

# Get Licensed

SIA licensing criteria

February 2012



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# Introduction

If you work in one of the roles listed below in the UK or employ someone who works in one of those roles, you may need an SIA licence. This booklet tells you when a licence is required and what you need to do to apply for one.

SIA licences:

- Manned guarding including
  - Cash and valuables in transit
  - Close protection
  - Door supervision
  - Public space surveillance (CCTV)
  - Security guarding
- Vehicle immobilisation – except Scotland (immobilisation, restriction and removal of vehicles)
- Key holding.

## About the SIA

The Security Industry Authority is the organisation responsible for regulating the private security industry. We are an independent body reporting to the Home Secretary, established in 2003 under the terms of the Private Security Industry Act 2001. Our mission is to be an effective, fair and efficient regulator of the private security industry. Our remit covers the UK.

We have two main duties. One is the compulsory licensing of individuals working in specific sectors of the private security industry; the other is to manage the Approved Contractor Scheme, which measures private security companies against a set of independently assessed criteria.

## Better regulation

We are committed to the Government's principles of good regulation.

We aim to be:

- Proportionate by intervening with regulation only where justified
- Accountable by reaching decisions in a logical and open manner
- Consistent by working with partners in the delivery of shared initiatives and policies
- Transparent by consulting on our policies, services and strategies and by ensuring people know what to expect from us
- Targeted by focussing our resources on tackling issues and problem solving.

We are also committed to the obligations in the Regulators' Compliance Code, which is a statutory code of practice for regulators.

## Responsibility for getting a licence

You, the operative, are responsible for obtaining a licence to work legally within the private security industry. You will be breaking the law if you work without a licence and your employer will be breaking the law if they use unlicensed staff.

It is not your employer's responsibility to get you licensed, but it is their responsibility to ensure that their security staff always have the right licence for the role they ask them to perform.

## Getting help with applying

If you do need a licence to do your job, you should ask your employer whether they have arrangements in place to help you to apply for your licence.

Many companies that employ licensable staff will want to ensure that their people are properly trained and ready to apply for a licence in good time. Most companies recognise that it makes good commercial sense to plan ahead so that they can manage staff training programmes and licence applications.

## Penalties for operating without a licence

For those working in a licensable security role or supplying unlicensed security staff, without an SIA licence the penalties are:

- summary conviction at a Magistrate's Court, Sheriff Court or District Court: a maximum penalty of six months imprisonment and/or a fine of up to £5,000, or
- trial on indictment at Crown Court, High Court of Justiciary or Sheriff and jury trial (for supplying unlicensed staff only), an unlimited fine and/or up to five years imprisonment.

Interested parties should seek their own independent legal advice on this matter if they are concerned about their individual liabilities.

## Keeping up to date

Our published criteria are revised from time to time. To ensure that you have the most recent version please either consult our website or call our contact centre and we will ensure that you are sent an up to date version of the criteria.

You are advised to consult private security industry regulations. These prescribe through secondary legislation the interpretation of licensable conduct that is defined in this booklet.

# Licensable Roles

Whether or not a licence is required is determined by the role that is performed and the activity that is undertaken. These are described fully in Section 3 and Schedule 2 of the Private Security Industry Act 2001 (as amended).

The following list shows the roles that are licensable. If a role you undertake is shown opposite then you will need a licence if you also undertake a licensable activity. These role definitions are an interpretation for presentational purposes and are produced in good faith. However, the wording in the Private Security Industry Act 2001 always overrides them.

There are two types of licence:

a **front line** licence is required if undertaking designated licensable activity other than key holding activities (a front line licence also covers undertaking non-front line activity). A front line licence is in the form of a credit card sized plastic card that must be worn where it can be seen at all times when engaging in designated licensable activity, subject to the licence conditions.

a **non-front line** licence is required for those who manage, supervise and/or employ individuals who engage in designated licensable activity, as long as front line activity is not carried out. A non-front line licence is issued in the form of a letter that also covers front line key holding activities.

For the purposes of the Act, directors include executive and non executive directors, shadow directors, parent company directors and corporate entities holding a directorship. The definition of a director for the purposes of the Private Security Industry Act can be found within Section 25 of the Act.

Role	Licence type	
a) Sole traders, contractors, directors of companies and partners of firms who perform designated licensable activities themselves for the purposes of, or in connection with, any contract to supply services to the consumer	Front line	Note that all these roles are in relation to contracts for the supply of services. These are the 'contract' roles
b) Employees of sole traders, companies or firms who perform the designated activities themselves for the purposes of, or in connection with, any contract to supply services to the consumer	Front line	
c) Employees, directors of companies and partners of firms that perform designated duties themselves under instructions given by the consumer they are contracted to supply the services to	Front line	
d) Any person who manages or supervises employees of a security provider where such employees perform designated activities for the purposes of, or in connection with, any contract to a consumer (see note below)	Non-front line	
e) Any person who manages and supervises agency workers who are instructed to carry out designated activities (see note below)	Non-front line	
f) Directors or partners of a company/firm when any other of the directors, partners or employees of that company/firm perform licensable conduct as described in (a) to (e) above	Non-front line	
g) Any person that employs door supervisors or vehicle immobilisers	Non-front line	These roles are often referred to as 'in-house'
h) Any person (whether an employee, or the director of a company, or the partner of a firm) that performs door supervision or vehicle immobilisation	Front line	
i) Persons who are employed to manage or supervise door supervisors or vehicle immobilisers	Non-front line	
j) Any person performing licensable vehicle immobilisation activity and charging a release fee – this includes landowners, their staff and volunteers	Front line	Special additional role relating to anyone including landowners, their staff and volunteers

Note:

- If you act as a manager or supervisor of an individual where that individual is required to carry out designated licensable activities for the purposes of, or in connection with, a contract for the supply of services, then you will require a licence even if you are an employee of the customer of the services.
- If you merely give directions to a licensable individual on the customer's behalf, you are not considered a manager or supervisor of that person. In addition, if you are engaged by the firm providing the security services, to give directions only, you are not required to be licensed.

# Licensable Activities

## Manned guarding

Manned guarding activity (see paragraph 2 of Schedule 2 of the Private Security Industry Act 2001) includes any of the following:

- a) guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage.
- b) guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained.
- c) guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others.

All of the above includes providing a physical presence, or carrying out any form of patrol or surveillance, as to deter or otherwise discourage it from happening or to provide information, if it happens, about what has occurred.

It is important to note that paragraph 2(2) of Schedule 2 of the Private Security Industry Act 2001, expands the activity of guarding premises against unauthorised access by including references to being wholly or partly responsible for determining suitability for admission to the premises. It does not qualify or limit the definition in paragraph 2(1)(a) of Schedule 2 to only those who are wholly or partly responsible for determining suitability for admission that require a licence but also those individuals who are simply part of the process of guarding against unauthorised access.

However, this does not include the activities of a person who exercises control over the persons allowed access to any premises to the extent only of securing, or checking, that persons allowed access have paid for admission or have invitations or passes allowing admission.

The manned guarding activities above do not apply to the activities of a person who, incidentally to the carrying out of any activities in relation to a group of individuals which are neither manned guarding activities or checking that persons allowed access have paid etc. (as above), maintains order or discipline amongst those individuals. An example might be a school teacher accompanying children on an outing.

There is a further exclusion that may apply where individuals who do not undertake licensable activity are faced with a sudden or unexpected situation. This exclusion will not apply if there is an expectation that an individual will respond to such incidents by, for example, its inclusion in their job description.

Exemption from licensing applies to in-house employees when carrying out duties in connection with their employer's use of a certified sports ground or certified sports stand for purposes for which its safety certificate has effect. Employees of a visiting team to such premises are also exempt provided that the visiting team has a certified sports ground or stand. For a more precise description of the exemption see Section 4(6) to 4(12) of the Private Security Industry Act 2001 as amended.

There are certain exclusions mentioned within the Private Security Industry Act 2001. The Act should be referred to for full details of when a licence is not required. It is the responsibility of the individual and his/her employer to ensure that licences are held by those carrying out licensable activity.

**It is a criminal offence for any individual to undertake licensable activity, or to supply an individual to undertake licensable activity, without the appropriate licence.**

The following lists some examples of the types of guarding roles which are likely to require an SIA licence, but only if they are undertaken in relation to one or more of the manned guarding activities defined above.

## Cash and valuables in transit

A Cash and Valuables in Transit licence is required when guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained, involving the secure transportation of property in vehicles specially manufactured or adapted so as to have secure transportation as their primary function. This applies if services are supplied for the purposes of, or in connection with, any contract to a consumer.

## Close protection

A Close Protection licence is required when guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others. This applies if services are supplied for the purposes of, or in connection with, any contract to a consumer.

## Door supervision

A Door Supervisor licence is required if manned guarding activities are undertaken in relation to licensed premises\*, except where the activity only involves the use of CCTV equipment or falls within the definition of cash and valuables in transit or close protection described above. A Door Supervisor licence is required if an individual performs this activity on their own behalf or for an employer or where services are supplied for the purposes of, or in connection with, any contract to a consumer.

## Public space surveillance (CCTV)

A Public Space Surveillance (CCTV) licence is required when manned guarding activities are undertaken involving the use of closed circuit television equipment to:

- a) monitor the activities of a member of the public in a public or private place; or
- b) identify a particular person

including the use of CCTV in these cases to record images that are viewed on non-CCTV equipment, for purposes other than identifying a trespasser or protecting property. This applies only if services are supplied for the purposes of, or in connection with, any contract to a consumer.

\* 'in relation to licensed premises' means when those premises are open to the public, at times when alcohol is being supplied for consumption, or regulated entertainment is being provided, on the premises. For a complete understanding of how licensed premises affects manned guarding, please refer to the Private Security Industry Act 2001, Schedule 2, Part 2.

## Security guarding

A Security licence is required when manned guarding activity, that does not fall under the descriptions of door supervision, close protection, cash and valuables in transit, or public space surveillance (CCTV), is undertaken. This applies only if services are supplied for the purposes of, or in connection with, any contract to a consumer.

## Manned guarding flowchart

The flowchart on page 11 gives an indication of which licence you need. Please note that the flowchart should be used as a guide only and is not a substitute for the Act. To avoid any element of doubt, read the Private Security Industry Act 2001, Section 3 and Schedule 2 (as amended).

### Note 1

None of the five 'manned guarding' licences is required. However, you should ensure that your activity does not fall within one of the other types of licensable activity i.e. key holding or vehicle immobilisation, as on page 12.

### Note 2

There are some exemptions to SIA licensing. These are mentioned in the 'Exemptions' section on page 8.

### Note 3

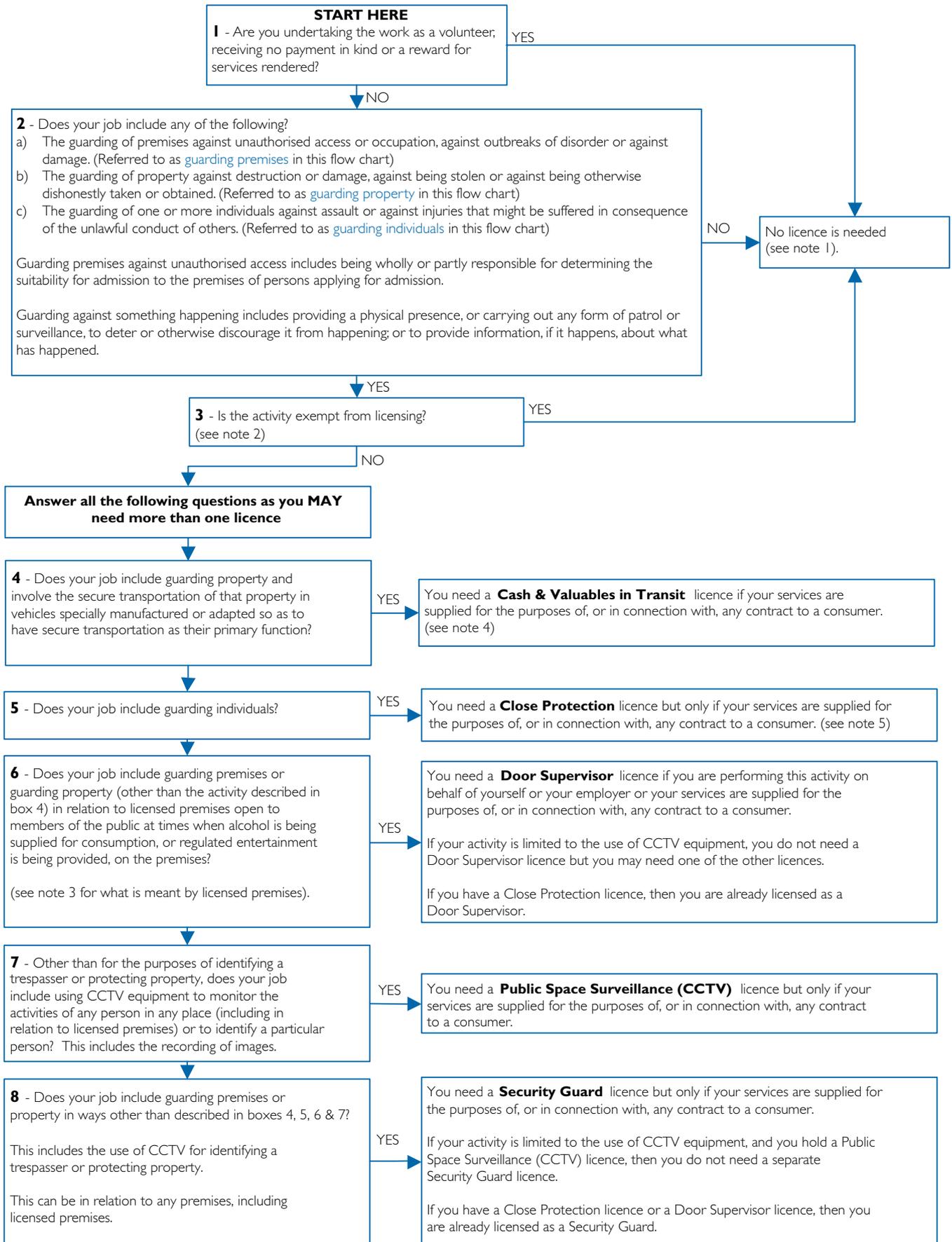
Please see the section about licensed premises on page 14.

### Note 4

As this activity is undertaken in relation to property and not in relation to licensed premises (as defined under the Private Security Industry Act 2001), the additional controls under Schedule 2 of the Act would not apply even if performed on licensed premises.

### Note 5

As this activity is undertaken in relation to persons and not in relation to licensed premises (as defined under the Private Security Industry Act 2001) the additional controls under Schedule 2 of the Act would not apply even if performed on licensed premises.



## Immobilisation, restriction and removal of vehicles

This activity is:

- a) moving a vehicle by any means
- b) restricting the movement of a vehicle by any means (including the immobilisation of a vehicle by attaching a device to it)
- c) the release of a vehicle which has been so moved or restricted, where release is effected by returning the vehicle to the control of the person who was otherwise entitled to remove it, by removing any restriction on the movement of the vehicle by removing the device or by any other means, or
- d) demanding or collecting a charge as a condition of any such release of, or for the removal of, the device from a vehicle.

Vehicle immobiliser activity only applies to activities carried out for the purpose of preventing or inhibiting the removal of a vehicle by a person otherwise entitled to remove it.

Vehicle immobiliser activity only applies where it is proposed to impose a charge for the release of the vehicle.

Vehicle immobiliser activity applies to any activities carried out in relation to a vehicle while it is elsewhere than on a road within the meaning of the Road Traffic Act 1988.

The requirement to hold a licence when carrying out the immobilisation, restriction or removal activity as defined in the Act applies to anyone e.g. land occupiers, in-house employees, staff supplied for the purposes of, or in connection with, any contract to a consumer or volunteers.

There are certain exclusions mentioned within the Private Security Industry Act 2001. The Act (see paragraphs 3 and 3A of Schedule 2) should be referred to for full details of when a licence is not required.

Vehicle immobilising does not apply to Scotland.

## Key holding

A Key Holding licence is required when keeping custody of, or controlling access to, any key or similar device for operating (whether mechanically, electronically or otherwise) any lock. This does not apply to:

- the activities of a person who holds a key or other device for obtaining access to any premises for the purposes incidental to the provision in relation to those premises, or in relation to an individual present on those premises, or any services that do not consist of, or include the carrying out of any of the manned guarding activities.
- to activities carried out merely incidentally to the provision of any services, in connection with a proposal for the sale of any premises, or other property to which the key or similar device gives access. The requirement to hold a key holding licence applies only if services are supplied for the purposes of, or in connection with, any contract to a consumer.

# Licence Integration

In some cases, we are satisfied that the licensing criteria to be met for one licensable activity are sufficient to allow a licensed individual to carry out other licensable activities.

The matrix below shows where a licence may be used to cover more than one activity.

Licence Held	Sectors Covered								
	Cash & valuables in transit	Close protection	Door supervision	Public space surveillance CCTV <sup>2</sup>	Security guarding	CCTV roles only within security guarding <sup>3</sup>	Vehicle immobilisation	Keyholding <sup>1</sup>	Non-front line (all sectors) <sup>1</sup>
Front line Door Supervisor licence holders can work as:			Y		Y	Y		Y	Y
Front line Close Protection licence holders can work as:		Y	Y		Y	Y		Y	Y
Front line Cash and Valuables in Transit licence holders can work as:	Y							Y	Y
Front line Public Space Surveillance CCTV licence holders can work as:				Y		Y		Y	Y
Front line Security licence holders can work as:					Y	Y		Y	Y
Front line Vehicle Immobiliser licence holders can work as:							Y	Y	Y
Key Holder licence <sup>1</sup> holders can work as:								Y	Y
Non-front line licence <sup>1</sup> holders in any sector can work as:								Y	Y

<sup>1</sup> Issued in the form of a letter.

<sup>2</sup> Undertaken to monitor the activities of a member of the public in a public or private place or identify a particular person.

<sup>3</sup> Only to identify a trespasser or to protect property.

