



(see guidelines for completion overleaf)

I, _____, wish to apply to have my qualification(s) recognised by the Private Security Authority for the purposes of Licensing under the following categories (*tick as appropriate*)

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Details of Course / Qualifications

Training Provider: _____

Name of Awarding Body: _____

Does this qualification meet the training requirements for licensing of this profession in the Member State where the award is granted ? *(Please tick as appropriate)*

Yes (please provide evidence — see guidelines for details)

No

1

Evidence of Formal Qualification

1

Details of all relevant work experience

Applicant Contact / Personal Details

[illegible][illegible]

Nationality:

Signature: _____ Date: _____

Guidelines / Information Note on completion of Application for Recognition of Qualifications (PSA 13)

Section A

This form should be completed by individuals who wish to have their qualifications assessed for Licensing purposes.

Please indicate the category of licence under which your qualifications should be assessed

Section B

Please complete all course/qualification details in this section.

- Course Name - Official Training Course Title (e.g. Guarding Skills)
- Training Provider - Name of company that delivered training
- Duration of Course - Indicate the number of hours taken to complete the training course
- Awarding Body - Provide the name of the organisation from which certificate was issued
- Award/Qualification - Provide details of accreditation and provide the level of the award on the National Framework in Member State where award granted.

The following information must accompany the application:

A letter or statement from the Regulatory body or Competent Authority confirming that the qualification obtained meets the licensing requirements of the Member State in which the awarding body is located.

AND

Evidence of qualification* - Training Certificates etc.

*Evidence of formal qualifications shall satisfy the following conditions:

- they shall have been issued by a Competent Authority in a Member State of the European Union
- they shall attest a level of professional qualification at least equivalent to *the level immediately prior* to the level which is required in this State for the practice of that profession.
- they shall attest that you have been prepared for the pursuit of the profession in question.

AND

Details of learning outcomes/objectives/subjects of courses attended
These details will be available from the Organisation which provided the training.

AND

Details of all relevant work experience

Section C

Please complete with your relevant contact details

Section D

This application must be signed and dated by the applicant.

NOTES:

All submissions to accompany this document should be translated, where applicable, into English or Irish.

Forms should be completed in Block Capitals in Black/Blue Ink only

FOR INFORMATION

Where the Private Security Authority (PSA), as Competent Authority, identifies substantial gaps in learning outcomes, applicants may be requested to sit an aptitude test or to complete an adaptation period to address differences. The PSA will determine the duration of any adaptation period.

In Ireland the minimum qualification required by the PSA in order to grant either a Door Supervisor (Licensed premises) licence or Security Guard (static) licence is the relevant QQI Level 4 Minor Award or equivalent. A full list of QQI accredited training providers, who deliver these validated courses, is available on our website **www.psa.gov.ie**

All completed applications forms should be submitted, together with the relevant supporting documentation to : **The Private Security Authority , Training Division, Davis Street, Tipperary Town, County Tipperary.**

Incomplete Applications cannot be processed - Please ensure that all relevant supporting documentation is submitted with your application