

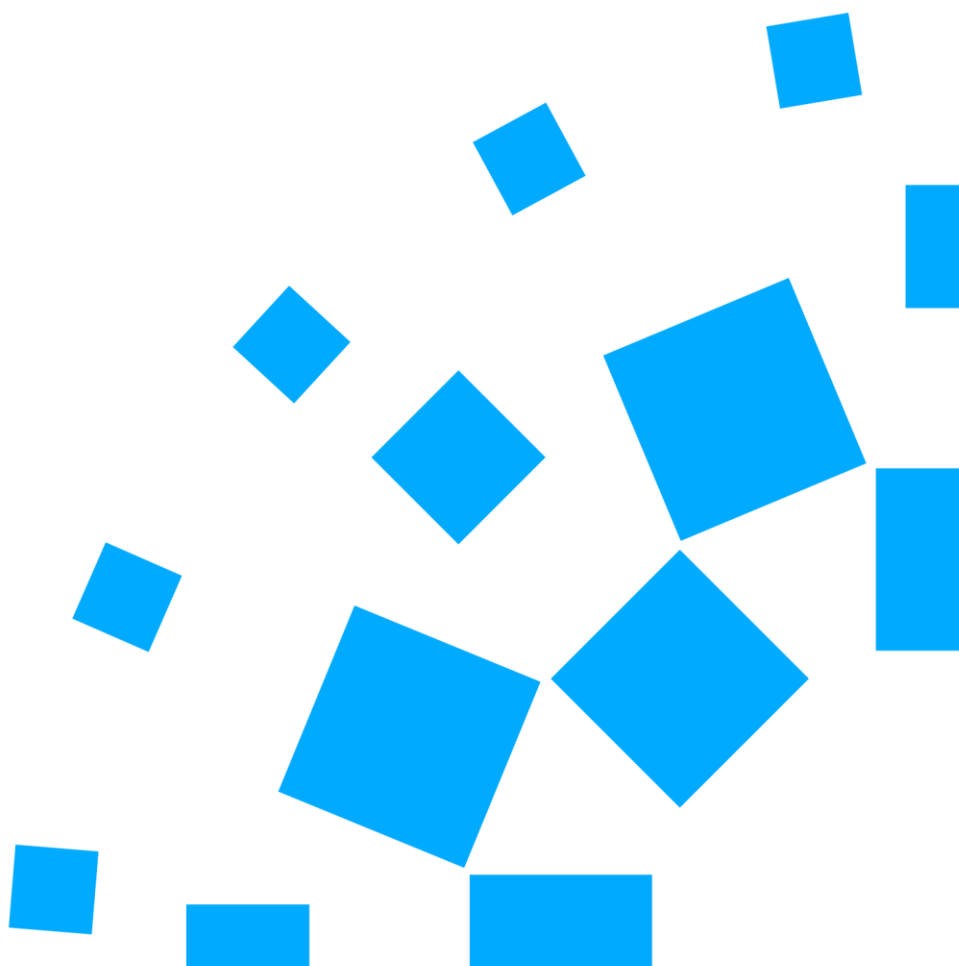
Product Licence Schedule

Professionalising Investigations Programme (PIP) Level 1 and 2 Curriculum

Ref. no.: PL-C-101B

Version: 3.0

Date: February 2022



Product Licence Schedule: Professionalising Investigations Programme (PIP) Level 1 and 2 Curriculum

1. Introduction

- 1.1 This product licence schedule forms part of the College of Policing's (the 'Licensor's') consolidated licence. It articulates the terms and conditions which relate specifically to this Product but **must** be read in conjunction with the consolidated licence. A copy of the consolidated licence can be found at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.2 A list of all the Licensor's licensed products (and licence fees for organisations who are not a Home Office Police Force) as well as Product Licence Schedules for each Product is published [online](#) (excluding any police sensitive products). Licensees are also able to refer to our online Licensed Product and Licensees Register to check whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: <https://www.college.police.uk/about/licensing-products>.
- 1.3 Responsibility for this Product (the 'Professionalising Investigations Programme (PIP) Level 1 and 2 Curriculum') sits within the Licensor's Crime and Criminal Justice Faculty.
- 1.4 For enquires regarding this Product please contact Jo Taylor, the Policing Standards Manager for Investigation, at: Jo.Taylor@college.police.uk.
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: Copyright&Licensing@college.police.uk.