# Licensed Premises

## Definition

For the purpose of the Private Security Industry Act 2001 the definition of 'licensed premises' is:

- premises in respect of which a premises licence or temporary event notice has effect under the Licensing Act 2003 to authorise the supply of alcohol (within the meaning of section 14 of that Act) for consumption on the premises
- premises in respect of which a premises licence or temporary event notice has effect under that Act to authorise the provision of regulated entertainment
- premises in respect of which a licence of a prescribed description under any prescribed local statutory provision is for the time being in force
- premises specified in a public house licence (within the meaning of the Licensing (Scotland) Act 1976) which is for the time being in force
- premises specified in a hotel licence (within the meaning of the 1976 Act) which is for the time being in force
- premises specified in an entertainment licence (within the meaning of the 1976 Act) which is for the time being in force if they comprise a dance hall
- premises comprised in a place to which an occasional licence granted under section 33(1) of the 1976 Act (occasional licence for premises other than licensed premises or clubs) to the holder of a public house licence or hotel licence extends
- premises comprised in a place to which an occasional permission granted under section 34(1) of the 1976 Act (occasional permission for sale of alcohol in the course of catering for events arising from, or related to, the activities of a voluntary organisation) extends
- premises comprised in a place or class of place for the time being specified by resolution under section 9(5)(b) of the Civic Government (Scotland) Act 1982 (resolution specifying place or class of place falling to be licensed if to be used as place of public entertainment)
- premises comprised in a place where an activity for the time being designated under section 44(1) of the 1982 Act (additional activities for which a licence is required) is carried on provided that, in the case of an activity designated under paragraph (a) of that section, the requisite resolution under section 9 of that Act has been obtained
- premises in respect of which a licence, or an occasional licence, under the Licensing (Northern Ireland) Order 1996 is in force
- any place in respect of which an entertainments licence within the meaning of Schedule 1 to the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 is in force.

Premises are **not** licensed premises

- if there is in force in respect of the premises a premises licence which authorises regulated entertainment within paragraph 2(1)(a) or (b) of Schedule 1 to the Licensing Act 2003 (plays and films)

- in relation to any occasion on which the premises are being used – exclusively for the purposes of a club which holds a club premises certificate in respect of the premises, or – for regulated entertainment of the kind mentioned in paragraph 2(1)(a) of Schedule 1 to the Licensing Act 2003 (plays and films), in circumstances where that use is a permitted temporary activity by virtue of Part 5 of the 2003 Act
- in relation to any occasion on which a casino premises licence or a bingo premises licence is in force in respect of the premises under the Gambling Act 2005, and the premises are being used wholly or mainly for the purposes for which such a licence is required
- for Scotland, in relation to any occasion on which a licence is in force in respect of the premises under the Theatres Act 1968 or the Cinemas Act 1985, and the premises are being used wholly or mainly for the purposes for which the licence is required
- in relation to any occasion on which the premises are being used exclusively for the purposes of a registered club within the meaning of the Registration of Clubs (Northern Ireland) Order 1996
- in relation to any occasion on which a bingo club licence within the meaning of the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985 is in force in respect of the premises, and the premises are being used wholly or mainly for the purposes for which the licence is required
- in relation to any occasion on which a licence permitting theatrical performances is in force in respect of the premises under the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, and the premises are being used wholly or mainly for the purposes of a theatrical performance for which the licence is required
- in relation to any occasion on which a licence within the meaning of the Cinemas (Northern Ireland) Order 1991 is in force in respect of the premises and the premises are being used wholly or mainly for the purpose for which the licence is required.

## Licensed premises open to the public

For the purpose of the Private Security Industry Act 2001, licensed premises are considered to be open to the public when alcohol is being supplied for consumption, or regulated entertainment is being provided, on the premises. For a complete understanding of how licensed premises affect manned guarding, please refer to the Private Security Industry Act 2001, Schedule 2, Part 2 (as amended).

References to the occasion on which any premises are being used for a particular purpose include references to any time on that occasion when the premises are about to be used for that purpose, or have just been used for that purpose.

### Examples of when events or venues may be considered open to the public:

- ticket only event where the public can purchase tickets either at the door or through agents
- an event open to selected members of the public e.g. delegates at a work related conference or exhibition
- a venue open to members e.g. a student union bar which has been issued a premises licence under the Licensing Act 2003.

**Examples of when events or venues may not be considered to be open to the public, for the purposes of the Private Security Industry Act 2001:**

- the set up and break down of an event or exhibition where access is restricted to exhibitors and those responsible for its organisation
- a beer tent situated within a showground, that is closed to members of the public
- any occasions when alcohol is not being supplied for consumption, or regulated entertainment is not being provided, on the premises.

# Getting your Licence

## Qualifying for a licence

To qualify for an SIA licence to operate in any of the front line licensable activities listed on page 8, you must be aged 18 or over. You will also need to pass an identity check, a criminal record check, and have achieved the appropriate SIA approved training qualification.

To qualify for an SIA licence to operate in a non-front line role, such as a manager or supervisor, you must be aged 18 or over and will need to pass an identity check and a criminal record check. You will not need SIA approved training.

In all cases, we may also need to consider other information as described in the 'Other Criteria' Section on page 51.

## The cost of a licence application

The fee for processing your licence application is currently £220 for all applications including renewals. The fee is payable whether your licence is granted or rejected and no part of the licence fee is refundable.

Licence fees contribute to the following costs:

- Administration in processing and issuing licences
- Performing criminality checks
- Enforcement and compliance
- Communicating to those operating within the industry to help them understand licensing requirements and the application process
- Providing SIA staff and maintaining our office infrastructure
- Research and development to continually enhance the standards of professionalism and performance within the security industry.

If you pay your own licence fee you may be able to claim tax relief against your taxable income.

## Multiple licensing

Despite licence integration in some sectors, it is inevitable that some security operatives will need a licence for more than one licensable activity. It would be unreasonable to expect people to pay the full price for each licence they require but, at the same time, we must cover the cost of processing applications. The cost of a licence for additional activity will, therefore, be discounted by 50%. So, for example, if a security operative has a Security licence it will cost £220. If another licence is required, such as a Public Space Surveillance (CCTV) licence, the second licence will cost £110.

There will be no discount on the Vehicle Immobiliser licence. This is because, unlike other SIA licences, it is valid for one year. However, if for example, a security operative with a Security licence is required to undertake vehicle immobiliser duties, the vehicle immobilisation licence will have to be paid in full. But a discount can then be requested on the Security licence so long as the Vehicle Immobiliser licence is held first. In all cases the full price licence must have more than four months unexpired.

## How to apply for your licence

You can apply for your SIA licence online at [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) or by completing an application form available from our contact centre or many security suppliers and training providers.

Any information that you supply in connection with your SIA licence application will be processed in accordance with the Data Protection Act 1998. We are a data controller for the purposes of this Act. Information you supply may be shared with other government departments and law enforcement agencies where it is necessary to carry out our functions and/or where the law permits.

Employers of security operatives may register with us to use an online bulk application service. To register visit our website or call our contact centre.

All SIA licence holders will have their name and licence details published on a register of SIA licence holders, which is available to the public.

### Licence renewals

If you already hold an SIA licence you will need to apply for a new one before your current one expires.

Anyone undertaking a designated licensable activity is required to hold a valid SIA licence. This applies regardless of whether you are applying for a new licence or renewing your existing door supervisor licence; there is no grace period.

Licence renewal applications can be made up to four months in advance of the expiry of your current licence. You can renew your SIA licence online at [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) or by completing an application form available from our contact centre or many security suppliers and training providers.

There are currently no additional training or qualifications required for renewal applications.

If your application for renewal is successful and is processed before your existing licence expires the new licence will expire three years after your current licence expires. The Home Office is currently considering a proposal that door supervisors take up top-up training when renewing their licence. However, this has not yet been approved and, if it is, will not be a requirement until May 2011 at the earliest.

## Application processing time

You should allow for the time it will take to complete any training you need, sit any exams and get your qualification. You must have the relevant qualification before applying for your licence. Further details on training and qualifications can be found on page 21.

**Please check our website or call our contact centre for details of our expected current processing times. It is important to note that overseas criminality and qualification checks and other potential additional checks may be required in order to process your licence application; these can extend the time it takes to process applications.**

The documentation you send with your application will be returned to you as soon as possible by courier; however you should ensure that any important documents such as your driving licence or passport are not needed for a time following your application. If they are likely to be required, you are strongly advised NOT to send them as supporting documentation.

## Licence validity

Once your application is approved, your licence will be valid for three years, except for front line vehicle immobiliser licences which are valid for 12 months. We will contact you before the expiry date (enclosing a renewal application form), using the address at which your licence is registered, to remind you that your licence is due for renewal.

## Conditions of your licence

You must agree to the following conditions regarding the licence.

### Front line staff (except key holders) must:

- Wear the licence where it can be seen at all times when engaging in designated licensable activity (unless you have reported it lost or stolen, or it is in our possession)\*
- Tell us and the police as soon as practical if your licence is lost or stolen
- Tell us as soon as practical of any convictions, cautions or warnings, or charges for relevant offences whether committed in the UK or abroad
- Tell us of any changes to your name or address as soon as practical
- Not deface or change the licence in any way. (Should your licence become damaged, you should advise us and request a replacement)
- Not wear a licence that has been defaced or altered in any way
- Produce the licence for inspection on the request of any constable, or other person so authorised by the SIA
- Return the licence to us as soon as practical if you are asked to do so
- Tell us as soon as practical of any change to your right to remain or work in the UK.

### \*Covert licence condition:

You do not have to wear your licence where it can be seen, if you can demonstrate that the nature of that conduct on that occasion requires that you should not be immediately identifiable as someone engaging in such conduct. On such occasions you must carry your licence on you and be able to produce it on request. This condition allows store detectives or close protection operatives to perform licensable activities without the need to be identifiable. The covert licence condition cannot apply to vehicle immobilisers.

### Non-front line staff (or key holders) must:

- Tell us and the police as soon as practical if your licence is lost or stolen
- Tell us as soon as practical of any convictions, cautions or warnings, or charges for relevant offences whether committed in the UK or abroad
- Tell us of any changes to your name or address as soon as practical
- Produce the licence for inspection on the request of any constable, any member or employee of the SIA or other person authorised by the SIA
- Return the licence to us as soon as practical if you are asked to do so
- Not deface or alter the licence in any way or display a defaced or altered licence

- Tell us as soon as practical of any change to your right to remain or work in the UK

A non-front line licence is issued in the form of a letter:

#### **Applicants with overseas licences and/or qualifications**

Where your licence has been granted to any extent based on an existing non-UK licence or qualification, you must:

- Tell us as soon as practical of any changes to the validity of that qualification or licence
- Tell us as soon as practical of any disciplinary action taken or proposed to be taken against you in connection with that qualification or licence.

## Further conditions for vehicle immobiliser licences

When carrying out front line vehicle immobilisation duties the following conditions must be followed.

A vehicle must not be clamped/blocked/towed if:

- a valid disabled badge is displayed on the vehicle
- it is an emergency service vehicle which is in use as such.

If you collect a release fee you must provide a receipt, which must include the following:

- the location where the vehicle was clamped, blocked or towed
- your own name and signature
- your licence number
- the date on which the vehicle was clamped, blocked or towed.

Your licence can be revoked or suspended if the conditions above are not met, please refer to page 57.

## Public register of licence holders

If you are granted a licence details of this are kept on the Register of Licence Holders in line with our statutory obligation under the Private Security Industry Act 2001. The register can be searched on line by licence number or by a combination of personal details such as name and date of birth. A search will reveal the following information in respect of a licensed individual:

- Name, middle initial and surname
- Licence number
- Which sector the licence relates to e.g. door supervisors
- Role e.g. front line
- Status of the licence e.g. Expired, Suspended, Revoked, Active
- Expiry date.

The public register of licence holders is on our website and can also be accessed 24 hours a day through an automated response service on our contact centre.

# Training and Qualifications

It is important that everyone working in the private security industry has the right skills and knowledge to do their job well and safely. You will need to obtain a recognised qualification by taking a training course and passing an exam in order to get a front line licence in the following sectors:

- Cash and Valuables in Transit
- Close Protection
- Door Supervision
- Public Space Surveillance (CCTV)
- Security Guard
- Vehicle Immobilisers (not applicable in Scotland).

We do not deliver training courses, award qualifications, or provide funding. However, we have endorsed a number of awarding organisations to approve training providers, oversee the standard of assessment and to award qualifications recognised for licensing.

If you need to attend a training course that will lead to an SIA recognised qualification, you should contact an awarding organisation who will provide you with details of approved training organisations that offer the course you need. Alternatively our website and contact centre can provide a list of training providers approved by the awarding organisations.

It may take a while to organise your training, attend the training course, sit the exam and wait for your result. **You will need to do this before you apply for your SIA licence.**

Only full certification from one of the listed qualifications accepted for SIA licensing offered by an endorsed awarding organisation, will be acceptable evidence of meeting the competency criteria for a front line licence.

## UK qualifications

Training and qualifications have been developed by SIA endorsed awarding organisations; accreditation for Scotland is by the Scottish Qualifications Authority, and accreditation for England, Wales and Northern Ireland is by the Office of the Qualifications and Examinations Regulator.

There is only one SIA licence across the UK. All SIA endorsed qualifications whether Scotland specific or England, Wales and Northern Ireland specific, are equivalent and accepted as part of an SIA licence application regardless of the applicant's location. Changes to the SIA standards were made only where necessary and to reflect the legal differences between Scotland and England/Wales/Northern Ireland. Employers are advised to add any assignment or location specific training not covered by the qualification for licensing.

## Overseas licences and qualifications

If you hold a valid licence to work in the private security industry that was issued overseas, you will still need an SIA licence to work in the UK – you will be breaking the law if you work without one. However, if you hold overseas security related qualifications that are less than three years old, you can contact us to find out if you can be exempted from part of the training or assessment requirement. **If you wish to claim exemption, you should contact us for advice before you apply for your licence.** It can take a while for us to check overseas qualifications with the authorities in other countries, sometimes up to four months.

You will need to show us proof of your qualification (recognised nationally in the country where you trained) for the sector you want to work in. We will also need to see a copy of the syllabus, which we will check against the training and qualification accepted in this country for licensing. We will then contact you to discuss any training and/or assessment gaps and advise you on how to meet the full criteria.

All overseas applicants will be required to demonstrate that they can communicate in English and have knowledge of relevant laws.

For further information or advice about overseas qualifications please email us at [overseasqualifications@the-sia.org.uk](mailto:overseasqualifications@the-sia.org.uk).

Further information about licences and qualifications awarded by other countries is available on our website or through our contact centre.

## Overseas documents must be translated into English

We will accept original records and documents only. If the documents are not written in English, you must have them translated into English by an accredited translation agency. You must also send in translated qualification syllabuses with all relevant original documents. Information about how to find accredited translation agencies can be found on our website, or by calling our contact centre.

## Changes to required training and qualifications

We have changed the learning and qualification specifications that define the skills and knowledge needed by industry operatives to gain a licence. This has meant changes to the training and qualifications needed for an SIA licence.

The changes are largely at the request of, and incorporate extensive input from, the private security industry. The result will be training that is industry-led and that contains relevant content developed with those working in licensable sectors.

We have also introduced a modular structure to the qualifications. This means less overlap and duplication in training content across the sectors; it also makes it easier to gain qualifications for additional sectors, as just the relevant additional modules need to be taken.

At the moment, individuals who already have an SIA licence will not be required to do additional training to renew their licence. Those who have a current SIA approved qualification and have not yet applied for a licence can use their qualification as long as it was awarded less than three years ago.

## The modules

First-time licence applicants will, in future, need to take the relevant modules for the sector in which they wish to work and obtain a licence.

Licence	Common Module	Specialist Module	Conflict Management Module	Physical Intervention Skills Module
Door Supervision	Yes	Door Supervision	Yes	Yes
Security Guarding	Yes	Security	Yes	No
Public Space Surveillance (CCTV)	Yes	Public Space Surveillance CCTV (theory module and practical module)	No	No
Cash and Valuables in Transit	Yes	Cash and Valuables in Transit	No	No
Vehicle Immobiliser	Yes	Vehicle Immobiliser	Yes	No
Close Protection	No	Close Protection	Yes	No

These changes apply for each of the qualifications in England, Wales and Northern Ireland from January 2010 with the exception of the Door Supervision Sector, which will change in England, Wales and Northern Ireland from June 2010.

The qualifications will change in Scotland from September 2010, with the exception of the Door Supervision qualification which will change from June 2010.

All licence applicants, except those applying for a Close Protection licence, will need to take the Common Module. Applicants applying for Security Guarding, Close Protection, Vehicle Immobiliser and, Door Supervision licences will also need to take the Conflict Management module.

## How long should the training last?

Each of the units in the new modular structure of qualifications has a Guided Learning Hours measure. This is a measure of the number of hours learning that will be required to deliver the qualifications.

There is greater recognition by qualification regulators, awarding organisations and others of the role that flexible learning, when closely directed, can play. Tightly directed learning that is delivered either on-line or by written materials is included in the definition of Guided Learning Hours.

The SIA have taken the view that flexible learning that does not require the presence of a trainer, should not be used as the main way of delivering training leading towards licence-linked qualifications. As such, we have stated a **minimum** number of contact hours for each of the modules that make up licence-linked qualifications.

'Contact hours' is defined as the time that must be spent in direct contact with the tutor and time spent completing all assessment activities.

It is, however, recognised that for the Close Protection module, contact hours is defined as time spent on a course **either** in direct contact with the tutor **or** on practical activities inside or outside the centre during class time.

Where a training provider wants to deliver an aspect of the training by flexible learning, then they must be able to demonstrate to their awarding organisation that they are operating a robust and tightly directed alternative to contact time with a qualified trainer.

The Guided Learning Hours, with the minimum contact time, for each of the new modules is as follows:

Licence	Qualification Title	Modules	Guided Learning Hours	Minimum Hours Contact Stipulation
Cash and Valuables in Transit	Level 2 Award in Cash and Valuables in Transit	Common module	10	5
		Cash and Valuables in Transit Specialist module	16	16
		<b>Total</b>	<b>26 hours</b>	21
Close Protection	Level 3 Certificate in Close Protection	Close Protection Specialist module	138	138
		Conflict Management module	8	7.5
		<b>Total</b>	<b>146 hours</b>	145.5
*Door Supervision	Level 2 Award in Door Supervision	Common module	10	5
		Door Supervision Specialist module	(TBC)	(TBC)
		Conflict Management module	8	7.5
		Physical Intervention Skills module	(TBC)	(TBC)
		<b>Total</b>	<b>(TBC)</b>	<b>(TBC)</b>
Security Guarding	Level 2 Award in Security Guarding	Common module	10	5
		Security Guarding Specialist module	8	8
		Conflict Management module	8	7.5
		<b>Total</b>	<b>26 hours</b>	20.5
Public Space Surveillance (CCTV)	Level 2 Award in CCTV (Public Space Surveillance)	Common module	10	5
		CCTV (PSS) Specialist modules 1 & 2	22	22
		<b>Total</b>	<b>32 hours</b>	27
Vehicle Immobiliser	Level 2 Award in Vehicle Immobilisation	Common module	10	5
		Vehicle Immobilisation Specialist module	9	9
		Conflict Management module	8	7.5
		<b>Total</b>	<b>27 hours</b>	21.5

\* Training times for the door supervision qualification will be confirmed from June 2010.

