

INSTITUTE OF SECURITY NIGERIA



GENERAL INFORMATION BOOK

Promoting Excellence in Security and Safety Professionalism. Education and Career Development

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INSTITUTE OF SECURITY, NIGERIA

GENERAL INFORMATION AND INSTITUTE PROGRAMMES

PROFILE OF THE INSTITUTE

The Institute was established and registered under the Companies and Allied Matters Act, 2004 as an independent, non-governmental, non-for-profit professional organization to provide a forum for security and safety practitioners in both the private and public sectors to exchange ideas and share experience in the art and science of security. Since its establishment, it has developed` considerable both in size and stature and achieves an influential status in security education. The Institute was established to undertake research, teaching and professional training in the study of public disorder, crime control, safety, prevention, security, safety, risk, crises and disaster.

The Institute's primary goal is to achieve professional and academic excellence. It has also been driven by a commitment to innovation and adaptability: New ideas are researched, new approaches are investigated and new methods of teaching are constantly appraised. The forward thinking approach has resulted in a number of significant security, protection and safety programmes. The Institute continually reviews the programmes particularly the specialist areas in security, safety and protection science.

The Institute always place great emphasis on collaboration with other professional and academic institutions. The organization was founded with the intent of rallying security, safety and protection practitioners and ensures they apply their enormous resources for the overall development of stable, secured and safe community and environment.

The Institute is dedicated to increasing the effectiveness and productivity of Security and Safety Practitioners by developing education programmes and materials that address broad security interests.

VISION

To be an Institute of excellence for promoting the recognition of, and respect for security safety and protective practice through the pursuit of knowledge, research, training and popular education.

Institute of Security sets forth a vision and guiding principles designed to meet the challenges of the twenty-first century. Among the principles underlying the ISN those most pertinent to the development of student affairs and services include the following:

1. There is an unprecedented demand for, and a great diversification in security, safety and protection education, as well as an increased awareness of its vital importance for socio-cultural and economic development. The career development, employability and lifelong learning capabilities of students and members are essential ingredients in these processes.

2. The sharing of knowledge, international co-operation and emerging technologies, can offer new opportunities to reduce the gap between industrially developed and developing countries regarding access to, and resources for, higher education. They can also help in reducing the increasing socio-economic stratification and differences in security educational opportunity within countries at all levels of wealth and development.
3. Societies have become increasingly knowledge-based so that higher learning and research in security and related subject are essential to the cultural, socio-economic and environmentally sustainable development of individuals, communities and nations. Higher education in security, safety and protection science is therefore confronted with the challenge to make the most radical change and renewal it has ever undertaken. It must take the lead in moving our society from mere economic considerations to the deeper dimensions of the greater good for all humankind including world peace. In doing this, it must address social needs and promote solidarity and equity and both preserve and exercise academic and scientific rigour, originality and impartiality.
4. This requirement that higher security education change substantially, that it enhances its quality and relevance, dictates the strong involvement of all of society including government, security education, and all its multiple stakeholders.
5. Higher security education must place students and members at the centre of its focus within a lifelong learning perspective so that they are fully integrated into the global knowledge society of the twenty-first century. Students and members must be considered as equal and fundamental partners and stakeholders in their own education with the right to organize themselves as they see fit within the context of their educational institutions, systems and communities.
6. More diversified international co-operation and exchange comprise major avenues for advancing higher security education throughout the world, and must include exchange of scholars and students, co-operative research and enhanced information and technology transfer.
7. Access to higher security education, while institutional financial resources may limit it, must be available potentially to all qualified individuals regardless of their background or personal characteristics.
8. While the aforementioned factors are critical to the future of higher security education in the world of today and tomorrow, they must all take into account the profile of cultures, values and circumstance of each region and nation.
9. Education of students and members must be done in a holistic fashion, treating the student and member as a whole person. This is in keeping with the idea that education is for the purposes of enhancing life, developing employability in the appropriate level of the workforce, transmitting and improving culture and liberating the minds of students to pursue liberty as responsible and intellectually curious citizens.

10. Institute of Security, as a professional body must develop and adhere to high standards of practice and behavior including security educational training and preparation ongoing professional development, certification and licensure qualification processes, internal and external evaluation of services and programmes, assessment of student outcomes, staff performance review systems, codes of ethics and management practices. All are necessary in order to deliver the best in services and programmes and be accountable to students and other stakeholders.
11. Institute funding ideally should be multifaceted and must include significant institutional support. Funding from outside sources such as grants, private sector foundations, fund-raising, and alumni donations, may have to be employed to provide the level and array of services required of a particular culture and nation.
12. Resources must be allocated to those Institute services and programmes that enhance student and member learning and success in relation to need and demand.
13. Information Technology (IT) is essential to efficient and effective management of services and programmes for students and members. Therefore, IT must be made available to students and members and workers in order to achieve learning and success goals for students.
14. The Institute, along with the teaching faculty are generally considered experts on students and members, their development and their environments. They gain that information through systematic inquiry including both qualitative and quantitative methods. They are closely linked to the institutional academic and professional mission and serve as invaluable links between students and members and the rest of the institution. They also serve as role models with high expectations of students' members and their capacities for learning.
15. The central focus of Institute to students and members must be accomplished in dealing with individuals and must possess superior communication skills, including listening. Additionally, they must be cognizant and understand the growing diversity among student and members populations. One key to successful programming is the ability to interact easily with a variety of people and personalities.

In order to play a role in the growth process of individuals registered students and members there is the need to interact on a one-to-one basis with a wide spectrum of students and members. Whether the issues involve values clarification, career decisions or leadership development, significant change usually comes on a personal level and students and members are ideally placed to positively influence this process both in individuals and in the larger context.

MISSION STATEMENT

The mission of the Institute is to undertake top-quality teaching, education, practice and training in the areas of security, risk management, protection science and safety and to disseminate knowledge to different communities and professional skills within the disciplines.

AIM AND PHILOSOPHY

The Institute aims to be recognized as resources for influencing political and social debates and decision making in various areas across the world by establishing outstanding national and international reputation.

We recognize that our resources persons are our primary resources. Collectively, we are committed to:- (i) offering a first-class service to our students, members and other customers; (ii) promoting a posture working environment for staff, students and visitors based on mutual respect; (iii) encouraging and facilitating a sustainable balance between personal and career development, teamwork and entrepreneurship among our members to provide training and development opportunities to all members to enable them to meet the needs of the Institute.

