

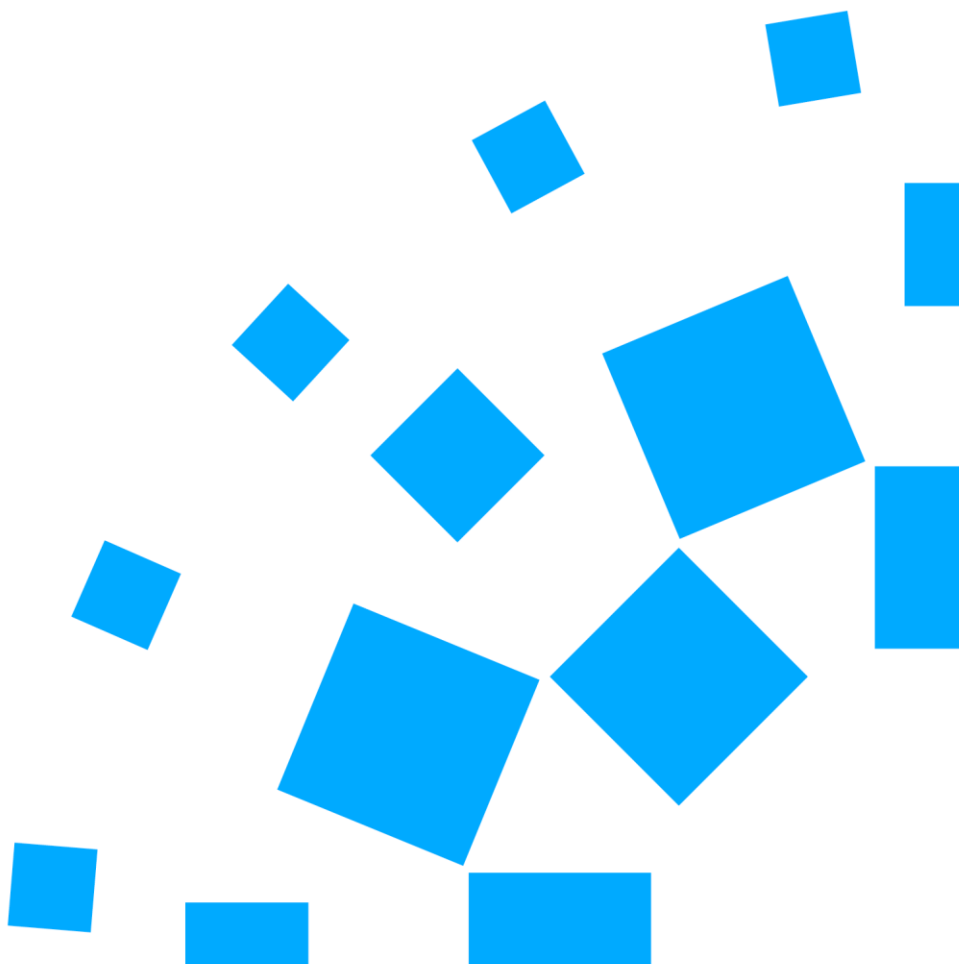
# Product Licence Schedule

## Public and Personal Safety Training (PPST) Refresher Programme

Ref. no.: PL-A-112

Version: 1.0

Date: July 2023



## Product Licence Schedule: Public and Personal Safety Training (PPST) Refresher Programme

### 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 and Personal Safety Training (PPST) Refresher Programme') sits within the Public Safety and Risk Portfolio and the Engagement and Implementation professional community.
- 1.4 For enquires regarding this Product please contact the Public and Personal Safety Unit, College of Policing at: [Public&PersonalSafetyUnit@college.police.uk](mailto:Public&PersonalSafetyUnit@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).
- 1.6 Definitions in this licence schedule shall have the following meaning. All other definitions are as defined in the overarching consolidated licence:
  - 1.6.1 Public and Personal Safety Training (PPST) Refresher Programme **Training Licence** – this is the College's main licence for all 43 Home Office Police forces in England and Wales as well as other appropriate public sector and law enforcement organisations operating within the UK. Training Licence holders will be subject to the quality assurance arrangements as described at clause 23.2.

