

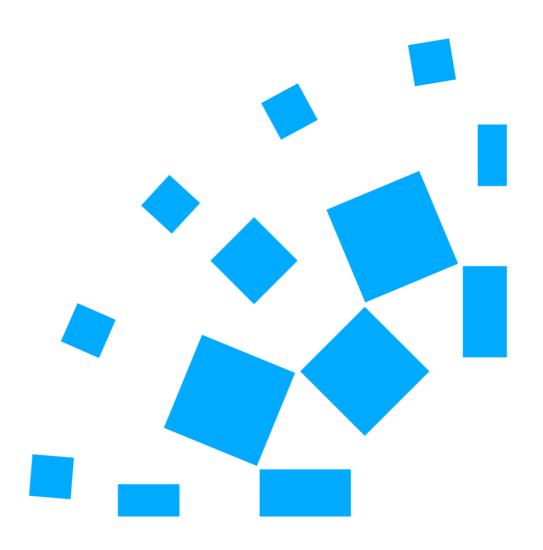
Product Licence Schedule

Senior Investigating Officer Development Programme (SIODP)

Ref. no.: PL-C-105

Version: 9.0

Date: July 2023



Product Licence Schedule: Senior Investigating Officer Development Programme (SIODP)

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 'Senior Investigating Officer Development Programme (SIODP)') sits within the Engagement and Implementation professional community.
- 1.4 For enquires regarding this Product please contact:
 - Jo Taylor, Policing Standards Manager for Investigation, College of Policing. Email: jo.taylor@college.police.uk.
 - Phil Gadd, Delivery Manager, Technical Skills, College of Policing. Email: phil.gadd@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 As part of the review of the Professionalising Investigation Programme (PIP) the College updated the Senior Investigating Officer Development Programme (SIODP) in 2017 to ensure it meets the future needs of policing.
- 2.2 The revised programme consists of two routes to accreditation as an SIO, either Major Crime, or Serious & Organised Crime.

- 2.3 Learners will undertake a Core Learning module followed by a specialist module including a hydra exercise.
- 2.4 The programme will equip Learners with the knowledge, understanding, skills, attitudes and behaviours required when performing the role of a senior investigating officer.
- 2.5 Successful completion of the SIODP will enable investigators to attain accreditation as a PIP 3 Senior Investigating Officer in either Major Crime or Serious & Organised Crime. Those officers who require accreditation in both specialisms will initially obtain accreditation through one route, then re-enter the programme at the relevant specialist module. It will not be necessary to undertake a second Core Learning module unless Continuous Professional Development has lapsed over 3 years or more.
- 2.6 Core Learning IVSTX010: the purpose of this module is to further develop the knowledge and skills gained at Professionalising Investigation Programme (PIP) level 2. On successful completion Learners will be able to undertake the role of a Senior Investigating Officer (SIO) for either Major Crime or Serious & Organised Crime investigations. It provides the core learning essential to the role of the SIO and includes the identification and development of appropriate investigative strategies, working with partner agencies, safeguarding, developing the investigative team relationships, the importance of disclosure and completing case reviews.
- 2.7 Major Crime Investigation module IVSTX018: this module is designed to build on the knowledge and skills developed in the Core Senior Investigating Officer (SIO) module to enable SIOs to be able to perform the role of senior investigator on major crime cases (including homicide and public protection). The module covers the strategic management of a major crime investigation, the forensic strategy, working with the pathologist, deployment of a Family Liaison Officers (FLO), where appropriate, corporate settings and the role of expert witnesses in an investigation.
- 2.8 Serious & Organised Crime module IVSTX021: this module is designed to build on the knowledge and skills developed in the Core Learning Senior Investigating Officer module to enable Senior Investigating Officers (SIO) to be able to perform the role of senior investigator in serious organised crime and proactive cases. It covers the strategic, tactical and risk elements essential for serious and organised crime and elements including organised crime group mapping, firearms threat and risk, safeguarding and how internal and external specialists and organisations can assist. For those senior investigating officers engaged in counter terrorism investigations, the phrase 'serious and organised crime' can be exchanged for the phrase 'counter terrorism' throughout this module specification.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to deliver the Product to the Permitted Audience.
- **4. Licensed Resources** (as updated from time to time)
- 4.1 SIODP resources:
 - 4.1.1 SIODP National Curriculum (Learning Standard)
 - 4.1.2 SIODP Programme Specification
 - 4.1.3 Training packages
 - 4.1.4 Trainer resources via the Licensor's MLE
- 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) provided by the Digital, Data & Technology (DDaT) team.
- 5.2 Access to the Product will be granted once the Licensor has received written notification from a Licensee that they have read, understood and shall comply with the SIODP product licence schedule terms including the delivery requirements and the generic licence terms.
- 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. 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 £2,254 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 unless agreed in writing via the Permission Request Form.

