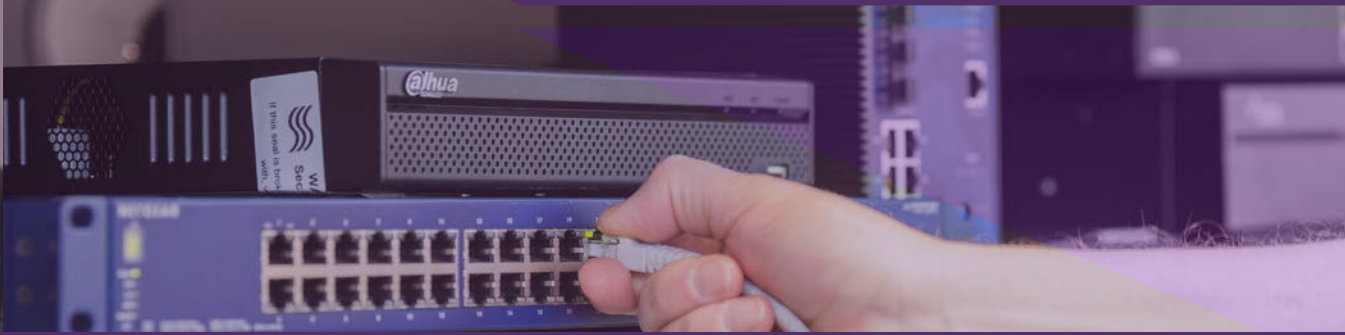
COURSE CONTENT

▶ Ethernet and MAC addressing
▶ Migration from analogue to digital
▶ OSI Model and how to use it for fault-finding
▶ Internet Security
▶ Firewalls
▶ Wireless technologies
▶ Protocols and their operational status
▶ Physical connections – coax UTP, cable and fibre
▶ Compression techniques explained
▶ Quality of service
▶ Virtual Local Area Networks (VLANS)
▶ Setting up IP cameras, domes and codecs
▶ Routing with RIP and OSPF technology explained
▶ Using VBR and CBR
▶ Network management - communication (ICMP) and statistics
▶ Calculating bandwidth
▶ IPv4 classfull basic theory - variable length subnetting
▶ IPv6 basic theory
▶ Ports - TCP and UDP

"Learnt something new on every section covered, which I found all to be useful to me."
ABCA SYSTEMS LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles and Practices of CCTV
Over Internet Protocol

5 Days

£1295+VAT

CCTV OVER IP

BTEC
ADVANCED AWARD

Learn the fundamentals of IP and how to install, configure and troubleshoot IP based Video Surveillance Systems (VSS).

This course will give you the essential skills required to deal with one of the major challenges facing the electronic security industry, the change from Analogue CCTV to CCTV over IP.

COURSE CONTENT

▶ Video management solutions
▶ Foundations of IP
▶ Bandwidths
▶ Network principles
▶ Migration from analogue to digital
▶ Digital video explained
▶ Video compression engines
▶ Foundations of IP
▶ TCP and UDP explained
▶ Codecs
▶ Recording solutions
▶ POE requirements

" Amazing trainer, presented material in an interesting and fun way. "
INDIGOVISON LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of CCTV over
Internet Protocol

3 Days

£775 +VAT

DESIGNING NETWORKS FOR SECURITY

BTEC
ADVANCED AWARD

This advanced training course, including IP and IP addressing, Ethernet, routers and routing, enables delegates to understand the issues involved in integrating security systems and data networks.

Learn how to design and install dedicated resilient IP networks for security systems on this advanced IP networking course.

COURSE CONTENT

▶ Design and Configure IP Infrastructures

▶ Power Over Ethernet (POE) limitations and design

▶ Configuring DSL lines and routers for remote access

▶ Configure VLANS and managed switches - Manufacturer differences

▶ Understanding Unicast and Multicast

▶ Port numbering and using port forwarding

▶ Adding security to the network

▶ Testing the network

▶ Program adaptive security appliances

▶ Configuring routers using different routing protocols

▶ IPv4 - Full understanding, variable length subnets

▶ OSI Layers and control information

▶ Network diagnostics

▶ IPv6 understanding

" Perfect amount of knowledge. Really excellent approach to presenting this knowledge. "
OCS GROUP UK LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 4
Networking Technology for Security Systems

5 Days

£1450+VAT

SECURITY SYSTEMS STRUCTURED CABLING

BTEC
ADVANCED AWARD

Acquire the skills to install, test, maintain and fault find structured cabling systems, covering structured copper and fibre optics with particular reference to the integration of CCTV.

COURSE CONTENT

▶ Communications principles

▶ Theory of light transmission and attenuation

▶ Layout and topology

▶ Types of cable and connectors

▶ Tooling, termination and splicing

▶ Fibre preparation

▶ Cabling including CAT5e and CAT6

▶ Installation techniques

▶ Testing and fault-finding

▶ Documentation and legal requirements

" Loved the practical! Tutor was very knowledgeable. "
PROTIVE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles and Practices of Structured Cabling for Security Systems

5 Days

£1015 +VAT

FIBRE OPTIC INSTALLATION

BTEC
ADVANCED AWARD

Learn how to plan and design optical fibre solutions and gain the practical skills to repair, terminate, test and troubleshoot fibre optics.

COURSE CONTENT

▶ Fundamental theory of optical fibre

▶ Design fibre solutions using single-mode and multi-mode

▶ Learn to splice and repair broken or damaged fibre

▶ Understand termination methods

▶ Recognise types of dispersion

▶ Installing optical fibre transmitters and receivers

▶ Measuring and calculating losses

▶ Effective testing methods

▶ Identify connector types such as LC, ST, FC, MTRJ and SC

▶ Health and safety handling and correct disposal of fibre

" *The training centre was excellent. The tutor was experienced and very helpful.* "
HM PRISON SERVICE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles and Practices of
Optical Fibre Transmission

2 Days

£575+VAT

CYBER AND
IT SECURITY

Cyber and IT Security is emerging as one of the most important elements in IT planning and implementation. The risk of viruses, unauthorised data access, uncontrolled emailed correspondence, data manipulation and misuse of access to the internet can seriously affect an organisation's reputation and potentially its financial stability.

This course offers a comprehensive, detailed look at Cyber and IT security and its effects on industry and commerce, presenting you with the methodology to approach and combat this increasingly prevalent problem.

WHAT YOU WILL LEARN

▶   What is Cyber Crime – a definition and some important statistics

▶   What and where are the vulnerabilities

▶   How to measure the costs to companies and the economy of Cyber Crime

▶   IT crime investigating and computer forensics

▶   Understanding firewalls - integrated and external firewalls

▶   How to secure your network

▶   Concealing IP addresses

▶   Attack categories

▶   Vulnerabilities of systems

▶   Understanding the physical elements

Tavcom
Training

BTEC
ADVANCED AWARD

COURSE CONTENT

- ▶ Firewalls – hardware and software versions
- ▶ Using proxy servers and packet filtering
- ▶ Wireless networks and their vulnerabilities
- ▶ Encryption explained
- ▶ Hashing algorithm vs. encryption
- ▶ Networking address and port address translation
- ▶ Wire-tapping and port scanners
- ▶ Network wiring security
- ▶ Challenge/authentication techniques
- ▶ Using proxies to protect the network
- ▶ Security issues with IPv4 and IPv6
- ▶ IP VPNs, IPSec and SSL
- ▶ Transport and tunnel mode security
- ▶ Using NAT, PAT and VLANs in a network
- ▶ Spoofing, spamming, phishing, malware and viruses
- ▶ SMTP session hijacking, denial of service, cyber terrorism and identity theft
- ▶ Managing vulnerability
- ▶ Penetration testing
- ▶ Scanning and enumeration
- ▶ Critical security controls
- ▶ Passwords: strengths, weaknesses and cracking

" Really enjoyed the course, found the practical sessions of value. "
AWE PLC DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
IT and Cyber Security

5 Days

£1345+VAT

INTRODUCTION TO CYBER SECURITY

Tavcom Training **CERTIFICATE**

A fascinating introduction to cyber crime, providing practical ways in which security personnel can manage their cyber policies.