## Core learning and qualifications for a Cash and Valuables in Transit licence

The training for a qualification for a Cash and Valuables in Transit licence takes 26 hours. The aim of the training is to introduce new cash and valuables in transit operatives to the industry and their roles and responsibilities. The training includes:

### Core Learning for Common Security Industry Knowledge Module (10)

- Session 1: Awareness of the Law in the Private Security Industry
- Session 2: Health and Safety for the Private Security Operative
- Session 3: Fire Safety Awareness
- Session 4: Emergency Procedures
- Session 5: The Private Security Industry
- Session 6: Communication Skills and Customer Care.

### Cash and Valuables in Transit Specialist Module (16)

- Session 1: Cash Transportation – Industry induction
- Session 2: Cash and Valuables Transportation Industry Operations.

#### Where to get your qualification

The following awarding organisation provides the cash and valuables in transit training qualification required for SIA licensing. One of the following listed qualifications is required for a front line Cash and Valuables in Transit licence.

Awarding Organisation	Qualification	Scotland specific	England/Wales/Northern Ireland specific
National Open College Network (NOCN)	Level 2 Award in Cash and Valuables in Transit		Yes
National Open College Network (NOCN)	Level 2 Award in Cash and Valuables in Transit (Scotland)	Yes	

### Transition Arrangements:

Individuals who have achieved the qualification listed below within the last three years may use this to apply for a licence.

Awarding Organisation	Qualification	England/Wales specific	Northern Ireland specific
National Open College Network (NOCN)	NOCN Level 2 Award in Cash and Valuables in Transit (Pre-January 2010)	Yes	

### Qualification exemptions

Specific UK qualifications which are not licence-linked may be put forward for consideration by awarding organisations, for exemption in relation to the licence-linked qualifications. The appraisal of such qualifications for exemption will include consideration of equivalence of standards, whether the qualification is nationally accredited and any recognition from the industry sector, trade body or other relevant body. It will also include consideration of how long ago the qualification was taken, and therefore how current the content of the qualification can be considered to be. In arriving at a final decision on any exemption, relevant stakeholders, including Skills for Security, awarding organisations and qualifications regulatory authorities will be consulted.

We will publish recognised and agreed exemptions to ensure a common approach and consistency.

### Overseas exemptions

If you hold an overseas qualification or licence for this sector, please refer to the section on 'Overseas licences and qualifications' on page 22. For further advice on exemptions for specific overseas qualifications please email us at [overseasqualifications@the-sia.org.uk](mailto:overseasqualifications@the-sia.org.uk).

## Core learning and qualifications for a Close Protection licence

The training for a qualification for a Close Protection licence takes 146 hours. The aim of the training is to introduce and explain the roles and responsibilities of the close protection operative and the roles and responsibilities of the close protection team. The training includes:

### Close Protection Specialist Module (138)

- Session 1: Roles and Responsibilities of the Close Protection Operative
- Session 2: Threat and Risk Assessment
- Session 3: Surveillance Awareness
- Session 4: Operational Planning
- Session 5: Law and Legislation
- Session 6: Interpersonal Skills
- Session 7: Close Protection Teamwork and Briefing
- Session 8: Conduct Reconnaissance
- Session 9: Close Protection Foot Drills
- Session 10: Route Selection
- Session 11: Close Protection Journey Management
- Session 12: Search Procedures
- Session 13: Incident Management
- Session 14: Venue Security.

## Conflict Management Module (8)

- Session 1: Avoiding Conflict and Reducing Personal Risk
- Session 2: Defusing Conflict
- Session 3: Resolving and Learning from Conflict
- Session 4a: Application of Communication Skills and Conflict Management for Security Guarding and Close Protection.

**Please note:** When applying for your licence you will be required to produce evidence that you have attained a recognised First Aid award. You should present your valid first aid certificate to your training provider before you start your training. If you do not have a recognised First Aid award you will need to get one in order to get your licence. This is in addition to the minimum 146 hours knowledge and practical skills training.

Recognised First Aid awards required for a licence qualification are:

- First Aid at Work – four day course (HSE approved)
- First Person on Scene (FPOS) Intermediate Award – 30 hours (Edexcel/IHCD)

Candidates may use significant experience of First Aid towards achievement of FPOS. Some training providers will assess this experience against the requirements of the FPOS certificate which may lead to the candidate needing to take less training.

### Where to get your qualification

The following endorsed awarding organisations and university college, provide the close protection training qualification required for SIA licensing. One of the following listed qualifications is required for a front line Close Protection licence.

Awarding Organisation	Qualification	England/Wales/Northern Ireland specific
Buckinghamshire New University (BNU)	Level 3 Certificate in Close Protection	Yes
City & Guilds	Level 3 Certificate in Close Protection	Yes
Edexcel	Level 3 Certificate in Close Protection	Yes

### Transition Arrangements:

Individuals who have achieved any of the qualifications listed below within the last three years may use this to apply for a licence.

Awarding Organisation	Qualification	England/Wales/Northern Ireland specific
Buckinghamshire New University	Certificate in Protective Security (Pre-January 2010)	Yes
City & Guilds	Level 3 Certificate in Close Protection (Pre-January 2010)	Yes
Edexcel	Level 3 BTEC Certificate in Close Protection Operations (Pre-January 2010)	Yes

### Qualification exemptions

If you hold a previous qualification or have relevant experience, you may not need to take all of the training required for a licence. If you have undertaken any of the training shown below, then take your certificate to a training provider who will tell you what to do next.

Please note that this list is subject to change, you should check the most up to date version on our website or by calling our contact centre.

Arrangements for exemptions and Accreditation of Prior Learning are as follows:

1. If you have previously received formal close protection training and are currently employed in an operational close protection role you should take evidence of the training you have received to an approved training provider. Depending on the date and content of the training you have taken, you will be directed to take either the full 146 hours full close protection course or the 24 hour refresher course.
2. If you have completed formal close protection training in the past three years from the organisations listed below and have remained in an operational close protection role, you will be exempt from further training but will be required to take a knowledge and a practical skills assessment.
  - Special Air Service Regiment Body Guard Course
  - Royal Military Police Close Protection Course
  - Metropolitan Police Royalty Protection/Special Branch Close Protection Course
  - Police National Close Protection Courses including Northern Ireland.

For the most up to date information, check your current status regarding these exemptions on the SIA website.

It is strongly recommended that you attend a 24 hour refresher course before undertaking the assessment. If you have trained in either a police or military environment, you may find the terminology and procedures to be different in a civilian context and taking the refresher course would give you the best opportunity of passing the assessment.

You will need to demonstrate your practical skills as a close protection operative in two ways, by presenting a portfolio of evidence of skills acquired during the training and by undergoing practical skills assessment during the training period.

### Overseas exemptions

If you hold an overseas qualification or licence for this sector, please refer to the section on 'Overseas Licences and Qualifications' on page 22.

For further advice regarding overseas qualifications and exemptions please email us at [overseasqualifications@the-sia.org.uk](mailto:overseasqualifications@the-sia.org.uk).

## Core learning and qualifications for a Door Supervisor licence

The current training for a qualification for a Door Supervisor licence will remain unchanged until June 2010. This training is outlined in Parts 1 and 2 below. The training takes 30 hours and can be delivered over four days or at weekends or at evening sessions. The aim of the training is to ensure that door supervisors have the knowledge and understanding for their roles and responsibilities in the industry.

### Part 1: Roles and responsibilities of door supervisors in the security industry environment

**Aim:** To ensure that door supervisors have the knowledge and understanding of their role and responsibilities in the security environment.

Specifically:

- Introduction to the role
- Standards of behaviour
- Civil and criminal law
- Searching
- Arrest
- Drug awareness
- Recording incidents and crime scene preservation
- Licensing law
- Equal opportunities
- Health and Safety at Work Act
- Emergency procedures.

### Part 2: Communication skills and conflict management

**Aim:** To ensure that door supervisors have the appropriate communication skills and knowledge of conflict management.

Specifically:

- Introduction to communication and conflict management
- Application of communication skills and conflict management.

### Where to get your qualification

Six awarding organisations offer the door supervisor qualification for SIA licensing.

One of the following listed qualifications is required for a front line Door Supervisor licence.

Awarding Organisation	Qualification	Scotland specific	England/Wales Specific	Northern Ireland Specific
ASET/EDI	Level 2 Certificate for Door Supervision		Yes	
British Institute of Innkeeping (BIAB)	Level 2 National Certificate for Door Supervision		Yes	
British Institute of Innkeeping (BIAB)/ City & Guilds	Level 2 National Certificate for Door Supervision (Scotland)	Yes		
British Institute of Innkeeping (BIAB)	Level 2 National Certificate for Door Supervision (Northern Ireland)			Yes
City & Guilds	Level 2 National Certificate for Door Supervision		Yes	
Edexcel	Level 2 BTEC Award in Door Supervision		Yes	
Edexcel	Level 2 BTEC Award in Door Supervision (Scotland)	Yes		
EDI	Level 2 Award in Door Supervision	Yes		
National Open College Network (NOCN)	Level 2 Award in Door Supervision		Yes	
National Open College Network (NOCN)	Level 2 Award in Door Supervision (Scotland)	Yes		
National Open College Network (NOCN)	Level 2 Award in Door Supervision (Northern Ireland)			Yes
SQA	National Progression Award in Security Operations: Door Supervision (Scotland)	Yes		

The qualification requirements for a Door Supervisor licence will change from June 2010.

## Core Learning and Qualifications for a Door Supervisor licence (training available from June 2010)

The aim of the training is to ensure that door supervisors have the knowledge and understanding for their roles and responsibilities in the industry.

### Core Learning for Common Security Industry Knowledge (10)

- Session 1: Awareness of the Law in the Private Security Industry
- Session 2: Health and Safety for the Private Security Operative
- Session 3: Fire Safety Awareness
- Session 4: Emergency Procedures
- Session 5: The Private Security Industry
- Session 6: Communication Skills and Customer Care.

### Door Supervisor Specialist Module (training hours to be confirmed from June 2010)

- Session 1: Behavioural Standards
- Session 2: Civil and Criminal Law
- Session 3: Fire Safety Awareness
- Session 4: Arrest
- Session 5: Drugs Awareness
- Session 6: Recording Incidents and Crime Preservation
- Session 7: Licensing Law
- Session 8: Emergency Procedures.

### Conflict Management Module (8)

- Session 1: Avoiding Conflict and Reducing Personal Risk
- Session 2: Defusing Conflict
- Session 3: Resolving and Learning from Conflict
- Session 4b: Application of Communication Skills and Conflict Management for Door Supervisors.

### Physical Interventions Skills Module (training hours to be confirmed June 2010)

- Session 1: Introduction to Physical Skills
- Session 2: Disengagement Techniques (non-pain related)
- Session 3: Escorting Techniques (non-pain related).

## Where to get your qualification

Five awarding organisations will offer the door supervisor qualification for SIA licensing. One of the following listed qualifications is required for a front line Door Supervisor licence.

Awarding Organisation	Qualification	England/Wales/Northern Ireland
British Institute of Innkeeping (BIIAB)	Level 2 Award in Door Supervision	Yes
City & Guilds	Level 2 Award in Door Supervision	Yes
Edexcel	Level 2 Award in Door Supervision	Yes
EDI	Level 2 Award in Door Supervision	Yes
National Open College Network (NOCN)	Level 2 Award in Door Supervision	Yes

Please refer to the section on 'Overseas licences and qualifications' on page 22. For further advice regarding other specific overseas qualifications, please email us at [overseasqualifications@the-sia.org.uk](mailto:overseasqualifications@the-sia.org.uk)

## Core learning and qualifications for a Public Space Surveillance (CCTV) licence

The training for a qualification for a CCTV (Public Space Surveillance) licence takes 32 hours and may be delivered over four days or at weekends or evening sessions. The aim of the training is to allow CCTV learners to demonstrate skills and knowledge in the effective use of CCTV equipment for public space surveillance. The training includes:

### Core Learning for Common Security Industry Knowledge (10)

- Session 1: Awareness of the Law in the Private Security Industry
- Session 2: Health and Safety for the Private Security Operative
- Session 3: Fire Safety Awareness
- Session 4: Emergency Procedures
- Session 5: The Private Security Industry
- Session 6: Communication Skills and Customer Care.

### CCTV Operations (Public Space Surveillance) Specialist Module (22)

- Session 1: Introduction to the Roles and Responsibilities of the CCTV Operator and Other CCTV Staff
- Session 2: Codes of Practice, Operational Procedures and Guidelines
- Session 3: CCTV Equipment and its Operation
- Session 4: Control Room Communications and Access Control
- Session 5: Legislation
- Session 6: Dealing with Incidents

- Session 7: CCTV Surveillance Techniques
- Session 8: Emergency Procedures in the CCTV Control Room
- Session 9: Health and Safety at Work in the CCTV Environment.

## Where to get your qualification

The following six awarding organisations provide the public space surveillance CCTV training qualification required for SIA licensing. One of the following listed qualifications is required for a front line Public Space Surveillance CCTV licence.

Awarding Organisation	Qualification	Scotland specific	England/Wales/Northern Ireland specific
BIIAB	Level 2 Award in CCTV Operations (Public Space Surveillance)		Yes
City & Guilds	Level 2 Award in CCTV Operations (Public Space Surveillance)		Yes
Edexcel	Level 2 Award in CCTV Operations (Public Space Surveillance)		Yes
Edexcel	Level 2 BTEC Award in CCTV Operations (Public Space Surveillance) (Scotland)	Yes	
EDI	Level 2 Award in CCTV Operations (Public Space Surveillance)		Yes
EDI	Level 2 Certificate for CCTV Operatives (Public Space Surveillance) (Scotland)	Yes	
NOCN	Level 2 Award in CCTV Operations (Public Space Surveillance)		Yes
National Open College Network (NOCN)	Level 2 Award for CCTV Operations (Public Space Surveillance) (Scotland)	Yes	
SQA	National Progression Award in Security Operations: CCTV (Public Space Surveillance) (Scotland)	Yes	

## Transition arrangements

Individuals who have achieved any of the qualifications listed below within the last three years may use this qualification to apply for a licence.

Awarding Organisation	Qualification	England/Wales/Northern Ireland specific
ASET/EDI	Level 2 Certificate for CCTV Operatives (Public Space Surveillance) (Pre-January 2010)	Yes
BIIAB	National Certificate for CCTV Operators (Public Space Surveillance) (Pre-January 2010)	Yes

City & Guilds	Level 2 Award for CCTV Operators (Public Space Surveillance) (Pre-January 2010)	Yes
Edexcel	Level 2 BTEC Award in CCTV Operations (Public Space Surveillance) (Pre-January 2010)	Yes
National Open College Network (NOCN)	Level 2 Award for CCTV Operations (Public Space Surveillance) (Pre-January 2010)	Yes

### Exemption from Core Competency Training and Assessment

You may be eligible for an exemption from some of the training and assessment required for a public space surveillance (CCTV) licence if you have achieved, an award or qualification, in a CCTV related discipline and/or worked as an operator in a CCTV control room within the last three years.

It is important to ensure that training remains current. Therefore, qualifications allowing exemption from the SIA approved training must be no more than three years old, except where otherwise stated.

In all cases, you must still apply to an approved training centre to register for, and obtain one of the qualifications linked to public space surveillance (CCTV) licensing.

You may be exempt from some of the SIA endorsed training and assessment if you currently work in public space surveillance CCTV control room and hold one of the following qualifications:

- NVQ Level 2 in Providing Security Services (unit certification must include Units 13, 14 and 15) City & Guilds.
- NVQ Level 2 in Providing Security Services (unit certification must include Units 13, 14 and 15) Edexcel.

If you wish to claim exemption from the training and assessment required for the SIA approved qualifications you should contact an approved training centre: they will help you to obtain one of the qualifications linked to public space surveillance (CCTV) licensing.

**Please note:** Unless you can provide sufficient relevant evidence to demonstrate 100% match to the requirements for the accredited Level 2 qualification in CCTV Operations (PSS), you may be asked to do some form of additional learning and assessment.

You still need to take the knowledge-based exam. Due to the evolving nature of the laws governing public space surveillance and the role of public space surveillance CCTV operatives, it is recommended that you undertake a minimum of six hours refresher training before taking the exam.

### *Duration of Exemption*

It is important to ensure that training remains current, so that the knowledge and skills developed are up-to-date. Therefore, the qualification held must be no more than three years old, except where otherwise stated.

### **Overseas exemptions**

If you hold an overseas qualification or licence for this sector, please refer to the Section on 'Overseas licences and qualifications' on page 22. For further advice regarding overseas qualifications and exemptions please email us at [overseasqualifications@the-sia.org.uk](mailto:overseasqualifications@the-sia.org.uk).

## Core learning and qualifications for a Security Guarding licence

The training for a qualification for a Security Guarding licence takes 26 hours. The aim of the training is to allow learners to develop knowledge and skills about the security industry, and the roles and responsibilities of security guards. The training includes:

### Core Learning for Common Security Industry Knowledge (10)

- Session 1: Awareness of the Law in the Private Security Industry
- Session 2: Health and Safety for the Private Security Operative
- Session 3: Fire Safety Awareness
- Session 4: Emergency Procedures
- Session 5: The Private Security Industry
- Session 6: Communication Skills and Customer Care.

### Security Guarding Specialist Module (8)

- Session 1: Introduction to the Roles and Responsibilities of Security Officers
- Session 2: Patrolling
- Session 3: Access and Egress Control
- Session 4: Searching
- Session 5: Technology and Systems in the Security Environment
- Session 6: The Security Officer and The Law
- Session 7: Communicating, Reporting and Record Keeping.

### Conflict Management Module (8)

- Session 1: Avoiding Conflict and Reducing Personal Risk
- Session 2: Defusing Conflict
- Session 3: Resolving and Learning from Conflict
- Session 4a: Application of Communication Skills and Conflict Management for Security Guarding (and Close Protection).

### Where to get your qualification

The following six awarding organisations provide the security qualifications required for SIA licensing. One of the following listed qualifications is required for a front line Security licence.

Awarding Organisation	Qualification	Scotland specific	England/Wales/Northern Ireland specific
ASET/EDI	Level 2 Certificate for Security Guards (Scotland)	Yes	
BIIAB	Level 2 Award in Security Guarding		Yes
City & Guilds	Level 2 Award in Security Guarding		Yes
Edexcel	Level 2 Award in Security Guarding		Yes
Edexcel	Level 2 BTEC Award in Security Operations (Scotland)	Yes	
EDI	Level 2 Award in Security Guarding		Yes
National Open College Network (NOCN)	Level 2 Award in Security Guarding		Yes
National Open College Network (NOCN)	Level 2 Award in Security Guarding (Scotland)	Yes	
SQA	National Progression Award in Security Operations: Security Guarding (Scotland)	Yes	

### Transition arrangements

Individuals who have achieved any of the qualifications listed below within the last three years may use this qualification to apply for a licence.