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.
- 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 crosscharge 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, video content and all Hydra elements) may be marginally adapted for local contextualisation purposes, thereby creating a local version of the Licensor's Product.
- 16.2 Where the Product has been marginally adapted Licensees 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 significant changes to the Product (except contextualisation changes as described in clause 16.1) 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).

17.2 Any product improvements for the Hydra elements should be communicated to and shared with the College's Hydra team via the College's Copyright and Licensing team (see section 1.5 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 <u>Permission Request Form</u> 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. Trainer Standards

21.1 Licensees delivering this Product shall ensure all their trainers meet the Police Sector Standards for Training of Trainers. The standards can be found on the Licensor's <u>Training Essentials Programme (TEP) webpage</u>, under the 'Additional documents' title in the Key Details table.

22. Police Service Quality Management System (PSQMS)

- 22.1 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.
- 22.2 Guidance materials to support the use of the PSQMS and Terms of Use can be obtained from: PSQMS.Enquries@college.police.uk.

22.3 The PSQMS is hosted on the secure police CJX system via: https://psqms.college.police.uk.

23. Delivery Standards and Assurance

- 23.1 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.
- 23.2 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.
- 23.3 A copy of the Police Service Quality Assurance (PSQA) Scheme handbook is accessible from College Learn: https://www.learn.college.police.uk.
- 23.4 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.
- 23.5 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.
- 23.6 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.
- 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 of the Product to ensure compliance of the current delivery standards and licence terms.
- 23.8 Additional requirements for delivering the Product and assessing candidates are specified in Appendix A.

23.9 Licensees 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 Eligibility: police officers, police staff investigators, law enforcement personnel, military personnel and partner agency staff who have completed PIP level 2 manager's learning programme (Managing Serious and Complex Investigations Learning and Development Programme (MSCIDP) or Detective Inspector Development Programme (DIDP) or equivalent) and have been selected by their organisation to carry out the role of Senior Investigating Officer (SIO).

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

25.1 Core Learning - IVSTX010

25.1.1 Prior Learning:

- PIP Level 2 competent having completed the PIP Manager's programme (IMSDP or DIDP or equivalent).
- Awareness of HOLMES 2 or Major Incident Room Standardised Administrative Processes (MIRSAP) principles for effective case management.

25.1.2 Prior Experience:

• Experience of managing serious and complex investigations.

25.1.3 Co-Requisites:

 Access to investigations aligned to either Major Crime (e.g. Homicide) or Serious and Organised Crime (e.g. OCG Target Operations, Counter Terrorism or Corruption).

25.1.4 Post-Requisites:

 Registration on the National SIO database and either an SIO Major Crime or SIO SOC.

25.2 Major Crime Investigation – IVSTX018

25.2.1 Prior Learning:

IVSTX010 SIODP Core Learning

- PIP 2 competent having completed the PIP Manager's programme (MSCIDP (IMSDP or DIDP or equivalent)
- Awareness of HOLMES 2 or Major Incident Room Standardised
 Administrative Processes (MIRSAP) principles for effective case management

25.2.2 Prior Experience:

• Experience of managing serious and complex investigations

25.2.3 Co-Requisites:

- Access to major crime investigations, e.g. homicide, complex child sexual abuse investigations
- DVI_NPC_001_PDF: DVI Foundation Outcome 2 (content 2.1), 3 (content 3.1), 7 (content 7.1)
- DVI_NPC_001_PDF: DVI Senior Identification Manager Outcome 1 (content 1.2, 1.3, 1.5

25.2.4 Continued Learning:

- Learners must subsequently complete the SIODP (MC) hydra.
- Competition of the relevant SIODP portfolio

25.2.5 Post-Requisites:

· Registration on the National SIO database as a Major Crime SIO

25.3 Serious & Organised Crime – IVSTX021

25.3.1 Prior Learning:

- IVSTX010 SIODP Core Learning
- PIP Level 2 competent having completed the PIP 2 Manager's programme (IMSDP or DIDP or equivalent)
- Counter Terrorism SIOs only Management of Major Counter Terrorist Investigations (MMCTI)

25.3.2 Prior Experience:

- Experience of managing serious and complex investigations
- Experience of managing covert operations

25.3.3 Co-Requisites:

 Access to investigations of serious organised crime (e.g. OCG Target Operations, Counter Terrorism or Corruption)