COURSE CONTENT

▶ Introduction to assessment and management of threats

▶ Introducing the cyber threat

▶ Understanding threat convergence

▶ Cyber-speak, an introduction for the lay person

▶ Cyber and the internet

▶ Fundamentals of cyber security

▶ Principles of Risk Management

▶ Selecting appropriate Risk Mitigation Options

▶ Practical Exercise – bringing it all together

▶ The benefits of getting it right and the cost of getting it wrong – real examples from the real world

" *Very useful introduction to cyber security* "
CANARY WHARF MANAGEMENT LTD DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Certificate
Introduction to Cyber Security

1 Day

£350+VAT

INTRUDER ALARM COURSES

PRACTICAL INTRUDER & HOLD-UP ALARM SYSTEM INSTALLATION

Using the latest technology, this practical workshop based course will teach you how to install and commission Intruder and Hold Up Alarm Systems meeting the current British and International standards.

WHAT YOU WILL LEARN

▶ How to install intruder alarm systems

▶ How to apply the latest standards and best practice

▶ How to measure power supplies and electronic components accurately with the appropriate test equipment

▶ How to wire a complete intruder alarm system effectively, efficiently and safely

▶ How to programme an intruder alarm control panel

▶ How to design a system and prepare a system proposal

▶ How to test systems and complete the relevant documentation during commissioning

Tavcom Training

BTEC
ADVANCED AWARD

COURSE CONTENT

▶ Practical applications of Ohm's law

▶ Using a multimeter for voltage, current and resistance readings

▶ Detection devices - features, technologies, and applications

▶ Control and indicating equipment

▶ Self powered and remotely powered warning devices

▶ Calculating battery and power supply requirements

▶ Adding power supplies – considerations

▶ British and European standards for Intruder and Hold-Up Alarms

▶ Practical wiring of complete intruder alarm systems

▶ Designing and planning a system

▶ Installation and commissioning of Intruder and Hold-Up Alarms

▶ Electrical testing of intruder alarm systems

▶ Completing essential documentation

▶ Remote signalling system requirements for Police response

▶ Environmental considerations

▶ Insurance pre-requisites

" *Really enjoyed the practical elements and having more understanding of how and why things are wired* "
CATCHPOINT LTD DELEGATE
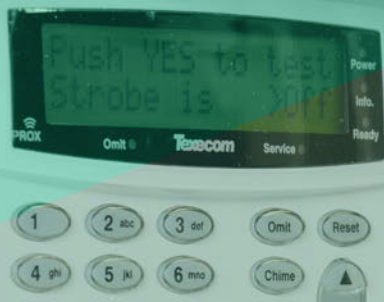
COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles and Practices
of Intruder and Hold-Up Alarms

5 Days

£1295+VAT

FOUNDATION INTRUDER & HOLD-UP ALARMS

BTEC
ADVANCED AWARD

Learn the fundamental skills needed to install and commission Intruder and Hold Up Alarm Systems in accordance with British and European Standards.

COURSE CONTENT

- ▶ Using appropriate test equipment
- ▶ Measuring current, voltage and end of line resistance
- ▶ Essential installation techniques
- ▶ Practical wiring projects
- ▶ Inspectorates, standards and governing bodies
- ▶ Understand the different types of detectors, control panels and warning devices
- ▶ System design and planning
- ▶ Environmental considerations
- ▶ Alarm verification and signalling

" Excellent. I really enjoyed all aspects of the course."
ALSECURE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of Intruder and Hold-Up Alarm Systems

3 Days

£775+VAT

INTRUDER & HOLD-UP ALARM REPAIR AND MAINTENANCE

BTEC
ADVANCED AWARD

This training course will cover the causes of false alarms and what can be done to rectify potential risks and problems that can easily occur without training.

COURSE CONTENT

▶ False alarm management

▶ Calibration and operation of test equipment

▶ Diagnosing and rectifying common faults

▶ Locating and rectifying cable faults

▶ Voltage drop and calculations

▶ Insurance prerequisites

▶ Commissioning checks

▶ Preventive and corrective maintenance recommendations

▶ Remote servicing and programming

▶ Developing maintenance contracts

" *Excellent! Would recommend to all alarm engineers.* "
AMAX FIRE AND SECURITY DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Intruder and Hold-Up Alarm System
Repair, Service and Maintenance

2 Days

£645 +VAT

ADVANCED INTRUDER & HOLD-UP ALARMS

BTEC
ADVANCED AWARD

This course has been designed for commissioning and installation engineers, auditors and technical support engineers that require a deep technical understanding of intruder alarm systems.

COURSE CONTENT

▶ Design and installation of grade 3 systems

▶ Installation, commissioning and testing of remote signalling

▶ An insight into multiplexed systems

▶ Alarm verification technology

▶ Practical remote servicing

▶ Advance fault finding and routine service checks

▶ False alarm management

▶ Working with RVRCs and ARCs

▶ Networking intruder alarm systems

▶ Essential procedures and documentation

" Excellent course, enjoyable and informative. "
KENSINGTON AUDIO VISUAL LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 4
Installation of High Security
Grade Intruder and Hold-Up Alarm
Systems

3 Days

£995+VAT

INTRUDER & HOLD-UP ALARM SYSTEM DESIGN

BTEC
ADVANCED AWARD

Learn how to plan, design and present a functional, practical and achievable intruder and hold-up alarm system. You will gain the confidence and ability to survey, cost and present solutions for intruder alarm systems for domestic, industrial and commercial applications.

COURSE CONTENT

- ▶ Completing security risk assessments
- ▶ An overview of detection devices
- ▶ Signalling devices and considerations
- ▶ Planning and design of systems
- ▶ Pan European Standards explained
- ▶ Insurance requirements
- ▶ Alarm verification techniques
- ▶ Equipment grading criteria
- ▶ Producing system proposals
- ▶ Practical site surveys

" After just 3 days, I can now design an Intruder Alarm system. "
FORCE 3 SECURITY LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Intruder and Hold-Up Alarm System Design and Planning

3 Days classroom
or live via **ZOOM**

£725+VAT

INTRUDER & HOLD-UP ALARM LEGISLATION

BTEC
ADVANCED AWARD

This course will give you the confidence and ability to work safely and legally within the extensive framework of regulations.

COURSE CONTENT

▶ Security risk assessments

▶ Gathering necessary information

▶ Insurers' requirements

▶ Grading of intruder alarms

▶ System proposal procedures

▶ Siting and locating system components

▶ Requirements for Police response

▶ Signalling requirements

▶ British, European and International standards

▶ Confirmation and dual path signalling

" *Very informative, delivered in a structure, friendly manner.* "
BELLMONT SECURITY LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Intruder and Hold-Up Alarm
System Legislation

1 Day
or live via **ZOOM**

£295+VAT

ACCESS CONTROL COURSES

PRACTICAL ELECTRONIC ACCESS CONTROL INSTALLATION

Tavcom's Practical Electronic Access Control (EAC) course combines a perfect mix of classroom study of the essential theory behind access control with 'hands-on' practical workshop activities, providing attendees with the fundamental knowledge to install, configure, commission and fault-find, both standalone and networked electronic access control systems.

This course has no prerequisites and is aimed specifically, though not exclusively, at those wishing to extend their security skillset or enter the industry.

WHAT YOU WILL LEARN

- ▶ Associations, standards, inspectorates, and documentation
- ▶ Overview of access control risk assessments, site surveys and system design
- ▶ Access Control locking types and applications
- ▶ Powers supplies and Door hardware (closers, contacts, exit buttons etc.)
- ▶ Access controllers:- Standalone and Networked (Single/Multi Door)
- ▶ Recognition equipment, tokens and readers (proximity, mifare, biometrics etc.)

- ▶ Single, dual and multi factor authorisation
- ▶ Tailgating & Passback – methods to defeat
- ▶ Cable types and their application
- ▶ Vehicle access – barriers, gates, bollards etc.
- ▶ Maintenance agreements – preventative and corrective
- ▶ Commissioning and fault finding

> " *Tutor delivery was clear and concise throughout the course. First class!* "
> **ABCA SYSTEMS** DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles and Practices of
Access Control Systems

5 Days

£1295 +VAT

FOUNDATION ACCESS CONTROL

BTEC
ADVANCED AWARD

This course offers a perfect mix of classroom studies and practical workshop activities. Learn the fundamental skills needed to install, commission and maintain access control.