2. Background

- 2.1 As part of the review of the national policing curriculum for the police constable and detective constable entry routes, and for civilian investigators, the curriculum for the Professionalising Investigations Programme (PIP) has been fundamentally refreshed to provide a core skills programme.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to use the Product to develop their own learning provision and map it to the Licensor's learning standards.
- 3.2 The Licensor does not validate or endorse the resulting learning provision as achieving any of the learning outcomes.

- 3.3 Where the Licensee is a Home Office Police Force, the resulting learning provision shall incorporate all the learning outcomes.
- 3.4 Where the Licensee is not a Home Office Police Force, and the resulting learning provision does not incorporate all the learning outcomes, the Licensee:
- a) acknowledges that Learners shall not achieve PIP accreditation;
 - b) shall undertake a mapping exercise to identify which learning outcomes have been achieved and provide this, at no charge, to the Licensor if so requested;
 - c) shall ensure that their Learners are informed which learning outcomes the programme achieves and where the learning is certificated, the certificate shall clearly state the same;
 - d) shall ensure the resulting learning materials are marked as follows: 'Contains the College of Policing's Professionalising Investigations Programme (PIP) Level 1 & 2 Curriculum, reproduced under licence, and maps which learning outcomes have been achieved'.

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

- 4.1 The licensed resources are:
- PIP Level 1 & 2 National Policing Curriculum (Standalone); PEQF_P IPL1-2_NPC_001_PDF
 - PIP1 Level 1 & 2 Standalone Assessment Strategy; PEQF_P IPL1&2_AS_002_PDF
 - PIP Programme Specification; PEQF_P IP_PS_001_PDF
 - Policing Education Qualifications Framework (PEQF) Guidelines for Assessment of Operational Competence; PEQF_AOC_012_PDF

5. Access to Licensed Resources

- 5.1 The licensed resources can be accessed on the Licensor's online learning environment (College Learn) platform provided by the Licensor's Digital Services team.
- 5.2 Alternatively, where the Licensee is not a Home Office Police Force and does not have corporate access to the online learning environment (College Learn) platform, the Licensee:
- may, provided they have the technical capability to access the College Learn platform, be granted up to four College Learn accounts for the Licensee's Managers/Trainers/Practitioners to access the licensed resources under their

Licence. The Licensee should provide the names, job titles and official email addresses of its staff requiring access via the Permission Request Form; or

- where they do not have the technical capability to access the College Learn platform and where appropriate, they can request the resources directly from the Licensor (see section 1.4 for contact details).

6. Government Security Classifications (GSC)

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

7. Confidentiality and Security

- 7.1 The licensed resources in this Product are designated as Confidential Information and must be treated as confidential and safeguarded accordingly (consolidated licence clause 5 refers). For the avoidance of doubt, this includes but is not limited to the uploading of tactics or curriculum materials to corporate or personal websites, social media, or other social platforms, or making available at events or open days.

8. Product enquiries and requests for disclosure under the Freedom of Information Act (FOIA) and Criminal Procedures and Investigations Act (CPIA)

- 8.1 All enquiries relating to this Product must be referred to the Licensor promptly.
- 8.2 Licensees who are subject to requests for disclosure under FOIA or CPIA are required to consult the Licensor before disclosing any of the Licensor's Products which are either classified as OFFICIAL-SENSITIVE or above under the GSC or contain police tactics and must use all reasonable endeavours to secure exemptions from disclosure.

9. Licence Term

- 9.1 The licence term for this Product ends on 31 March 2023.