GENERAL OBJECTIVES

The objectives of the Institute, which inform the direction of its specific programmes, include:

1. To promote and develop security science and practice in all its ramifications.
2. To provide of facilities for stakeholders to meet and discuss security issues with a view to establish standards and improve skills and performance of practitioners.
3. To conduct research, collection and dissemination of information on security subjects.
4. To organise Conferences, Seminars, Workshops and Study Centres etc. to enhance the practice of the profession.
5. To encourage the production of quality books and other literature as significant tools for training, teaching and publication of research results in the security and protective disciplines.
6. To foster the development of skills and knowledge in all areas of security safety and protective practice.
7. To promote constant interaction and exchange of ideas in the areas of security safety and protective through workshops, conferences, seminars and similar fora.
8. To foster the development of academic and professional exchanges and linkages between scholars experts and practitioners within and outside Nigeria.
9. To promote the advancement of knowledge of security safety and protective practice through teaching and research.

10. To promote the recognition of and respect for security safety and protective practice among the populace, through the development and implementation of programmes of formal and informant education.
11. To provide resources, through publications and the development of audio-visual materials to support security, safety and protective training, research and advocacy.

ACHIEVEMENT

A major achievement of the Institute is the opening of avenues for the expansion of the field of knowledge and the resource pool of the security and protection profession. This makes it possible for all stakeholders, to obtain suitable and appropriate materials for achieving the overall objectives of the security community. Indeed, the Institute is fully committed to the enhancement and promotion of a culture of quality service in the security and protection profession.

The functions of the Institute of Security are as stated below:-

- (i) to serve as a channel of communication with the security trainees with a view to promote good security education and training.
- (ii) to be a stimulant for and an initiator of pre-service, in-service and continuing education courses for security practitioners and for special projects related to security education and teaching. These would be activities which might be necessary on a regular programme of the Institute of Security. Such special courses and projects could be of short-term or long-term duration, depending on the nature and needs of the projects to provide the resources.
- (iii) To provide leadership in projects related to security and safety curriculum development.
- (iv) To be a primary resource centre to those engage in security planning and practice.

Institute of Security Nigeria is dedicated and committed to increasing the effectiveness and productivity of security and safety professionals by developing educational programmes and materials that address broad security interests as well as specific security subjects.

The Institute advocates the role and value of the security and safety operations and management to business, the media, private and public entities.

The Institute of Security curricula are designed to offer academic quality and professional relevance to the new generation of Nigerian and global security providers. The Institute's special areas cover manufacturing, healthcare, commercial, hospitality, religious and urban communities.

The programmes are designed to help the new generation of security and safety providers to build professional skills in security, protection and safety management.

Our unique learning culture bridges the gap between theory and practice, preparing members to apply their new knowledge and skills in their various workplaces and areas of practice.

Institute members and students learn under conducive atmosphere and they are taught by seasoned professionals.

Many of Institute faculty members are distinguished practitioners in security and safety industry, bringing their experiences directly to the classrooms.

Along with the sound security and safety knowledge provided through the curricula, faculty members also focus on the development of interpersonal communication.

Creative problem-solving skills and learning are developed through realistic security and safety scenario which are focused as they support students' growth throughout the programme.

INSTITUTE PUBLICATIONS

Various publications are sponsored by the Institute annually which includes Directory of members, conference proceedings, book of readings, security digest journal and practicing books. The professional publications contain articles by experts which focus on current issues, issues in security and safety. There are articles of topical interests and book reviews. There is a security resource centre and library for the use of members.

ISN BOOKSHOP

Security recommended publications and books; CDs, tapes and other useful books are available in the book stand.

1. Institute Directory of Members/Year Book

The **Institute Directory/Year Book** provides forum whereby members can locate their colleagues in the security profession who had successfully completed the security programmes in the Institute.

This membership directory allows access with other members around the nation by names, organizations or locations available in hard copy.

i. PRODUCTION OF DIRECTORY

The Institute produces Directory/Year book annually which serves as reference book for all the present and past students. It is mandatory that all students participate in this exercise. Please collect data forms, complete and submit to the **Executive Secretary**.

- ii. Applications for enrolment into the Institute of Security are available in the Executive Secretary's office. Complete and submit the completed form to the Secretary, Institute of Security, Nigeria.

Get more information on ISN activities online www.instituteofsecurity.com.ng.

INSTITUTE ACTIVITIES

2. Annual Security Conferences

ISN Annual Security Conferences are forum where members discover the best place to network with their colleagues in the security and safety fields. It is a programme where members share insights and concerns about common challenges, new ideas and emerging innovations in security techniques and strategies in practice. It is the most comprehensive networking and educational event in the security industry. New technology and latest strategies are discussed and discovered. At the conference, security organizations and firms are encouraged to mount exhibition stands of security publications and equipments.

This event provides a comprehensive perspective and fresh approaches to the security and safety challenges faced by security and safety practitioners in a global technology.

3. Distinguished Professional Lectures

Distinguished Professional Lecture is given bi-annually by eminent professionals in security, safety and related disciplines.

This programme could be held in joint sponsorship with individuals or organizations.

4. Institute Social Events

The highlights of the social calendar are:-

- (a) Annual Dinner
- (b) President's Reception – bi-annually
- (c) Members' Luncheous – bi-annually
- (d) Fellows Dinner – bi-annually
- (e) Institute Investitures and induction of associates, members, fellows, retired and honorary members.

4. Professional and Career Development Programmes

The Institute of Security offers professional and career development programmes to prepare young, mid-career and top managers of security agencies and enterprises for increasingly diverse and demanding responsibilities.

The programmes develop leadership, problem-solving, capacities, application of security and safety technologies and advanced skills in functional specialisation in security and protection management.

The programmes integrate the theoretical framework with the practical resolutions of problems faced by security practitioners.

The content of the programmes are constantly evaluated to assure responsiveness to the changing needs of the security and protection managers in the developing world.

These programmes provide opportunities to build a reputation and credentials in security and protection industry.

Security and safety professional career can be developed through involvement in continuing professional development programmes and improve security and protection skills within the industry.