COURSE CONTENT

- ▶ Electronic access control hardware
- ▶ Essential installation techniques
- ▶ Mechanical and electro-magnetic locks
- ▶ Passive and active non-contact identification methods
- ▶ Programming and commissioning access control systems
- ▶ IP and networking access control systems
- ▶ Cabling and power for various environmental situations
- ▶ Legislation, standards, inspectorates, health and safety and documentation
- ▶ Stand alone and multi door configurations
- ▶ Recognition methods: readers and code identification systems
- ▶ Controllers systems and card based ID systems
- ▶ Physical considerations of locks and doors

" *Great course, really enjoyed it.* "
CUSTOM SECURITY SYSTEMS DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of Access Control Systems

3 Days

£775+VAT

ACCESS CONTROL SYSTEM DESIGN

Tavcom Training CERTIFICATE

Learn how to plan, design and present a functional, practical and achievable access control system. You will gain the confidence and ability to survey, design and present solutions for access control systems for domestic, industrial and commercial applications.

COURSE CONTENT

- ▶ Legislation and standards
- ▶ Practical site surveys
- ▶ Classification of access points
- ▶ Risk assessment techniques
- ▶ Producing system proposals
- ▶ An overview of access control equipment
- ▶ Operational requirement
- ▶ Installation requirements
- ▶ Overview of electronic locks
- ▶ Commissioning, handover and documentation
- ▶ Biometric options
- ▶ PSU's, exit buttons and ancillaries
- ▶ Planning and design of systems
- ▶ Health and safety requirements

" Excellent delivery and now look forward to coming back soon "
INDEPENDENT DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Certificate
Access Control System Design

3 Days classroom
or live via **ZOOM**

£725+VAT

ADVANCED ACCESS CONTROL

BTEC
ADVANCED AWARD

Designed for commissioning, installation and technical support engineers that require an advanced technical understanding of high security access control systems.

COURSE CONTENT

▶ Time and attendance

▶ Fault finding and diagnostics

▶ Card security, legislation and protection of data

▶ Third party protocols of readers and cards

▶ British and European standards

▶ Anti-pass-back technologies

▶ Hands free access

▶ Implementation of standards and procedures

▶ Planning and design of sophisticated access control systems

▶ Biometric access control systems explained

▶ Machinery directive

▶ Integration of electronic security

▶ Installation of IP networked access systems

▶ Installation of hands free access control

▶ Commissioning access control systems

" *Exceptional as always.* "
TYCO INTEGRATED SYSTEMS DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 4
Installation of High Grade
Security Access Control Systems

3 Days

£975+VAT

BIOMETRIC TECHNOLOGIES

Tavcom Training **CERTIFICATE**

This course will help you understand biometric technologies and how to integrate with networked access control systems.

COURSE CONTENT

▶ Types of biometric technology

▶ Standalone biometric solutions

▶ Risk assessments and suitability

▶ Enrolment and creating biometric templates

▶ Biometric uses and biometric matching

▶ Performance and operational issues

▶ Facial recognition

▶ Integration with networked access control

▶ Ethical and legal issues, and relevant standards

" The instructor has been excellent on all the courses I have done. "

SCOTTISH POLICE SERVICES AUTHORITY DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Certificate
Biometric Technologies

3 Days

£725+VAT

FIRE ALARM COURSES

FIRE RISK ASSESSMENT AND LEGISLATION

BTEC
ADVANCED AWARD

This one day course is designed for all members of the security systems industry who wish to have a better understanding and working knowledge of current legislation.

COURSE CONTENT

▶ Introduction to fire legislation, industry standards and bodies

▶ An understanding of fire classifications

▶ The Regulatory Reform Order: 2005 and its implications

▶ How to carry out a fire risk assessment and fire management plan

▶ The role of the responsible person and fire officer

▶ Fire detection and min/max sound levels

▶ Management of false alarms

▶ Associated systems and equipment: extinguishers and emergency lighting

▶ What to look for when selecting a contractor

▶ Differences between L and P systems and the levels of protection applied to each

▶ When emergency lighting should be installed

▶ Lighting options available and legal emergency lighting

▶ Working within the disability discrimination act

▶ Procedures for carrying out in-house risk assessments

▶ Regulations regarding regular maintenance and keeping correct documents

▶ Acceptable sound levels within a building

▶ What constitutes acceptable detection

▶ The fire brigade position on unwanted alarms

▶ Carrying out and documenting the weekly test

▶ Assessing the adequacy of existing systems based on premises use

" The content was extremely helpful. "
i2 SECURITY DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Fire Alarm System Legislation

1 Day

£265+VAT

FOUNDATION FIRE ALARMS

BTEC
ADVANCED AWARD

This three day course combines theory and practical exercises and is suited to individuals or security companies requiring an understanding of fire alarms. Learn the fundamental skills needed to install and maintain conventional fire alarm systems.

COURSE CONTENT

- ▶ Fundamental fire alarm installation skills
- ▶ Pre-installation risk assessment
- ▶ Detection device types, sounder types and their applications
- ▶ Signalling techniques
- ▶ Fire classifications
- ▶ Standards and governing bodies
- ▶ Role of the responsible person and fire officer
- ▶ Fire alarm system legislation and levels of protection
- ▶ Basic installation of fire alarm systems
- ▶ System documentation requirements
- ▶ Basic commissioning requirements
- ▶ Using test equipment correctly
- ▶ Health and Safety

- ▶ Wiring systems
- ▶ Environmental considerations
- ▶ Classes of fire extinguisher and sprinkler systems
- ▶ Routine servicing and maintenance of detectors, panels and fire alarm systems
- ▶ Radio detectors and transmission
- ▶ Standards and governing bodies
- ▶ Associations, inspectorates and documentation
- ▶ Measuring current, voltage and resistance

"*Great course, met all my expectations and more.*"
STANLEY SECURITY SOLUTIONS LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Principles of Fire Alarm Systems

3 Days

£775+VAT

PRACTICAL FIRE ALARM INSTALLATION

Learn to design, install and commission conventional and analogue addressable Fire Alarm Systems to the latest British and European Standards. This training course also counts towards the Certified Technical Security Professional Register application.

WHAT YOU WILL LEARN

▶ Installation (theory and practical) of conventional and analogue addressable systems

▶ Fire alarm system design

▶ Understanding the Regulatory Reform Order (2005) and BS5839

▶ Understanding of maintenance requirements

▶ How to correctly calculate battery time

▶ Commissioning and handover of fire alarm systems

▶ Different cable methods used in conventional and addressable systems

▶ Installing cables to comply with current standards

▶ Configure and program analogue addressable devices

▶ Controlling ancillary equipment via input/output boards

▶ Setting up and testing smoke and heat detectors

▶ Correctly installing and maintaining conventional and addressable systems

▶ Methods of cable termination

▶ Setting up and testing directional smoke beams

▶ Linking fire systems to building management systems

▶ Variation orders and what they mean

▶ How a system should be zoned

▶ Zone isolators and when to fit them

▶ How to limit unwatched activations

Tavcom
Training

BTEC
ADVANCED AWARD

COURSE CONTENT

▶ Fire classifications

▶ Understanding the Regulatory Reform Order

▶ Health and Safety considerations

▶ Fire alarm system design - detection types, zones, sound level requirements

▶ Installing smoke/ heat detectors/ smoke beams

▶ Programming addressable systems

▶ Understanding wire-free equipment and when to use it

▶ Emergency lighting systems

▶ Remote signalling options

▶ Understanding the role of the inspectorates

▶ Who should carry out risk assessments

▶ Acceptable sound levels using bells or sounders

▶ Industry standards and how to apply them

▶ Understanding the operation of different devices

▶ Interfacing with access control

▶ Hands-on workshop activities

" *Fantastic course, brilliant from start to finish.* "
BWS STANDFAST FIRE AND SECURITY SYSTEMS LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Practical Fire Alarm Installation

5 Days

£1295+VAT

FIRE ALARM SERVICE, REPAIR, COMMISSIONING & MAINTENANCE

Tavcom's two-day practical workshop-based course provides fire alarm engineers with the knowledge and understanding to commission, service, repair & maintain both conventional and analogue addressable fire detection and alarm systems in accordance with the requirements of **BS:5839 Part 1**.

Pre-requisites: Delegates should have attended a FIRE 1, FIRE8 (or equivalent) or have significant experience and must be familiar with the use of a multi-meter.

