

Product Licence Schedule

Public Order Public Safety Coaching Course (POPSCC)

Ref. no.: PL-A-106

Version: 3.0

Date: November 2022

Product Licence Schedule: Public Order Public Safety Coaching Course (POPSCC)

1. Introduction

- 1.1 This product licence schedule forms part of the College of Policing's (the 'Licensor's') consolidated licence. It articulates the terms and conditions which relate specifically to this Product but **must** be read in conjunction with the consolidated licence. A copy of the consolidated licence can be found at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.2 A list of all the Licensor's licensed products (and licence fees for organisations who are not a Home Office Police Force) as well as Product Licence Schedules for each Product is published [online](#) (excluding any police sensitive products). Licensees are also able to refer to our online Licensed Product and Licensees Register to check whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: <https://www.college.police.uk/about/licensing-products>.
- 1.3 The College's work is organised into four portfolios and its people are organised into professional communities and business units (enabling services). Responsibility for this Product (the 'Public Order Public Safety Coaching Course (POPSCC)') sits within the Engagement and Implementation professional community.
- 1.4 For enquires regarding this Product please contact the Public Order and Public Safety (POPS) team, College of Policing. Email: POPS@college.police.uk.
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: Copyright&Licensing@college.police.uk.

2. Background

- 2.1 The Public Order Public Safety Coaching Course details the standards and objectives for the training, assessment, and accreditation of POPS practitioners qualifying to national POPS trainer standard.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables Licensees who are Home Office Police Forces to deliver the Product to the Permitted Audience.
- 3.2 Subject to the licence terms, this Licence enables Licensees who are not Home Office Police Forces to use this Product to support their internal delivery of POPSCC training

subject to the Licensee acknowledging that the Product has been developed for a policing purpose and for use by Home Office Police Forces in England and Wales. In such circumstances, the Licensor does not warrant or represent that the Product is appropriate for any particular use by such Licensees or that the Product will remain appropriate to the Licensees' needs. The Licensor is not responsible, and has no liability, for any actions or inactions of such Licensees or any individuals permitted to receive training from such Licensees under this Licence. The Licensor does not endorse any activity of such Licensees. Use of the Product is entirely at such Licensees' own risk.

4. Licensed Resources (as updated from time to time)

4.1 POPSCC resources:

- Learning standard
- Trainer resources (trainer guides, PowerPoints, lesson templates)
- Learner resources
- Assessment resources
- Supporting material

4.2 The full list of licensed resources is available at Appendix B.

5. Access to Licensed Resources

5.1 The licensed resources can be accessed on College Learn (the Licensor's online learning management system) under the 'Ensuring Public Safety Learning Programme' course catalogue, provided by the Digital, Data & Technology (DDaT) team.

5.2 Alternatively, where the Licensee is not a Home Office Police Force and does not have corporate access to College Learn, the Licensee:

- may, provided they have the technical capability to access College Learn, be granted up to four College Learn accounts for the Licensee's Managers/Trainers/ Practitioners to access the licensed resources under their licence. The Licensee should provide the names, job titles and official email addresses of its staff requiring access via the Permission Request Form; or
- where they do not have the technical capability to access College Learn and where appropriate, they can request the trainer resources directly from the Licensor (see section 1.4 for contact details).

6. Government Security Classifications (GSC)

- 6.1 The licensed resources in this Product are classified as OFFICIAL under the Government Security Classifications and are to be handled accordingly.

7. Confidentiality and Security

- 7.1 The licensed resources in this Product are designated as Confidential Information and must be treated as confidential and safeguarded accordingly (consolidated licence clause 5 refers). For the avoidance of doubt, this includes but is not limited to the uploading of tactics or curriculum materials to corporate or personal websites, social media, or other social platforms, or making available at events or open days.

8. Product enquiries and requests for disclosure under the Freedom of Information Act (FOIA) and Criminal Procedures and Investigations Act (CPIA)

- 8.1 All enquiries relating to this Product must be referred to the Licensor promptly.
- 8.2 Licensees who are subject to requests for disclosure under FOIA or CPIA are required to consult the Licensor before disclosing any of the Licensor's Products which are either classified as OFFICIAL-SENSITIVE or above under the GSC or contain police tactics and must use all reasonable endeavours to secure exemptions from disclosure.

9. Licence Term

- 9.1 The licence term for this Product ends on 31 March 2023.