### 1.6.2 Public and Personal Safety Training (PPST) Refresher Programme

**Curriculum only Licence** – this licence consists of the product resources listed at clause 4.1 and is subject to successful completion of a College PPST Train-the-Trainer event for Scenario Based Training. This licence is only available to appropriate organisations outside of the UK. Licence holders will not be subject to the quality assurance arrangements as described at clause 23.2 but use of the Product is entirely at the Licensees' own risk as described at clause 3.2.

## 2. Background

2.1 Public and Personal Safety Training is being redesigned to better reflect the requirements of policing and to provide Learners with the opportunity to practise, learn, develop and demonstrate competence in the skills, tactics and techniques outlined in both the ACPO (2009) Guidance on Personal Safety Training and the new Authorised Professional Practice (APP) which will replace it.

2.2 The new national curriculum focusses on practical situation-based scenarios and identifies the minimum content coverage for all areas of PPST including:

a) Trainers.

b) Initial training for Learners with specific roles that require PPST.

**Note:** the specific roles that require PPST will be identified in the new Authorised Professional Practice (APP) due to be published in April 2024, but for now the working assumption should be that anyone who carries PPE who comes into contact with members of the public regardless of rank or role will need to undertake PPST.

c) Refresher training.

2.3 This PPST Refresher Programme is the first product to be developed under the new curriculum to achieve the new learning outcomes and assessments methods. The learning has been designed to be delivered over two consecutive days (12 hours in total), with ongoing assessment requiring officers to successfully demonstrate completion of the learning objectives.

2.4 This PPST Refresher Programme has been designed to ensure that individuals who are responsible for dealing with conflict operationally are equipped with the necessary knowledge, skills, confidence and competence to ensure their own, colleagues and the public's safety.

- 2.5 The PPST Refresher Programme aims to:
- a) improve the safety of and reduce the risk of injury.
  - b) refresh personal safety knowledge and skills and ensure confidence and competence.
  - c) enable learners to identify and apply good practice approaches when managing conflict.
  - d) ensure learners can understand and apply legislation and policies when managing conflict.
  - e) ensure learners can safely and legally use personal protective equipment (PPE) when managing conflict.
- 2.6 For individuals to remain operationally competent, refresher training shall be undertaken within 12 months (365 days) from the last day of their initial training and then every 12 months (365 days) thereafter.

### 3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables Licensees that hold a (PPST) Refresher Programme **Training Licence**, to deliver the Product to the Permitted Audience.
- 3.2 Subject to the licence terms, this Licence enables Licensees that hold a (PPST) Refresher Programme **Curriculum only Licence** to use this Product to support their delivery of scenario based personal safety training but the Licensee acknowledges that the Product has been developed for a policing purpose and for use by UK policing organisations who hold a current (PPST) Refresher Programme Training Licence with the College of Policing. 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 in-actions 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.
- 3.3 In delivering the PPST Refresher Programme, all Licensees will need to consider their duty of care under health and safety legislation, including, but not limited to, the completion of comprehensive risk assessments for the training.

**Note:** Under the Health and Safety at Work Act a trained and competent person must have completed a risk assessment of the training venue, facilities and

training content prior to the initial delivery of the curriculum and on an annual basis.

- 3.4 Licensees shall conduct annual Health and Safety reviews of PPST and facilities, in addition to any required review/investigation following reported injuries or near misses during training.
- 3.5 Licensees shall conduct a Learner safety and venue/equipment safety check at the start and end of each day.

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

- 4.1 Product resources:
- National Personal Safety Manual (NPSM) (Official Sensitive)
  - Trainer package (incl. curriculum/trainer standard, trainer guide, presentation, etc)
  - PPST Refresher Assessment Strategy
  - PPST Refresher Assessment Criteria
  - PPST Risk Assessment
  - PPST Refresher Action Plan

#### **5. Access to Licensed Resources**

- 5.1 Licensees will be able to access the licensed resources on the Police Digital Service's Knowledge Hub via the Public and Personal Safety Training Group once their accredited trainer(s) have attended a College PPST Train-the-Trainer event for Scenario Based Training.
- 5.2 The National Personal Safety Manual (NPSM) (Official Sensitive) is accessible on College Learn to Licensees who hold a College Learn licence and have access to the public services network (PSN).
- 5.3 Access to the licensed resources will be granted once the Licensee's nominated trainer/s have successfully completed the College's PPST 'Train-the-Trainer' event for Scenario Based Training, and Licensees who are not a Home Office Police Force have signed their licence agreement (or licence variation).