Certificates of each professional level are awarded based upon career experience and passage of professional examinations and tests broad-based security, protection, loss, crime prevention knowledge and competency.

These professional certificates are issued base on various technical skills and competency levels in the form of modules. The certificates help employers to identify persons with security, safety and protection skills for proper and appropriate professional levels.

Most of the programmes offered by the Institute are of national and international standard.

4. **SECURITY CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CENTER**

Continuing Security Education Training has been an integral part of the programmes of the Institute since its founding in 2000. The programmes cover post-professional short courses and seminars.

The activities of the centre include the following:-

(i) **Executive Development Programmes**

These are designed to up-grade executive competence in major functional and specialized areas of security and safety management.

(ii) **Professional Programmes**

These are designed in collaboration with established professional bodies for their members in order to offer a forum for exchange of ideas on topical subjects and modern trends in the security and safety profession. These programmes are typically pitched at post-professional levels.

(iii) **Special Tailor-Made Programmes**

These are requested special ad hoc programmes designed to meet the specific needs of security departments and their functionaries.

(iv) **Field Practicum for Professional Improvement**

To link conceptual learning to practical applications, the Institute provides opportunities to all students and members to compare security practices in various organizations that are analogous to the students' own organizations.

The Institute regularly arranges observational visits to various organizations, state governments, local governments municipalities, public utilities and corporations.

(v) **Performance Improvement Projects**

During these programmes, members and students are encouraged to develop performance improvement projects in security, safety and protection which enable them to apply newly-acquired concepts and skills to their work situations at their various workplaces and special areas of practice.

Working closely with Institute Faculty, members and students create model action plans for implementation on returning to their workplaces.

(vi) **Professional Visits and Special Workshops**

As an integral part of the Institute Programmes, the Institute plans visits to a variety of organizations which are scheduled to provide members and students exposure to a spectrum of security systems and to provide for discussions which will enhance their professional exposure.

(vii) **General Interest Programmes**

These programmes are designed to meet the general needs of the community and they cover a wide range of interests in security and protection discipline.

(viii) **Special Conferences, Seminars and Lectures**

Apart from professional programmes, the Institute also sponsors, individually or in collaboration with interested national and international bodies and agencies, seminars, distinguished lectures and conferences designed to improve and increase human knowledge and understanding in security and protection discipline.

(ix) **Consultancy, Advisory and Research Services**

The Institute renders consultancy, research and advisory services to both indigenous and foreign firms on security programmes at reasonable charges. The Institute provides an informal advisory services on security and safety to its members, federal, state and local government, commerce and manufacturing industry and to members of the public at large.

The Institute staff assists clients in training needs assessment, training programme design, organization development, performance improvement planning, programme evaluation and project management. Upon request, the Institute provides consultancy to respond to specific needs of clients' organizations.

(x) **Institute Faculty and Support**

For all programmes, the Institute draws faculty members as well as practitioners in the relevant fields.

5. **DISTANCE AND CORRESPONDENCE EDUCATION SERVICE**

From the inception of the Institute of Security, teaching by correspondence and broadcasting through distance learning mode has been planned as part of the Institute's extension services.

The objectives of the distance learning unit of the Institute can be classified into three inter-related groups:-

- (i) To bring security education to suitable learners at home. Such learners are people who are unable to avail themselves to full time study in formal institutions.
- (ii) To enable distant learner to continue to use their expertise in contributing to the satisfaction of manpower needs in the security sector during the period of learning.
- (iii) To bring non-formal security education to selected communities all over the country.

Teaching Strategies

This innovative method which is more appropriately known as the Distance Teaching Method, uses three main strategies:-

- (i) Supply of written course texts to students for individual study
- (ii) Broadcasting
- (iii) Face-to-face meetings with tutors

6. SECURITY RESEARCH AND EVALUATION UNIT

This unit was set up to increase the input of the security services in communities. It carries out operation, research, functional analysis and work studies on the various security and safety activities in urban and rural communities.

The Institute has strived to achieve the following record objectives:

- (i) To undertake research in relevant security and safety discipline.
- (ii) To develop an inquiring and analytic approach that seeks to improve training and service i.e the ability to evaluate, interpret and suggest appropriate modification in training security manpower and service output.
- (iii) To conduct research and disseminate information on common security and safety problems in Nigeria.
- (iv) To encourage the development of community involvement in the delivery of security, safety and protection service.

7. CLASSES OF PROFESSIONAL AND CAREER DEVELOPMENT LEVELS

This is a five-tier career and professional structure in security and protection qualification. It is the product of the syllabus covering **cross and multi-disciplinary** professional qualifications. It is pragmatic and rigorous curricula structured to meet the challenges of security and safety practice.

The course will benefit anyone seeking professional recognition and qualification within the security and protection sector at junior, intermediate and senior management levels. The courses are opened to all those who operate within the private and public security sectors particularly in the Armed Forces, Police, Civil Defence, Immigration, Customs, Security and Safety Managers and Fire Service.

The Institute certificates of security programmes are awarded at the appropriate grades. The programmes are designed to promote and recognize the knowledge and ability of candidates currently employed or aspiring to employment in the private and public security profession.

The programme is designed to provide basic and vocational-oriented skills related to security and safety operations and management. Students are introduced to key security and safety processes and acquire an understanding of various security and safety concepts, nature, scope and processes.

The optimal management of security processes is emphasized throughout the programme. The programme will give students a firm grounding in experimental design and scientific analysis, practical expertise in the use of instruments and techniques and ability to integrate their specialism within the context of security systems.

The modules are offered as short, intensive courses and can be taken as stand-alone modules operating under the integrated security programme development scheme. The course provides access to the security and safety skills. The aim is to meet the continuing professional development and training needs of personnel and managers in security industry.

Entry Requirements into the Institute Programme

Diploma in Security Operations and Management/Foundation, Pre-Professional and Intermediate Level (Module I & II)

- (a) Holders of WAEC, SSCE/GCE (O/L) or Teachers Grade II in at least five subjects in not more than two sittings plus two years experience in security Institutions or equivalent qualifications issued by police, military and paramilitary Institutions. Preference will be given to training course certificates issued by Military and Paramilitary Training Schools and academy.

- (b) Mature candidates:
 - minimum of 30 years of age
 - five years working experience in relevant organizations
 - A minimum of 3 papers in WAEC/GCE / Holders of WASC, SSCE, or GCE (O/L).