COURSE CONTENT
REPAIR & MAINTENANCE

- ▶ Cable faults (open/short circuits)
- ▶ Operation of circuit isolators
- ▶ Common programming errors
- ▶ Calculate the expected standby time of a system
- ▶ False alarm management
- ▶ Safe isolation of circuits
- ▶ Scheduled maintenance expectations
- ▶ Walk testing
- ▶ Isolating zones/disablements
- ▶ Interfacing with 3rd party systems
- ▶ Noise level (Db) checks

COMMISSIONING

- ▶ Remote monitoring (Correct fault and alar mindication)
- ▶ System categories
- ▶ Design requirements (detector location, spacing and heights, manual call points etc.)
- ▶ Insulation resistance readings,
- ▶ System loading (current readings)
- ▶ Wiring checks (Best Practice)
- ▶ Battery calculations
- ▶ Documentation

" The content was extremely helpful. "

i2 SECURITY DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Level 3
Fire Alarms System Service, Repair & Maintenance and Commissioning

2 Days

£645 +VAT

ELECTRO TECHNICAL COURSES

MAINS COMPLIANCE

This is an essential course for all those who work on, or near a live electrical supply and need to ensure they are a 'competent person' under the terms of the 'electricity at work' regulations. Teaching you how to install fused spurs and conduct other work safely, efficiently and legally within current legislation, this course allows you to undertake 'minor works' to an existing electrical circuit that does not involve the addition of a new circuit.

WHAT YOU WILL LEARN

▶ How to become a 'competent person' under the terms of the Electricity at Work Regulations

▶ How to undertake 'minor works' to an existing electrical circuit, for example adding an additional socket or a fused spur

▶ How to install a fused spur and connect to an existing ring or radial circuit

▶ How to use the correct test equipment effectively

▶ How to complete the necessary documentation

Tavcom Training

BTEC
ADVANCED AWARD

COURSE CONTENT

▶ Part P Regulations – 18th Edition updates

▶ Understanding the dangers of electricity

▶ The implications of legislation

▶ BS7671 and the Electricity at Work Act 1989

▶ Electric shock and first aid basics

▶ The electrical supply – single, and three phase

▶ Frequency and current

▶ Ring circuits

▶ Radial circuits

▶ Protective conductors

▶ Mains wiring terminology and application

▶ Circuit isolation – the procedures, isolation, fused connectors (spurs)

▶ Circuit breakers

▶ Connection in junction boxes and control panels

▶ Inspection and testing criteria

▶ Documenting and reporting systems

▶ Cable size and new colour coding

▶ Health and Safety

" *Tutor was outstanding and found the course excellent.* "

THE ALARMING CO LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Electrical Mains Compliance

1 Day

£325₊VAT

ELECTRONIC PRINCIPLES

Electronic principles is vital for everyone involved in the installation, repair, maintenance and commissioning of all electronic security systems.

COURSE CONTENT

▶ Understanding Ohm's Law

▶ Electronic symbols and components

▶ Recognising resistor colour codes: practical exercises

▶ Alternating and Direct Current (AC/DC)

▶ Resistance

▶ Using the multimeter to measure, voltage, current and resistance - practical exercises

▶ Practical work with series and parallel circuits

▶ Calculating power (Watts)

▶ Batteries and power supplies

▶ Safety devices

▶ Health and Safety

▶ Transformers

▶ Regulated and unregulated power supplies

COURSE COST, DURATION AND AWARD

BTEC ADVANCED AWARD

BTEC Level 3
Electrical and Electronic Principles
in Security Systems

1 Day

£215+VAT

PAT TESTING

Portable Appliance Testing (PAT) is used to ensure that electrical equipment is safe and meets the requirements of the Electricity at Work Regulations 1989.

COURSE CONTENT

▶ Regulations and Responsibilities

▶ Electrical Safety

▶ Classes of appliance

▶ Preliminary inspection of equipment

▶ Precautions during testing

▶ Using a portable appliance tester

▶ Essential and optional tests

▶ Documentation and labelling

▶ Practical and written assessments

▶ Practical reports and testing

▶ Fault protection

▶ Insulation resistance

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

Tavcom Certificate
PAT Testing

2 Days

£450+VAT

ADVANCED CIRCUIT WIRING AND CERTIFICATION

This practical course provides hands on experience of the wiring of common electrical circuits.

COURSE CONTENT

▶ How to ensure the system is safe for connection

▶ Interpretation of the relevant regulations

▶ Wiring of a ring final circuit

▶ Connection of a circuit to consumer's unit

▶ Wire a one way lighting point

▶ Spur from a ring circuit

▶ Convert two way to intermediate

▶ Testing on completed boards and correct certification

▶ Practical assessment and fault finding

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

Tavcom Certificate
Advanced Circuit Wiring and Certification

2 Days

£560+VAT

CERTIFICATE OF ELECTRICAL INSTALLATIONS

BS7671, the wiring regulations require that all electrical work be inspected, tested and certificated.

COURSE CONTENT

▶ Statutory requirements

▶ Completion of an electrical installation minor works certificate

▶ Explanation of the requirements of periodic inspecting and testing

▶ Demonstration of the use of test equipment used for dead and live testing

▶ Practical assessment on the completion of certificates

▶ Types of certification

▶ Completion of certificate

▶ Correct methods of testing and use of test equipment

▶ Use of test equipment and fault finding

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

Tavcom Certificate
Certificate of Electrical Installations

1 Day

£225+VAT

SAFE ISOLATION

This course ensures that candidates fully understand the processes required to carry out isolations in accordance with the Electricity at Work Regulations (EAWR) 1989.

COURSE CONTENT

▶ Statutory requirements: EAWR 1989
▶ Health and Safety Executive guidance: GS38
▶ Correct use of equipment required for safe isolation
▶ Good working procedures before isolation
▶ Identifying the point of isolation
▶ Safe isolation procedure
▶ Safe isolation of equipment
▶ Safe isolation of single phase and
▶ 3 phase circuits
▶ Safe isolation of a complete installations
▶ Practical assessment
▶ Isolation of single pieces of equipment

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

Tavcom Certificate
Safe Isolation

1 Day

£255+VAT

ENVIRONMENTAL TECHNOLOGY SYSTEMS

Environmental technologies are the future, so it is important to understand what is available and where it is most profitable, which is included in this fascinating course.

COURSE CONTENT

▶ Photovoltaic electrical generation systems
▶ Solar thermal systems
▶ Micro wind turbines
▶ Heat pumps
▶ Biomass
▶ Micro hydro power
▶ Rainwater harvesting
▶ Grey water harvesting
▶ Planning considerations
▶ Building regulations

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

Tavcom Certificate
Environmental Technology Systems

1 Day

£215+VAT

CCTV CONTROL ROOM COURSES

CCTV OPERATOR TRAINING COURSE (PUBLIC SPACE SURVEILLANCE) FOR SIA LICENCE

The CCTV Operator Course is designed to equip new CCTV (PSS) Operators with the full understanding, knowledge and practical experience required to work as a licensed security control room operative. We will provide you with everything you need to achieve the high standards and BTEC Level 2 accreditation, required by the Security Industry Authority (SIA) in order to grant you your SIA License.

The CCTV (PSS) course covers everything from the legal aspects of CCTV, the roles and responsibilities required of CCTV staff as well as practical `hands on` use of CCTV equipment and its operation. If you are looking to be employed as a CCTV Operator in local authorities/councils, commercial businesses, hotels, shopping centres, festivals, stadiums, construction sites etc. this is the course for you.

The SIA CCTV course runs over four days and is divided into two units plus a practical assessment:

Unit 1: Working in the Private Security Industry

Course Content

▶ Understanding the private security industry
▶ Awareness of the law in the private security industry
▶ Qualities required of security operators
▶ Health and Safety for the private security operative
▶ Fire and safety awareness
▶ Emergency procedures
▶ Dealing with threat calls
▶ Communications skills
▶ Customer care
▶ Data Protection and Human Rights Act

:::BTEC

ADVANCED AWARD

Unit 2: Working as a CCTV Operator

Course Content

▶ Roles and responsibilities of CCTV staff

▶ Codes of practice, procedures and guidelines

▶ CCTV equipment and its operation

▶ Control room communications

▶ Dealing with incidents

▶ CCTV surveillance techniques

▶ Emergency procedures in the CCTV control room

▶ Body Language skills

▶ Producing images of evidential quality

▶ Audit trails and vital documentation

Existing qualifications in security related disciplines may allow exemption from part or all of the SIA approved training.