10. Licence Fees

- 10.1 There is no licence fee for Home Office Police Forces to use this Product.
- 10.2 An annual licence fee of £1,596 applies from 1 April 2022 to 31 March 2023, to Licensees who are not Home Office Police Forces.
- 10.3 Any support required by the Licensee to use/deliver this Product will be charged at a daily rate to be agreed by both parties.

11. Use in Licensee's Own Products

- 11.1 Not permitted.

12. Licensor's Logo and Copyright Assertion Notice

- 12.1 Removal of the Licensor's logo or any copyright protection from the licensed materials is prohibited.

13. Permitted Audience

- 13.1 Where the Licensee is a Home Office Police Force or other organisation who submits to the Licensor's compliance visits, adapted versions of the relevant licensed modules of the Product may be used to provide training to organisations who submit to the same.
- 13.2 Where the Licensee is not a Home Office Police Force and does not submit to the Licensor's compliance visits, the Product may only be used to provide training to its Internal Staff on a non-commercial basis.
- 13.3 Licensees must obtain prior written approval from the Licensor to extend the Permitted Audience, whether on a commercial or non-commercial basis by submitting a [Permission Request Form](#).

14. Commercial Use

- 14.1 Where the Licensee is a Home Office Police Force, the Licensee is permitted to cross-charge other Home Office Police Forces up to Full Cost for the delivery of services utilising the Product to the Permitted Audience.
- 14.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis.
- 14.3 Except as permitted above this Product shall not be used to generate income without the Licensor's prior written permission.

15. Sharing/Outsourcing

- 15.1 Except as permitted in this Licence this Product shall not be shared with third parties without the Licensor's prior written permission.

16. Adapting/Modifying

- 16.1 Where the Licensee is a Home Office Police Force no amendments or modifications can be made to this Product without prior written permission from the Licensor.
- 16.2 Where the Licensee is not a Home Office Police Force, this Product (excluding e-learning and any other digital content produced by the Licensor including videos, audio files,

games, animations) may be adapted for local or legal contextualisation purposes thereby creating a local version of the Licensor's Product.

16.2.1 Where the Product has been adapted Licensees may continue to use the Licensor's logo/branding (and add their own logo if they choose) but shall mark the new materials as being modified from the Licensor's original materials and acknowledge that these materials are not accredited by the Licensor.

16.2.2 Modified versions of the Product shall only be used for the original Licensed Purpose and Permitted Audience.

16.2.3 The Licensor does not accept responsibility for any modifications or any change to the meaning of the Product as a result of any modification.

16.2.4 Licensees shall not re-purpose or make changes (except local contextualisation changes as described in clause 16.2) to the Product without the Licensor's prior written approval.

17. Product Improvements

17.1 Where the Licensee identifies any product improvements, including areas where the licensed resources are out-of-date or incorrect, these should be told to and shared with the Licensor (see section 1.4 for contact details).

18. Supplementary Materials

18.1 Any additional materials created or used by the Licensee to supplement the Product cannot be validated or endorsed by the Licensor.

19. Permission Requests

19.1 Licensees shall request permission to use this Product outside these licence terms by submitting a [Permission Request Form](#) to the Copyright and Licensing team at: Copyright&Licensing@college.police.uk, at least 14 days before contract and/or commencement.

20. Territory

20.1 Where the Licensee is a Home Office Police Force, this Product shall only be used within England and Wales. For the avoidance of doubt, this excludes the States of Guernsey, Jersey and the Isle of Man.

- 20.2 Where the Licensee is not a Home Office Police Force, this Product shall only be used within the Licensee's Official Business Premises.

21. Police Service Quality Management System (PSQMS)

- 21.1 The PSQMS is the Licensor's online software application used to manage quality assurance in line with the national policing curriculum. Where the Licensee is required to undertake a self-assessment to demonstrate to the Licensor that it meets the required standards set by the Licensor, the Licensor hereby grants the Licensee a licence to access and use the PSQMS solely for this purpose.
- 21.2 Guidance materials to support the use of the PSQMS and Terms of Use can be obtained from: PSQMS.Enquiries@college.police.uk
- 21.3 The PSQMS is hosted on the secure police CJX system via:
<https://psqms.college.police.uk>.