Awarding Organisation	Qualification	England/Wales specific
ASET/EDI	Level 2 Certificate for Security Guards (Pre-January 2010)	Yes
BIIAB	Level 2 Certificate for Security Guards (Pre-January 2010)	Yes
City & Guilds	Level 2 Certificate for Security Guards (Pre-January 2010)	Yes
Edexcel	Level 2 BTEC Award in Security Operations (Pre-January 2010)	Yes
National Open College Network (NOCN)	Level 2 Award in Security Guarding (Pre-January 2010)	Yes

Security operatives who have successfully achieved an award/qualification in a security discipline and hold a certificate, which has been awarded by a recognised and approved awarding organisation, may be exempt from some of the core competency training.

Examples of such exemptions are:

- NVQ Level 2 in Providing Security Services
- SVQ Level 2 in Providing Security Services.

No security operatives will be exempt from the conflict management module. Any further exemptions to this list will be advised on the SIA website.

#### **Exemptions based on prior learning**

Applicants may present to an awarding organisation approved training centre, evidence of relevant competence which is not based on a recognised qualification for consideration of accreditation of prior learning by the training provider. Such accreditation of prior learning consideration must be evidence-based, must have clear audit trails on how each final decision was reached, and be based on the principles of authenticity, currency, relevance and sufficiency.

#### **Overseas exemptions**

Please refer to the section on 'Overseas licences and qualifications' on page 22. For further advice regarding exemptions for specific overseas qualifications please email us at [overseasqualification@the-sia.org.uk](mailto:overseasqualification@the-sia.org.uk).

## Core learning and qualifications for a Vehicle Immobiliser licence

The training for a qualification for a Vehicle Immobiliser licence takes 27 hours. The aim of the training is to allow learners to develop knowledge and skills about the industry and the roles and responsibilities of the vehicle immobiliser. The training includes:

### **Core Learning for Common Security Industry Knowledge (10)**

- Session 1: Awareness of the Law in the Private Security Industry
- Session 2: Health and Safety for the Private Security Operative
- Session 3: Fire Safety Awareness
- Session 4: Emergency Procedures
- Session 5: The Private Security Industry
- Session 6: Communication Skills and Customer Care.

### **Vehicle Immobiliser Specialist Module (9)**

- Session 1: Introduction to Vehicle Immobilising and Removals
- Session 2: Understanding Signs, Enforcement Vehicles and Immobilisation Devices
- Session 3: Understanding Vehicle Registration Marks and Vehicle Excise Duty
- Session 4: Immobilising a Vehicle
- Session 5: Vehicle Removal and Re-location
- Session 6: Completing Records

- Session 7: Use of Photography and Awareness of Technology
- Session 8: The Payment and Appeals Process
- Session 9: Radio and Mobile Communications
- Session 10: Parking Schemes and Permits.

## Conflict Management Module (8)

- Session 1: Avoiding Conflict and Reducing Personal Risk
- Session 2: Defusing Conflict
- Session 3: Resolving and Learning from Conflict
- Session 4c: Application of Communication Skills and Conflict Management for Vehicle Immobilisers.

### Where to get your qualification

The following awarding organisation provides the vehicle immobiliser qualification required for SIA licensing. The qualification is required for a front line Vehicle Immobiliser licence:

Awarding Organisation	Qualification	England/Wales/Northern Ireland specific
Edexcel	Level 2 Award in Vehicle Immobilisation	Yes

## Transition arrangements

Individuals who have achieved the qualification listed below within the last three years may use this qualification to apply for a licence.

Awarding Organisation	Qualification	England/Wales/Northern Ireland specific
Edexcel	Level 2 BTEC Award in Vehicle Immobilisation (Pre-January 2010)	Yes

### Qualification exemptions

If you have successfully achieved a qualification in vehicle immobilisation, or other parking enforcement related activities, which has been accredited by a UK qualifications regulatory authority (e.g. Office of the Qualifications and Examinations Regulator; Scottish Qualification Authority), you may be exempt from part of the core training requirement. For further details please contact Edexcel on 0870 240 9800. You must attend and pass the conflict management module.

### Overseas exemptions

If you are from overseas and have a relevant qualification in vehicle immobilisation, or related discipline, you may present your certificate and supporting details to us for consideration. Please refer to the Section on 'Overseas licences and qualifications' on page 22. For further information please refer to our website or email us on [overseasqualifications@the-sia.org.uk](mailto:overseasqualifications@the-sia.org.uk).

## Qualification for a Key Holding licence

There are no training and qualifications required for a key holding licence.

# Criminal Record Checks

We will always carry out a criminal record check on anyone who applies for a licence.

If you have a criminal record, it does not necessarily mean that you will not get a licence. However, if you do have any convictions, warnings, cautions, absolute/conditional discharges, admonishments or charges awaiting trial for offences, we will make our decision according to:

- Whether the offences are included in the lists of offences on pages 63 to 79;
- The classification of seriousness of the offences (the lists on pages 63 to 79 classify offences according to degrees of seriousness);
- The actual sentence or disposal given to you for the offence; and
- How recent the offences were.\*

\* The recency of an offence is measured against the date we make the decision to grant or refuse your licence. Where reference is made in this booklet to a time 'before your licence application' (as in the paragraph below) or 'in the past xx years'; the date we used for the calculation is the date on which we make the decision, **not** the date you originally submitted your application.

Under our rules, you will be automatically rejected for a licence, unless you have been free of the sentence restrictions for a conviction, for at least 12 months and up to five years in more serious cases, before your licence application.

## Imprisonment

By 'free of sentence restrictions' for a conviction which resulted in a custodial sentence, we mean that we will start counting the time elapsed from the end of the sentence – not from the date when you were sentenced or when the offence or offences were committed.

For example, if you have been convicted of an offence and spent time in custody, the date for deciding whether the offence is still relevant for licensing purposes is the day after the sentence would have ended. Even if you were released early, we will still regard the offence as relevant up until and including the final date when the sentence restrictions would have ended had the full term been served; the sentence expiry date.

## Suspended sentences

In the case of suspended sentences, you will be deemed to be *free of sentence restrictions* from the end of the sentence period, not the period of suspension. For example a six month sentence suspended for two years would mean you would be considered *free from sentence restrictions* after six months from the date of conviction not after the whole two years suspension.

## Community disposals

In the case of community orders and disposals, or other similar sentences undertaken in the community, you are deemed to be free of sentence restrictions at the end of the period of the order. If no date is given on the criminal records check, you will be deemed to be free of sentence restrictions 12 months after the date of sentence. If you can provide us with evidence from an independent verifiable source that the community disposal was discharged by the relevant responsible body at an earlier date, we will treat that earlier date as the date you are free from sentence restrictions.

## Fines and other disposals

In the case of fines, one day detention, cautions, warnings, absolute/conditional discharges, and admonishments, you will be deemed to be free of sentence restrictions from the day after the sentence or disposal was imposed.

If your record includes one or more cautions, warnings<sup>4</sup>, absolute/conditional discharges or admonishments within the last two years for a significant offence, or five years for a serious offence, you will not *automatically* be granted a licence; we will consider additional factors before making a decision.

## Rehabilitation of Offenders Act 1974

Access to a person's criminal record is usually restricted under the provisions of the Rehabilitation of Offenders Act 1974. However, as it is in the public interest for us to have full disclosure of a person's criminal record in order to assess their suitability for a licence, we are exempt from this restriction and are allowed full access to your criminal record. We are able to consider all offences on record including spent convictions.

## How to check your own record

If you have a criminal record you might want to check that it will not prevent you from getting a licence before committing yourself to training and submitting your application and payment – particularly as the payment is non-refundable. You can do this as part of our online step-by-step guide to applying for a licence, available on our website.

Step two of the guide indicates whether you meet our criminality criteria in order to obtain a licence. You will be asked to enter information about all cautions, warnings, absolute/conditional discharges, admonishments and convictions you may have. Throughout this process you will remain anonymous.

The result is based on the information that you have entered and is an indication only. It is not a guaranteed outcome of the actual criminal check that we will conduct with the appropriate Criminal Records body.

To check your record online go to [www.sia.homeoffice.gov.uk/guide](http://www.sia.homeoffice.gov.uk/guide) – if you do not have access to the internet then phone our contact centre and we will do a check for you.

<sup>4</sup> References to Cautions and Warnings in this booklet refer to Police Cautions and Warnings unless specifically otherwise identified.

# What we take into account in assessing your criminality

## Offences

The offences we consider relevant to licensing are listed at the back of this booklet from page 63 onwards.

Relevant offences include those involving:

- violent/abusive behaviour
- espionage/terrorism
- offensive weapons
- firearms
- dishonesty (theft and fraud)
- proceeds of crime
- abuse and neglect of children
- sexual offences
- drugs
- criminal damage
- social security offences
- PSIA offences
- Licensing Act offences
- some driving offences.

If your conviction was for a statutory offence named in the list, but at the time of your conviction it was an offence at common law, or was defined in an earlier or later Act, we will regard it in the same way as the listed offences. Also note that in some cases, the offence listed may cover several offences within the same category. If your offence is not in the list and cannot be regarded or interpreted in the same or similar way as a listed relevant offence, then we will not take it into account when making a decision on your licence application.

If the offence(s) for which you were convicted is not explicitly listed but still falls under the same section of the relevant identified Act, we *will* take it into account.

A history of an offence or offences of dishonesty is considered to be relevant in relation to the role of a security operative, since the role frequently involves the exercise of checks and searches, and there should be no concerns about the honesty of the security operative. Likewise a history of an offence or offences of a violent nature suggests that an individual will not be able to exercise proper restraint in pressurised situations. This applies whether the offence was committed while working in the role or whilst off duty.

In considering the circumstances of your case we will give you credit if you do not have a pattern of offending. Also we will give you credit for every year you are clear from criminal activity (beyond the minimum 12 months). We assess this period from the day after the last caution, warning, absolute/conditional discharge admonishment, or penalty or for convictions, from the end of your sentence restrictions (as described above).

## Assessment of seriousness

When considering how we classify offences under our criteria, we assess both whether the offence is relevant to the work of a security operative and the Sentencing Guidelines Council's (SAG) guide: *Overarching Principles: Seriousness*.

We have three classifications for our offences, Serious, Significant and Either Way.

From most of our offences, we have set our 'threshold' for Serious as any offence which could attract a maximum custodial sentence of four years or more. In some cases, we have classified offences as serious even if they do not meet this threshold, if they are particularly relevant to the security industry, for example offences involving violence or dishonesty.

Remember, the way your offence is treated depends on both the classification of your offence and on the *actual* sentence or disposal given to you for each offence/conviction.

### Serious offences

You will see that some offences on the list are marked with a ■. These are offences which are either within a **category** of specific offence types\* or could attract a maximum custodial sentence of four years or more. **These offences are classed as Serious.**

### Significant offences

Offences that we take into account that have a maximum custodial sentence of *less than four years* (and are not designated to be serious due to the nature of the offence) are classed as **Significant**. These are marked with a ●.

*\*Offences in the categories violent/abusive behaviour, espionage/terrorism, dishonesty and sexual offences will usually all be considered Serious offences, regardless of the maximum sentence they might attract. This is because these offences are considered especially relevant to our remit of public protection. Some other offences which fall outside these categories may also be considered Serious in the same manner, (e.g. Offensive Weapon – having an article with a blade or point in a public place) for the same reason. Occasionally, an offence in one of those four categories will be classified as Significant, if we regard them as less relevant to the principles of the criteria (e.g. Unauthorised modification of computer material – Dishonesty).*

### Either-Way Offences

Some offences (referred to here as Either-Way offences) are marked with both a ■ and a ●. This is because these offences have been identified through legislation as being offences with a wider scope of severity than most other offences, and can therefore be dealt with both summarily (at a lower court) or on indictment (at a higher court). The decision on how such an offence is treated can be made by either the court or the defendant.

The lower courts (Magistrates' Courts in England, Wales and Northern Ireland or Sheriff and District Courts in Scotland) can only give a maximum sentence of less than four years. Effectively this means that if your case was heard at a lower court, because the maximum sentence you could have received is always less than four years, we will regard those Either-Way offences marked with both symbols heard at the lower courts as Significant rather than Serious.

Any identified Either-Way offence which was heard at a higher court (Crown in England, Wales and Northern Ireland or the High Court of Justiciary in Scotland) will, for the purpose of these criteria, be regarded as Serious.

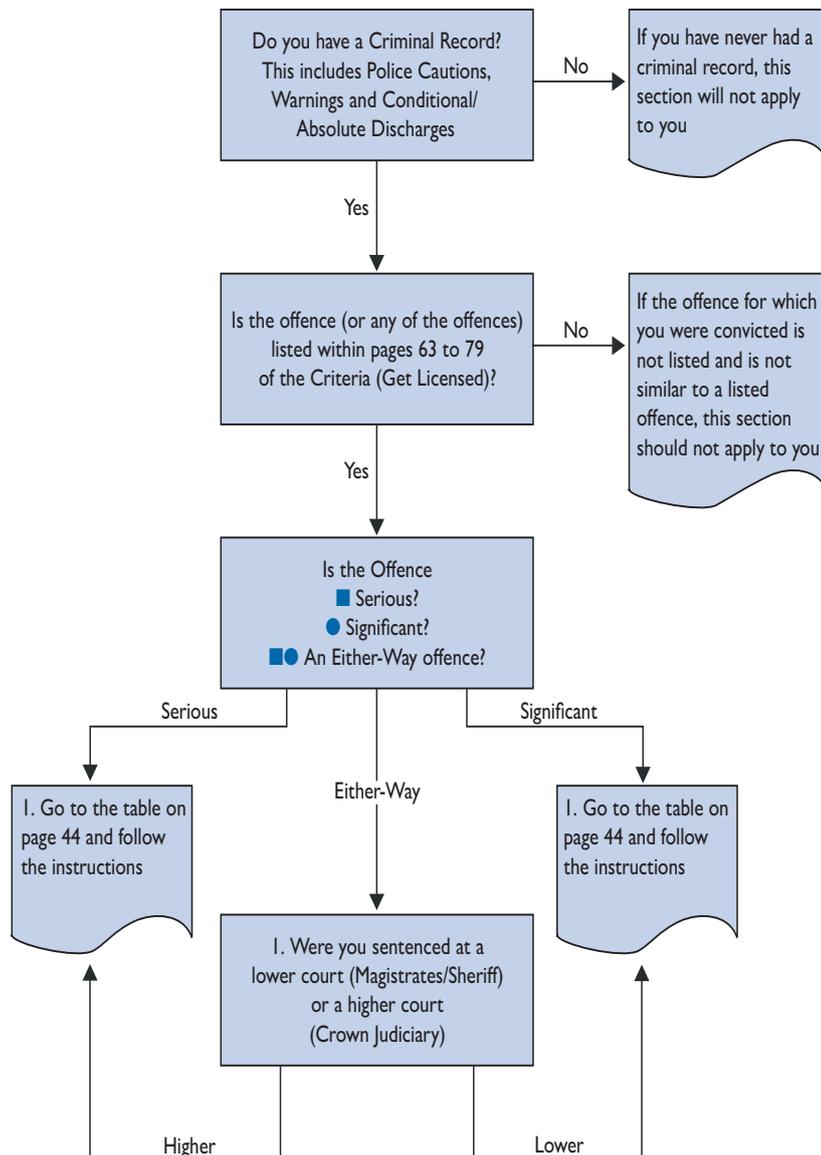
This principle applies whether your case was referred to the higher court on request of the lower court, or you elected to be heard at the higher court.

## Sentences and Disposals

The initial classification of your offence is important as it affects the time you will need to be free of the sentence restrictions of a conviction, caution, warning, absolute/conditional discharge or admonishment. However the actual sentence/disposal you received is the more important factor as it directly determines the *intrinsic* seriousness of your conduct as judged by the sentencing court, and it is this sentence/disposal which we will use in the tables below to assess your likelihood of being granted a licence. This is subject to the limited exceptions listed in the section on Cautions, Warnings, Absolute/ Conditional Discharges, and Admonishments on page 45 and the effect of multiple offences.

The starting point for the calculation, i.e. the day after a caution, warning, absolute/conditional discharge, admonishment, fine or the end of a sentence or penalty as appropriate, is described in the two tables as 'Time since sentence restrictions ended'.

## Criminality Flowchart



## Assessment grid

### Single Significant Offence

Time since sentence restrictions ended	Actual Sentence/ Disposal	Caution, Warning, Absolute/Conditional Discharge, Admonishment	Fine	Community Disposal	Suspended Sentence	Prison
0 to ≤ 12mths		CAF	Reject	Reject	Reject	Reject
>12 to ≤ 24mths		CAF	CAF	CAF	CAF	Reject
>24mths to ≤ 5yrs		Grant	Grant	CAF	CAF	CAF
>5yrs ≤ 10yrs		Grant	Grant	Grant	Grant	Grant

If a sentence type is not listed here or in any other assessment table, or where a new sentence type is introduced after this booklet is published, we will consider that sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences/disposals of a similar nature.

CAF = Consider Additional Factors

≤ = Less than or Equal to

> = Greater than

### Single Serious Offence

Time since sentence restrictions ended	Actual Sentence/ Disposal	Caution, Warning, Absolute/Conditional Discharge, Admonishment	Fine	Community Disposal	Suspended Sentence	Prison
0 to ≤ 12mths		CAF	Reject	Reject	Reject	Reject
>12 to ≤ 24mths		CAF	Reject	Reject	Reject	Reject
>24mths to ≤ 5yrs		CAF	CAF	CAF	CAF	Reject
>5yrs ≤ 10yrs		Grant	Grant	Grant	CAF	CAF
>10yrs		Grant	Grant	Grant	Grant	CAF

If a sentence type is not listed here or in any other assessment table, or where a new sentence type is introduced after this booklet is published, we will consider that sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences/disposals of a similar nature.

## Cautions, warnings, conditional/absolute discharges and admonishments

When making decisions about your eligibility for a licence, we consider cautions warnings absolute/conditional discharges and admonishments differently from convictions and they are dealt with as follows:

- All cautions, warnings, absolute/conditional discharges and admonishments that are at least five years old will be disregarded.
- A single caution, warning, absolute/conditional discharge or admonishment will be considered more leniently than other convictions if you have an otherwise clean record, as this does not indicate a pattern of criminality and could be considered out of character. In accordance with the disposal tables on page 44 you will be invited to submit mitigation. The strength of the required mitigation will be dependent on the seriousness, the recency and the sentence/disposal.
- The greater the number of cautions, warnings, absolute/conditional discharges and admonishments on your record, the more likely it will be that we will refuse your licence.
- The principles applied to rehabilitation (on page 47) will be taken into account when considering a recent caution where other criminality exists on your record.
- We will disregard a single caution, warning, absolute/conditional discharge or admonishment for a Significant offence over two years old on an otherwise clean record.
- We will disregard any caution, warning, absolute/conditional discharge or admonishments for a Serious offence over five years old.