#### **6. Government Security Classifications (GSC)**

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

## **7. Proprietary Information 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 2024.

## **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 £564 applies from 1 April 2023 to 31 March 2024, 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, the Product may be used to provide training to its Internal Staff and also to other Home Office Police Force personnel.
- 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 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 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](mailto:Copyright&Licensing@college.police.uk), at least 10 working 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. Trainer Standards

- 21.1 Licensees delivering this Product shall ensure that their instructors have successfully completed the College's PPST 'Train-the-Trainer' event for Scenario Based Training.
- 21.2 Licensees delivering this Product shall ensure all their delivery staff have successfully completed the College's Personal Safety Instructors course as a minimum.
- 21.3 From 1 April 2024, all new instructors or trainers delivering this Product shall be required to meet either the Police Sector Standard for Instructors, or in the event that they are delivering the Train-the-trainer module, the Police Sector Standard for Trainers. The Police Sector standards can be found on the Licensors' [Training Essentials Programme \(TEP\) webpage](#), under the 'Additional documents'.
- 21.4 From 1 April 2025, all instructors or trainers delivering this Product (new and existing delivery staff) shall be required to meet either the Police Sector Standard for Instructors, or in the event that they are delivering the Train-the-trainer module, the Police Sector Standard for Trainers.

## 22. Police Service Quality Management System (PSQMS)

- 22.1 Clause not used.

## 23. Delivery Standards and Assurance

- 23.1 Delivery shall be in accordance with the National Personal Safety Manual (NPSM) and Authorised Professional Practice once available.
- 23.2 The quality assurance arrangements proposed for the PPST Refresher Programme **Training Licence** is likely to be based on a four-year cycle of moderation visits within which there will be an annual requirement for the submission of an evidence portfolio to the Public and Personal Safety Unit.
- 23.3 The above arrangements will not commence until the start of April 2024, allowing Licensees a transitional period to implement the new programme.
- 23.4 The Licensors may require Licensees to participate in national audits. If this Product is selected for auditing, the Licensee shall co-operate with the Licensors in conducting the auditing exercise and shall undertake to ensure that its staff comply with its obligations under this clause.

- 23.6 Use or delivery of the Product shall be in accordance with these licence terms. For the avoidance of doubt, this Licence shall take precedence over the trainer notes and any supplementary guidance documents.
- 23.7 In accordance with consolidated licence clause 4.1.9 the Licensor has access at all reasonable times to oversee the Licensee's use or delivery of the Product to ensure compliance of the current delivery standards and licence terms.
- 23.8 The Licensee shall provide the Licensor with any licence related management information (including but not limited to the number of courses delivered and/or number of Learners/users of the Product) that the Licensor determines is appropriate for the purpose of monitoring activity under the licence, as required under the product licence or on request.

## **24. Special Conditions**

- 24.1 Clause not used.

## **25. Prior Experience, Pre-requisite and/or Co-requisite Learning**

- 25.1 Pre-requisite learning - Licensees shall ensure their Learners meet the following requirements prior to participating in the PPST Refresher Programme:
- a) Have successfully completed the Licensor's initial personal safety training programme appropriate to their role
  - b) Are first aid trained to Module 2 First Aid Skills Police, Emergency First Aider, First Aid at Work, the equivalent or higher.
  - c) Have passed any job-related fitness test (JRFT) set by their employer, unless the employer has undertaken an auditable risk assessment which identifies a role or individual exempt.
  - d) Individuals with role specific skills are additionally required to know how to apply the National Decision Model (NDM) without the availability of Personal Protective Equipment (PPE) and workplace equipment and with alternative workplace equipment.