

## CPP Review

### Dubai 5th Middle-East Conference

### 19-20 February 2014

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#### Welcome Pack

The welcome pack will be sent to the participants once their name is known. It will contain:

- An email, signed by the facilitators, welcoming the participant to the CPP review
- It will be accompanied by a survey which purpose is to assess the level of preparation of the candidates
- It will give an outline of the 2 days CPP review

#### Day 1: The contents

The first day will be dedicated to understanding the general requirements for the CPP in terms of knowledge and skills. The idea is not to go through all the knowledge, but merely to see each of the following subjects:

1. Security Principles and Practices
2. Physical Security
3. Personnel Security
4. Investigations
5. Information Security
6. Emergency Practices
7. Business Principles and Practices

International applicants do not have to study the US legal aspects. Questions from the following 6 subjects replace the legal questions.

#### Day 2: Taking the exam

The second day will focus on 'taking the exam' issues.

- Applying for the exam
- Booking an exam date
- The exam itself – rules

The day will be filled with questions – slides on the 6 topics – with workshop to understand how they are constructed (2 diverters for example, and 2 plausible ones).

#### Structure & Flow:

Day 1

Time	Topic	Purpose	Learning outcome	Structure	Aid
10:00	Introducing oneself	Introduce participants and facilitators			Cards and Biros
10:30	Brainstorm: what is the objective of this workshop	Understand the level of preparedness of the audience and agree on a programme		Create groups with one flipchart each. Come up with 3 objectives.	Create groups and as many flipcharts
<i>Coffee Break</i>					
11:30	Debriefing about the objective of the workshop – agree on a				

	programme				
12:00	Debriefing the Welcome Pack	Showing the results of the survey		Power Point	This should come as a complement to the workshop objectives
13:00	The POA – book and online The CPP Study Guide 13 <sup>th</sup> edition	Understanding of the magnitude of the project	Comprehend how the POA and the exam are structured		
<i>Lunch</i>					
14:30	Business Principles and Practice	One group prepares a mind map for the other groups: topics Topics: <ul style="list-style-type: none"> <li>▪ Basic principles, definitions and concepts</li> <li>▪ Behavioural theories</li> <li>▪ Basic of human behaviours</li> <li>▪ Finances</li> <li>▪ Budget for loss prevention</li> <li>▪ Planning, management and Evaluation</li> <li>▪ Communications &amp; Personal management</li> </ul>	Through mind mapping each group will assimilate the basic of each subsection.	High energy session just before lunch when energy is flagging  Each group presents its work to the others along with 5 things to remember for the next day	
14:30	Security Principles and Practice	As above: <ul style="list-style-type: none"> <li>▪ Security management</li> <li>▪ Loss prevention</li> <li>▪ Substance abuse</li> </ul>	Each group will go through their selection on the PSP study guide and select 5 essentials.	High energy session continued after lunch to prevent post-prandial drowsiness	1 Flip chart per group-
14:30	Investigations	<ul style="list-style-type: none"> <li>▪ Proprietary information</li> <li>▪ Trade secrets, patents and copyright, trademark and service mark, legal</li> <li>▪ Protecting information</li> <li>▪ Personnel and Security</li> <li>▪ Information Security program focuses</li> <li>▪ Threats to information system</li> </ul>			
14:30	Physical Security	<ul style="list-style-type: none"> <li>▪ Barriers</li> <li>▪ Alarms</li> <li>▪ Protective lighting</li> <li>▪ Safes and vaults</li> <li>▪ Lock and key systems</li> <li>▪ Traffic control</li> <li>▪ Guards</li> <li>▪ Security surveys</li> <li>▪ System design and specification</li> </ul>			
14:30	Personnel security	<ul style="list-style-type: none"> <li>▪ Purpose and functions</li> <li>▪ Job analysis and job description</li> <li>▪ Applicant screening</li> </ul>			
14:30	Emergency practices	<ul style="list-style-type: none"> <li>▪ Plan Development</li> <li>▪ Implementation</li> <li>▪ Type of Emergencies</li> <li>▪ Fire Protection</li> </ul>			
<i>Break</i>					
16:00	Restitution	Each group shares its study work with the other. All going	Each group presents in turn	15' per session.	

		well, they will end up with 35 essentials	their 5 essentials and explain why they have chosen these specific ones	Q&A session facilitated by the 2 tutors	
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Homework: The students will be asked to read the 35 essentials. (The list will be printed by the facilitators and distributed to the students before they leave the classroom):

Day 2:

Time	Topic	Purpose	Learning outcome	Structure	Aid
10:00	Introduction of Day 2	Convey the importance of the question structure and analysis	Should be able to detect to detect the question structure	Power Point: One question on the screen	Big Screen
10:30	List of MCQ tips	Help students in the guessing work when they ignore an answer	Gaining a few tips about MCQ technique	Traditional	Tips list distributed to the students
<i>Coffee Break</i>					
11:30	Each group is given 3 questions w/o answers. They analyse the questions using the tips list	Help students analyse questions, first in group then individually	Practical knowledge of question analysis	Work by group	Flip charts + Power point  3 questions have been printed for each group
12:30	Debriefing per group	Showing the results of the work	Having a better grasp of the question structure and how to make a best guess	Power Point	The results are measure against the exercise and commented again
<i>As from now, we are going through a set of questions together For each of the 7 modules there will be 15 questions asked by topic and debriefed</i>					
13:00	Emergency Practices (8%)	Test questions per topic 10 questions	Get exposure to some of the questions	Classroom type	Power Point with questions
<i>Lunch</i>					
14:30	Investigations	12 questions			
15:00	Personnel Security (12%)	12 questions	Test knowledge		
15:45	Physical Security (25%)	25 questions	Test Knowledge		
16:00	Information Security (8%)	10 questions	Test Knowledge		
16:30	Security Principles and practices (19%)	20 questions	Test knowledge		
17:00	Business Principles and Practices (11%)	12 questions	Test knowledge		
17:30	Debrief	Participants fill in an assessment form	Find ways and means to improve the next CPP review	A simple form is to be filled in	