10. Licence Fees

- 10.1 There is no licence fee for Home Office Police Forces to use this Product.
- 10.2 An annual licence fee of £2,660 applies from 1 April 2022 to 31 March 2023, to Licensees who are not Home Office Police Forces.
- 10.3 Any support required by the Licensee to use/deliver this Product will be charged at a daily rate to be agreed by both parties.

11. Use in Licensee's Own Products

- 11.1 The Licensee is permitted to use or incorporate this Product, in whole or in part, in their own product(s) provided their product is only used for the original Licensed Purpose and Permitted Audience, and contains one of the following attribution statements:
- a) Where the Licensee's learning provision achieves all the learning outcomes, the following attribution shall be used: 'Developed and delivered in accordance with the College of Policing's Professionalising Investigations Programme (PIP) Level 1 & 2 Curriculum, under licence, to achieve all learning outcomes'.
 - b) Where the Licensee's learning provision does not achieve all the learning outcomes, the following attribution shall be used: 'Developed and delivered in accordance with the College of Policing's Professionalising Investigations Programme (PIP) Level 1 & 2 Curriculum, under licence, and maps which learning outcomes have been achieved'.

12. Use of Licensor's Logo

- 12.1 Use of the College of Policing's official logo by the Licensee in association with their use of this Product is permitted and is desirable to demonstrate the College's contribution to the learning provision. Use of the logo shall be in accordance with the Licensor's brand guidelines.
- 12.2 Permission to use the logo is not transferable to other parties and the logo may not be used in a manner which might imply that the Licensee's product(s) are endorsed by the Licensor as meeting any standard.
- 12.3 Use of the logo must not reduce or diminish the reputation, image and prestige of the Licensor.
- 12.4 Permission to use the logo may be withdrawn at the Licensor's absolute discretion and with immediate effect when written notice is served by post, email or in person.

13. Permitted Audience

- 13.1 Where the Licensee is a Home Office Police Force, the Product may be used to provide training to its Internal Staff and also to other Home Office Police Forces personnel including Specials, PCSOs and Police Support Volunteers.

- 13.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis, except as expressly authorised under the Licence.
- 13.3 Licensees must obtain prior written approval from the Licensor to extend the Permitted Audience, whether on a commercial or non-commercial basis by submitting a [Permission Request Form](#).

14. Commercial Use

- 14.1 Where the Licensee is a Home Office Police Force, the Licensee is permitted to cross-charge other Home Office Police Forces up to Full Cost for the delivery of services utilising the Product to the Permitted Audience.
- 14.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its internal staff on a non-commercial basis.
- 14.3 Except as permitted above this Product shall not be used to generate income without the Licensor's prior written permission.

15. Sharing/Outsourcing

- 15.1 Except as permitted in this Licence this Product shall not be shared with third parties without the Licensor's prior written permission.

16. Adapting/Modifying

- 16.1 Where the Licensee is a Home Office Police Force, no amendments or modifications shall be made to this Product without prior written permission of the Licensor, and all the learning standards in the national curriculum shall be covered.
- 16.2 Where the Licensee is not a Home Office Police Force, the learning standards in the national curriculum may be marginally adapted for local contextualisation purposes (legislative, jurisdiction and/or operating environment only).

17. Product Improvements

- 17.1 Where the Licensee identifies any product improvements, including areas where the licensed resources are out-of-date or incorrect, these should be told to and shared with the Licensor (see section 1.4 for contact details).

18. Supplementary Materials

- 18.1 Any additional materials created or used by the Licensee to supplement the Product cannot be validated or endorsed by the Licensor.

19. Permission Requests

- 19.1 Licensees shall request permission to use this Product outside these licence terms by submitting a [Permission Request Form](#) to the Copyright and Licensing team at: Copyright&Licensing@college.pnn.police.uk, at least 14 days before contract and/or commencement.