Duration for Diploma Programme

Diploma/Foundation and Intermediate Level (Modules I & II)

Duration:	2 Semesters
No of Course Unit	30-36 Units

(i) **Foundation Level**

- Certified Security Assistant/Guard
- Certified Protection Assistant/Guard-
Certified Loss Prevention Assistant/Guard
- Certified Crime Prevention Assistant/Guard
- Certified Safety Assistant/Guard

This is the first stage of the professional career level of the Institute. It is a solid foundation and starting point in the security and safety profession. It covers basic practical and pre-vocational level including elements of theories of security studies package. It is a study route to person who may wish to proceed to module II. It is the main route of entry course to obtain a pass in its part I examination.

Module I

(ii) **Pre-Professional/Intermediate/Associate Level**

- Certified Security Officer
- Certified Protection Officer
- Certified Loss Prevention Officer
- Certified Crime Prevention Officer
- Certified Safety Officer

This is the second stage of the five-tier professional structures in security and safety for attainment of Associate Membership level of the Institute (AISN)
It constitutes a link in the study route for persons desirous of attaining module III

Module II

Professional Supervisory and Managerial Level

The course is designed to provide an appreciation at a professional level of the technical, organizational and security and safety management.

Knowledge and skills-based modules are offered in security and safety concepts, training, selection and assessment, workplace assessment and testing, individual and organizational development set and social behavior in context, professional issues in security and practice, research methods and consultancy skills.

This is a professional oriented, interdisciplinary course. It aims to introduce students to the advance study of security and safety in order to equip them with a wide range of security careers.

Students undertake core modules on the theory, practice and development of security together

Entry Requirements into the Programme

Advanced Diploma in Security Operations and Management/Professional Supervisory and Managerial Level

- (a) Holders of University Degree, HND and or relevant professional qualifications in appropriate discipline particularly in security, military, paramilitary training Institutions.
- (b) Holders of OND, NCE or WAEC, SSCE or GCE (O/L), Teachers Grade II plus ten years of experience as Senior Security Officer/Manager/Controller and appreciable experience in military and paramilitary Institutions and work experience.
- (c) Diploma in Security Operations and Management of the University of Lagos or equivalent qualification from recognized universities plus eight years relevant experience in security.
- (d) Institute of Security Certificates of Completion of professional levels of **Modules I & II**

Duration for Advanced Diploma

This is to be categorised into the —Advanced Diploma.

Advanced Diploma/Professional Supervisory and Managerial Level (**Modules III & IV**)

Duration: 2 Semesters
No of Course Unit 30-36 Units

(iii) **Professional/Supervisory Level**

- Certified Security Supervisor
- Certified Protection Supervisor
- Certified Loss Prevention Supervisor
- Certified Crime Prevention Supervisor
- Certified Safety Supervisor

This is the third stage of the professional career level of the Institute. It covers combination of work place experience and professional scheme in security

Module III

(iv) **Professional and Managerial Level**

- Certified Security Professional
- Certified Protection Professional
- Certified Loss Prevention Professional
- Certified Crime Prevention Professional
- Certified Safety Professional

This is the professional level of the five-tier qualification framework. It covers practical, creative, experimental, exploratory and professional studies in security. It is the level where full membership is conferred on the holder (MISN). This leads to full membership of the Institute

Module IV

(v) **Specialist Professional Membership Level**

- Professional Specialist Certificate Course in Intelligence and Security Investigation
- Professional Specialist Certificate Course in Corporate and Industrial Security
- Professional Specialist Certificate Course in Law Enforcement, Transit and Border Security
- Professional Specialist Certificate Course in Personal and Executive Protection
- Professional Specialist Certificate Course in Property, Infrastructure and Utility Security
- Professional Specialist Certificate Course in Crime Prevention and Community Security
- Professional Specialist Certificate Course in Human and Social Security
- Professional Specialist Certificate Course in Security of Industrial and Manufacturing Environment
- Professional Specialist Certificate Course in Security of Commercial and Merchantile Environment
- Professional Specialist Certificate Course in Strategic Security and Integrated Protective Systems
- Professional Specialist Certificate Course in Fire Protection and Services Management
- Professional Specialist Certificate Course in Fraud, Corruption and Financial Crimes Investigations
- Professional Specialist Certificate Course in Disaster and Hazard Management
- Professional Specialist Certificate Course in Security and Safety in Transport and Distribution Systems.
- Professional Specialist Certificate Course in Environmental Security and Public Safety.
- Professional Specialist Certificate Course in Social Conflict, Public Order and Safety

This is the final part of the five-tier qualification framework confers on SISN. It covers exploratory and project work including industrial visits and reports. Exchange of innovative ideas and projects are encouraged.

Module V

- Professional Specialist Certificate Course in Physical Security and Built-Environment
- Professional Specialist Certificate Course in Loss Prevention and Insurance Security
- Professional Specialist Certificate Course in Security Training and Education
- Professional Specialist Certificate Course in Industrial Security and Computer Applications.
- Professional Specialist Certificate Course in Private Security and Guard Force Management

These courses provide highly specialized professional training and applications of security and safety concepts with emphasis on security, intelligence, safety and protection.

These unique programmes explore the interplay between scientific knowledge, techniques, methods and security and safety practice.

The distinctive features of the programmes are to provide an appreciation of the interrelations between fundamental research and its commercial exploitation in various workplaces. The flexible structure allows students to develop an understanding of specific areas of security and safety. Those following this course will acquire the technical, operational and managerial background to enable them to make a significant contribution to modern security-based technology-driven economy.

The courses are for qualified and practicing security and safety practitioners. The courses have been developed to meet security and safety management requirements for advanced practice in security and safety practice are tailored to meet the needs of individual students and their workplaces.

The specialist courses provide students with advanced and interdisciplinary knowledge and skills necessary in designing, implementing and evaluating security concepts and their applications.

The distinctive features of the courses are to emphasize upon three elements:

- (i) The theoretical underpinnings of security concepts and principles
- (ii) The main empirical problems in the present age
- (iii) The study of particular security problems and complexes

Core modules are designed to developed skills in number of essential areas of security management through lectures, seminars, case studies, group discussion and project work.