Please visit the SIA website for more specific information

Practical assessment - in a live control room

▶ Functional checks on control room equipment

▶ Demonstrating how to use surveillance equipment.

▶ Demonstrating surveillance techniques

▶ Demonstrating the effective use of communication devices

▶ Obtaining evidential images

▶ Producing documents required for the audit trail.

" *The whole experience was friendly, professional and engaging.* "
EUROVIA MANAGEMENT LTD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 2
CCTV Operators (Public Space Surveillance) in the Private Security Industry

4 Day

£595+VAT

ADVANCED CONTROL ROOM SKILLS

BTEC
ADVANCED AWARD

CCTV control rooms are a vital tool in the protection of our communities. Crime prevention, traffic management, key holding services, first aid response and major incident command control are just some of the skills demanded of today's control room operator.

COURSE CONTENT

▶ Building rapport and key communication skills

▶ Call handling standards and techniques, difficult callers and active listening

▶ People profiling and observation skills

▶ Surveillance tactics

▶ Analysing recorded material

▶ Community care and out of hours

▶ British, European and International standards

▶ Major operations and incidents

▶ Alarm Receiving Centres (ARCs)

▶ Key holding services

▶ Hostile reconnaissance

▶ Technical awareness

▶ Automatic number plate recognition

▶ ACPO policy

*" Very knowledgeable in global uses of technology.
Really useful and enjoyable course. Has helped me immensely. "*
LONDON BOROUGH OF ENFIELD DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Integrated Security Control
Room Operations

2 Days

£575+VAT

CONTROL ROOM SUPERVISORY SKILLS

BTEC
ADVANCED AWARD

Control room supervisors have an increasingly important role in ensuring that the activities of their staff meet the exacting standards of regulators and stakeholders. They need to understand and demonstrate the skills required to lead and motivate their team to work professionally in order to meet the objectives of their organisation.

COURSE CONTENT

- ▶ Functions and qualities of supervisors
- ▶ Protecting the integrity of your organisation
- ▶ Essential legislation
- ▶ Surveillance camera codes of practice
- ▶ Team characteristics
- ▶ Group dynamics
- ▶ Objectives - personal and organisational
- ▶ Motivating the team
- ▶ Resolving staff issues and conflict management
- ▶ Customer service - internal and external
- ▶ Problem solving
- ▶ Risk assessment
- ▶ Team management
- ▶ Developing interpersonal communication skills
- ▶ CCTV images of evidential quality
- ▶ Audit trails and Health and Safety

" Excellent tutor, made the course very enjoyable. "
GOLDMAN SACHS INTERNATIONAL DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Control Room Supervisory Skills

3 Days classroom
or live via **ZOOM**

£795 +VAT

MANAGING CCTV CONTROL ROOMS

BTEC
ADVANCED AWARD

The skills you will learn whilst taking this control room managers course will give you the high level of expertise to perform as an accomplished control room manager. You will be able to operate and maximise the performance of your control room, equipment and staff. You will also gain the ability to implement new control room procedures or update and improve existing operations.

COURSE CONTENT

▶ Communicating your requirements to staff and management
▶ Agreeing and defining the objectives
▶ Cost of ownership and maintenance contracts
▶ Developing a CCTV system
▶ Working in partnership for funding
▶ Understanding CCTV equipment and applications
▶ Selecting equipment and installation companies
▶ Selection and screening of staff
▶ Law, codes of practice and standards
▶ Digital recording, storage and evidential criteria
▶ Health and Safety in the control room
▶ ANPR, human rights, data protection and RIPA
▶ Data management
▶ Operation of CCTV equipment
▶ Evidential criteria

" Thoroughly enjoyable course, would recommend to all. "
HISTORIC ROYAL PALACE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 4
Managing CCTV Control Rooms

5 Days

£995+VAT

CCTV TRAFFIC ENFORCEMENT

BTEC
ADVANCED AWARD

CCTV has an important role to play as part of civil enforcement arrangements to ensure the safe and efficient operation of the road network by deterring motorists from contravening parking or road traffic restrictions.

COURSE CONTENT

- Code of Practice for operation of CCTV enforcement cameras
- Traffic Management Orders
- Penalty Charge Notice
- Bus lane enforcement
- Prosecution criteria
- Approved devices
- Discretionary parking schemes
- Mobile CCTV enforcement operations
- Producing images of evidential quality and audit trails

- The role and duties of CCTV traffic enforcement operators
- Health and Safety at work
- Operational requirement
- Vehicle registration marks and DVLA
- Priority routes
- CCTV evidence audit trails
- Appeals procedure
- Parking and traffic legislation
- Traffic contravention codes
- Data protection act

" Carried out in a professional manner. Great course and tutor "
BRIGHTON and HOVE CITY COUNCIL DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
CCTV Traffic Management Control Room Operations

2 Days

£345+VAT

BODY WORN VIDEO

Tavcom Training CERTIFICATE

With the huge and increasing interest in different surveillance technologies, we offer an essential one-day course for all individuals involved in managing and using Body Worn Video equipment. Because BWV systems are likely to be more intrusive than 'normal' CCTV surveillance, the importance of creating clear policy, operational guidelines and training users is universally recognised. This course is also suitable for those seeking career opportunities in the electronic security sector.

COURSE CONTENT

▶ Understanding BWV concept and technology

▶ National (policing) guidance

▶ Legal implications

▶ BWV privacy impact assessments

▶ Privacy issues and mitigation

▶ Policy development

▶ Practical use issues

▶ Recording guidelines

▶ Evidential continuity

▶ Health and Safety

▶ Diversity issues

▶ Professional standards

▶ SIA regulations and BWV

" Very informative and did not want to leave. Brilliant... "
LONDON BOROUGH OF ENFIELD DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Certificate
Body Worn Video

1 Day

£265+VAT

GATHERING VIDEO EVIDENCE

BTEC
ADVANCED AWARD

Developed with the Police, Home Office and transport companies this course provides the necessary understanding of how digital footage can be effectively exported and used within our legal system.

COURSE CONTENT

- ▶ The fundamentals of CCTV
- ▶ Handling video and data storage media
- ▶ Extracting video - a practical view
- ▶ Evidential criteria and audit trails
- ▶ The Operational Requirement
- ▶ Data protection issues
- ▶ Basic legal considerations for CCTV
- ▶ Health and Safety
- ▶ Compression engines
- ▶ 'Fit for purpose' explained
- ▶ Setting up DVRs
- ▶ Video imaging
- ▶ Basic networking principles
- ▶ Group workshops and evening projects
- ▶ Communications and risk assessments

" Tavcom has a brilliant set up. I would definitely recommend the course. "
BRITISH TRANSPORT POLICE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Retrieving CCTV Evidence

3 Days

£950+VAT

CCTV CONTROL ROOM REFRESHER

BTEC
ADVANCED AWARD

An essential course for all individuals who have already completed the SIA training and who want to keep up to date with the ever changing issues affecting public space surveillance. This refresher will review the legislation, the latest surveillance cameras codes of practice and the topical challenges facing control room staff.

COURSE CONTENT

▶ Surveillance camera codes of practice and operational procedures

▶ Control room communications

▶ Legislation updates

▶ Emerging privacy issues

▶ Producing images of evidential quality and audit trails

▶ Dealing with incidents and emergency procedures

▶ CCTV surveillance techniques

▶ Health and Safety at Work in the CCTV control room

▶ Review of SIA and current licensing issues

▶ Police and courts of law

▶ Data protection

▶ Freedom of information

▶ New technology in the control room

▶ Digital archiving and audit trails

▶ Impacts of legislation

▶ Camera patrolling techniques

▶ Standards

▶ Automatic Number Plate Recognition - ANPR

" *Well presented, enjoyable and very interesting.* "
LONDON BOROUGH OF REDBRIDGE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 2
Principles of CCTV Control Room Operations

1 Day

£265 +VAT

MANAGEMENT COURSES

MANAGING SECURITY

BTEC
ADVANCED AWARD

Learn the skills required of a professional security manager and the different threats and challenges they face on a daily basis. Whether your organisation is international or national, on a large or modest scale, industrial, commercial, retail or government based. If you are responsible for the safety and security of your premises and personnel, this management training course is perfect for you.

