# Qualification & Experience Licence

# Guidance document, fees and information

Read the guidance in full before you apply to become a Licensed Consultant as if the form is not completed correctly or documents missing it will delay the application process.

The terms and conditions set out in this document form part of any subsequent contract. The terms of the subsequent contract prevail over the terms of this document if there is any inconsistency.

## Applying to become a licensee

When a written application is received by us, the applicant is making an offer which, if accepted by us, will result in a legally binding contract being issued for signature. At the point of renewal of a license (on the anniversary of becoming a licensee), a licensee will be asked to complete a requalification application form and pay a requalification fee.

There are two types of Secured by Design Licensed Consultants

**Full Licence:**

This means the License holder has satisfied the requirements for consulting on all aspects of Secured by Design. As a result of holding an unrestricted licence, he can give guidance and advice at all stages of any type of Secured by Design development from planning through to completion and up to the stage when a development is signed off by the police service.

To obtain an unrestricted Secured by Design licence the following criteria will need to be satisfied:

* Two years operational engagement in a role within a police force or equivalent organisation eg: military police, where he/she was personally responsible for delivering the SBD initiative or contractually engaged with Police Crime Prevention Initiatives Limited.
* The above two years to have been within the past five years (a rolling five years from the date of the application).
* Evidence of having formal crime prevention training on a course recognised as being appropriate for the work of an individual delivering SBD eg in-force, NPIA or an accredited educational facility.
* Evidence that the individual has undertaken continued professional development since the original training course.
* That the individual is a ‘fit and proper’ person ie passes financial checks and vetting.

Once licensed, an individual will be required to undertake an annual requalification. To achieve this, an individual will have to provide written evidence of his/her actually delivering SBD during the previous year and of formal continued professional development.

If an individual cannot provide evidence of having delivered SBD during the previous 12 month or is unable to provide sufficient evidence of continued professional development, they will be put on notice that unless they do within the next 12 months, their licence will be revoked. The requalification fee paid in these circumstances will not be refunded for either year. The fact that they were unable to obtain work for whatever reason during the two years is not sufficient reason for them to retain their licence.

Once a licence has been revoked, it will be open for an individual to reapply for licensing but they will have to satisfy the above criteria again and pay the full fee again. If an individual is unable to satisfy the criteria for an unrestricted licence, it may be appropriate for an individual to consider applying for a restricted licence.

**Restricted Licence:**

This means that the Licence Holder has satisfied the requirements for consulting on specific aspects of the Association of Chief Police Officers owned initiative 'Secured by Design' as detailed in the consultants profile.

Individuals who have proven qualification(s) or experience in specific elements of SBD, but not the whole initiative, may apply for a restricted licence which recognises only that specific area. An example would be in SBD lighting or consultancy which involves giving advice to third parties about how to become an SBD licensee rather than how to deliver SBD. It will be a matter for the applicant to provide sufficient and verifiable evidence that in the restricted area the individual has suitable alternative qualification(s) and/or skills. In such circumstances additional in depth work may be required in assessing the application for which an additional fee may be payable.

Possession of a restricted licence does not imply that an individual is not fully qualified and/or experienced in the area specified in the licence. It simply indicates that the qualification(s) and/or experience are in that limited area. Indeed, it may be the case that their knowledge is to a deeper level in the specific area than a more general practitioner.

The annual requalification required for the full SBD licence equally applies for a restricted license.

**Membership Benefits**

A Police CPI licensee will receive the following benefits:

* The right to use agree phrases about competence and an approved logo
* Entry on the SBD website as a licensed individual
* Access to the ‘Police’ only side of the SBD website (an SBD forum)
* E-copy of SBD news (which is not published in hard copy)
* Updates as to changes in the SBD specification
* The opportunity to attend Police CPI promoted events nationwide (for a reduced fee)
* Official ID membership card

Police CPI reserves the right to change the scope and nature of the benefits that apply to Police CPI licensees at any time and without prior notice.

**Contract**

A contract including a schedule of what service(s) is (are) being licensed and the phrases and logo that are licensed to be used will be provided for signature and return.