## Consider additional factors

If your criminal record is such that we need to 'Consider Additional Factors' (CAF) you will be invited to submit mitigation, which may include evidence of other influencing factors, and character references. We will then assess this mitigation and we will:

- Look at the total record of all Serious offences. A criminal record showing that there has been a pattern of serious offending over a number of years will be treated more seriously than a single episode of offending.
- Look at the total record of all Significant offences in the five year period before your application. A criminal record showing that there has been a pattern of other significant offences over a number of years will be treated more seriously than a single episode of offending.
- For the most recent offence, look at whether you have received a warning, caution, absolute/conditional discharge or admonishment, or (where there has been a conviction), look at the nature of the sentence and the length of time from when the sentence ended beyond the minimum requirement.

We will assess your mitigation with respect to the implications for public protection from crime and the fear of crime. Please refer to the 'Mitigation' section on page 55 for more information.

## Rules for multiple convictions

Where you have more than one conviction on your record, but where the sentence/disposal given by the court is such that each conviction, *when considered on its own* against the assessment tables would result in an automatic grant or CAF, we will consider your criminality as described in this section of the booklet.

Where you have more than one sentence for a single conviction, we will consider the impact of both sentences; we will not treat this as multiple convictions, but instead will consider the recency in terms of the 'greater' penalty according to the tables on page 44. For example, if you received a fine and a suspended sentence of six months over two years for one conviction, sentence restrictions would end after six months, as applicable to the suspended sentence part of the conviction.

In the following rules the term "relevant date" means the date that you are free from sentence restrictions as described on page 39.

## Automatic refusal

- We will *automatically refuse* your application if you have any combination of three or more convictions for either Significant or Serious offences, where the relevant date for any Significant offences is within the past five years and for any Serious offences is within the past ten years, where the disposal for each individual offence would otherwise have required the consideration of additional factors. You will only be invited to submit evidence of factual errors in our assessment.
- We will *automatically refuse* your application if you have any combination of two or more convictions, cautions or warnings for either Significant or Serious offences, where the relevant date for any Significant offences is within the past two years or for any Serious offences is within the past five years. You will only be invited to submit evidence of factual error.
- We will *automatically refuse* your application if you have any convictions, cautions, warnings, absolute/conditional discharges or admonishments, where the relevant date for any Significant offence is in the past two years, or for any Serious offence in the past five years, and your criminal record includes any other relevant Significant conviction which resulted in a custodial sentence where the sentence restrictions ended in the five years before your application.
- We will *automatically refuse* your application if you have any convictions, cautions, warnings, absolute/conditional discharges or admonishments, where the relevant date for any Significant offence is in the past two years, or for a Serious offence is in the past five years, and your criminal record includes any other relevant Serious conviction which resulted in a custodial sentence where the sentence restrictions ended in the 10 years before your application.

## Consider additional factors

Subject to the rules governing Automatic Refusal (above):

- We will *consider additional factors* where you have any combination of three or more convictions for either Significant or Serious Offences where the relevant date for any Significant offence convictions is within the past five years, and any Serious offence convictions within the past ten years, where the disposal for each individual offence would otherwise have allowed a licence to be granted.

- We will consider *additional factors* where you have only one caution, warning, absolute/conditional discharge or admonishment for a Significant offence in the past two years on an otherwise clean record.
- We will consider *additional factors* where you have only one caution, warning, absolute/conditional discharge or admonishment for a Serious offence in the past five years on an otherwise clean record.
- We will consider *additional factors* where you have two or more cautions, warnings, absolute/conditional discharges or admonishments for Significant offences in the past five years.
- We will consider *additional factors* if you have two or more absolute/conditional discharges or admonishments for Significant offences in the past two years or for Serious offences in the past five years.

## SIA Warnings

Our intention is to work to ensure compliance. However, SIA warnings will be considered as other information as described on page 51. These warnings, issued for non-compliance with the Private Security Industry Act 2001, may contribute towards a judgement to refuse a licence (either on first application or renewal) or, where necessary, for revocation.

## Rehabilitation

We consider rehabilitation when making a decision on your eligibility for a licence. Convictions which resulted in imprisonment of longer than 30 months and sentences of life imprisonment will always be taken into account, otherwise:

- As a general rule, convictions where sentence restrictions have ended at least 15 years ago will be disregarded.
- Convictions where sentence restrictions ended prior to a 10 year crime-free period, whenever that crime-free period occurred, will be disregarded, and only convictions, cautions, warnings, absolute/conditional discharges and admonishments since the crime-free period will be taken into account.
- Convictions for offences classified as Significant where sentence restrictions have ended at least five years ago will be disregarded.

## Charges awaiting trial

If, when we process your application, there are outstanding charges against you for relevant offences, then we will wait until the courts have determined the outcome of the charges before making a decision.

If your charges have not been resolved after one year your application will be withdrawn. You are reminded that the licence fee will be non-refundable.

## Ex-juvenile offenders

Offences which you committed as a juvenile will be taken into account in a similar way to adult offences. Criminal records gained between the ages of 10 and 12 are considered spent unless they relate to offence(s) that were **originally** considered serious by the Police and Criminal Evidence Act 1984. Any serious offences on record between the ages of 12 and 15 will be subject to the assessment grid on page 48 as will all relevant offence(s) on record for those aged 16 and over.

## Single Juvenile Offence

Time since sentence restrictions ended	Actual Sentence/ Disposal	Cautions, Warnings, Absolute/ Conditional Discharges, Admonishments	Fine Reparation/ Referral Order Attendance Centre Order Curfew Order Drug Treatment and Testing Order	Action Plan Community Punishment Order Community rehabilitation Order	Supervision Order	Community Rehabilitation and Punishment Order	Detention and Training Order 4 mths ≤12 mths	Detention and Training Order >12 mths ≤24 mths	Section <sup>5</sup> 90/91
0 to ≤12mths		Grant	Reject	Reject	Reject	Reject	Reject	Reject	Reject
>12 to ≤24mths		Grant	Grant	Grant	Grant	CAF	CAF	Reject	Reject
>24mths to ≤5 yrs		Grant	Grant	Grant	Grant	Grant	CAF	CAF	Reject
>5yrs ≤10yrs		Grant	Grant	Grant	Grant	Grant	Grant	Grant	CAF

If a sentence is not listed here, or where a new sentence is introduced after this booklet is published, we will consider that sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences of a similar nature.

<sup>5</sup> Section 90/91 offences can be anywhere up to the adult maximum for the same offence (including life) and will be considered in the same manner as adult sentences classified as Serious.

## If you have lived or worked overseas

This section will apply if you have lived overseas, (including the Channel Islands, the Isle of Man and British territories and former colonies) in the last five years. It relates to both front line and non-front line staff. If you have been based overseas for six continuous months or more during the last five years, you must produce evidence of a criminal record check covering that period from an official source from the country you lived in, which we can verify. An official source will normally mean the government body that issues criminal record certificates.

Any evidence of criminality identified through an overseas disclosure will be judged against the criteria and offences in this booklet. We will compare any overseas offences against the nearest similar listed offence for the judgement of seriousness.

Please note, overseas records should ideally be provided when you apply for your licence. However, applications can be submitted with overseas criminality checks pending, although a licence cannot be granted until the check which covers at least the previous five years has been satisfactorily verified.

For information about where you can apply for a criminal record certificate from the country concerned, go to our website or call our contact centre. If we do not have the information you need, go to the embassy or high commission of the country concerned for advice. You may also contact the Criminal Records Bureau for information on 08700 100 450 or visit their website at [www.crb.gov.uk](http://www.crb.gov.uk). Other official sources that we may accept to show good character are listed below.

## Armed forces records certificates

If you have been in military service you may supply an extract from your service records. The extract must expressly disclose all convictions and your conduct during service. If you have been serving in HM forces, disclosure should cover all periods spent overseas in the last five years, irrespective of length.

## Previously held licences

If you currently hold a licence to work in private security abroad and it is a condition of that licence that you have a criminal record check, you may submit this as evidence of your good character. You must inform us about the validity and conditions of your licence, for example what sector it allows you to work in and when it expires. If we are not familiar with that licence, we will seek confirmation of the validity and conditions from the issuing authority. We reserve the right to request further verification.

## Official sources not available to provide criminal record checks

In some exceptional cases official sources do not exist or exist but are unable to supply you with a criminal record check. For example, the government administration has collapsed to a point where there are no credible official sources of information or there is a risk to your personal safety if you make contact with your country of residence. If after thorough investigation (these alternatives can only be approved on a case by case basis), we agree that the official sources are not available to provide criminal record checks, you should provide the following two documents:

1. An oath sworn in front of an EU registered solicitor or Commissioner for Oaths attesting to lack of criminal convictions for this period. The following should be present in the sworn oath:
  - a) A statement of the period of time and country it covers.
  - b) Your name and address.
  - c) A statement regarding your criminal record – either clear with no outstanding charges, cautions, warnings or admonishments, or setting out past offences, cautions, warnings, admonishments or outstanding charges (with full dates and details of the offence or sentence).
  - d) A declaration to us that the information is true.
  - e) Your signature and date.
  - f) Signature and stamp/address of the solicitor/Commissioner for Oaths.

In addition, the solicitor/Commissioner for Oaths should write a letter on their headed paper confirming the authenticity of the sworn declaration.

2. A character reference from a professional (as stated in the application form counter signatory list) who knew you personally during the specified period.

The following checks will be completed by us before oaths and character references are accepted:

- All character references will be thoroughly checked for authenticity; this may take some time.
- If there are multiple gaps in records – for example several periods of four months overseas in the last five years – and there is reason to believe that more information is needed to make a decision about a case, you may be asked to provide further information.

# Other Criteria

As well as checking your identity, training, and criminal record, we may also look at other types of information.

## Mental health

We will take into account any recent mental health problems where you have had to be detained or been subject to other compulsory measures in the five years prior to your application. We will not seek out information about any mental health problems which have not been subject to compulsory measures or resulted in detention.

If you have any recent mental health problems you will be required to provide a current medical report outlining the condition and any ongoing treatments. The report must be from the treating psychiatrist, psychologist or a general practitioner (a report from a nursing professional will not be sufficient) who is in regular contact with you and monitoring your condition.

In assessing what impact such a report will have on your application we will consider:

- Any recommendations that are provided by the medical report. For example if you have to be reviewed by the professional, the frequency of the review may provide guidance as to the intervals when a further report would be required by the SIA.
- In line with such guidance, a condition may be placed on your licence that a report will be requested from the mental health professional overseeing your treatment at certain intervals.
- If the medical report shows that you are required to take medication to maintain stable mental health, the SIA may also require regular reports from a mental health professional. The frequency of providing these reports to the SIA will be at least every 12 months.
- If you are not required to take medication nor require regular reviews, you will still need to provide an updated medical report upon licence renewal.

The cost of providing the report will be borne by you.

## Use of other information

We will not normally seek out information about you that may be held by organisations we work with (such as the police and local authorities) which has not been tested in criminal courts. But if such information is offered to us, or we have other information from our own sources (e.g. SIA Warnings, County Court judgements), then we will consider it. In this context 'information' will normally mean compelling evidence of relevant criminal activity (as defined in the list of offences on pages 63 to 81 of this booklet), anti-social behaviour, criminal association or activity that is likely to bring the industry into disrepute or indicates that the applicant is not a fit and proper person to hold a licence. If we revoke your licence or refuse your licence application on the basis of this information then we will tell you, and you can, if you wish, challenge the decision and the information on which it was based.

Where such information is known to us, we will normally consider the recency of that information in line with the seriousness of the offence to which that information is most clearly related (e.g. CCTV evidence of assault).

In exceptional circumstances we reserve the right to take into account, on a case by case basis, any relevant information from any time period received or known to us from any internal or external source.

## Fixed Penalty Notices/Penalty Notices for Disorder

If we receive, or have information from our own sources concerning Fixed Penalty Notices (FPN) or Penalty Notices for Disorder (PND) which relate to any relevant offences, they will be taken into account as described above.

## The right to work

We may seek information to confirm that you have the right to remain and to work in the UK. This does not replace the statutory responsibility of employers to ensure their employees have the right to work in this country or their responsibility to ensure employees with restricted hours visas do not work more hours than allowed. Employers should also ensure that they know if an employee's right to work expires before their SIA licence expires. Employers should not accept the possession of an SIA licence as proof of the licence holder's right to work in the UK.

## Further Information

If you do not give us the information we need, we may ask you to provide us with more detail. We may check the authenticity of the information you supply to us with the relevant government body or with the help of the police. Whether you have a clean record or have committed any offences, we must be satisfied that the evidence you produce is authentic, up-to-date, complete (so it covers every area where you have lived and lists any offences on your record) and comes from a competent official source which we can confirm.

# Notifying you of our Conclusions

If your application for a licence is successful, you will receive a letter from us informing you of our decision, and enclosing your licence.

# Refusing a Licence

If we judge it necessary to refuse your licence application, we will write to you notifying you of our intention to refuse a licence, providing the basis for our decision, and may invite you to supply further information.

You will then have 21 days from the date on our decision letter to provide a response. If we do not receive a response from you within the 21 days your licence will be refused. If you do send in a response within the 21 days we will give it due consideration, and we will write to you to inform you of our final decision.

If we decide it is still necessary to refuse your licence, you will then have 21 days from the date of this final decision letter in which to exercise a right of appeal to a Magistrates' or Sheriff Court.

It is important to ensure any response to either a *minged to refuse* or a *final refusal* is sent in good time and always within the 21 days. Once a decision is made (automatically after 21 days) the SIA has no power to revisit that decision, no matter how good the mitigation or obvious the factual error without the direction of a Court. If you are having genuine difficulty submitting your evidence within the 21 days you should write to us (within the 21 days) to let us know.

## Licence dispensation notices

If you work for an approved contractor under the SIA Approved Contractor Scheme and have been working under a Licence Dispensation Notice (LDN); following receipt of a final refusal letter from us, you can no longer work legally in any licensable sector.

## Factual errors

If we write to you advising that you are either an *automatic refusal*, or that we are *minged to refuse*, you will be invited to submit details of factual error within 21 days

Factual errors may include for example

- An error in identity
- An error in assessing your criminality
- Proof of Remand time which impacts on recency sufficiently to change the decision from an automatic refusal to a Consider Additional Factors (CAF), or from a CAF to a Grant decision.
- Proof that a Community Order was discharged early and which impacts on recency sufficiently to change the decision from an automatic refusal to a Consider Additional Factors (CAF), or from a CAF to a Grant decision.

## Mitigation

Mitigation is not invited in all cases. Your letter informing you of our licensing decision will advise you whether we will consider mitigation in your case. The type of further information you will be invited to provide to us will depend on which category you fall into in our assessment grid on page 44. If you have been refused a licence on the grounds of criminality your category will have been determined by how relevant, how recent, and the seriousness of the offences on your criminal record. Where you are an automatic refusal in the assessment grid you will only be invited to tell us of any factual errors in our assessment. For example; an error of identity, or an error in assessing your criminal history.

We will then consider your submissions when reaching our final decision. Please note we will not consider submissions regarding any type of mitigation or character references on any automatic refusal cases. In other cases where you are not an automatic refusal and you fall into the 'consider additional factors' category, you will be invited to provide mitigation. We will then consider your submissions in reaching our final decision.

In considering your mitigation we will also consider information from other sources which suggests evidence of criminal, dishonest, anti-social or inappropriate activity or association considered relevant to the sector and role for which you are applying, or which may contradict the evidence you have provided in support of your application.

If we request mitigation from you, we will clearly state in our letter what constitutes acceptable mitigation. Any letters provided from you which do not comply with these requirements will not be considered.

The number of documents you supply in support of your application will not necessarily add weight to your case; it is the nature and content of the mitigation which is considered. In giving due consideration to any mitigation you supply, we will give more weight to mitigation if it is from an independent, verifiable and objective source with no vested interest in the licensing decision. What we mean by 'no vested interest' is that information from previous employers or other people of standing in the community will be more persuasive than information from your family, friends, or current employers.

We will assess your mitigation with respect to the implications for public protection from crime and the fear of crime.

Mitigation may include:

- Evidence of your rehabilitation since your offence (for example, proof that you have undertaken voluntary training in relation to the original offence or taken part in other community activities).
- Information about any offence(s) on your record (for example, information provided by the police which describe any mitigating circumstance regarding the offence. Please note however, it is not our intention to re-hear the criminal offence, and doing so would go beyond our published approach).
- Character references: Any character referee **must**:
  - clearly describe the capacity in which they know you, and
  - identify the time period over which they have known you, and
  - confirm they know about the relevant offence/s and are still prepared to give the reference. Relevant offence/s will be detailed in your refusal letter.

Information which will not be considered relevant and will not be considered in the licensing decision includes:

- Your financial situation.
- Whether you hold/held a private security industry licence previously under other licensing schemes (e.g. those run by local authorities or police).
- Whether you hold a firearms licence.
- Other SIA licensing decisions which you think are similar to your case.
- Emotional circumstances and arguments other than character references.

We will not normally seek out information about you that may be held by others or organisations we work with (such as the police and local authorities) when considering your mitigation, but if it is offered to us, or we already possess it, we may take both positive and negative factors into consideration.

## Remand time

If you believe that remand time you served prior to a relevant custodial sentence will materially effect our proposed decision (where it will affect time you have been free from sentence restrictions so as to change a refusal to a CAF, or CAF to grant), you should submit evidence to us.

If possible you should try to submit the required evidence with your application. However, if we write to you advising that you are either an *automatic refusal*, or that we are *minded to refuse*, you will be invited to submit details of factual error; including evidence of remand time where relevant.

We will take into account remand time defined as 'relevant' under Prison Service<sup>6</sup> Order number 6650 (Sentence Calculation) or subsequent updates. This is:

- any period during which you were in police detention in connection with the offence for which the sentence was passed; or
- any period during which you were remanded in custody by a court in connection with any proceedings relating to that sentence or the offence for which it was passed (where a charge on an indictment such as GBH is reduced to AOBH, for example, periods of custody in relation to the first charge are 'relevant' to the sentence for the second); or
- any period during which you were remanded in custody by a court in connection with any proceedings from which the proceedings referred to arose relating to that sentence (where a prisoner is remanded for burglary, for example, and on sentence this matter is not proceeded with but he is sentenced for handling the same stolen goods on the day in question, the remand time is 'relevant' to the sentence);
- days in which you were remanded into the care of certain types of local authority accommodation.

Documentary evidence that we will accept as proof of remand time is:

- The 'section 40' note which includes details of the Sentence Expiry Date (SED), if you were sentenced to a custodial sentence of less than 12 months;

<sup>6</sup> Prison Service in England and Wales.

