

Product Licence Schedule

Licensed Search Officer (LSO) Course

Ref. no.: PL-J-201

Version: 4.0

Date: March 2022

Product Licence Schedule: Licensed Search Officer (LSO) Course

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 Responsibility for this Product (the 'Licensed Search Officer (LSO) Course') sits within the Licensor's Delivery Services Unit.
- 1.4 For enquires regarding this Product please contact Chief Inspector Graham McCallum, Training Team Manager PNSC (Police National Search Centre), Technical Skills Delivery, College of Policing. Email: pnscc@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 LSO course provides officers with the knowledge, understanding, skills, attitudes and behaviours required to perform the role of a Counter Terrorism LSO. Successful completion of the course will enable officers to conduct CT Searches nationally – including Mutual Aid deployments – under the command of a Police Search Advisor (PoISA).
- 2.2 Licensed Search Officers act as part of a Police Search Team. They are trained in tried and tested techniques to systematically search in situations where a high level of assurance is required. They work in pairs, usually under the direction of a Police Search Advisor (PoISA), on three categories of deployment - Counter Terrorism, Crime and Missing Person searches.

- 2.3 Licensed Search Officers not only use techniques required in order to search effectively, but they also have the awareness to identify suspicious items/component parts of Improvised Explosive Devices (IEDs).
- 2.4 The course is a mixture of instructor-led sessions and practical exercises. Learners are continuously assessed through the practical components and a series of knowledge checks. On successful completion of the course, Learners are licensed as Licensed Search Officers. To remain in licence, Learners must comply with a variety of annual re-licensing conditions.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to use the Product for the Permitted Audience.

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

- 4.1 Licensed Search Officer course resources:

- 4.1.1 LSO National Curriculum learning requirements / outcomes
- 4.1.2 LSO Course Programme
- 4.1.3 LSO Handbook
- 4.1.4 Training packages – Lesson Plans, Lesson Presentations, Assessment material
- 4.1.5 Training documentation
- 4.1.6 E-learning Learner resources via the Licensor's online learning environment (College Learn) platform:
 - Standard Search (PL_NCL_SS_02_01)
 - Searching Premises (PL_IPL_SPR_02_03)
 - Missing Person Searches (NCALT_011_03_01)

5. Access to Licensed Resources

- 5.1 Access to the Product will be granted once the Licensor (see section 1.4 for contact details) has received written notification from the Licensee that they have read, understood and shall comply with the Product's licence schedule terms including the delivery requirements and the generic licence terms.
- 5.2 The Product will be provided by the PNSC team to the Licensee in digital format.
- 5.3 Access to the pre-requisite e-learning Learner resources will be granted for a period of 3 months to Learners whose organisations do not have corporate access to the Licensor's

online learning environment (College Learn) platform, provided the Licensee notifies the PNSC (see section 1.4 for contact details) of the names of the Learners and their respective organisations attending each course using the [Permission Request Form](#) at least 6 weeks prior to the course commencement date.

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 This Product is not available to Home Office Police Forces at this time (see delivery requirements).
- 10.2 An annual licence fee of £533 applies from 1 April 2022 to 31 March 2023, to Licensees who are not Home Office Police Forces and are eligible for this Licence.

- 10.4 In addition, the Licensor shall conduct one quality assurance visit annually at the Licensee's premises on a cost recovery basis. The annual cost of the quality assurance visit is £500 excluding VAT.
- 10.5 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 This Product is not available to Home Office Police Forces at this time (see delivery requirements).
- 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 Except as permitted above (clause 13) 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 No amendments or modifications can be made to this Product without Licensor's prior written permission except in relation to legislative contextualisation where the Licensee is not a Home Office Police Force (e.g. local search powers).

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 not a Home Office Police Force, this Product may only be used within the Licensee's Official Business Premises or premises approved by the Licensor in accordance with requirements identified at Appendix A (paragraph A.6).

21. Quality Criteria and Delivery Standards

- 21.1 The learning standards for the Product are defined in the licensed resources.
- 21.2 Use or delivery of the Product must be in accordance with the licenced resources including the course programme, handbook, delivery schedule and subsequent administration. The Product shall be delivered in its entirety including all the learning descriptors from each lesson. For the avoidance of doubt, this Licence shall take precedence over the course programme, handbook and any other supplementary guidance documents.
- 21.3 Additional requirements for delivering the Product are specified in Appendix A.

21.4 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.

22. Pre-requisite Learning

22.1 **Prior Learning** - all Learners must have completed the following e-learning packages on the Licensor's online learning environment (College Learn) platform (or an equivalent agreed by the Licensor) prior to the commencement of the course:

- Standard Search (PL_NCL_SS_02_01)
- Searching Premises (PL_IPL_SPR_02_03)
- Missing Person Searches (NCALT_011_03_01)

23. Continuous Professional Development and Accreditation

23.1 All LSOs are required to maintain their accreditation by undertaking a minimum of four PoISA managed courses in any twelve-month period, no period of inactivity of more than six months, and undertaking a two day training refresher programme in each twelve-month period.

APPENDIX A – Additional requirements for delivering the Licensed Search Officer (LSO) Course

- A.1 The Licensor's Police National Search Centre (PNSC) team shall support (or co-deliver) and oversee the initial delivery of the Licensee's training of the course. Approval to deliver future training is at the sole discretion of the PNSC team manager.
- A.2 Licensees shall be subject to an annual quality assurance audit conducted by the PNSC team to ensure that the course is being delivered in accordance with the Licence and that mutual aid compatibility and interoperability is sustained. Any non-compliance issues will be raised in a report with the appropriate action to be taken.
- A.3 Licensees must have a dedicated Licensed Search Officer training delivery team who are all licensed PoLSA's.
- A.4 In order to maintain continuing professional development (CPD) as a Licenced Search Officer Trainer, each trainer must deliver at least two Licensed Search Officer (LSO) courses annually and achieve appropriate PoISA licence requirements and CPD.
- A.5 Each course must have a minimum of two appropriately trained and occupationally competent trainers dedicated to each respective course and must include a military Royal Engineer RESA/DASA trainer. The trainers must be qualified to Level 3 on the Qualification and Credit Framework. The Police Sector Standards for trainers and assessors are available on the Licensor's online learning environment (College Learn) platform.
- A.6 Licensees must have a suitable training venue and facilities that enables searches to be conducted in a realistic operational context and setting. These premises and facilities are to include suitably immersive learning environment, open areas, Offensive/Defensive building search venues, compatible vehicle search facilities/indoor/outdoor and search vehicles, appropriate classroom facilities and full Method of Attack (MOA) recognition suite. These facilities and venues should mirror the Ryton PNSC environment and be co-located.
- A.7 Licensees are required to supply lists of Learners to the PNSC team at least six weeks in advance of any LSO course that is due to be held. At the conclusion of the course, Licensees are required to provide notification to the PNSC team manager as to which Learners achieved operational competence.

- A.8 Licensees shall ensure that all Learners have completed the pre-requisite e-learning prior to the commencement of the LSO course.
- A.9 Each LSO course shall have 24 Learners. The course can go ahead with less than 24 Learners but must be even numbers.
- A.10 Each LSO course will be delivered over 5 days.