**Cancellations and Refunds**

Once an application form has been acknowledged by us (by email), processing it will have started. As a result, once an application form is acknowledged it will not be possible to refund all or part of the application fee whatever the outcome of the application.

Once a licence has been issued, it may be surrendered at any time but no refund of all or part of the application fee or a renewal fee will be made. If a licence is revoked for any reason, no refund of all or part of any fee paid will be made.

**Fees**

Fees cover both full and restricted licence and are for individual membership only.

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| **UK and EU** | **Outside UK & EU (excluding USA and Canada)** |
| Initial application: £350 plus VAT = £420  Renewal (annual): £175 plus VAT = £210 | Initial application: £550 plus VAT = £660  Renewal (annual): £375 plus VAT = £450 |

Police CPI reserves the right to charge a supplementary fee if the work required to process an application (or renewal) exceeds that covered by the above fees. Prior to making an additional charge, the additional costs will be made known to the applicant and an opportunity given to withdraw an application and receive a full refund of any fee paid so far. It is anticipated that the requirement for an additional fee will be exceptional rather than routine. Any additional fee will be capped at £200 plus VAT (UK and Europe) and £500 (outside the UK excluding USA and Canada).

The payment of an additional application fee does not indicate that a licence is more likely to be issued. It reflects additional work necessary to process an application. An application will not in any circumstances be accepted until the fee has been paid and cleared.

A licence will not be issued for work to be undertaken in the USA or Canada due to insurance considerations.

The level of renewal fees will be fixed by Police CPI/SBD in its absolute discretion and be notified to existing licensees at the time of renewal

## Guidance in completing the application form

It is important to ensure that your application provides evidence that you meet the basic licensing requirements. You may wish to look at these in the application form commentary as you complete the application form to ensure that you provide the information and evidence required.

**ENSURE YOU SEND US THE DOCUMENTS WE REQUIRE:**

* Fully completed application form
* Original documents to prove your identity and address
* Certificates proving you have completed qualifications/training courses and ongoing professional development
* Evidence of professional indemnity insurance
* Cheque for the correct amount payable to Police CPI Ltd.
* Passport sized photograph for ID membership card

**Failure to send in the right documentation will result in a delay to you application.**

**Application Form**

Note 1 to 7: Self-explanatory.

Note 8: Enter any other address that you might use in connection with your work. This might be an office.

Note 9: Explain why you have entered a second address. This may be because you work from there as opposed to your home address.

Note 10: Self-explanatory.

Note 11: We will use email to communicate with you so enter an email address which you regularly use and will respond to if we require further information.

Note 12: Self-explanatory. If you need more space attach a sheet of A4 to the application.

Note 13: We need proof that you are who you say you are and live where you say you do. **Send your original** passport or a photo driving licence ( do not send copies). In addition send two original ‘official’ documents which have your name and address on. If you do not have either a passport or driving licence then send in your birth certificate. ‘Official documents’ include bank statements, mortgage statements, credit card statements, council tax demands. These documents MUST be originals. They will be copied, verified and then returned within 21 days.

Be assured that all information provided will be kept strictly private and confidential and unless it is necessary to disclose the information to any third party to verify your application or the information is required to be disclosed by law or regulation, the information will not be disclosed to any person or body without your consent. Police CPI accepts no liability if these documents are lost in transit.

Note 14: Enter your employment history for the last ten years. As you will be receiving a licence to associate yourself with a police brand, we need to be satisfied that you are a ‘fit and proper’ person. Your police service history (where you any) and reason for leaving is relevant to this.

Note 15: We need to understand what work you are intending to do and ensure that your qualifications and training relate suffice entry to it. Explain in some detail what you are going to do and relate your qualifications and experience to it. If you are applying for a restricted licence, state that and focus your answers on the particular aspect of SBD you wish us to licence.

Also include in this section whether you intend to offer service outside the UK and the EU. If you do your professional indemnity insurance will need to cover that. The default position for a licence will be for use within the UK and the EU and the licence will show that. Due to issues around professional indemnity, a licence will not be issued for use in the USA or Canada.