25.3.4 Continued Learning:

- Learners must subsequently complete the SIODP (SOC) hydra.
- Competition of the relevant SIODP portfolio

25.3.5 Post-Requisites:

• Registration on the National SIO database as a Major Crime SIO

APPENDIX A - Additional Delivery Requirements for delivering SIODP courses

Delivery requirements:

- A.1 At least one of the Licensee's trainers delivering the course must be qualified to Level 4 on the Qualification and Credit Framework (QCF) and be present in the classroom/learning environment during programme delivery. The Police Sector Standards for trainers and assessors are available College Learn.
- A.2 Each course must have a minimum of one appropriately trained and occupationally competent trainer, and one appropriately trained and occupationally competent subject matter expert dedicated.
- A.3 Licensees delivering the Specialist Major Crime (MC) or Serious & Organised Crime (SOC) hydra courses must have access to a licensed Hydra suite with appropriate facilities including a classroom and syndicate rooms capable of accommodating the number of Learners on the course.
- A.4 Licensees delivering the Specialist SOC Hydra must have access to a licensed hydra suite running Hydra in The Cloud.
- A.5 Licensees delivering the SOC classroom and SOC hydra courses must ensure that trainers, Learners and subject matter experts are SC vetted.
- A.6 The Licensor's Hydra team shall co-facilitate the initial Hydra exercises delivered for each course in the programme by a newly licensed Licensee.
- A.7 The Licensee's facilitator delivering the Hydra exercises must be a trained facilitator, competent to deliver the SIODP Hydra simulation (having ideally previously observed or facilitated the scenario) and shall have attended the Hydra Facilitators (HYFAC) course delivered by the Licensor.
- A.8 Licensees approved to deliver the SIODP must deliver a minimum of one course per financial year.
- A.9 To facilitate consolidation of Learner's learning there shall be a minimum period of at least 6 weeks between the Core Foundation Course and the Specialist Classroom Course.

 However, there is no minimum period between the Specialist Classroom Course and Hydra as the learning is better achieved and safer within Hydra and not in the community.
- A.10 Licensees must ensure that Learners meet the following minimum entry requirements for the course. Police officers, police staff investigators and law enforcement personnel who

- have completed PIP level 2 manager's learning programme (Managing Serious and Complex Investigations Learning and Development Programme (MSCIDP) or IMSDP or Detective Inspector Development Programme (DIDP) or equivalent) and have been selected by their organisation to carry out the role of Senior Investigating Officer (SIO).
- A.11 Licensees must ensure that Learners have completed the Licensor's pre-course elearning.
- A.12 Each course must have a minimum of 8 Learners and a maximum of 16 Learners. The optimum number of Learners per course is 12. Courses will not be run with less than 8 Learners.
- A.13 Licensee's training managers must engage with the annual Dedicated Delivery Manager standardisation meeting hosted by the Licensor which is aimed at 'one standard of delivery'. Managers should attend with lead-trainers or send appropriate representation. The aim of the standardisation meeting is to ensure delivery continuity and interoperability whilst collectively sharing good practice and evidence to improve the programme product and provide feedback into the Licensor's Investigative Skills team.
- A.14 Licensees shall inform the Licensor in writing by email to the DeliveryAdmin@college.police.uk of their programme of delivery at least 6 months in advance delivery, and notify of any changes.
- A.15 Licensees shall supply lists of Learners to the Licensor by email to DeliveryAdmin@college.police.uk at least 10 working days in advance of any proposed course that is due to be held. It is the Licensees' responsibility to ensure that Learners meet the course pre-requisite requirements. Dip samples of pre, post and co-requisite compliance may be conducted by the Licensor. At the conclusion of the course, Licensees shall notify by email to DeliveryAdmin@college.police.uk which Learners have achieved occupational competence or have been referred.

APPENDIX B – List of SIODP Licensed Resources

Learning Standards

Licensed Resources	NPC / MLE Codes
SIO Major Crime Investigations	IVSTX018
SIO Core Learning	IVSTX010
SIO Serious & Organised Crime	IVSTX021
Specialist Investigative Interviewing - Suspect	SPECINT_NPC_001_PDF