COURSE CONTENT

- Roles and responsibilities of a security manager
- Achieving organisational goals, targets and objectives
- Effective management styles
- Creating an organisational culture of security
- Essential legislation
- Managing risk
- Managing teams and individuals
- Excellent customer relations
- Selection and vetting of staff
- Criminal justice system

- Data protection and human rights
- Freedom of information and RIPA
- The Police and Criminal Evidence Act
- Health and Safety at work
- Civil, criminal and employment law
- An appreciation of security systems technologies
- Power of arrest
- Evidential integrity of exhibits

" *Very enjoyable course conducted at a good pace by a very knowledgeable tutor.* "
NORTHERN IRELAND OFFICE DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5
Managing Security and
Security Systems

5 Days

£1595+VAT

PROJECT MANAGEMENT

BTEC
ADVANCED AWARD

Learn how to manage your budget, work within strict deadlines, control unexpected changes and generate maximum team performance by effective leadership. This course is suitable for those who are new to project management and also for those who need to strengthen their skill sets or are seeking a refresher on current trends, skills and methods.

COURSE CONTENT

- ▶ What makes a successful or unsuccessful project
- ▶ Defining the project concept
- ▶ Communication and project team management techniques
- ▶ Responsibilities of a project manager
- ▶ Stakeholder management
- ▶ Defining project scope and setting objectives
- ▶ Implementing the project plan
- ▶ Project control techniques; costs, risk management and change control
- ▶ Managing project planning and scheduling for the installation of security systems
- ▶ Testing and commissioning of security systems projects
- ▶ Effective handover and closing of a security project

" *Awesome! I really enjoyed all the activities and they proved very beneficial to me.* "
DECC DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5
Project Management
in Security Systems

5 Days

£1595+VAT

MANAGING SECURITY SYSTEMS TECHNOLOGY

BTEC
ADVANCED AWARD

Understand how security systems technology can provide realistic solutions whilst working to a budget. Security and facility managers as well as owners and operators will get best value from their equipment by using this jargon free advice and professional guidance.

COURSE CONTENT

- Overview of CCTV, access control and intruder alarms
- Establishing the cost of the risk
- Budgeting for installation and maintenance
- Important national and international legislative guidelines
- Designing a system in conjunction with other professionals
- How to select consultants and integrators
- Developing an operational requirement
- Making the case for technology
- Evaluating the effectiveness of technology
- Fit for purpose - define what you want to achieve for your security

- Choosing your security systems
- Cost per metre of typical systems
- Upgrading from analogue to digital
- The risk we are securing
- Ensuring the reaction to alarms is appropriate
- Alarm Receiving Centres (ARCs)
- Biometrics - the types and their 'Achilles heel'
- Health and Safety
- Workshops and evening projects

" All elements of the course were very informative. "
NOC DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5
Managing Security Systems Technology

5 Days

£1595 +VAT

MANAGING DISASTER RECOVERY AND BUSINESS CONTINUITY

BTEC
ADVANCED AWARD

Learn how to develop disaster recovery and business continuity plans and how to execute them, when and where necessary. You will discover how to react professionally and calmly during and after emergencies and learn how to prepare a set of actions to minimise disruption allowing you to return to normal operations quickly and effectively.

COURSE CONTENT

- Identifying and defining emergencies
- Risk assessments and mitigation
- Developing a business continuity plan
- Incident management plans
- Recovery time objective and business recovery plans
- Communicating information accurately and speedily
- Contingency planning for terrorist attacks
- Major incident escalation
- Business impact of civil emergencies

- Threats and critical activities
- Cost benefits of emergency planning
- Controlling the public
- Action plans and review of plans
- Generic procedure implementation
- Exercise schedule and reports
- Tactical and strategic planning
- Skills and training
- Debriefing techniques

> " *Will definitely use all the information learned in my role.* "
> **HMRC** DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5
Disaster Recovery for Business Continuity in Security

5 Days

£1595 +VAT

SECURITY CONSULTANCY

BTEC

ADVANCED AWARD

Security consultants need to be inspirational, innovative, knowledgeable and demonstrate skill and versatility across a wide range of areas. Full of practical tips, techniques and the latest technical advancements, this course provides you with the necessary skills to develop, design and implement imaginative security systems in a challenging and difficult environment.

COURSE CONTENT

- ▶ Practical security surveys
- ▶ Scoping and developing consultancy briefs
- ▶ Risk Assessments
- ▶ Hazard and threat identification
- ▶ The operational requirement
- ▶ The consultancy cycle and profession
- ▶ Project Management overview
- ▶ Evaluating tenders
- ▶ Legislation and compliance
- ▶ Digital technology overview
- ▶ Construction regulations
- ▶ British and European standards
- ▶ Managing client relationships
- ▶ On site health and safety

" Incredibly useful, the knowledge learning will be put to good use. "
SSG DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5
Security Consultancy

5 Days classroom
or live via **ZOOM**

£1595+VAT

INFORMATION AND BOOKING INFO

Where To Stay

Marwell Hotel*

Thompsons Lane, Colden Common, Hampshire SO21 1JY

sales@tavcom.com   +44 (0)1489 895099   4 miles

New Place Hotel*

Shirrell Heath, Hampshire SO32 2JH

sales@tavcom.com   +44 (0)1489 895099   4 miles

The Crown Inn

The Square, Bishop's Waltham, Hampshire SO32 1AF

crowninnbishopswaltham.co.uk   +44 (0)1489 893350   0.5 miles

The Priory Inn

Winchester Road, Bishop's Waltham, Hampshire SO32 1BE

prioryinnbishopswaltham.co.uk   +44 (0)1489 891313   0.2 miles

The Winchester Hotel and Spa

Worthy Lane, Winchester, Hampshire SO23 7AB

thewinchesterhotel.co.uk   +44 (0)1962 709988   12 miles

Meon Valley Hotel, Golf and Country Club

Sandy Lane, Shedfield, Southampton SO32 2HQ

britanniahotels.com   +44 (0) 871 222 3528   3.1 miles

*Tavcom Training has special arrangements with this hotel. We provide a booking service with preferential rates for delegates.

Terms and Conditions

Payment terms

To secure your booking a £200.00 non-refundable deposit per student per course is required.
Full payment must be received at least 28 working days before the course (the first course for bundle purchases).
For all international bookings or if the course start date is less than 28 days payment must accompany the booking. Bookings are deemed as provisional until such times as the course has been paid for in full.

Cancellations and non-attendance

Cancellations and requests to transfer must be made in writing either by email, letter or fax and will be acknowledged in writing.
If you cancel a booking of more than 20 working days before the course, a full refund will be given – less 10% to cover administration – provided Tavcom is notified in writing prior to the 20 day cut off point.
For cancellations made between 15-19 working days before the course, there will be a cancellation fee of £100 per person.
For cancellations made 14 working days or less before the course, or for 'no shows', full payment is required.
Students may be substituted at no extra charge.

Transfers

There is no charge for transferring to alternative course dates, provided the request is received 28 or more working days before the start of the course. One transfer can be made after which there will be a £100 administration charge for each further request.
Requests to transfer 11-28 working days before the start of a course will be subject to a transfer fee of 20% of the course fee.
Requests to transfer received 0-10 working days before the start of a course will be subject to the full course fee.
We reserve the right to change published scheduled course dates, substitute course tutors and amend course content to reflect changes in legislation and advances in technology. In the unlikely event of a course being cancelled, a full refund will automatically be made, however, Tavcom Training disclaim any further liability.

Course fees

Scheduled course fees include tuition, certification, training manuals, lunch and refreshments throughout the day.

Joining instructions

Comprehensive instructions, including directions to the training venue will be forwarded to you at least 7 days before the course.

Forms of payment

We accept cheques, bank transfers, most major credit cards and PayPal.

Dress code

Smart, casual dress is recommended for delegates attending any Tavcom Training course.

DISTANCE LEARNING COURSES

Distance Learning Introduction

Welcome to the future of online learning.

With the demand for online training on the rise, more and more students are turning to our tutor-supported distance learning courses to obtain and strengthen their vocational skills.

Why should you study online?