22. Quality Criteria and Delivery Standards

- 22.1 The learning standards for the Product are defined in the national policing curriculum (NPC). The national policing curriculum is supported by a wide range of management and trainer resources, including where appropriate programme specifications and trainer guides. Licensees shall ensure they are using the latest versions of these documents. These are accessible on College Learn: <https://www.learn.college.police.uk>.
- 22.2 Where the Licensee is a Home Office Police Force, Licensees shall monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme. Further information on the Scheme can be obtained from: PSQA.Enquiries@college.police.uk.
- 22.3 A copy of the Police Service Quality Assurance (PSQA) Scheme handbook is accessible from College Learn: <https://www.learn.college.police.uk>.
- 22.4 Where the Licensee is not a Home Office Police Force, the Licensee may either monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme or apply their own quality assurance process to ensure the integrity of the Product and any delivery requirements specified in this Licence. Licensees may be required to evidence their quality assurance processes on receipt of a request for such from the Licensor or an authorised representative.
- 22.5 The Licensor may require Licensees to participate in national PSQA audits. If this Product is selected for auditing, the Licensee shall co-operate with the Licensor in

conducting the auditing exercise and undertakes to ensure that its staff comply with its obligations under this clause.

- 22.6 Use or delivery of the Product shall be in accordance with the relevant programme handbook or programme specification. For the avoidance of doubt, this licence shall take precedence over the handbook and any supplementary guidance documents.
- 22.7 Requirements for delivering and, where applicable, assessing the modules are specified in Appendix B.
- 22.8 In accordance with consolidated licence clause 4.1.9 the Licensor has access at all reasonable times to oversee the Licensee's use of the Product to ensure compliance of the current delivery standards and licence terms.

23. Special Conditions

- 23.1 Public Order Public Safety Portfolio Holder (ACC/ACO Rank): in support of Authorised Professional Practice (APP), the Licensee's designated Public Order Public Safety portfolio holder is responsible for ensuring the terms of this Licence are upheld.

24. Pre-requisite, Co-requisite and Post-requisite Learning

- 24.1 **Pre-requisite e-learning** - prior to attending the POPSCC, all Learners must complete the Public Order Core theme's e-learning and the NUJ Public Order Press and Police (video)
- 24.2 **Pre-requisite learning** - prior to attending module G2 POPSCC Learners must be trained as detailed in National Police Public Order Public Safety Training Curriculum (NPPOPSTC) Module G1:
- Currently trained in NPPPOPSTC Modules B1 and B2.
 - Hold a relevant teaching qualification at Level 3 or above on the Qualifications and Credit Framework (QCF).
 - Further details regarding the level of qualification required can be found on the College Learn.
- 24.3 **Co-requisite learning** - training must be delivered in conjunction with Module A2- Underpinning Public Order Knowledge and Module B2. All tactics delivered during the POPSCC must be aligned with the respective modules of the NPPPOPSTC.
- 24.4 **Post-requisite learning** - in order to retain accreditation as a POPS trainer all Learners must comply with directives as highlighted in NPPPOPSTC Module G1.

- Comply with mandated annual refresher training requirements including but not limited to First Aid and officer safety.
- Must undertake a module B2 training package on an annual basis (within 365 days) to maintain status as an accredited and trained level 2 POPS officer.
- Undertake delivery of a minimum of two POPS training course on an annual basis (within 365 days) and engage in two peer assessment review processes.

Appendix A – Requirements for delivering the Public Order Public Safety Coaching Course (POPSCC) and assessing Learners

1. The Licensor's POPS team shall support or oversee the Licensee's initial delivery of the POPSCC. Approval to deliver future courses is at the sole discretion of the Licensor.
2. As a standard position only one Licence will be granted per regional policing area. Deviations from the standard position will be assessed on a case by case basis and approved at the discretion of the Licensor upon written application. Requests for grant of a licence will need written approval from the respective regional ACC operational policing lead (or equivalent) and ratification from the NPCC Public Order and Public Safety Policing lead.
3. Each POPSCC must be of three weeks duration which will comprise of a minimum of fifteen working days.
4. For a POPSCC to be delivered, a Licensee must have:
 - a) A permanent POPS training facility that enables training to be conducted throughout the duration of the three-week course which is not affected by environmental restrictions such as inclement weather patterns. The facility must have a number of permanent buildings and roadways that enable POPS tactics to be conducted in a realistic operational context and setting. As a minimum all tactics as outlined within module B2 of the NPPOPSTC must be capable of being performed at this location.
 - b) Changing and shower facilities at the training location.
 - c) Classroom(s) with sufficient seating for the Learners and trainers that have the necessary IT facilities to enable access to College Learn.
 - d) Additional rooms for pre-briefs, debriefs and areas where Learners can produce lesson plans, self-evaluation reports and action plans.
 - e) Accessible IT systems with printing capability for Learners.
 - f) Lesson plans for each of the National Police Public Order Public Safety Training Curriculum (NPPOPSTC) Modules for A2, B1, B2, D2.2 and D2.4 (as a minimum) that meet the learning descriptors.
 - g) The availability during assessment processes in week three of a minimum of one whole Police Support Unit (PSU, two is preferable) for Learners to deliver training to.