Trainer Resources

Licensed Resources	NPC / MLE Codes
Senior Investigating Officer Development Programme Trainer guide	IVST_SIO_TR_GT_001_PDF
SIODP Major Crime Trainer Guide	IVST_SIO_TR_GT_002_PDF
SIODP Serious Organised Crime Trainer Guide	IVST_SIO_TR_GT_003_PDF
SIODP Case Reviews PowerPoint	IVST_SIO_TR_TA_010_PPT
SIODP Policy Files PowerPoint	IVST_SIO_TR_TA_011_PPT
SIODP Strategies PowerPoint	IVST_SIO_TR_TA_012_PPT
SIODP Working with Multi-Agencies PowerPoint	IVST_SIO_TR_TA_013_PPT
SIODP Victim Photos	IVST_SIO_TR_TA_014_PDF
SIODP Crime Scene Photos	IVST_SIO_TR_TA_015_PPT
SIODP Maps of the Crime Scene	IVST_SIO_TR_TA_016_PPT
SIODP Core Feeds Pack	IVST_SIO_TR_TA_017_PDF
SIODP Acquittals and missing a murder	IVST_SIO_TR_TA_018_PPT
SIODP Corporate Manslaughter	IVST_SIO_TR_TA_019_PPT
SIODP Course Overview and Learning Objectives	IVST_SIO_TR_TA_020_PPT
SIODP DNA Mass screening	IVST_SIO_TR_TA_021_PPT
SIODP Homicide statistics	IVST_SIO_TR_TA_022_PPT
SIODP Major Incident and DVI Response	IVST_SIO_TR_TA_023_PPT
SIODP Protected Persons Service	IVST_SIO_TR_TA_024_PPT
SIODP SOCPA	IVST_SIO_TR_TA_025_PPT
SIODP Witness Anonymity	IVST_SIO_TR_TA_026_PPT
SIODP Major Crime – guest speaker guides (pack)	IVST_SIO_TR_TA_027_DOC
SIODP Major Crime Post-course reference materials	IVST_SIO_TR_TA_028_DOC
SIODP Resource Pack for learners	IVST_SIO_TR_TA_027_PDF
SIODP Core - Course Materials Pack	IVST_SIO_TR_TA_036_DOC
SIODP Core – post course reference material for learners	IVST_SIO_TR_TA_029_DOC
SIODP Core - Guest speaker guides	IVST_SIO_TR_TA_030_DOC

SIODP Core - Idealised Decision Making Model	IVST_SIO_TR_TA_031_PPT
SIODP Core - Introduction and Overview	IVST_SIO_TR_TA_032_PPT
SIODP Core - Professional Development Portfolio Presentation	IVST_SIO_TR_TA_033_PPT
SIODP Core - Search Warrants	IVST_SIO_TR_TA_034_PPT
SIODP Core - Trace Investigate Evaluate	IVST_SIO_TR_TA_035_PPT
SIODP Serious Organised Crime Resource Pack	IVST_SIO_TR_TA_037_PDF
SIODP Serious Organised Crime Storyboard	IVST_SIO_TR_TA_038_PDF
SIODP Serious Organised Crime Guest Speaker Guides	IVST_SIO_TR_TA_039_DOC
SIODP Serious Organised Crime Post Course Resources	IVST_SIO_TR_TA_040_DOC
Major Crime Photos 1 - SIO arrival at the scene	IVST_SIO_TR_TA_041_PPT
Major Crime Photos 2 - deposition site	IVST_SIO_TR_TA_042_PPT
Major Crime Photos 3 - Wise Grove	IVST_SIO_TR_TA_043_PPT
Major Crime Photos 4 - post mortem	IVST_SIO_TR_TA_044_PPT
Major Crime Photos 5 - further evidence	IVST_SIO_TR_TA_045_PPT
SIO Major Crime Summary	IVST_SIO_TR_TA_039_PDF
SIODP Image Library	IVST_SIO_TR_TA_040_PDF

Learner Resources

Licensed Resources	NPC / MLE Codes
SIODP Major Crime Post-course reference materials	IVST_SIO_TR_TA_028_DOC
SIODP Core – post course reference material for learners	IVST_SIO_TR_TA_029_DOC
SIODP Serious Organised Crime Post Course Resources	IVST_SIO_TR_TA_040_DOC

Assessment

Licensed Resources	NPC / MLE Codes
PIP Guidance for the Assessment of Operational Competence	PIP_A_001_PDF
SIODP SOC (and Core) PDP	IVST_SIO_TR_A_005_PDF
SIODP Major Investigator (and Core) PDP	IVST_SIO_TR_A_006_PDF

Other Resources

Licensed Resources	NPC / MLE Codes
PIP QA Strategy	IVST_SIO_PS_001_PDF
Digital Media Investigator - Managing the Digital Mountain - e-learning	COP_DS_396_O_AN_001_01_01
Digital Media Investigator - Unlocking digital potential - e-learning	COP_DS_397_O_AN_001_0_00