- You will get the opportunity to obtain recognised accreditation online
- You will receive personal, interactive support throughout your distance learning journey
- You will gain internationally recognised BTEC or Tavcom accredited qualifications

Tavcom Training's online learning allows you to work from anywhere that suits you. It is designed to work around your lifestyle - set up to provide you with as much freedom as you need. Throughout your course, your tutor will be on hand to offer support and guidance to help you gain your chosen qualification.

For more information, please call a member of the team on **+44 (0) 1489 895099** or visit **www.tavcom.com**

PROFESSIONAL PRACTICES OF CCTV SYSTEM DESIGN DIPLOMA

BTEC
ADVANCED AWARD

This Tutor Supported online BTEC Level 5 Diploma course consists of 12 interactive tutor led modules, providing you with a vast array of system design projects and assignments to gain that vital 'real world' experience. It also provides a deep underpinning knowledge of the elements that make up a CCTV system that will give you the necessary theoretical subject matter knowledge to undertake a concise and professional CCTV system design.

COURSE CONTENT

▶ Risk assessment and the operational requirement
▶ Security lighting
▶ Fundamentals of CCTV
▶ Cameras
▶ Lenses
▶ Housings, control equipment and accessories
▶ Video transmission
▶ Fundamentals of IP
▶ Video recording and storage
▶ Monitors and display screens
▶ Specialist applications: (ANPR and video analytics)

" *All elements of the course were very informative.* "
NOC DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5 Diploma
CCTV System Design Practices

370 Hours

£795 inc. VAT

PROFESSIONAL PRACTICES OF SECURITY NETWORK DESIGN CERTIFICATE

BTEC
ADVANCED AWARD

The Professional Practices of Security Network Design Certificate is the ideal course for those looking to develop a deep understanding of IP and networking issues. Over twelve fascinating modules you will cover the fundamentals of IP, networking and network security. Supported by your own tutor, each module is supported by self assessment questions and on completion of the course there is a final assessment and a detailed project to provide the opportunity for you to put the theory learned into practice.

COURSE CONTENT

▶ Bandwidth and storage
▶ Introduction and standards
▶ The OSI model
▶ IP addresses and subnetting
▶ IPv6
▶ Local Area Networks (LANs)
▶ Transmission media
▶ Broadband
▶ Wi-Fi
▶ Routers and routing
▶ Network management
▶ Security

" *Will definitely use all the information learned in my role.* "
HMRC DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 5 Certificate
Professional Practices of Security
Network Design

240 Hours

£695 inc. VAT

CCTV LEGISLATION

BTEC
ADVANCED AWARD

This course will inform you of all the latest developments in CCTV legislation and is ideal for those whose role requires them to fully understand the legislation around this technology. From data protection and evidence criteria to freedom of information, human rights legislation and GDPR, every vital issue of the day will be addressed.

With this course, learners will have the option to choose a non-accredited route at a reduced cost if they wish to do so. Those that choose the non-accredited route will receive a Tavcom Certificate upon successful completion.

COURSE CONTENT

- ▶ Surveillance camera commissioner
- ▶ Data Protection Act 2018 and GDPR
- ▶ International standards associated with CCTV
- ▶ RIPA, Freedom of Information and Human Rights Act
- ▶ Dealing with Subject Access requests
- ▶ The Information Commissioners role
- ▶ CCTV codes of practice
- ▶ Evidential picture gathering techniques
- ▶ Current SIA regulations and licensing laws
- ▶ Digital archiving and audit trails

" *A great course. I thoroughly enjoyed participating in it.* "
CCTV Legislation DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3 Certificate
CCTV Legislation

Learner's Own Pace

£270 inc.VAT

CCTV CONTROL ROOM REFRESHER

BTEC
ADVANCED AWARD

The CCTV Control Room Refresher course is an essential course for all individuals who have already completed the SIA training and who want to keep up to date with the ever-changing issues affecting public space surveillance. This refresher will review the legislation, the latest surveillance cameras codes of practice and the topical challenges facing control room staff.

Delivered through Tavcom Training's bespoke online learning platform, the course can be completed in one day with the backing of their own specialist support tutor and comes with formal CPD points upon completion.

COURSE CONTENT

▶ Data protection

▶ Freedom of information

▶ New technology in the control room

▶ Digital archiving and audit trails

▶ Impacts of legislation

▶ Camera patrolling techniques

▶ Dealing with incidents and procedures

▶ Producing images of evidential quality and audit trails

▶ Police and courts of law

▶ Automatic Number Plate Recognition - ANPR

▶ Legislation updates

▶ Control room communications

▶ Review of current SIA and licensing issues

▶ Standards

▶ Emergency privacy issues

▶ CCTV surveillance techniques

▶ Surveillance camera codes of practice and operational procedures

▶ Health and Safety and work in the control room

" *A very informative course.* "
CCTV Control Room Refresher DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 2 Certificate
CCTV Control Room Refresher

Learner's Own Pace

£270 inc. VAT

INTRUDER ALARM LEGISLATION

BTEC
ADVANCED AWARD

Delivered via our very own bespoke learning platform, this online course is open to all who are involved with the design, installation, ownership, policing and monitoring of electronic intruder alarm systems.

The course will give you the confidence and ability to work safely and legally within the current range of laws and other regulations governing the intruder alarm industry. When doing this course, learners will have the option to choose a non-accredited route at a reduced cost and receive a Tavcom Training certificate upon completion.

COURSE CONTENT

▶ Security risk assessments

▶ Insurers' requirements

▶ System proposal procedures

▶ Requirements for Police response

▶ British, European and international standards

▶ Gathering necessary information

▶ Siting and locating system components

▶ Grading of intruder alarms

▶ Signalling requirements

▶ Confirmation and dual path signalling

" Very informative, will be referring back to this course. Well done. "
Intruder Alarms DELEGATE

COURSE COST, DURATION AND AWARD

BTEC Level 3
Intruder Alarm Legislation

Learner's Own Pace
or live via **ZOOM**

£270 inc. VAT

CCTV TRAFFIC ENFORCEMENT

BTEC
ADVANCED AWARD

CCTV has an important part to play as part of Civil Enforcement arrangements to ensure the safe and efficient operation of the road network. This happens by deterring motorists from contravening Parking or Road Traffic restrictions.

This online course will enable you to understand how to competently and efficiently operate a CCTV traffic enforcement scheme within the UK while staying within the current legal framework. You will also gain the confidence and ability to handle breaches of regulations correctly and effectively. This course forms part of our career development programme for operators and is perfect for those who require the flexibility of online training.

COURSE CONTENT

- ▶ The role and duties of CCTV traffic enforcement operators
- ▶ Traffic management orders
- ▶ Data protection Act
- ▶ Health and safety at work
- ▶ Vehicle registration marks and DVLA
- ▶ Approved devices
- ▶ Prosecution criteria
- ▶ Priority routes
- ▶ Mobile CCTV enforcement operations
- ▶ Appeals procedures
- ▶ Parking and traffic legislation

- ▶ Traffic contravention codes
- ▶ Code of practice for operation of CCTV enforcement cameras
- ▶ Operational Requirement
- ▶ Producing images of evidential quality and audit trails
- ▶ Penalty Charge Notice
- ▶ Discretionary parking schemes
- ▶ Bus lane enforcement
- ▶ CCTV evidence Audit trail

" The tutor was a good motivator and kept me focused. "

Michael, CCTV Traffic Enforcement LEARNER
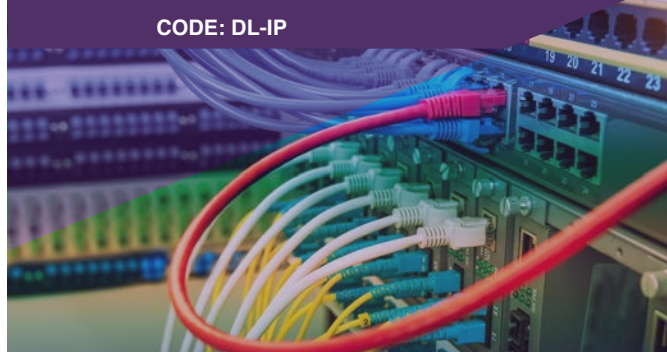
COURSE COST, DURATION AND AWARD

BTEC Level 3 Certificate
CCTV Traffic Enforcement

Learner's Own Pace

£345 inc. VAT

CCTV OVER IP NETWORKING

The rapid deployment of IP Networking, HD and Megapixel technologies is only being equalled by their rate of integration with other electronic security systems.