- The 'licence' issued to you for either the 'at risk' period (up to the three quarter point of the total sentence while on parole), or the unsupervised period up to the SED. In either case you will have been issued with, (and required to have signed) your licence conditions which include details of the SED if you were sentenced to a custodial sentence of greater than 12 months.

If you no longer have the documentation you should contact the 'Prison Location Service'. on 0207 035 4126 to obtain **certified** copies.

If you believe that remand time may be a significant factor in the time from when you became free of sentence restrictions, you should ensure you have copies of the relevant documents at the time of application and not wait until we write to you asking for factual error or mitigation.

Remand time in Scotland is normally automatically taken into consideration at the time of sentencing.

## Revoking a licence

Your licence will be revoked if:

- You are not the person to whom the named licence has been issued
- You do not have the training qualifications that were claimed on application
- You receive a conviction, caution, warning, absolute/conditional discharge or admonishment for a relevant offence
- You have been working with an SIA licence without the right to work or we have been informed by the relevant authorities that you do not have the right to work or are in the United Kingdom illegally.

Your licence may also be revoked if:

- You break the conditions upon which your licence was issued
- We hold information as described on page 51 which indicates you are not a fit and proper person to hold a licence.
- You become subject to detention or other compulsory measures due to mental disorder.

If we judge it necessary to revoke your licence, we will write to inform you of this, providing the basis for our decision, and invite you to supply further information. You will then have 21 days to provide a response to our revocation letter:

Your response may include any factual errors in our assessment (for example, an error concerning identity, or an error in assessing your competence or criminal history). We will only invite you to provide mitigation as explained on page 55, if your criminality does not place you in the automatic refusal category. We will then consider your submissions in reaching our final decision.

If you do not send in a response within the 21 days, the decision to revoke your licence will take immediate effect 21 days after the date of the revocation letter. When the decision to revoke your licence takes effect, you will again have a further 21 days in which to exercise a right of appeal to a Magistrates' or Sheriff Court.

If you do send in a response within the 21 days we will give it due consideration and we will write to you to inform you of our final decision. If we decide it is still necessary to revoke your licence, you will then have 21 days from the date of this letter in which to exercise a right of appeal to a Magistrates' or Sheriff Court.

It is important to ensure any response is sent in good time and always within the 21 days including requests for extensions due to difficulty obtaining the evidence. **Once a decision is made (automatically after 21 days) the SIA has no power to revisit that decision without the direction of a Court, no matter how good the mitigation or obvious the factual error.**

If you appeal against your revocation, your licence remains valid during the appeal process and you can continue to work while your appeal is pending.

## Suspending a licence

Licence suspensions have immediate effect. **This means you cannot legally work in any licensable sector even if you work for an approved contractor.** We will normally consider suspension only where we are reasonably satisfied that a clear threat to public safety could exist if we did not suspend the licence. This usually means that a serious offence has allegedly taken place, where you have been charged but bailed.

We will suspend a licence in other circumstances if it is in the public interest to do so. If we judge it necessary to suspend your licence, we will write to inform you of this, providing the basis for our decision which will have immediate effect. You will then have 21 days in which to exercise a right of appeal to a Magistrates' Court or Sheriff Court. At the same time, you may also wish to tell us of any factual errors in our assessment, for example, an error of identity, or an error in assessing your competence or criminal history.

If your licence is suspended, it will remain suspended until the matter is resolved, for example, we have revoked your licence or the matter that you have been charged with has been heard and you were found not guilty. We monitor our suspensions and review them every 90 days.

If, after your licence has been suspended we judge it necessary to revoke it, we will be revoking a suspended licence. This means that you will still be unable to work even if you appeal against the revocation.

If your appeal against revocation is successful your licence will normally revert to its suspended status and be subject to the normal review process of 90 days.

## Renewal

An application is treated as a Renewal application only if the application is for the same sector as the currently held licence and the application is received no more than four months before the expiry date of the licence. The application must also be received by the SIA before the expiry of the currently held licence. We recommend you apply for the licence up to four months before the expiry of your current licence as if your current licence expires before the renewal is granted you will not be permitted to work in the security industry.

# Reporting Unlicensed Operatives

We want all of the private security industry to be compliant with the law. We have a range of sanctions for non-compliance available to us including (but not limited to) prosecution. As we say in our published 'Enforcement policy – code of practice' booklet, prosecution is not our preferred option but we will seek prosecution when we think it is justified.

To report unlicensed operatives, breaches of licence conditions and related unlawful behaviour for all licensable sectors online, visit our website, [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk).

You can report approved companies that are operating in breach of the Approved Contractor Scheme conditions or standards, or who are mis-advertising Approved Contractor Scheme status through this route. This information can also be provided by calling our contact centre. Please note that our contact centre receives a high volume of calls and there may be a delay in the information you provide reaching us.

We do not routinely disclose our sources and seek to protect the source of any information we receive before disclosing intelligence to our partners (for example, the police, local authorities or other government departments). However, we cannot guarantee the confidentiality of any information provided to us where there are legal, regulatory or operational reasons for disclosure. For example, where a criminal offence has been committed, the police or another government body may need to be informed.

Before disclosing a source, we will obtain consent where it is reasonable to do so. Where consent is not obtained, it remains within our discretion to make a disclosure (the source will be informed where it is reasonable to do so). In some circumstances it may be appropriate to disclose without consent or notice, but in these cases we will always take into account the need for sensitivity towards the source's position. If you wish to ensure anonymity, please report the information through Crimestoppers. Crimestoppers is an independent registered charity that operates across the UK to help identify, prevent and reduce crime. Every call is treated with absolute anonymity so nobody knows the identity of the caller.

**Crimestoppers can be contacted on 0800 555 111.**

Please note: Crimestoppers will not handle any reports of training provider or qualifications malpractice, or reports of approved companies not conforming to the Approved Contractor Scheme conditions or standard.

## Contact us

We are committed to providing a professional, responsive and flexible service to our customers. If you have any concerns about the way you have been dealt with by any of our departments, please let us know.

We also welcome constructive comments and suggestions, as these will help us to refine and improve our services. We will do our best to resolve your problem quickly and satisfactorily.

Write: **The Security Industry Authority**

PO Box 1293

L69 1AX

Liverpool

Email: [info@sia.homeoffice.gov.uk](mailto:info@sia.homeoffice.gov.uk)

Phone: 08702 430 100

Fax: 08702 430 125

## Contact details

### EDI

International House

Siskin Parkway East

Middlemarch Business Park

Coventry

CV3 4PE

Tel: 0870 202 909

Fax: 024 7651 6505

Email: [enquiries@ediplc.com](mailto:enquiries@ediplc.com)

Web: [www.ediplc.com](http://www.ediplc.com)

### British Institute of Innkeeping

Wessex House

80 Park Street

Camberley

Surrey

GU15 3PT

Tel: 01276 684 449

Fax: 01276 23045

Email: [awards@bii.org](mailto:awards@bii.org)

Web: [www.biiab.org](http://www.biiab.org)

### Buckinghamshire New University

Kingshill Road

High Wycombe

Buckinghamshire

HP13 5BB

Tel: 08000 565 660

Fax: 01494 465 432

Email: [advice@bcuc.ac.uk](mailto:advice@bcuc.ac.uk)

Web: [www.crowdsafetymanagement.co.uk](http://www.crowdsafetymanagement.co.uk)

**City & Guilds**

1 Giltspur Street  
London  
EC1A 9DD

Tel: 020 7294 2800  
Fax: 020 7294 2400  
Email: [enquiry@cityandguilds.com](mailto:enquiry@cityandguilds.com)  
Web: [www.cityandguilds.com](http://www.cityandguilds.com)

**Criminal Records Bureau**

Customer Services  
PO Box 110  
Liverpool  
L69 3EF

Tel: 08709 090 811  
Web: [www.crb.gov.uk](http://www.crb.gov.uk)

**Disclosure Scotland**

PO Box 250  
Glasgow  
G51 1YU

Tel: 0870 609 6006  
Web: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

**Access NI**

Brooklyn  
65 Knock Road  
Belfast  
BT5 6LE

Tel: 02890 259100  
Web: [www.accessni.gov.uk](http://www.accessni.gov.uk)

**Edexcel**

One90 High Holborn  
London  
WC1V 7BH

Tel: 08702 409 800  
Web: [www.edexcel.org.uk](http://www.edexcel.org.uk)  
Email: [www.edexcel.org.uk/ask](http://www.edexcel.org.uk/ask)

**Foreign and Commonwealth Office**

King Charles Street  
London  
SW1A 2AH

Tel: 020 7008 1500  
Web: [www.fco.gov.uk](http://www.fco.gov.uk)

### **HM Revenue & Customs**

Details of your nearest HM Revenue & Customs enquiry centre can be found in the telephone book or on the HM Revenue and Customs website at: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### **Learning and Skills Council**

Cheylesmore House  
Quinton Road  
Coventry  
CV1 2WT

Tel: 08450 194 170  
Fax: 02476 823 600  
Email [info@lsc.gov.uk](mailto:info@lsc.gov.uk)  
Web: [www.lsc.gov.uk](http://www.lsc.gov.uk)

### **NOCN**

The Quadrant  
Parkway Business Park  
99 Parkway Avenue  
Sheffield  
S9 4WG

Tel: 0114 227 0500  
Fax: 0114 227 0501  
Email: [nocn@nocn.org.uk](mailto:nocn@nocn.org.uk)  
Web: [www.nocn.org.uk](http://www.nocn.org.uk)

### **Office of the Qualifications and Examinations Regulator**

Spring Place  
Coventry Business Park  
Herald Avenue  
Coventry  
CV5 6UB

Tel: 0300 303 3344  
Fax: 0300 303 3348  
Email: [info@ofqual.gov.uk](mailto:info@ofqual.gov.uk)  
Web: [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Scottish Qualifications Authority**

The Optima Building  
58 Robertson Street  
Glasgow  
G2 8DQ

Tel: 08452 791 000  
Fax: 08452 135 000  
Email: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)  
Web: [www.sqa.org.uk](http://www.sqa.org.uk)

# List of Offences for all Applicants

- = Offences classified as Serious
- = Offences classified as Significant
- = Either-Way offences

Unless otherwise stated, a reference to a section includes all subsections. The heading is a guide to the section.

If you are charged with an attempt, aiding, abetting counsel or procuring the commission of the offence you will be treated as if your offence was the substantial offence. If you are convicted of inciting or conspiring to commit a crime or if a person has participated in part and part (is party to the offence/ jointly involved) in the commission of an offence, we will treat this as a conviction for that offence under our criteria. These apply whether or not the crime is statutory or at common law.

If your criminal record check lists the penalty section of an act and only the offence is listed in our offences list the actual offence will still be considered.

For ease of reference, we have grouped together similar Scottish and Northern Ireland offences with their equivalent English offence. If an offence is listed for one jurisdiction and an equivalent offence to that exists in another part of the UK, we may regard that equivalent offence in the same way as the first offence.

This list is intended to be exhaustive; however, it is acknowledged that new offences or other offences can exist that are clearly relevant to these criteria, especially in relation to violent/abusive behaviour, sexual offences, terrorism and dishonesty. In exceptional cases we reserve the right to count convictions for those offences as serious under our legislation. This is determined on a case by case basis.

Juvenile offences are taken in account in the way listed on page 48.

Offences committed overseas which fall under the headings of this list will also be taken into consideration. They will be categorised as Serious or Significant depending on the information on the criminal record provided. Where that is not clear, additional information may be needed.

## Category I – Violent/Abusive Behaviour

■ Abduction and extortion	Common Law
■ Administering chloroform	s22 – Offences Against the Person Act 1861
■ Administering poison so as to endanger life	s23 – Offences Against the Person Act 1861
■ Administering poison	s24 – Offences Against the Person Act 1861
■ Affray	s3 – Public Order Act 1986
	Common Law
■ Aggravated burglary	s10 – Theft Act 1968 s10 – Theft Act (Northern Ireland) 1968
■ Aggravated Trespass	s68 – Criminal Justice & Public Order Act 1994 Vagrancy Act 1824
■ Arson	s1(3) Criminal Damage Act 1971 Art.3 – Criminal Damage (Northern Ireland) Order 1977
■ Assault	Common Law s96 – Crime and Disorder Act 1998
■ Assault/aggravated assault	Common Law
■ Assault/criminal threats	Common Law
■ Assault occasioning bodily harm	s47 – Offences Against the Person Act 1861
■ Assault on constables	s89(1) – Police Act 1996 s41 – Police (Scotland) Act 1967 s66 – Police (Northern Ireland) Act 1998
■ Assault with intent to commit felony or on peace officers, etc	s38 – Offences Against the Persons Act 1861
■ Assault with intent to rob	s8(2) – Theft Act 1968 S8(2) – Theft Act (Northern Ireland) 1969
■ Assaulting a prison officer whilst possessing firearm	s90 – Criminal Justice Act 1991
■ Assisting prisoners to escape	s39 – Prison Act 1952 s30 Prison Act (Northern Ireland) 1953
■ Assisting suicide of another	s13 – Criminal Justice Act (Northern Ireland) 1966
■ Attempt to cause explosion, making or keeping explosive	s3 and s4 – Explosive Substances Act 1883
■ Attempt to pervert the course of justice	Common Law
■ Attempted assault/aggravated assault	Common Law
■ Attempted murder	Common Law s1 Criminal Attempts Act 1981 Art.5 – Criminal Attempts and Conspiracy (Northern Ireland) Order 1983
■ Attempted murder/assault/aggravated assault	Common Law
■ Attempting to choke or strangle	s21 – Offences Against the Person Act 1861
■ Battery	Common Law
■ Breach conditions of an injunction against harassment	s3(6) – Protection from Harassment Act 1997 Art 5(6) – Protection from Harassment (Northern Ireland) Order 1997
■ Breach of a 'non-harassment' order	s234A – Criminal Procedure (Scotland) Act 1995
■ Breach of anti-social behaviour order	s1 – Crime and Disorder Act 1988 s9 – Antisocial Behaviour Etc (Scotland) Act 2004 Art.7 – Anti-social Behaviour (Northern Ireland) Order 2004

■ Breach of molestation order	s42A – Family Law Act 1996
■ Breach of restraining order	s5 – Protection from Harassment Act 1997 Art.7(5) – Protection from Harassment (Northern Ireland) Order 1997
■ Breach of the peace	Common Law (Scotland only)
■ Broadcasting or including programme intended to incite religious hatred	s29F – Public Order Act 1986
■ Broadcasting programme to incite hatred or arouse fear	Art.12 – Public Order (Northern Ireland) Order 1987
■ Bomb hoax	s51 – Criminal Law Act 1977 Art.3 – Criminal Law (Amendment) (Northern Ireland) Order 1977
■ Burglary	s9 – Theft Act 1968
■ Causing bodily injury by explosives	s28 – Offences Against the Persons Act 1861
■ Causing explosion likely to endanger life or property	s2 – Explosive Substances Act 1883 s14 – Aviation and Maritime Security Act 1990 s11 and s14 – Aviation and Maritime Security Act 1990
■ Causing gunpowder to explode or sending to any person an explosive substance or throwing corrosive fluid on a person with intent to do grievous bodily harm	s29 – Offences Against the Persons Act 1861
■ Causing or allowing the death of vulnerable child or adult	s5 – Domestic Violence, Crime and Victims Act 2004
■ Child abduction by a person connected with a child	s6 – Child Abduction Act 1984 Art.3 – Child Abduction (Northern Ireland) Order 1985
■ Child abduction by parent	s1 – Child Abduction Act 1984 Art.3 – Child Abduction (Northern Ireland) Order 1985
■ Child Abduction by other person	s2 – Child Abduction Act 1984 Art.4 – Child Abduction (Northern Ireland) Order 1985
■ Common assault and battery	s39 – Criminal Justice Act 1988 s47 – Offences Against the Person Act 1861
■ Conspiracy to commit murder	s1, s1(A) and s3 Criminal Law Act 1977 Art.11 Criminal Attempts and Conspiracy (Northern Ireland) Order 1983
■ Criminal threats	Common Law
■ Culpable and reckless endangerment or assault	Common Law
■ Culpable and reckless injury/culpable and reckless conduct/culpable and reckless endangerment	Common Law
■ Culpable homicide	Common Law
■ Distributing showing or playing a recording to incite hatred or arouse fear	Art.11 – Public Order (Northern Ireland) Order 1987
■ Distributing showing or playing a recording intending to stir up religious hatred	s29E – Public Order Act 1986
■ Escaping from lawful custody	Common Law
● Failure to comply with conditions imposed on public assembly	s14 – Public Order Act 1986 s7(6) – Public Processions (Northern Ireland) Act 1998

● Failure to comply with conditions imposed on public procession	s12 – Public Order Act 1986 s6(7), 7(6) & 8(7)(B) – Public Processions (Northern Ireland) Act 1998
■ False imprisonment	Common Law
■ False statements	s318 – Mental Health (Care and Treatment) (Scotland) Act 2003
■ Fear or provocation of violence	s4 – Public Order Act 1986
■ Fire-raising	Common Law
■ Harassment	s2 – Protection from Harassment Act 1997 s8 – Protection from Harassment Act 1997
■ Harassment, alarm or distress	s5 – Public Order Act 1986
■ Housebreaking with intent to steal	Common Law
■ Ill-treatment and wilful neglect of mentally disordered person	Mental Health Act 1983
■ Ill treatment of persons of unsound mind	s127 – Mental Health Act 1983 Art.121 – Mental Health (Northern Ireland) Order 1986
■ Improper use of public electronic communications network	s127 – Communications Act 2003
■ Inflicting grievous bodily harm	s20 – Offences Against the Person Act 1861
■ Infanticide	Common Law
■ Intentionally causing harassment, alarm or distress	s4A – Public Order Act 1996
■ Intimidating a witness or a juror	s51 – Criminal Justice and Public Order Act 1994 Art.47 – Criminal Justice (Northern Ireland) Order 1996
■ Kidnapping	Common Law
■ Manslaughter	Common Law s5, 6 & 14 – Criminal Justice Act (Northern Ireland) 1966
■ Mobbing and rioting	Common Law
■ Mobbing and rioting or breach of the peace	s96 – Crime and Disorder Act 1998
■ Mobbing and rioting or breach of the peace	Common Law
■ Murder	Common Law
■ Murder or culpable homicide	Common Law
■ Offences against designated and accredited persons	s46 – Police Reform Act 2002
● Offences in connection with trespassory assemblies and arrest thereof	s14B – Public Order Act 1996
● Organising or taking part in prohibited procession	s11(8) – Public Processions (Northern Ireland) Act 1998
■ Placing explosives with intent to cause bodily injury	s30 – Offences Against the Persons Act 1861
■ Possession of inflammatory material to incite religious hatred	s29G – Public Order Act 1986
■ Possession of matter to stir up hatred or incite fear	Art.13 – Public Order (Northern Ireland) Order 1987
■ Prison mutiny	s1 – Prison Security Act 1992
■ Publishing or distributing written material	s19 – Public Order Act 1986 Art.10 – Public Order (Northern Ireland) Order 1987
■ Publishing or distributing written material intended to stir religious hatred	s29C – Public Order Act 1986
■ Putting people in fear of violence	s4 – Protection from Harassment Act 1997 Art 6 – Protection from Harassment (Northern Ireland) Order 1997
■ Racially aggravated assaults	s29 – Crime and Disorder Act 1998
■ Racially aggravated conduct causing alarm or distress	s96 – Crime and Disorder Act 1988 s50A – Criminal Law (Consolidation) (Scotland) Act 1995