Students must also take two optional modules from a wide choice of subjects and a practical management project including a report of minimum of 15,000 words.

Entry Requirements into the Programme

Specialist Security Programme

- (1) Institute of Security Certificates of Completion of professional levels of **Modules III & IV**
- (2) Advanced Diploma in Security Operations and Management/Internationally recognized Professional Diploma Certificate.
- (3) Professional Certificate in Certified Protection Professional (CPP), Professional Certified Investigator (PCI), Physical Security Professional (PSP), Fraud Examiners.
- (4) Professional Certificates issued by Military and **Paramilitary Academy** in Nigeria.
- (5) Graduate of universities holding a degree in humanity, behavioral sciences, science and technology with security and protection background:

Duration for Specialist Security programme

Specialist Security Programme/Specialist Professional Membership Level (Module V)

Duration: 1 Semester (6 months)

No of Course Unit 18 units

8. INSTITUTE'S SHORT AND SPECIALISED TAILORED SECURITY PROGRAMMES

The Institute provides unique world-class professional and specialized tailored security programmes to increase the productivity and enhance effectiveness and efficiency of people responsible for management of various sectors of the economy:

- (1) Security in Educational Institutions
- (2) Security in Healthcare Institutions
- (3) Security in Hotel, Hospitality, Recreational and Sports Centre
- (4) Security in Residential and Housing Estates
- (5) Security and Safety in Places of Worship
- (6) Security in Special Events Management
- (7) Security in Banking and Financial Houses
- (8) Security in Transportation, Distribution Network and Warehouses
- (9) Security in Oil and Gas Industry
- (10) Strategic Security and Integrated Protective Service
- (11) Private Security Force Management

- (12) Managing Strategic and Reputational Risk
- (13) Detection, Prevention and Investigation of Fraud and Corruption
- (14) Financial Crime Prevention and Control
- (15) Governance, Risk and Compliance
- (16) Cybersecurity and Information Network
- (17) Transit Security, Immigration, Customs and Border Protection
- (18) Emergency Response and Crisis Management

Duration: Maximum of five days

INFORMATION ON SYLLABUS AND STUDENTS ASSESSMENT

- (a) The core of each course, which is generally cross and interdisciplinary is a course of study guide in the conventional mode which students are encouraged to be actively involved in the learning process through the self-assessment exercise designed for each course.

The course is made to be challenging and rigorous and assume a high degree of self-discipline.

- (b) **Syllabus** – A detailed week-by-week student syllabus are designed for the course. This syllabus indicates clearly the detailed course of study.

- (c) Student Assessments – Student assessed in three different ways.

- i. Non-graded self-assessment exercise.
- ii. Written graded assignments
- iii. Final comprehensive written examination

While the self-assessment exercises are purely for the students' benefit and are not graded, regular written assignments are graded.

The comprehensive proctored final examination will generally be comprehensive and professional questions, objective/multi-choice questions.

- (d) **Discussion/Tutorial Sessions/Methods**

All students are encouraged to participate and attend discussion/tutorial sessions where they will have face-to-face contact with an assigned tutor and other students.

- (e) Attendance at these tutorial sessions is **compulsory**. Tutor assistance and encouragement are integral parts of the Institute's methodology for the programmes.

9. **CLASSES OF PROFESSIONAL MEMBERSHIP**

The Institute's programmes and examinations are based upon the assumption that candidates are already fully qualified and experienced in their own disciplines of practice.

STUDENT MEMBERSHIP

Students actively pursue security or protection related programmes taking at least nine months at a recognized Institute. Students are encouraged to apply for student membership of the Institute which remains valid while studying. When the course completed and the student achieves the appropriate qualification than he will be eligible to apply for Associate or Full Membership grade.

(A) **Qualifications for Associate Membership**

Associate members shall be elected by the council and every candidate for election shall:

- (a) Satisfy the council that he is in all respects **a fit and proper person** for admission to the Institute.
- (b) Be engaged in a profession, occupation or calling in which recourse to security, safety and protection is directly or indirectly involved.
- (c) Possess a general standard of education conforming with the requirements of the council as stated above.
- (d) Have passed modules I and II of the examination of the Institute or
- (e) Have passed any other examination accepted by the council as the equivalent of modules I & II of the examination of the Institute or
- (f) Have such knowledge and experience of the security, safety and protection science and practice as the council may approve.

Candidates for Associate Membership shall be expected to satisfy the Institute satisfactorily and complete modules I and II and covering a thoroughly comprehensive knowledge of and experience in the Science and Professional Practice of Industrial and Corporate Security, Intelligence, Investigation and Public Safety strategies and techniques in the modern concept of practice of security and protection science.

Individuals with appropriate professional qualification in security, safety and protection science seeking the professional grade level is Associate membership of the Institute of Security of Nigeria (AMISN)

(B) Qualifications for Full Professional Membership

Full Professional Members shall be elected by the council and every candidate for election shall:-

- (i) Be an Associate of the Institute or be exempted from qualifications for associate membership.
- (ii) Satisfy the council that he is in all respects a fit and proper person for admission to the Institute.
- (iii) Be engaged in a profession, occupation or calling in which recourse to security and protection is directly or indirectly involved.
- (iv) Possess a general standard of education confirming with the requirements of the council.
- (v) Have passed module III & IV of the examination of the Institute.
- (vi) Have completed a period of supervised security training to the satisfaction of the council and have such knowledge and experience of the security and protection science as the council may approve.

Candidate for full Professional Membership must have acquired Associate Level or exempted and module III and IV of the Professional Career Certification Programmes and satisfactorily assessed to be qualified for the membership. (MISN)

Professionals in this grade are members in an executive, managerial, supervisory or responsible position are primarily responsible for security profession functions in their organizations.

(C) Fellowship

The main route for progression to Fellowship is opened to members who have achieved pass scores in all modules III and IV of the modules of the professional certification programmes of the Institute followed by the successful completion of Fellowship Assessment Course.

Advancement from Professional Membership to **FELLOW** is normally achieved by submission of a **thesis** to the Institute. The Title and Abstract on a security and protection related subject must be approved by the Board of Professional and Academic Advisory. Upon submission, the dissertation will be marked and external experts have to assess the **thesis** and submit report. Thereafter, the candidates shall orally defend the **thesis**.