Note 16: We will be assuring ourselves that you have the qualifications that you claim and will be checking with those who issued the qualification and establishing that it provides the necessary skills for you to do the work you will be undertaking. We reserve the right not to licence an individual if we are not sufficiently confident that they completed successfully the qualification they are claiming. If we are unable to verify a qualification then we are unlikely to licence an individual.

Note 17: If you have certificates proving your qualifications then send the originals to us. We will verify them with the establishment who issued them.

Note 18: We need to be satisfied that you have the necessary experience to undertake the work you intend to. Explain in detail what you have been doing and how that makes you experienced enough to do the work you are intending.

Note 19: We will need to contact somebody credible who will verify that you were exposed to the experience that you claim. Provide as much information here as you can.

Note 20: Whilst possession of a licence neither guarantees the quality of the work delivered by a licensee, (it only verifies claims as to qualification(s) and/or experience), and nor does Police CPI accept any liability whatsoever for the quality of the work delivered, it is deemed as a necessary safeguard for Police CPI and as good practice by us, for a licensee to have professional indemnity insurance. The details of this should be entered here and a copy of the insurance certificate submitted with the application form.

Police CPI has engaged with a major security industry insurance broker to make the obtaining of such insurance easier. It should be clearly understood that Police CPI does not recommend this insurer and there are others in the market. In addition, Police CPI receives no financial e.g. commission or other benefit from licensees using this insurer. If the licensee engages with this broker, the licensee must engage directly with the broker. Police CPI is not an intermediary and if the licensee has any worries or concerns on insurance, the licensee is advised to take advice from his or her own insurance broker.

Note 21: You must be a ‘fit and proper’ person to be licensed by us and we will be carrying out criminal record and financial checks so provide all the information you can to help us. If in doubt, disclose the information. DO NOT INCLUDE police cautions and traffic offences not involving imprisonment, suspended sentences or offences committed as a juvenile or not required to be disclosed under the Rehabilitation Act.

Note 22: This declaration is important as you are confirming what you have told us is true. Check the application is correct and full before submitting it to us. In signing the declaration you are giving your authority and consent to SBD making all such enquiries as it sees fit to verify your application. In order to complete those enquiries it may be necessary for us to ask you to authorise third parties to provide information to SBD.

Note 23: Print out the application form and send it by post with the supporting documents to the address shown. We will acknowledge by email receipt of it. **Note, original documents will be copied and returned as soon as possible**. Do not send any document you are going to need within the next 21 days. Your attention is drawn to the note about confidentiality and disclosure of information under Note 13 above.

## ****Te**rms & Conditions**

### About Police CPI Ltd

Police CPI Ltd is a limited liability trading company. It is a private company limited by guarantee without share capital. It was established in 1999. It licences commercial companies to use the brand Secured by Design and the term ‘police preferred specification’. The objectives are very much around national and local crime prevention initiatives.

### What licensing means

Being awarded a licence indicates that Police CPI has analysed and verified qualification(s) and or experience in delivering SBD (or a restricted part of SBD) as declared on the application form at the time of application or renewal and that they satisfy the criteria in force at the time.

If subsequently to being licensed it becomes evident that an individual is systematically shown to be not practically competent (eg by receipt of complaints by Police CPI), and despite having the necessary qualification(s) and/or experience, Police CPI reserves the right to undertake an investigation into the performance of an individual and seek the licensees assistance in such an investigation. If there is evidence that performance is deemed to be below a standard that can reasonably be expected of an individual with the qualifications and/or experience required, the licence of the individual may be revoked without compensation.

The licensee’s attention is drawn to the grounds upon which Police CPI is entitled to revoke the Licence with immediate effect. These grounds will be spelt out definitely in the contract, but broadly speaking they are as follows:

* Ceasing to meet the Police CPI criteria
* Being in breach of a material term of the contract
* Becoming subject to insolvency proceedings
* In the reasonable opinion of SBD/Police CPI bringing or being likely to bring SBD into disrepute

In addition, a licensee will only be licenced if in the view of Police CPI they are a ‘fit and proper person’ to be licenced and remain as such.

