

# Product Licence Schedule

## Method of Entry Coaching Course (MOECC)

Ref. no.: PL-A-113

Version: 2.0

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## Product Licence Schedule: Method of Entry Coaching Course (MOECC)

### 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 'Method of Entry Coaching Course (MOECC)') 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](mailto:POPS@college.police.uk).
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: [Copyright&Licensing@college.police.uk](mailto:Copyright&Licensing@college.police.uk).

### 2. Background

- 2.1 The Method of Entry Coaching Course (MOECC) details the standards and objectives for the training, assessment, and accreditation of method of entry practitioners qualifying to national method of entry trainer standard.

### 3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to deliver the Product to the Permitted Audience.
- 3.2 Licences to Home Office Police Forces will be offered on a regional basis, subject to the Licensee's being able to demonstrate that they are able to meet the delivery

requirements. Details of this process will be disseminated via the Public Order Public Safety Regional Working Group.

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

##### 4.1 MOECC 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 Licenced Resources**

5.1 Following licence approval, the Licensees' trainers will be granted access to the licensed resources on College Learn (the Licensor's online learning management system) 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 accounts for the Licensee's Managers/Trainers/ Practitioners to access the licenced 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 The following annual licence fees apply from 1 April 2022 to 31 March 2023, to Licensees who are not Home Office Police Forces:
- Two week course: £1,064
  - Three week course: £1,596
- 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, the Product may be used to provide training to its Internal Staff and also to other Home Office Police Forces personnel including Specials, PCSOs and Police Support Volunteers.

- 13.2 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, except as expressly authorised under the Licence.
- 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 This Product (excluding e-learning and any other digital content produced by the Licensor including videos, audio files, games, animations) may be marginally adapted for local contextualisation purposes thereby creating a local version of the Licensor's Product, so long as all the learning standards are covered, and the learning time is not reduced.
- 16.2 Where the Product has been marginally 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.
- 16.3 Modified versions of the Product shall only be used for the original Licensed Purpose and Permitted Audience.

- 16.4 The Licensor does not accept responsibility for any modifications or any change to the meaning of the Product as a result of any modification.
- 16.5 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](mailto: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](mailto: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 from 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](mailto: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 the course are specified in Appendix A.

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. Prior Experience, Pre-requisite and/or Co-requisite Learning for Learners**

23.1 Pre-requisite e-learning: prior to attending any Public Order Public Safety Training courses, Learners must complete the Public Order Core theme's E-Learning and the NUJ Public Order Press and Police video on-line.

#### 23.2 Pre-requisite learning

23.2.1 Prior to attending the 2-week course, all Learners must be a currently accredited trainer in another operational training discipline:

- Firearms trainer
- Public and Personal safety trainer
- POPS trainer
- And must hold a relevant teaching qualification at Level 3 or above on the Qualifications and Credit Framework (QCF). The minimum standard will be an Award in Education and Training (AET) Level 3 which is a direct replacement for the Preparing to Teach in the Lifelong Learning Sector (PTLLS). An AET award (or a higher teaching/training qualification) must be obtained. They cannot be 'working towards' an award.
- Trained as an operator in Module D2.1.

23.2.2 Prior to attending the 3-week course, all Learners must:

- Be currently trained as an operator to Module D2.1.
- Hold a relevant teaching qualification at Level 3 or above on the Qualifications and Credit Framework (QCF). The minimum standard will be an Award in Education and Training (AET) Level 3 which is a direct replacement for the Preparing to Teach in the Lifelong Learning Sector (PTLLS). An AET award (or a higher teaching/training qualification) must be obtained. They cannot be 'working towards' an award.

#### 23.3 Co-requisite learning

23.1.1 Training must be delivered in conjunction with module A2-Underpinning Public Order Knowledge and module D2.1 – Method of Entry (MOE). All tactics delivered during the trainers' course must be as defined within modules contained in the NPPOPSTC (National Police Public Order Public Safety Training Curriculum).

## **Appendix A - Requirements for delivering the Method of Entry Coaching Course (MOECC) and assessing Learners**

### **Delivery requirements**

- A.1 The POPS team shall support the Licensee's initial delivery of the Product. Approval to deliver future courses is at the sole discretion of the POPS team.
- A.2 Each MOECC delivery must be
  - A.2.1 2 Week Course: two weeks duration which will comprise of a minimum of ten working days.
  - A.2.2 3 Week Course: three weeks duration which will comprise of a minimum of fifteen working days.
- A.3 For a MOECC to be delivered, a Licensee must have:
  - A.3.1 A permanent Method of Entry (MOE) training facility that enables training to be conducted throughout the duration of the course which is not affected by environmental restrictions such as inclement weather patterns. The facility must have a purpose-built MOE rig with a variety of inward and outward opening doors, confined spaces, lock pulling and glass options and the capacity to enable safe cutting of doors.
  - A.3.2 Changing and shower facilities at the training location.
  - A.3.3 Classroom(s) with sufficient seating for the Learners and trainers that have the necessary IT facilities to enable access to College Learn.
  - A.3.4 Additional rooms for pre-briefs, de briefs and areas where Learners can produce lesson plans, self-evaluation reports and action plans.
  - A.3.5 Accessible IT systems with printing capability for Learners.
  - A.3.6 Lesson plans for the National Police Public Order Public Safety Training Curriculum (NPPOPSTC) Module D2.1 - MOE (as a minimum) that meet the learning objectives.
  - A.3.7 The availability during assessment week a minimum of six staff engaging in MOE training for Learners to deliver training to.