In exceptional circumstances, the condition and requirements may be waived for a candidate for election as a fellow in the case of a candidate holding professional qualification recognized by the council as justifying such a waiver. In considering such application, the council will take into consideration the following

- (a) evidence of his knowledge and experience in security, safety and protection science and other related matters.
- (b) Status in his profession, occupation or calling
- (c) The period the candidate has been practising the profession.

Council has accepted the following as the equivalent to pass in Part III and Part IV Examinations of the Institute and grant of exemption.

- (i) Specialist Certificate in various security discipline
- (ii) Masters in Security and Intelligence Studies

10. **Special Fellowship Assessment Course**

Special Transfer to Fellowship

Certain candidates may apply or be nominated for special transfer to the class of Fellow. The essential pre-requisite for special transfer is such personal eminence and or experience as expert in the field of security, safety and protective science as will enhance the prestige of the Institute. Discretion to admit by this route is exercised by the Professional Development Committee and Council.

Admission to this course is open to those with considerable experience of security practice who consider that they will be able to demonstrate to the assessors, during the course, a thorough knowledge of security and protection science and to write satisfactory intellectual papers.

This is an extremely high powered course requiring a high level of participation from those attending. It is imperative that in-depth study of the subjects detailed in the security and safety syllabus is carried out during the programme.

This is **not** a teaching programme but an evaluation of those who should already be prepared for the programme.

The Institute provides opportunity for candidate in professional membership grade to evaluate their professional and experience in security, safety and protection discipline. The programme involves a great deal of intellectual stimulation and challenge.

The course consists of four elements:

- (1) A reading list which must be carried out during the course of the programme.
- (2) Five Assessment workshops at which the groups will discuss a series of situations
- (3) Writing and presentation of intellectual papers in the security and safety discipline.
- (4) Formal defence of thesis

11. COURSE AND TEACHING METHODS

The Institute programmes are designed to enhance both **professional, managerial and supervisory skills and practice.**

The Diploma, Advanced Diploma and Specialize (modules I, II, III, IV & V) programs consist of six hundred (600) hours class contact hours along with other study activities. Programmes cover tutorials, observational and educational visits, workshop, case problems and field assignments and private opportunities for practical application of classwork.

Learning methods reflect programme Participants' needs, their widely varying background and individual skills and expertise they bring with them. Above all, the methods employed reflect the need for training to equip students to perform the task that effective Security Services Operations and Management dictate. **Emphasis is placed upon a participative learning approach and individuals are encouraged to share their personal** experience and insights of planning and management in security sectors. This is by structured exercises, group discussion, presentation and evaluation of individual exercise.

Each participant, under guidance of the lecturers, develops projects that respond to specific needs of his or her organisation.

Assignments are designed in recognition of **the practical skills required** by Security and Safety Operatives and managers are typically problem-focused and role playing. Problems-Tackling range from policy formation, preparation of strategic plans and monitoring and evaluation systems.

In this way, participants are assessed on their ability to perform the tasks typically required of them as security operative managers and planners.

12. METHODS OF PRESENTATION OF COURSE OF INSTRUCTIONS OF THE INSTITUTE

Methods of presentations of course of instructions include a combination of the following:

1. Lecture

2. Discussions and groups activities
3. Presentation and discussion of exercises and projects completed
4. Demonstration
5. Industrial Visits
6. Guest Visits

Methods of Evaluation

The Institute approved the following methods of evaluation to be administered by the individual instructor and lecturer:

1. Traditional examinations consisting of multiple-choice, true/false, short answer and essay questions
2. Announced and unannounced quizzes
3. Critical thinking exercises and reflection papers/assignments
4. Journal and professional security research reviews
5. Contemporary film analysis project
6. Individual and/or small group presentations
7. Traditional research papers
8. Class participation and attendance

All students will receive a course syllabus which includes an outline of the course, course requirements, attendance and participation policy and the specific grading criteria at the beginning of the programmes.

Academic and Professional Integrity

Academic and professional integrity form a fundamental bond of trust between colleagues, peers, teachers and students and underlay all genuine learning. There is no tolerance of plagiarism or academic dishonesty in **any** form, including unacknowledged “borrowing” of proprietary material, copying answers or papers, using crib sheets, unauthorized help during exams, altering tests, or passing off someone else’s work as one’s own.

Evaluation and Quality Assurance of ISN Professional Programmes

The quality of the professional programmes is predicated on the following characteristics: **integrity, expertise, communication skills, thoroughness, efficiency, objectivity, consistency, confidentiality, collegiality and decisiveness.**

Integrity

The Institute demonstrates integrity by:

- * making contributions to the Institute programmes with professional and personal honesty and candor.

- * intentionally avoiding real or perceived conflicts of interest
- * forming an impartial, informed and reasoned analysis of an institution's compliance with the principles and practice of the security profession.
- * showing a commitment to the value of review and institutional enhancement

Expertise

The lecturers and facilitators demonstrate expertise through:

- * a knowledge about the course complexities
- * a mature awareness of his or her profession
- * maintaining currency in his or her area of professional expertise
- * experience in higher education and
- * understanding the requirements within the Principles of Accreditation

Communication Skills

The lecturer and facilitators demonstrate communication skills by:

- * writing and speaking in a clear, coherent, concise and cogent manner
- * listening to others, and
- * interacting with others in a professional, collegial, collaborative and coherent manner

Thoroughness

The Institute ensures that lecturers demonstrate thoroughness by:

- * Using due diligence in dissemination of information and teaching
- * having an ability to teach effectively
- * making judgments predicated examine the students

Efficiency

The Institute ensures that staff members demonstrate efficiency by having the capacity to:

- * assimilate and evaluate significant amount of information in a compressed time period
- * interpret material that may be poorly organized or difficult to locate, and

- * prioritize work and focus on the most significant issues and data

Objectivity and Consistency

The staff of the Institute demonstrate objectivity and consistency by having the ability to:

- * evaluate all information without prejudging the members' compliance and
- * apply requirements and standards evenly within the context of the students and members status.

Confidentiality

The staff of the Institute demonstrate confidentiality by:

- * having the capacity to handle examination scores and confidentiality throughout the entire programme.
- * understand the constraints of sharing institutional information with others

Collegiality

Collegiality teaching staff member

- * acts as a professional colleague with other members
- * works in a collaborative manner with others, and
- * makes cogent, informed, timely and focused contributions to teaching staff discussions

Decisiveness

The Institute staff members demonstrate the capacity to make decisions through:

- * careful and thorough review of available and accessible evidence.