- h) Each course shall have an appropriate number of experienced public order trainers. A ratio of two trainers to eight/twelve Learners is recommended during classroom inputs. During the delivery of B1, B2 and other tactical modules the number of trainers will be determined by the particular lesson being delivered.
5. Trainers delivering the POPSCC programme must:
- a) Be an occupationally competent Public Order Trainer, trained to the standards as defined in Module G1 NPPOPSTC, in addition to having the requisite understanding of the POPS curriculum and a working knowledge of the course to be delivered
 - b) Hold a relevant teaching qualification at Level 4 or above on the Qualifications and Credit Framework (QCF). Any trainer who is delivering to Learners on the course must hold a Level 4 qualification. All trainers must hold this qualification and cannot be “working towards” one. Pitching the police trainer standard at Level 4 within a further education context for the POPSCC acknowledges:
 - the complexity of the learning and content being delivered
 - the diverse range of learning methodologies utilised
 - The generic guidance for Police Sector Standards for trainers is available on College Learn.
 - c) Prior to the initial delivery of a POPSCC by a new Licensee, trainers must have attended an approved Trainer Development Course (TDC) event as directed by the Licensor’s POPS team.
 - d) Each POPSCC trainer must be involved in the planning / delivery of training on a minimum of one POPSCC within a 365-day period in addition to delivering training on a minimum of two Level 2 POPS training courses to maintain their accreditation.
 - e) Must undertake a module B2 training package on an annual basis (within 365 days) to maintain status as an accredited and trained level 2 POPS officer.
6. Each course will require a number of assessors. Assessors must not have more than four Learners to assess per course.
- a) All persons who are engaged as assessors on a POPSCC must be trained in line with the Police sector standards for assessors. They must be currently accredited within the respective role they are assessing, i.e. occupationally competent POPS trainers.

- b) The generic guidance for Police Sector Standards for assessors is available on the College web site at: http://www.college.police.uk/What-we-do/Standards/Documents/Assessor_Standard.pdf
 - c) Licensees' assessors must assess Learners achievement in line with the Licensor's Occupational Competence Assessor Guide for the course and record their assessment decisions and evidence against each assessment criteria using the assessment templates. Learners must be provided with a copy of the assessment.
 - d) An internal verifier is required on each course to quality assure the assessment process. The internal verifier must:
 - Be qualified in accordance with the Police Sector Standard for the training of internal verifiers
 - Have sufficient and recent experience of conducting assessments and the appropriate knowledge and experience of POPS training.
 - e) The generic guidance for Police Sector Standards for internal verifiers is available on the College web site.
7. Licensees shall ensure that Learners meet the following minimum entry requirements for the course:
- a) Be currently trained in NPPOPSTC Modules B1 and B2.
 - b) Hold a relevant teaching qualification at Level 3 or above on the Qualifications and Credit Framework (QCF). Learners must have attained a Level 3 training qualification prior to attendance. They cannot be "working towards" a qualification.
8. The generic guidance for Police Sector Standards for trainers is available on College Learn.
9. Licensees are required to supply lists of Learners to the POPS team at least one month in advance of any proposed initial POPSCC course that is due to be held. It is Licensees' responsibilities to ensure that Learners meet the course pre-requisite requirements. At the conclusion of the course Licensees are required to provide notification as to which Learners achieved occupational competency. Notifications will be to: POPS@college.police.uk.
10. Each course shall have a minimum of eight Learners and a maximum of sixteen Learners. The optimum number of Learners per course is ten. Courses will not be run with less than eight Learners.

11. Licensees will be required to deliver a minimum of one POPSCC within every 365 day period.
12. Licensees shall complete a self-assessment every three years on the Police Service Quality Management System (PSQMS) to demonstrate that they have met the delivery requirements for each course delivered.

Appendix B - List of POPSCC licensed resources

Program Specification	College Learn Codes
Public Order Trainers Course Programme Specification	POPS_CC_PS_001_PDF
Pre-Requisites	
POPS Coaching Course Pre-Requisite Checklist	POPS_CC_TR_002_DOC
Learner Resources	
POPS Coaching Course Learner Resources	POPS_CC_LR_001_DOC
Trainer Resources	
POPS Coaching Course Trainer Guide – with resources	POPS_CC_TR_001_DOC
Assessment Resources	
POPS Coaching Course Assessment Resources	POPS_CC_A_001_DOC