Inclusion on the website allows third parties to find a licensed practitioner, to confirm they have a licence and establish if they have any restrictions on the licence. The attention of those using the services of a licensee is drawn to the following:

* The issuing of a licence provides reassurance that a licensee has the qualification and experience claimed. It does not and is not intended to guarantee the work of the licensee or cover negligence by the licensee in what they do.
* Police CPI takes every possible care in awarding a licence, but cannot guarantee the quality of the work of or advice given by any licence holder.
* Of necessity, the checks carried out by SBD are confined to specific areas. Those using a licensee are strongly advised to carry out their own due diligence checks on the licensee, its reliability and its quality, among other things, and the effectiveness of any contract with a licensee to ensure that they can obtain redress against them if necessary.
* Police CPI excludes its liability (whether to users of licensees or otherwise) to the fullest extent permitted by law
* Without prejudice to the generality of the foregoing save where the provisions of UCTA 1977 would impose liability, Police CPI shall have no liability (whether to users of licensees or otherwise) for indirect or consequential or special loss

**Use of the information contained in the application form**

The information and evidence provided on the application form will remain confidential to Police CPI (particularly the personal information and information required for vetting). By submitting an application form, however, an applicant is asking Police CPI to verify the claims made in it. As a result, some personal information and evidence will have to be shared with third parties. By submitting an application form an applicant is agreeing that all or any of the details contained within it can be shared with third parties and/or the people referred to in it contacted for the purposes of verification and the relevant parts of an application form shared with them.

A condition of being licenced is that the licensee agrees to their name, contact email and the detail of a licence (including if it is restricted) being entered on the list of licensees on the SBD website. Only in exceptional circumstances will Police CPI remove this requirement and if it does it must be confirmed in writing.

**Information Services**

Diligence and care should be taken when using the information provide by us. All services are subject to copyright law. We use our best endeavours to ensure all information provided by us is as up to date as possible. However, licensees should not rely on the information provided as the sole basis for making business, legal or other decisions. Appropriate independent advice should be taken before making any such decisions. The content of all publications are the opinion of the author.

**Data Protection and use of Personal Data**

Police CPI Ltd is the Data Controller and Data Processor of any personal data supplied. The personal data supplied will be used to process licence applications. Licensee data will be used for marketing, statistical and analytical purposes and to administer membership. We do not pass data to any third party. If licensees believe that any of the information we hold concerning them is incorrect or out of date, accurate information should be provided as soon as possible.

If you wish to obtain a copy of your personal data held by us, then write to the address below. Note that you may be charged a fee of £10 for this service.

**Data protection via the website**

We will make every effort to ensure that the information on our website is accurate. However, we cannot guarantee this and accept no liability for any information given via this website. Even if data encryption is used, the security of information transmitted via the internet cannot be guaranteed. Any losses incurred or sustained by users who transmit information by electronic means shall be borne solely and exclusively by such user and in no event shall any such losses in whole or in part be borne by us.

**Events**

Members may be invited to events organised by us or our partners, to enable members to gain information and make the best use of networking opportunities. Fees for attendance may be payable.

**Variation**

We may change terms and conditions at any time upon giving you 14 days prior written notice. The most recent edition of these terms and conditions will be binding upon you. Members may exit the contract without penalty if they do not accept any proposed variation.

**Third parties**

A person who is not party to these Terms shall not have any rights under or in connection with them under the Contracts (Rights of Third Parties) Act 1999.

**ID Cards**

If you lose your ID card you will be charged £15 for a replacement card.

**Police CPI Brand**

The words ‘Secured by Design’, its acronym ‘SBD’ and associated logo are trademarked and owned by Police CPI Ltd. Use of our logo is not permitted unless by a current licensee or otherwise permitted in writing by Police CPI and then only in the way notified in writing or contained in the schedule to a contract.

**Queries Comments and Complaints**

We will respond to any complaint or query received within ten working days. This may be an acknowledgement that we have received a complaint whilst further investigations are carried out.

If you have any queries, comments or complaints contact licensing manager or Police CPI general manager.