13 REGULATIONS ON INSTITUTE'S EXAMINATIONS

In order to obtain a diploma (modules I & II) certificate, a student must also satisfy the following requirements.

(i) Registration for Courses

A student shall take a minimum of **34 course units**. One course unit consists of sixteen one-hour lectures or tutorials provided that 3 hours practical classes and field work shall constitute one (1) contact hour for this purpose. No course shall carry less than one unit. Each of the courses carries 2 units. Seminar attracts 4 units and projects 6.

- (ii) **Deadline for Admission into Courses**
Admission into courses closes at the end of the sixth week of commencement of programme.
- (iii) **Withdrawal from Courses**
A student may withdraw from a course without penalty any time up to and including the seventh full week from the commencement of a programme. Any student who withdraws after the seventh week will be deemed to have failed in the course concerned except in special cases approved by the Institute, unless he or she has been asked to withdraw from the programme.
- (iv) **Failure to Take Examination in Course**
A student who fails to take examinations in a course for which he has registered without reasons acceptable to the Institute is deemed to have failed the course. He will be given opportunity to write resit examination.
- (v) **Examination Requirements**
In order to be signed up for their examinations, candidates shall be expected to attend a minimum of 65% of the classes in the courses in which they are registered.
- (vi) **Final Marks**
1. Each course shall be graded on the basis of maximum of 100 marks, 70% of which shall be assigned to the end of course examination. However, wherever there is no continuous assessment, the end of course examination shall be assigned 100%. Continuous Assessment shall be assigned 30%.
 2. The minimum pass mark in each course shall be 40%
 3. The marks obtained by each student in every course and in the courses shall be assigned appropriate letter grade points and cumulative grade average, as follows:

Credit Unit	Percentage Scores	Letter Grade	Grade Point	Grade (GPA) Points Average	Cumulative Grade Point Average (CGPA)	Classes of Diploma
I	II	III	IV	V	VI	VII
Vary according to contact hours assigned to each course for the duration of the course	70-100	A	5.0	Derived by multiplying I and IV		Distinction
	60-69	B	4.0			Distinction
	50-59	C	3.0			Credits
	45-49	D	2.0			Merit
	40-44	E	1.0			Pass
	0-39	F	0.0			Below 1.0

4. All grades shall appear on the result sheets and permanent records of the examination. The following additional letters shall be used where appropriate:

AEG - Aegrotat
AUD - Audited Course
EX - Exempted
W - Withdrawal from course
I - Incomplete
R - Reference/Resit

5. (i) The incomplete (I) grade is given to a student who, after the seventh week of the Semester, fails to complete the requirement for a course, owing to unforeseen reasons approved by the Institute.
- (ii) An audited course (AUD) is a course which the student attends but in which he is not examined.
- (iii) Aegrotat (AEG) may be awarded where a candidate is prevented by illness or other special circumstances from completing the final examination provided that the candidates cumulative performance in the preceding semester as well as in those courses or papers in the final examination which he has already taken justifies it.

GRADUATION REQUIREMENT

1. In order to be successful in the programme, a student must pass all the courses required and obtain a Grade Point Average (G.P.A.) of at least 1.0.
2. All failed compulsory Courses must be retaken and passed.
3. Any student whose cumulative GPA at the end of any two consecutive Semester is less than 1.0 shall be placed on academic probation for one Semester in which he/she is expected to improve on his/her overall average grade until such a time or his overall GPA is raised to 1.0 subject to paragraph (4) of this regulation.
4. Any student who fails to obtain a Cumulative GPA of at least 1.0 at the end of two consecutive semesters while on probation shall be deemed to have failed the programme and shall be allowed to repeat the programme.
5. Any candidate who has failed the programme on three consecutive attempts shall be asked to withdraw from the programme.
6. A student asked to withdraw in accordance with the provisions of sub-paragraph (5) above shall not be readmitted into the programme until the expiration for at least, one year from the date of his being asked to withdraw from the programme.
7. At the end of each Semester, the following are used to indicate the status of the student
 - (a) Probation (P)
 - (b) Good Standing (GS)
 - (c) Reference/Resit (R)

MANAGEMENT STRUCTURE OF THE INSTITUTE OF SECURITY

Institute of Security relies on committee system as the technique of achieving delegation, participation and joint responsibilities.

By virtue of the Article and Memorandum of Association of the Institute of Security, the Institute programmes and activities shall be organized by the Board and Standing Management Committee Systems.

1. **PATRONS**

2. **BOARD OF DIRECTORS** **Membership**

Terms of Reference

- (i) To provide leadership and direction for the Institute
- (ii) To consider all matters refer to it by the Governing Council and Board of Studies
- (iii) To consider matters on general policy and management of the Institute.

3. **INSTITUTE GOVERNING COUNCIL** **Terms of Reference**

- (i) To control the property, finance and expenditure of the Institute.
- (ii) To consider for approval financial proposals from various standing committee.
- (iii) To foster proper coordination, administration and standardization of policies and objectives of Institute programmes and activities.
- (iv) To consider annual budget of the Institute.
- (v) Appointment and discipline of students, members and staff.

(3) **BOARD OF STUDIES** **Terms of reference**

- 1. To advise the council on organization and control of Institute professional programmes and activities including design of curricula and examinations.

2. To consider appointments of teaching faculty, examiners (internal and external) and programme staff.
3. Consider selection of persons for admission into the Institute as students, members, fellows, distinguished medialists, title holders in the Institute.
4. Consider cases of welfare and discipline of students and members of the Institute.
5. Formulate broad operational policies and guidelines for realizations of objectives of the Institute.
6. To oversee the activities of other Standing Committees on administration and implementation of policies of the Institute.
7. To formulate and design syllabi and curriculum for all the Institute Programmes.
8. To supervise organization of professional examinations membership certificates and other distinctions to persons who have satisfied requirements and conditions of the Institute.
9. To supervise organization of public and distinguished lectures, conference, symposia, workshop, special projects.
10. Supervise publications of the Institute publications like practicing books, monographs etc.
11. Draw up time table for all the Institute lectures.