■ Racially aggravated harassment	s50A – Criminal Law (Consolidation) (Scotland) Act 1995
■ Racially or religiously motivated public order offence	s31 – Crime and Disorder Act 1998
■ Racially or religiously aggravated harassment	s32 – Crime and Disorder Act 1998
■ Resist, obstruct, assault of constables	s89(2) – Police Act 1996 s41 – Police (Scotland) Act 1967 s66 – Police (Northern Ireland) Act 1998
■ Religiously or racially aggravated public order offences	s31 – Crime and Disorder Act 1998
■ Riot	s1 – Public Order Act 1986 Common Law
■ Riot, rout and affray	Common Law
■ Riotous and disorderly behaviour	Art.18 – Public Order (Northern Ireland) Order 1987
■ Robbery	Common Law s8 – Theft Act 1968 s8 – Theft Act (Northern Ireland) 1969
■ Setting spring guns etc. with intent to inflict grievous bodily harm	Criminal Justice Act 2003
■ Sending letters etc with intent to cause distress or anxiety	s1 – Malicious Communications Act 1988
■ Theft by housebreaking	Common Law
■ Threats to kill	s16 – Offences Against the Persons Act 1861
■ Torture	s134 – Criminal Justice Act 1988
■ Unlawful detention or abduction	Common Law
■ Unlawful eviction and harassment of occupier	s1 – Protection from Eviction Act 1977 s2 – Tumultuous Risings (Ireland) Act 1831
■ Unlawful eviction and harassment of occupier	s22 – Rent (Scotland) Act 1984
■ Use of words or behaviour or display of written material intended to stir up religious hatred	s29B – Public Order Act 1986
■ Use of words, behaviour or written material to stir up hatred or arouse fear	Art.9 – Public Order (Northern Ireland) Order 1987
■ Using violence to enter premises	s6 – Criminal Law Act 1977
■ Violent disorder	s2 – Public Order Act 1986
■ Wilful obstruct or resist	s90(2) – Criminal Justice Act 1991
■ Wounding, shooting, attempting to shoot with intent to do grievous bodily harm	s18 – Offences Against the Person Act 1861

## Category 2 – Espionage/Terrorism

All Offences in the following acts are regarded as serious (■) offences

- Aviation Security Act 1982
- Anti-Terrorism, Crime and Security Act 2001
- Prevention of Terrorism Act 2005
- Terrorism Act 2000

## Category 3 – Offensive Weapons

● Contravene a notice issued under s4, s6 and s7	Chemical Weapons Act 1996
■● Carrying of offensive weapon in public place	Art.22 Public Order (Northern Ireland) Order 1987
● Disclosure of information	s32 – Chemical Weapons Act 1996
■ Having an article with a blade or point in a public place	s49 – Criminal Law (Consolidation) (Scotland) Act 1995

■ Having an article with a blade or point in a public place	s139 – Criminal Justice Act 1988
● Information for the purposes of the Act (failure to comply)	s21(2) – Chemical Weapons Act 1996
● Information for the purposes of the Act (false or misleading)	s21(3) – Chemical Weapons Act 1996
● Offences in connection with dangerous weapons	s1 – Restriction of Offensive Weapons Act 1959
● Offences in connection with inspections	s26 – Chemical Weapons Act 1996
■ Offence of having an article with a blade or point (or offensive weapon) on school premises	s139A – Criminal Justice Act 1988 s49A – Criminal Law (Consolidation) (Scotland) Act 1995
● Offences relating to destruction	s9 – Chemical Weapons Act 1996
● Offences relating to destruction (relating to s12)	s17 – Chemical Weapons Act 1996
● Offensive weapons	s141 – Criminal Justice Act 1988
● Possession	s3 – Crossbows Act 1987 Art.5 – Crossbows (Northern Ireland) Order 1988
■ Possession of an offensive weapon	s1 – Prevention of Crime Act 1953
■ Possession of an offensive weapon in a public place	s47 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Premises or equipment for producing chemical weapons	s11 – Chemical Weapons Act 1996
● Purchasing and hiring	s2 – Crossbows Act 1987 Art.4 – Crossbows (Northern Ireland) Order 1988
■ Restriction on development etc of certain biological agents and toxins and of biological weapons	s1 – Biological Weapons Act 1974
● Restriction on use etc	s19 – Chemical Weapons Act 1996 s20(6) – Chemical Weapons Act 1996
● Sale and letting on hire	s1 – Crossbows Act 1987 Art.3 – Crossbows (Northern Ireland) Order 1988
● Sale etc of offensive weapons	s141 – Criminal Justice Act 1988
■ Sale of knives and certain articles with blade or point to persons under 16	s141A – Criminal Justice Act 1988
■ Trespassing with a weapon of offence	s8 Criminal Law Act 1977 Vagrancy Act 1824
■ Use etc of chemical weapons	s2 – Chemical Weapons Act 1996

## Category 4 – Firearms Offences

● Acquisition and possession of firearms by minors	s22 – Firearms Act 1968
■● Business and other transactions with firearms penalties	s3 – Firearms Act 1968 Art.24 – Firearms (Northern Ireland) Order 2004 Art.37 – Firearms (Northern Ireland) Order 2004
● Carriers, auctioneers etc	s9 – Firearms Act 1968
■● Carrying a firearm in a public place	s19 – Firearms Act 1968 Art.61 – Firearms (Northern Ireland) Order 2004
■ Carrying a firearm with criminal intent	s18 – Firearms Act 1968 Art.60 – Firearms (Northern Ireland) Order 2004
● Certificates supplementary	s28A – Firearms Act 1968 Art.73 – Firearms (Northern Ireland) Order 2004
● Compulsory register of transactions in firearms	s40 – Firearms Act 1968

● Conversion of weapons	s4 – Firearms Act 1968 Art.67 – Firearms (Northern Ireland) Order 2004
● Equipment for ships and aircrafts	s13 – Firearms Act 1968
● Exceptions from s22(4)	s23 – Firearms Act 1968
● False Statement to procure grant or variation of certificate	Art.73 – Firearms (Northern Ireland) Order 2004
● Forfeiture	s52 – Firearms Act 1968 Art.72 – Firearms (Northern Ireland) Order 2004
■ Having a small calibre pistol outside of licensed pistol clubs	s19A – Firearms Act 1968
● Information as to transactions under visitor's permits	s42A – Firearms Act 1968 Art.15 – Firearms (Northern Ireland) Order 2004
● Obstructing Constable or Civilian officer in exercise of search powers	s46 – Firearms Act 1968 Art.53 – Firearms (Northern Ireland) Order 2004
● Offences in connection with registration	s39 – Firearms Act 1968 Art.30 – Firearms (Northern Ireland) Order 2004
● Partial revocation of firearms' certificates	s32B – Firearms Act 1968 Art.21 – Firearms (Northern Ireland) Order 2004
● Police permit	s7 – Firearms Act 1968
● Police powers in relation to arms traffic	s49 – Firearms Act 1968 Art.56 – Firearms (Northern Ireland) Order 2004
● Possession of firearms by persons previously convicted of crime	s21 – Firearms Act 1968 Art.63 – Firearms (Northern Ireland) Order 2004
■ Possession of firearm with intent to cause fear of violence	s16A – Firearms Act 1968 Art.58 – Firearms (Northern Ireland) Order 2004
■ Possession of firearm with intent to injure	s16 – Firearms Act 1968 Art.58 – Firearms (Northern Ireland) Order 2004
■ Possession of firearm while committing offence	s17(2) – Firearms Act 1968 Art.59(2) – Firearms (Northern Ireland) Order 2004
● Power to prohibit movement of arms and ammunition	s6 – Firearms Act 1968 Art.48 – Firearms (Northern Ireland) Order 2004
● Powers of constables to stop and search	s47 – Firearms Act 1968 Art.53 – Firearms (Northern Ireland) Order 2004
● Production of certificates	s48 – Firearms Act 1968 Art.55 – Firearms (Northern Ireland) Order 2004
● Reckless discharge of a firearm	Common Law
● Removal from register of dealer's name or place of business	s38 – Firearms Act 1968 Art.30 – Firearms (Northern Ireland) Order 2004
■ Requirement of a certificate for possession of shot guns	s2 – Firearms Act 1968
● Requirement of a firearms certificate	s1 – Firearms Act 1968 Art.3 – Firearms (Northern Ireland) Order 2004
● Supplying firearm to person drunk or insane	s25 – Firearms Act 1968 Art.66 – Firearms (Northern Ireland) Order 2004
● Supplying firearms to minors	s24 – Firearms Act 1968

● Trespassing with a firearm	s20 – Firearms Act 1968 Art.62 – Firearms (Northern Ireland) Order 2004
■ Use of firearm to resist arrest	s17(1) – Firearms Act 1968 Art.59(1) – Firearms (Northern Ireland) Order 2004
● Variation, endorsement etc of European documents	s32C – Firearms Act 1968 Art.23 – Firearms (Northern Ireland) Order 2004
● Variation of firearms certificate	s29 – Firearms Act 1968 Art.73 – Firearms (Northern Ireland) Order 2004
■● Weapons subject to general prohibition	s5 – Firearms Act 1968 Art.45 – Firearms (Northern Ireland) Order 2004

## Category 5 – Dishonesty (Theft and Fraud)

■ Acknowledging recognizance, bail, cognovit, etc in the name of another	s34 – Forgery Act 1861
■ Aggravated burglary	s10 – Theft Act 1968 s10 – Theft Act (Northern Ireland) 1969
■ Aggravated vehicle taking	s12A – Theft Act 1968 Art.5 Criminal Justice (No.2) (Northern Ireland) Order 2004
■ Aiders, abettors, suborners etc	s7 – Perjury Act 1911
■ Attempt to pervert the course of justice	Common Law
■ Blackmail	s21 – Theft Act 1968 s20 – Theft Act (Northern Ireland) 1969
■ Breach of bail conditions	s27 – Criminal Procedure (Scotland) Act 1995
■ Burglary	s9 – Theft Act 1968 s9 – Theft Act (Northern Ireland) 1969
■ Copying of a false statement	s2 – Forgery and Counterfeiting Act 1981
■ Conspiracy to defraud	s12 – Criminal Justice Act 1987 Common Law
■ Convicted thief in possession of tools etc for purposes of theft	s58 – Civic Government (Scotland) Act 1982
■ Counterfeiting documents	s168 – Customs and Excise Management Act 1979
■ Counterfeiting etc of dies and marks	s6 – Hallmarking Act 1973
■ Custody or control of false instrument	s5(2) – Forgery and Counterfeiting Act 1981
■ Custody or control of false instrument inducing to accept as genuine	s5(1) – Forgery and Counterfeiting Act 1981
■ Custody or control of machine or implement	s5(3) – Forgery and Counterfeiting Act 1981
■ Custody or control of machine, implement, paper or material without lawful excuse	s5(4) – Forgery and Counterfeiting Act 1981
■ Dishonestly retaining wrongful credit	s24A – Theft Act 1968 s23A – Theft Act (Northern Ireland) 1969
■ Embracery	Common Law
■ Evasion of liability by deception	s2 – Theft Act 1968
■ Extortion	Common Law
■ Fabrication of evidence with intent to mislead a tribunal	Common Law
■ Failure to Disclose	s330 – Proceeds of Crime Act 2002
■ False accounting	s17 – Theft Act 1968 s17 – Theft Act (Northern Ireland) 1969

■ False declarations etc to obtain registration etc for carrying on a vocation	s6 – Perjury Act 1911
■ False or misleading statements	s75 – Criminal Justice & Public Order Act 1994
■ False statements	s39 – Goods Vehicles (Licensing of Operators) Act 1995
■ False statements and withholding material information	s174 – Road Traffic Act 1988
■ False statements by company directors etc.	s18 – Theft Act (Northern Ireland) 1969
■ False statements in connection with forgery of or fraudulent use of documents	Art.174 – Road Traffic (Northern Ireland) Order 1981
■ False statements in declaration providing service etc	s107 – Magistrates Courts Act 1980 s44 – Criminal Law (Consolidation) (Scotland) Act 1995
■ False statements on oath made otherwise than in a judicial proceeding	s2 – Perjury Act 1911 s44 – Criminal Law (Consolidation) (Scotland) Act 1995
■ False statements tendered in evidence	s106 – Magistrates Courts Act 1980
■ False statements, etc as to births or deaths	s4 – Perjury Act 1911 s53 – Registration of Births, Deaths and Marriages (Scotland) Act 1965
■ False statements, etc with reference to marriage	s3 – Perjury Act 1911 s24 – Marriage (Scotland) Act 1977
■ False statutory declarations and other false statements	s5 – Perjury Act 1911 s44, s45 and s46 – Criminal Law (Consolidation) (Scotland) Act 1995
■ False un-sworn statement	s1A – Perjury Act 1911 s44 – Criminal Law (Consolidation) (Scotland) Act 1995
■ False written statements tended in evidence	s89 – Criminal Justice Act 1967
■ Falsehood, fraud and wilful imposition	Common Law
■ Falsehood, fraud and wilful imposition, or embezzlement	Common Law
■ Forgery	s1 – Forgery and Counterfeiting Act 1981
■ Forgery and fraud	s44 – Vehicle Excise and Registration Act 1994
■ Forgery and misuse of documents	s65 – Public Passenger Vehicles Act 1981
■ Forgery and uttering	Common Law
■ Forgery of documents	s173 – Road Traffic Act 1988
■ Forgery of documents etc	s38 – Goods Vehicles (Licensing of Operators) Act 1995
■ Forgery, false statements etc	s126 – Mental Health Act 1983
■ Forgery of passport	s36 – Criminal Justice Act 1925
■ Fraud	s1 Fraud Act 2006 Common Law
■ Fraud by false representation	s2 Fraud Act 2006
■ Fraud by failing to disclose information	s3 Fraud Act 2006
■ Fraud by abuse of position	s4 – Fraud Act 2006
■ Giving false evidence or contempt of court	Common Law
■ Going equipped for stealing	s25 – Theft Act 1968 s24 – Theft Act (Northern Ireland) 1969
■ Handling stolen goods	s22 – Theft Act 1968 s21 – Theft Act (Northern Ireland) 1969
■ Housebreaking with intent to steal	Common Law
■ Interfering with the mail: general	s84 – Postal Services Act 2000

■ Interfering with the mail: postal operators	s83 – Postal Services Act 2000
■ Impersonation	s43 – Police (Scotland) Act 1967
■ Impersonation etc	s90 – Police Act 1996
■ Importation or causes importation of concealed goods	s50 – Customs and Excise Management Act 1979
■ Issue of false documents [falsification of documents]	s175 – Road Traffic Act 1988
■ Making off without payment	s3 – Theft Act 1978 s3 – Theft Act (Northern Ireland) 1969
■ Making or supplying articles for use in frauds	s7 Fraud Act 2006
■ Mishandling or falsifying parking documents	s115 – Road Traffic Regulation Act 1984
■ Obtaining a money transfer by deception	s5A – Theft Act 1968 s15A – Theft Act (Northern Ireland) 1969
■ Obtaining pecuniary advantage by deception	s16 – Theft Act 1968 s16 – Theft Act (Northern Ireland) 1969
■ Obtaining property by deception	s15 – Theft Act 1968 s15 – Theft Act (Northern Ireland) 1969
■ Obtaining services dishonestly	s1 & s11 Fraud Act 2006 s1 Theft Act (Northern Ireland) 1969
■ Obstruction of authorised officers	s29 – Trade Descriptions Act 1968
■ Obstruction of officers	s18 – Gangmasters (Licensing) Act 2004
■ Offence committed in connection with	s20 Forgery and Counterfeiting Act 1981
■ Offence of absconding by person released on bail	s6 – Bail Act 1976 Art.5 – Criminal Justice (Northern Ireland) Order 2003
■ Offence of reproducing British currency notes	s18 – Forgery and Counterfeiting Act 1981
■ Offences involving custody or control of counterfeit notes and coins	s17 – Forgery and Counterfeiting Act 1981
■ Offences involving custody or control of counterfeit notes and/or coins	s16 – Forgery and Counterfeiting Act 1981
■ Offences: acting as a gangmaster; being in possession of false documents etc	s12 – Gangmasters (Licensing) Act 2004
■ Offences of counterfeiting notes and/or coins	s14 – Forgery and Counterfeiting Act 1981
■ Offences of making (etc) imitation British coins	s19 – Forgery and Counterfeiting Act 1981
■ Offences of passing etc. counterfeit notes and/or coins	s15 – Forgery and Counterfeiting Act 1981
■ Participating in fraudulent business carried on by a sole trader etc	s9 – Fraud Act 2006
■ Penalties for assisting offenders	s4 – Criminal Law Act 1967 s4 – Criminal Law Act (Northern Ireland) 1967
■ Penalties for concealing offences or giving false information	s5 – Criminal Law Act 1967 s4 – Criminal Law Act (Northern Ireland) 1967
■ Penalty for fraudulent evasion of duty	s170 – Customs and Excise Management Act 1979
■ Penalty for improper importation	s50 – Customs and Excise Management Act 1979
■ Perjury	s1 – Perjury Act 1911 Common Law
■ Personation of Jurors	Common Law
■ Pervert the course of justice/personation	Common Law
■ Possession etc of articles for use in frauds	s6 – Fraud Act 2006
■ Possession of false identification documents	s25 – Identity Cards Act 2006
■● Prejudicing an investigation	s36 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Providing false information	s28 – Identity Cards Act 2006