- A.4 Each course shall have an appropriate number of experienced MOE trainers. During the delivery practical/tactical modules the number of trainers will be determined by the particular lesson being delivered. Trainers delivering the MOECC programme must:
- A.4.1 Be an occupationally competent MOE Trainer, having the requisite understanding of the MOE module (D2.1) content within the curriculum and a working knowledge of the course to be delivered.
  - A.4.2 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. The police trainer standard for the MOECC is pitched at Level 4 to acknowledge:
    - the complexity of the learning and content being delivered; and
    - the diverse range of learning methodologies utilised.
- A.5 The following are examples of a Level 4 qualification:
- Certificate in Education (C.ED)
  - Level 4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
  - Level 4 Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
  - Level 4 Diploma in Learning and Development
  - NVQ 4 in Training and Development
  - Postgraduate Certificate in Education (PGCE)
  - QTLS (Qualified Teacher Learning and Skills)
- A.6 It should be noted that CTLLS and DTLLS are no longer delivered as qualifications and have been replaced by:
- A.6.1 CTLLS = Certificate in Education and Training Level 4.
  - A.6.2 DTLLS = Diploma in Education and Training Level 5 (note this is now a L5 standard).
- A.7 Prior to the initial delivery of a MOECC by a new Licensee, trainers must have attended a Trainer Development Course (TDC) event as directed by the POPS team.
- A.8 Each MOECC trainer must be involved in the planning/delivery of training on a minimum of one MOECC within a 365 day period in addition to delivering training of a minimum of two MOE training course`s (Initial or CPD) within 365 days to maintain their accreditation.
- A.9 Assessors

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- A.9.1 Each course will require a number of assessors. Assessors must not have more than four Learners to assess per course.
  - A.9.2 All persons who are engaged as assessors on a MOECC 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 Method of Entry trainers.
  - A.9.3 The generic guidance for Police Sector Standards for assessors is available on the College website.
  - A.9.4 Licensees' assessors must assess Learner's 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.
- A.10 An internal verifier is required on each course to quality assure the assessment process. The internal verifier must:
- A.10.1 Be qualified in accordance with the Police Sector Standard for the training of internal verifiers.
  - A.10.2 Have sufficient and recent experience of conducting assessments and the appropriate knowledge and experience of method of entry training.
  - A.10.3 The generic guidance for Police Sector Standards for internal verifiers is available on the College website.
- A.11 Licensees shall ensure that Learners meet the following minimum entry requirements for the course:
- A.11.1 Learners must be a warranted officer or police staff.
  - A.11.2 **And must** 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. The minimum standard will be an Award in Education and Training (AET) Level 3 which is a direct replacement for the Preparing to Teach in the Lifelong Learning Sector (PTLLS). An AET award (or a higher teaching/training qualification) must be obtained. They cannot be 'working towards' a qualification.
- A.12 Licensees are required to supply lists of Learners to the POPS team at least one month in advance of any proposed initial MOECC course that is due to be held. It is Licensees'

responsibility 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 via: [POPS@college.police.uk](mailto:POPS@college.police.uk).

A.13 Each course shall have a minimum of six Learners and a maximum of nine Learners. Courses will not be run with less than six Learners.

## Appendix B - List of MOECC licenced resources

### 2 Week Course

Program Specification	College Learn Codes
MOE Coaching Course(2wk) Programme Specification	POPS_MOETCC_PS_001_PDF
<b>Pre-Requisites</b>	
MOE Coaching Course(2wk) Pre-Requisite Checklist	POPS_MOECC_TR_001_DOC
<b>Learner Resources</b>	
MOE Coaching Course(2wk) Learner Resource Pack	POPS_MOECC_LR_001_DOC
<b>Trainer Resources</b>	
MOE Coaching Course(2wk) Trainer Guide	POPS_MOECC_TR_001_PDF
<b>Assessment Resources</b>	
MOE Coaching Course (2wk) Guidance for Assessors	POPS_MOECC_A_001_DOC

### 3 Week Course

Program Specification	College Learn Codes
MOE Coaching Course(3wk) Programme Specification	POPS_MOETCC_PS_002_PDF
<b>Pre-Requisites</b>	
MOE Coaching Course(3wk) Pre-Requisite Checklist	POPS_MOECC_TR_002_DOC
<b>Learner Resources</b>	
MOE Coaching Course(3wk) Learner Resource Pack	POPS_MOECC_LR_001_DOC
<b>Trainer Resources</b>	
MOE Coaching Course(3wk) Trainer Guide	POPS_MOECC_TR_008_PDF
MOE Coaching Course(3wk) Trainer Resource Pack	POPS_MOECC_TR_009_DOC
<b>Assessment Resources</b>	
MOE Coaching Course (3wk) Guidance for Assessors	POPS_MOECC_A_002_DOC

## Combined Resources

MOE Coaching Course(2&3wk) College Class List	POPS_MOECC_TR_004_DOC
MOE Coaching Course(2&3wk) Trainer Resources	POPS_MOECC_TR_003_DOC
MOE Coaching Course(2&3) Abrasive Wheel PPT	POPS_MOECC_TR_006_PPT
MOE Coaching Course(2&3wk) Underpinning Principles Resource Pack	POPS_MOECC_TR_007_DOC