COURSE CONTENT

▶ An introduction to TCP/IP

▶ Lighting

▶ Cameras and lenses

▶ Local Area Networks (LANs)

▶ Bandwidth and security

▶ IP addresses and subnets

▶ Digital video

▶ Tools and utilities

▶ Recording and storage

▶ Transmission

COURSE COST, DURATION AND AWARD

BTEC ADVANCED AWARD

BTEC Level 3
CCTV Over IP Networking

30 Hours

£465 Inc. VAT

INTRUDER AND PERIMETER ALARMS

This intruder alarm online course has been specifically designed to give you the knowledge and understanding required to be able to design cost-effective systems that conform to the relevant international and national regulations.

COURSE CONTENT

▶ What are Intruder and Perimeter alarms Detection Systems

▶ Fundamentals of electronic principles

▶ Pan European Intruder Alarm Standards

▶ Wiring techniques, interconnections and free space transmission

▶ Detection devices

▶ Control and indicating equipment

▶ System signalling

▶ PIDS

▶ External detection techniques

▶ Fault finding and diagnostics

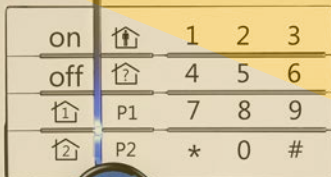## COURSE COST, DURATION AND AWARD

BTEC ADVANCED AWARD

BTEC Level 3
Intruder and Hold Up Alarms
System Design and Planning

30 Hours

£295 Inc. VAT

ACCESS CONTROL

This course has been specifically designed to give you the knowledge and understanding required to be able to design cost-effective access control systems that conform to the relevant international and national regulations.

COURSE CONTENT

▶ Standards and surveying

▶ Entry phones and single door access

▶ Electronic and wireless door locks

▶ Door equipment including barriers

▶ Hardware, power supplies and cabling

▶ Software functionality

▶ Fire alarm integration

▶ Commissioning

COURSE COST, DURATION AND AWARD
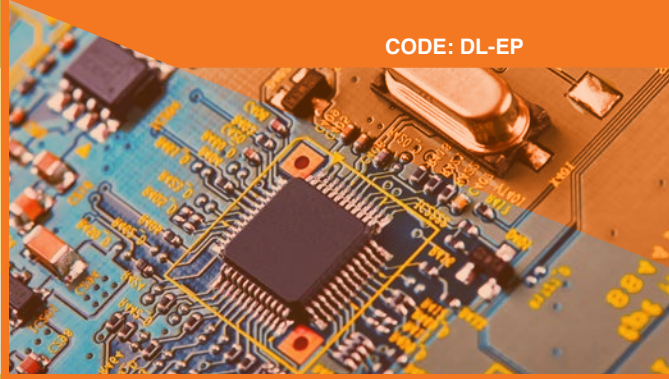
Tavcom
Training CERTIFICATE

Tavcom Certificate
Access Control

30 Hours

£295 Inc. VAT

ELECTRONIC PRINCIPLES

Tavcom's online electronic principles course has been specifically designed for students with little or no knowledge of electronics, and will provide a good fundamental understanding of the basic concepts and electronic principles laws and components.

COURSE CONTENT

▶ Volts, current and resistance

▶ Ohm's Law

▶ Electronic symbols and components

▶ Series and parallel

▶ Alternating and direct current

▶ Power supplies and batteries

▶ Circuit protection

▶ Test equipment and measurement

▶ Health and Safety

COURSE COST, DURATION AND AWARD

Tavcom
Training CERTIFICATE

Tavcom Certificate
Electronic Principles

30 Hours

£145 Inc. VAT

INTRODUCTION TO FIRE SAFETY AWARENESS AND RISK ASSESSMENT

This course also provides an overview of fire alarm systems, conventional and analogue addressable, plus other fire safety related systems such as, emergency lighting, sprinkler systems and extinguishers.

COURSE CONTENT

▶ The Regulatory Reform Order, Fire Industry Standards, bodies and inspectorates

▶ Fire risk assessment and evacuation procedures

▶ Fire alarm system design detection types, zones, sound level requirements

▶ Installation (theory and practical) conventional and analogue addressable systems

▶ Commissioning and handover of systems configuration, testing and documentation

▶ Service and maintenance of systems

▶ Interfacing with ancillary equipment and integration with other systems

▶ Fire Extinguisher and Sprinkler Systems

▶ Emergency lighting

COURSE COST, DURATION AND AWARD

Tavcom Training   CERTIFICATE

Tavcom Certificate
Introduction to Fire Safety Awareness and Risk Assessment

15 Hours

£49.50 Inc. VAT

BODY WORN VIDEO

With the huge and increasing interest in different surveillance technologies, this online module provides essential training and information for all individuals involved in managing and using Body Worn Video equipment.

COURSE CONTENT

▶ Understanding BWV concept and technology

▶ National (policing) guidance and standards

▶ Regulatory environment and BWV

▶ BWV privacy impact assessments

▶ Privacy issues and mitigation

▶ Policy development

▶ Practical use of BWV equipment

▶ Recording guidelines

▶ Evidential continuity

▶ Professional standards

COURSE COST, DURATION AND AWARD

Tavcom Training   CERTIFICATE

Tavcom Certificate
Body Worn Video

10 Hours

£37.50 Inc. VAT

SECURITY AND EMERGENCY LIGHTING

The provision of supplementary lighting is essential to ensure that a CCTV system can capture high quality images day or night, and yet it is major component of a security solution which is quite often overlooked.

COURSE CONTENT

▶ The fundamentals of light including frequency and wavelength

▶ Light pollution and energy management

▶ Where light should be measured for CCTV cameras

▶ Legislation, codes of practice and governing bodies

▶ Perimeter, high security and commercial lighting

▶ System integration

▶ Emergency lighting

▶ Automated intelligent lighting systems and photocells

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

Tavcom Certificate
Security and Emergency Lighting

15 Hours

£24.99 Inc. VAT

ESSENTIAL SECURITY PRACTICES

This Essential Security Practices course comprises 12 modules designed to introduce the essentials of corporate security to those whose core role falls outside that of the typical security manager.

COURSE CONTENT

▶ Security risk measurement and management

▶ An introduction to security surveying

▶ Perimeter security

▶ Physical security of buildings

▶ Access management

▶ Intruder detection systems

▶ Video surveillance systems

▶ Procuring and managing security contracts

▶ Cyber security

▶ Protection against explosive devices

▶ Crisis management and business continuity

▶ Workplace investigations

COURSE COST, DURATION AND AWARD

Tavcom Training CERTIFICATE

PerpetuityARC Training Certificate
Essential Security Practices

Learner's Own Pace

£180 Inc. VAT

BITESIZE COURSES

Tavcom Training CERTIFICATE

Tavcom's bitesize training courses are the perfect way for you to expand your knowledge of electro technical and electronic security systems.

COURSES AVAILABLE:

- ▶ Lenses explained
- ▶ Video content analysis
- ▶ What is voice over IP?
- ▶ A simple guide to mobile networks
- ▶ Bandwidth and bit rate
- ▶ Cat5, 5e or 6 – What does it mean?
- ▶ IPv4 explained
- ▶ Quality of service in IP networks
- ▶ The bluffer's guide to IPv6
- ▶ Li-Fi
- ▶ Locking mechanisms and turnstiles
- ▶ VSS commissioning
- ▶ Anti-passback – access control
- ▶ Photography – apertures
- ▶ CCTV Cameras
- ▶ IP addresses and subnets

- ▶ How ANPR cameras work
- ▶ Emergency lighting
- ▶ Detection devices – intruder alarms
- ▶ Video analytics – CCTV
- ▶ Electronic article surveillance
- ▶ A technical guide to optical fibre – pt 1
- ▶ A technical guide to optical fibre – pt 2
- ▶ A technical guide to optical fibre – pt 3
- ▶ What is a VLAN?
- ▶ Local Area Networks (LANs)
- ▶ Fire detection alarm systems
- ▶ 'How does DNS really work?'
- ▶ IP tools and utilities
- ▶ The role of routers
- ▶ Lighting for CCTV applications

" *All elements of the course were very informative.* "

NOC DELEGATE

COURSE COST, DURATION AND AWARD

Tavcom Certificate
Bitesize Courses

Learners Own Pace

From £9.99

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