■ Removal of articles from places open to the public	s11 – Theft Act 1968 s11 – Theft Act (Northern Ireland) 1969
■ Reset	Common Law
■ Robbery	s8 – Theft Act (Northern Ireland) 1969
■ Subornation of perjury	Common Law
■ Suppression etc. of documents	s19 – Theft Act (Northern Ireland) 1969
■ Taking motor vehicle or other conveyance without authority	s12(1) – Theft Act 1968 s12 – Theft Act (Northern Ireland) 1969
■ Taking a motor vehicle without consent	s178 – Road Traffic Act 1978
■ Taking a motor vehicle without authority	s178 – Road Traffic Act 1988
■ Tampering with the Register etc	s29 – Identity Cards Act 2006
■ Theft	s1 & s7 – Theft Act 1968 Common Law s1 & s7 – Theft Act (Northern Ireland) 1969
■ Theft by housebreaking	Common Law
■ Theft by opening lockfast places/Opening lockfast places with intent to steal	Common Law
■ Unauthorised disclosure of information	s27 – Identity Cards Act 2006
● Unauthorised modification of computer material	s3 – Computer Misuse Act 1990
■ Unlawful possession of pension documents	s36 – Criminal Justice Act 1925
■ Using a copy of a false instrument	s4 – Forgery and Counterfeiting Act 1981
■ Using a false instrument	s3 – Forgery and Counterfeiting Act 1981

## Category 6 – Proceeds of Crime

■ Acquisition, use and possession	s329 – Proceeds of Crime Act 2002
■ Arrangements	s328 – Proceeds of Crime Act 2002
■ Concealing etc	s327 – Proceeds of Crime Act 2002
■ Failure to disclose	s320 – Proceeds of Crime Act 2002
■ Failure to disclose: other nominated officers	s332 – Proceeds of Crime Act 2002
■ Failure to disclose: nominated officers in the regulated sector	s331 – Proceeds of Crime Act 2002
■ Tipping off	s333 – Proceeds of Crime Act 2002

## Category 7 – Abuse or Neglect of Children

● Allowing child to be in brothel	s12 – Criminal Law (Consolidation) (Scotland) Act 1995 s24 – Children and Young Persons Act (Northern Ireland) 1968
● Allowing persons under 16 to be in brothels	s3 – Children and Young Persons Act 1933
● Causing or allowing persons under 16 to be used for begging	s4 – Children and Young Persons Act 1933 s15 – Children and Young Persons (Scotland) Act 1937 s24 – Children and Young Persons Act (Northern Ireland) 1968
●● Causing or encouraging seduction or prostitution of a girl under seventeen	s21 – Children and Young Persons Act (Northern Ireland) 1968
●● Child abduction by other person	s2 – Child Abduction Act 1984
●● Cruelty to persons under 16	s1 – Children and Young Persons Act 1933 s20 – Children and Young Persons Act (Northern Ireland) 1968

<ul style="list-style-type: none"> <li>■● Cruelty to children under 16</li> <li>● Exposing children under 12 to risk of burning</li> </ul>	<ul style="list-style-type: none"> <li>s12 – Children and Young Persons (Scotland) Act 1937</li> <li>s11 – Children and Young Persons Act 1933</li> <li>s22 – Children and Young Persons (Scotland) Act 1937</li> <li>s29 – Children and Young Persons Act (Northern Ireland) 1968</li> </ul>
<ul style="list-style-type: none"> <li>● Failing to provide for safety of children at entertainments</li> </ul>	<ul style="list-style-type: none"> <li>s12 – Children and Young Persons Act 1933</li> <li>s23 – Children and Young Persons (Scotland) Act 1937</li> <li>s30 – Children and Young Persons Act (Northern Ireland) 1968</li> </ul>
<ul style="list-style-type: none"> <li>● Giving intoxicating liquor to a child under 5</li> </ul>	<ul style="list-style-type: none"> <li>s5 – Children and Young Persons Act 1933</li> <li>s16 – Children and Young Persons (Scotland) Act 1937</li> <li>s25 – Children and Young Persons Act (Northern Ireland) 1968</li> </ul>
<ul style="list-style-type: none"> <li>■● Indecent photographs of children</li> </ul>	<ul style="list-style-type: none"> <li>s1 – Protection of Children Act 1978</li> <li>s160 Criminal Justice Act 1988</li> <li>s52 – Civic Government (Scotland) Act 1982</li> <li>Art.3 – Protection of Children (Northern Ireland) Order 1978</li> </ul>

## Category 8 – Sexual Offences

All Offences in the following acts are regarded as serious (■) offences

- Sexual Offences Act 2003
- Sexual Offences (Scotland Act) 2009
- Sexual Offences (Northern Ireland) Order 2008

<ul style="list-style-type: none"> <li>■ Aiding, abetting, counselling, procuring or inciting the commission of a s311(1) offence</li> </ul>	<ul style="list-style-type: none"> <li>s311(7) – Mental Health (Care and Treatment) (Scotland) Act 2003</li> </ul>
<ul style="list-style-type: none"> <li>■ Arranging or facilitating child prostitution or pornography</li> </ul>	<ul style="list-style-type: none"> <li>s12 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault/indecent assault (oral penetration)</li> </ul>	<ul style="list-style-type: none"> <li>Common Law</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault/indecent assault</li> </ul>	<ul style="list-style-type: none"> <li>Common Law</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault of a child under 13 – re actual intercourse</li> </ul>	<ul style="list-style-type: none"> <li>s5(1) Criminal Law (Consolidation) (Scotland) Act 1995</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault of a child under 13 – re attempted intercourse</li> </ul>	<ul style="list-style-type: none"> <li>s5(2) Criminal Law (Consolidation) (Scotland) Act 1995</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault/indecent assault, lewd, indecent or libidinous practices re children aged 12 to 16</li> </ul>	<ul style="list-style-type: none"> <li>s6 – Criminal Law (Consolidation) (Scotland) Act 1995</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault/indecent assault/sodomy</li> </ul>	<ul style="list-style-type: none"> <li>Common Law</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault with intent to commit buggery</li> </ul>	<ul style="list-style-type: none"> <li>Art.20 – Criminal Justice (Northern Ireland) Order 2003</li> </ul>
<ul style="list-style-type: none"> <li>■ Assault with intent to commit rape</li> </ul>	<ul style="list-style-type: none"> <li>s2 – Attempted Rape etc. Act (Northern Ireland) 1960</li> </ul>
<ul style="list-style-type: none"> <li>■ Bestiality</li> </ul>	<ul style="list-style-type: none"> <li>Common Law</li> </ul>
<ul style="list-style-type: none"> <li>■ Buggery</li> </ul>	<ul style="list-style-type: none"> <li>Art.19 – Criminal Justice (Northern Ireland) Order 2003</li> </ul>
<ul style="list-style-type: none"> <li>■ Care workers: causing a person with a mental disorder to watch a sexual act</li> </ul>	<ul style="list-style-type: none"> <li>s10 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005</li> </ul>
<ul style="list-style-type: none"> <li>■ Care workers: causing or inciting sexual activity</li> </ul>	<ul style="list-style-type: none"> <li>s313 – Mental Health (Care and Treatment) (Scotland) Act 2003</li> </ul>
<ul style="list-style-type: none"> <li>■ Care workers: sexual activity with a person with a mental disorder</li> </ul>	<ul style="list-style-type: none"> <li>s313 – Mental Health (Care and Treatment) (Scotland) Act 2003</li> </ul>
<ul style="list-style-type: none"> <li>■ Causing or inciting a child under 13 to engage in sexual activity – re attempted intercourse</li> </ul>	<ul style="list-style-type: none"> <li>s5(2) – Criminal Law (Consolidation) (Scotland) Act 1995</li> </ul>
<ul style="list-style-type: none"> <li>■ Causing or inciting a child under 13 to engage in sexual activity – lewd, indecent or libidinous practices re children aged 12 to 16</li> </ul>	<ul style="list-style-type: none"> <li>s6 – Criminal Law (Consolidation) (Scotland) Act 1995</li> </ul>

■ Controlling a child prostitute or a child involved in pornography	s11 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
■ Homosexual offences	s13 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Incest	s1 – Punishment of Incest Act 1908 s2 – Punishment of Incest Act 1908 Common Law
■ Incest – re-intercourse with family members	s1 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Inciting girl under 16 to have incestuous sexual intercourse	Art.9 – Criminal Justice (Northern Ireland) Order 1980
■ Indecent conduct towards child	s22 – Children and Young Persons Act (Northern Ireland) 1968
■ Intercourse of person in position of trust with child under 16	s3 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Intercourse with girl under 16	s5 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Intercourse with step-child	s2 – Criminal Law (Consolidation) (Scotland) Act 1995 – re intercourse with family members
■ Indecent assault/assault/criminal threats/exposure	Common Law
■ Keeping a brothel	s33 – Sexual Offences Act 1956
■ Keeping a brothel used for prostitution	s33A – Sexual Offences Act 1956
■ Landlord letting premises for use as a brothel	s34 – Sexual Offences Act 1956 s35 – Sexual Offences Act 1956
■ Lewd, indecent and libidinous practices	Common Law
■ Lewd, indecent and libidinous practices/public indecency	Common Law
■ Meeting a child following certain preliminary contact	s1 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
■ Outraging public decency	Common Law
■ Paying for sexual services of a child	s9 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
■ Protection of patients	Art.123 – Mental Health (Northern Ireland) Order
■ Protection of women suffering mental handicap	Art.122 – Mental Health (Northern Ireland) Order 1986
■ Procuring	s7 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Rape	Common Law
■ Rape – vaginal penetration only	Common Law
■ Sexual activity with a child – re actual intercourse	s5(1) – Criminal Law (Consolidation) (Scotland) Act 1995
■ Sexual activity with a child – re attempted intercourse	s5(2) – Criminal Law (Consolidation) (Scotland) Act 1995
■ Sexual activity with a child – lewd, indecent or libidinous practices re children aged 12 to 16	s6 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Sexual activity with a person with a mental disorder impeding choice	s311 – Mental Health (Care and Treatment) (Scotland) Act 2003
■ Sexual intercourse with woman with mental handicap	Art.122 – Mental Health (Northern Ireland) Order 1986
■ Sexual intercourse with patient	Art.123 – Mental Health (Northern Ireland) Order 1986
■ Sodomy – anal penetration only	Common Law
■ Tenant permitting premises to be used for prostitution	s36 – Sexual Offences Act 1956
■ Trading in Prostitution and Brothel-keeping	s11 – Criminal Law (Consolidation) (Scotland) Act 1995

■ Trading in prostitution and brothel-keeping	s11 – Criminal Law (Consolidation) (Scotland) Act 1995
■ Trafficking into the UK for sexual exploitation	s22 – Criminal Justice (Scotland) Act 2003
■ Unlawful sexual intercourse with girl under 14	s4 – Criminal Law (Amendment) Act 1885
■ Unlawful sexual intercourse with girl under 17	s5 – Criminal Law (Amendment) Act 1885

## Category 9 – Drug Offences

■● Acquisition, use and possession	s329 – Proceeds of Crime Act 2002
■● Arrangements	s328 – Proceeds of Crime Act 2002
■● Assisting in or inducing commission outside United Kingdom	s20 – Misuse of Drugs Act 1971
■● Attempts to commit offences	s19 – Misuse of Drugs Act 1971
■● Concealing	s327 – Proceeds of Crime Act 2002
■● Contravention directions prohibiting prescribing supply etc of controlled drugs by practitioners in other cases	s13(3) – Misuse of Drugs Act 1971
■● Cultivation of cannabis plant	s6 – Misuse of Drugs Act 1971
■● Directions prohibiting prescribing, supply etc of controlled drugs by practitioners etc convicted of certain offences	s12 – Misuse of Drugs Act 1971
● Forgery or use of false prescription in respect of drugs listed in Schedule 2 of the Misuse of Drugs Act 1971 (category 5)	
■● Fraudulent evasion of duty etc	s170 – Customs and Excise Management Act 1979
■● Improper Importation of goods – ‘Class A drugs’	s50 – Customs and Excise Management 1979
■● Manufacture and supply of scheduled substances	s12 – Criminal Justice (International Co-operation) Act 1990
● Miscellaneous offences	s18 – Misuse of Drugs Act 1971
■● Occupiers etc of premises to be punishable for permitting certain activities to take place thereon	s8 – Misuse of Drugs Act 1971
● Obstructing exercise of powers of search etc or concealing books, drugs, etc	s23(4) – Misuse of Drugs Act 1971
■● Penalty for interfering with revenue vessels	s85 – Customs and Excise Management Act 1979
■● Prejudicing an investigation	s58 – Drug Trafficking Act 1994
■● Prohibition of certain activities etc relating to opium	s9 – Misuse of Drugs Act 1971
● Prohibition of supply of articles for administering or preparing controlled drugs	s9A – Misuse of Drugs Act 1971
● Power to direct special precautions for safe custody of controlled drugs to be taken at certain premises	s11 – Misuse of Drugs Act 1971
● Power to obtain information from Doctors, Pharmacists etc in certain circumstances	s17 – Misuse of Drugs Act 1971
■● Restriction of importation and exportation of controlled drugs	s3 – Misuse of Drugs Act 1971
■● Restriction of production and supply of controlled drugs	s4 – Misuse of Drugs Act 1971
■● Restriction of possession of controlled drugs (Class A and B drugs)	s5 – Misuse of Drugs 1971

● Restriction of possession of controlled drugs (Class C drugs)	s5– Misuse of Drugs 1971
■● Ships used for illicit traffic	s19 – Criminal Justice (International Co-operation) Act 1990
■● Supply of potentially noxious substances Scotland only	Common Law
■● Tipping off	s333 – Proceeds of Crime Act 2002

## Category 10 – Criminal Damage

■● Destroying or damaging property	s1 – Criminal Damage Act 1971 Art.3 – Criminal Damage (Northern Ireland) Order 1977
■● Malicious mischief	Common Law
■● Racially aggravated harassment and conduct	s50 – Criminal Law (Consolidation) (Scotland) Act 1995
■● Racially aggravated offences	s74 – Criminal Justice (Scotland) Act 2003
■● Racially or religiously aggravated criminal damage	s30 – Criminal Damage Act 1971
■● Threats to destroy or damage property	s2 – Criminal Damage Act 1971
● Vandalism	s52 – Criminal Law (Consolidation) (Scotland) Act 1995
■● Violation of sepulchres	Common Law

## Category 11 – Social Security Offences

● Breach of regulations	s113 Social Security Administration Act 1992
● Delay, obstruction etc of inspection	s111 – Social Security Administration Act 1992
■● Dishonest representations for obtaining benefit etc	s111A – Social Security Administration Act 1992
● Failure to maintain – general	s105 – Social Security Administration Act 1992
● False representations for obtaining a benefit etc	s112 – Social Security Administration Act 1992
● Impersonation of officers	s181 – Social Security Administration Act 1992
● Illegal possession of documents	s182 – Social Security Administration Act 1992
● Information offences	s14A – Child Support Act 1991
● Making a statement or representation known to be false	s34 – Jobseekers Act 1995
■● Offences in relation to contributions	s114 – Social Security Administration Act 1992
● Powers of investigation – failure to comply with a requirement	s139B – Social Security Administration Act 1992
● Statutory sick pay and statutory maternity pay: breach of regulations	s113 – Social Security Administration Act 1992
● Statutory sick pay and statutory maternity pay: fraud and negligence	s113B – Social Security Administration Act 1992
● Unauthorised disclosure of information relating to particular persons	s123 – Social Security Administration Act 1992

## Category 12 – Private Security Industry Offences

● Conduct prohibited without a licence	s3 – Private Security Industry Act 2001 Para.4 Sch.6 – Justice and Security (Northern Ireland) Act 2007
● False information	s22 – Private Security Industry Act 2001 Para.8(3) Sch.6 – Justice and Security (Northern Ireland) Act 2007

● Imposition of requirements for approval (contravention of)	s17 – Private Security Industry Act 2001
● Licence conditions (contravention of)	s9 – Private Security Industry Act 2001
■● Offence of using unlicensed operative	s5 – Private Security Industry Act 2001 Para.6 Sch.6 – Justice and Security (Northern Ireland) Act 2007
■● Offence of using unlicensed wheel clampers	s6 – Private Security Industry Act 2001
● Powers of entry and inspections	s19 – Private Security Industry Act 2001 Para.20 Sch.6 – Justice and Security (Northern Ireland) Act 2007
● Right to use approved status (misuse of)	s16 – Private Security Industry Act 2001

## Category 13 – Licensing Act 2003

● Allowing disorderly conduct on licensed premises etc	s140 – Licensing Act 2003 s78(1) – Licensing (Scotland) Act 1976 Art.61 – Licensing (Northern Ireland) Order 1996
● Allowing the sale of alcohol to children	s147 – Licensing Act 2003
● Consumption of alcohol by children	s150 – Licensing Act 2003 s16 – Children and Young Persons (Scotland) Act 1937
● Delivering alcohol to children	s151 – Licensing Act 2003
● Exposing alcohol for unauthorised sale	s137 – Licensing Act 2003
● Failure to leave licensed premises etc	s143 – Licensing Act 2003
● False statements made for the purposes of this Act	s158 – Licensing Act 2003
● Keeping alcohol on premises for unauthorised sale etc	s38 – Licensing Act 2003
● Keeping of smuggled goods	s144 – Licensing Act 2003
● Licensee or employee or agent drunk on licensed premises	s77 – Licensing (Scotland) Act 1976
● Obtaining alcohol for a person who is drunk	s142 – Licensing Act 2003 s75 – Licensing (Scotland) Act 1976 Art.62 – Licensing (Northern Ireland) Order 1996
● Prohibition on sale of intoxicating liquor without a licence	Art.3 – Licensing (Northern Ireland) Order 1996
● Prohibition of unsupervised sales by children	s151 – Licensing Act 2003
● Prostitutes, criminals and stolen goods	s80 – Licensing (Scotland) Act 1976
● Purchase of alcohol by or on behalf of children	s149 – Licensing Act 2003 s68(2) – Licensing (Scotland) Act 1976 Art.60 – Licensing (Northern Ireland) Order 1996
● Sale of alcohol to a person who is drunk	s141 – Licensing Act 2003 s76 – Licensing (Scotland) Act 1976 Art.61 – Licensing (Northern Ireland) Order 1996
● Sale of alcohol to children	s146 – Licensing Act 2003 s68(1) – Licensing (Scotland) Act 1976 Art.60 – Licensing (Northern Ireland) Order 1996
● Sale of liqueur confectionary to children under 16	s148 – Licensing Act 2003
● Sending a child to obtain alcohol	s152 – Licensing Act 2003
● Trafficking or bartering without a licence or hawking of liquor	s90 – Licensing (Scotland) Act 1976
● Unaccompanied children prohibited from certain premises	s145 – Licensing Act 2003
● Unauthorised licensable activities	s136 – Licensing Act 2003
● Under 14's prohibited from the bar area of licensed premises	s69 – Licensing (Scotland) Act 1976

## Category 14 – Driving Offences

■ Causing death by careless driving when under the influence of drink or drugs	s3A – Road Traffic Act 1988 Art.14 – Road Traffic (Northern Ireland) Order 1995
■ Causing death by dangerous driving	s1 – Road Traffic Act 1988 Art.9 – Road Traffic (Northern Ireland) Order 1995
■ Culpable homicide	Common Law

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