(4) **BOARD OF EXAMINERS**

Terms of Reference

- (1) To consider and advise the Board of Studies on professional examination results of the Institute.
- (2) To formulate and advise the Board of Studies on examination regulations and their review from time to time.
- (3) To conduct examination of Institute programme. Examination time table shall be prepared, circulated and pasted.
- (4) To constitute and instruct sub-committee to advise on different aspects of examination.
- (5) Board of Examiners shall meet regularly.
- (6) Consider academic misconduct during examination and make appropriate recommendation to Board of Studies.
- (7) There will be sub-committee known as Examination Committee which shall report to Board of Examiner.

(5) **FINANCE AND GENERAL PURPOSE COMMITTEE**

Terms of Reference

- (1) To supervise the collection and receipt of dues and various monies to the Institute
- (2) To direct the deposit of all donations, subscriptions and other monies paid to the Institute.
- (3) To cause proper accounts to be kept and audited.
- (4) To scrutinize annual estimates and other requests for financial provision.
- (5) To deal with any other financial matters of the Institute

(6) **MEMBERSHIP SERVICES AND ALLIED MATTERS COMMITTEE**

Terms of Reference

- (1) To advise Board of Studies on
 - (i) Admission requirements and their review from time to time
 - (ii) Admission into the Institute as students, members and fellowship.
- (2) Supervision of the welfare of students and members of the Institute and the regulation of their conduct.
- (3) Investigate disciplinary cases relating to misconduct and report to the council.

(7) **PROFESSIONAL PROGRAMMES AND AWARDS COMMITTEE**

Terms of Reference

To advise the Board of Studies and Council on:-

- (i) Policies for the development of professional programmes of the Institute
- (ii) Organise conference, symposia, workshops, exhibit,
- (iii) Consider award of certificates, fellowships, distinction, excellence awards, medalist, title
- (iv) To produce a teaching and examination time table for the Institute to ensure efficient use of space and teaching facilities.

(8) **RESEARCH AND CONSULTANCY COMMITTEE**

To advise the council on:-

- (i) Policy matters with regard to research and consultancy services refer to the Institute
- (ii) To execute all special research and consultancy projects for the Institute
- (iii) To effect co-ordination of research and consultancy projects

(9) **PUBLICATIONS AND PROFESSIONAL RESOURCE COMMITTEE**

Terms of Reference

- (i) To advise on publication policy for the Institute and in particular to consider for publication manuscripts, submit for Institute books, papers for conference etc.
- (ii) To make regulations for Institute publications and to make regulation for the control of resource centre and its facilities and to prescribe penalties for any infringement of the regulation.
- (iii) To advise on the purchase of expensive books and equipment for the Institute Resource Centre.
- (iv) To advise the Council and Board of Studies on any matter concerning publications and resource centre development.

(10) **PROFESSIONAL DEVELOPMENT AND EXTERNAL RELATIONS COMMITTEE**

Terms of Reference

PRINCIPAL OFFICERS OF THE INSTITUTE

The Institute operates through the following structures:-

S/No	Principal Officers	Status
1.	President	Emeritus Prof. I. A. Adalemo
2.	1 st Vice President	Prof. R. I. Salawu
3.	2 nd Vice President	Prof. Oluwatoyin Ogundipe
4.	Director-General and Chief Executive	Barrister Adebayo Akinade
5.	Institute Secretary	Barrister 'Dare Olukosi
	Centres	Directors
1.	Centre for Basic Security and Safety Studies	Barrister Adebayo Akinade
2.	Centre for Corporate and Industrial Security	Col. Nojeem Shobo (rtd)
3.	Centre for Law Enforcement, Criminal Justice and Crime Management	ACP James Olushola Oyewumi
4.	Centre for Intelligence and Security Investigation	Mr. Innocent Uche
5.	Centre for Security Technology and Applied Sciences	Dr. S. O. Adetona
6.	Centre for Occupational Health, Safety and Hazard Management	Dr. Olayinka T. Asekun
7.	Centre for Security and Safety Laws	Dr. E. O. Akingbehin
8.	Centre for Transport Security and Border Protection	Mr. G. O. Ojo
9.	Centre for Research and Consultancy	Prof. Oluwayemisi Obashoro
10.	Centre for Distance and Continuing Education	Barrister Adebayo Akinade
11.	Centre for Counter-Terrorism and Emergency Planning	Professor Oluwatoyin Ogundipe
12.	Centre for Disaster and Hazard Prevention	Prof. Stan D. Aribike
13.	Centre for Security Business Development & Entrepreneurship	Mr. E. O. Opara
14.	Centre for Forensic Accounting and Criminal Investigations	Mr. Dokun Olawuyi
15.	Centre for Food Safety and Security	Prof. Oluwatoyin Ogundipe
16.	Centre for General Studies and Communication Development	Mr. Abdullahi O. A. Laagbe
17.	Study Centre and Administration	Mr. Olalekan S. Kasali (Administrative Secretary)

- (1) **Founder**
Barrister Adebayo Akinade FISN
LLB; BL; LLM; MPA
- (2) **Pioneer President**
Professor Emeritus Isaac Ayinde Adalemo
B.A.; M.A.; Ph.D (Mich.); FNCA; FNGA
- (3) **Pioneer 1st Vice President**
Professor Raufu Isola Salawu
B.Sc. (Kumasi); M.Sc. (ABU); Ph.D (Birm); FNSE
- (4) **Founding Directors**
Professor I. A. Adalemo
Professor R. I. Salawu
Professor J. A. Adepoju
Barrister Adebayo Akinade
Mr. 'Dokun Olawuyi
Professor Ayo Atsenuwa
Mr. Akin Oyegbile
Mr. Lokun Odelola
Mr. E. O. Opara
Prof. Omololu Soyombo
- (5) **President**
Prof. I. A. Adalemo
- (6) **1st Vice-President**
Prof. R. I. Salawu
- (7) **2nd Vice-President**
Professor Oluwatoyin T. Ogundipe FISN
- (8) **Honourable Treasurer**
Mr. Dokun Olawuyi
B.Sc; M.Sc; FCA
- (9) **Editor-in-Chief**
Prof. Oluwayemisi Obashoro-John
- (10) **Director/General**
Barrister Adebayo Akinade