20. Territory

- 20.1 Where the Licensee is a Home Office Police Force, this Product shall only be used within England and Wales. For the avoidance of doubt, this excludes the States of Guernsey, Jersey and the Isle of Man.
- 20.2 Where the Licensee is not a Home Office Police Force, this Product shall only be used within the Licensee's Official Business Premises.

21. Police Service Quality Management System (PSQMS)

- 21.1 The PSQMS is the Licensor's online software application used to manage quality assurance in line with the national policing curriculum. Where the Licensee is required to undertake a self-assessment to demonstrate to the Licensor that it meets the required standards set by the Licensor, the Licensor hereby grants the Licensee a licence to access and use the PSQMS solely for this purpose.
- 21.2 Guidance materials to support the use of the PSQMS and Terms of Use can be obtained from: PSQMS.Enquiries@college.police.uk.
- 21.3 The PSQMS is hosted on the secure police CJX system via: <https://psqms.college.police.uk> and on the internet via: <https://psqms.ncalt.com>.

22. Quality Criteria and Delivery Standards

- 22.1 The learning standards for the Product are defined in the national policing curriculum (NPC). The national policing curriculum is supported by a wide range of management and trainer resources, including where appropriate programme specifications and trainer guides. Licensees shall ensure they are using the latest versions of these documents.

These are accessible from the online learning environment (College Learn) platform:

<https://www.learn.college.police.uk>.

- 22.2 Where the Licensee is a Home Office Police Force, Licensees shall monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme. Further information on the Scheme can be obtained from: PSQA.Enquiries@college.police.uk
- 22.3 A copy of the Police Service Quality Assurance (PSQA) Scheme handbook is accessible from the online learning environment (College Learn) platform: <https://www.learn.college.police.uk>.
- 22.4 Where the Licensee is not a Home Office Police Force, the Licensee may either monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme or apply their own quality assurance process to ensure the integrity of the Product and any delivery requirements specified in this Licence. Licensees may be required to evidence their quality assurance processes on receipt of a request for such from the Licensor or an authorised representative.
- 22.5 The Licensor may require Licensees to participate in national PSQA audits. If this Product is selected for auditing, the Licensee shall co-operate with the Licensor in conducting the auditing exercise and undertakes to ensure that its staff comply with its obligations under this clause.
- 22.6 Use or delivery of the Product must be in accordance with the Training Delivery Requirements (Appendix A) as well as the prevailing versions of the programme specification, assessment strategy, PIP quality assurance strategy and Policing Education Qualifications Framework (PEQF) Guidelines for assessment of operational competence. For the avoidance of doubt, this licence shall take precedence over these supplementary documents.
- 22.7 In accordance with consolidated licence clause 4.1.9 the Licensor has access at all reasonable times to oversee the Licensee's use of the Product to ensure compliance of the current delivery standards and licence terms.

23. Recognition of Prior Experience and Learning

- 23.1 The Licensor recognises that where the Licensee delivers and assesses the learning outcomes in the national curriculum in accordance with the curriculum requirements, Learners may be able to obtain academic credit for this learning and that their skills may be transferable in other areas of policing which support national consistency.

24. Pre-requisite and Co-requisite Learning

24.1 In addition to the specific investigative curriculum, Licensees shall deliver learning in the following core professional policing areas:

- Valuing difference and inclusion
- Evidence-based policing
- Communication skills
- Decision-making and discretion
- Information and intelligence
- Leadership and team-working
- Vulnerability and risk
- Public protection

24.2 These core professional learning areas shall be completed by Learners either prior to undertaking the PIP Level 1 learning (as a pre-requisite), or may be done alongside the PIP Level 1 learning (as a co-requisite).

24.3 Some of this learning is covered by eLearning resources (available from the College MLE) which is licensed separately.

APPENDIX A – Training Delivery Requirements

It is the responsibility of the Licensee to ensure that all procedures carried out within the training arena meet the requirements of the current PIP Policy (<https://www.college.police.uk/What-we-do/Learning/Professional-Training/Professionalising-investigation-programme/Pages/professionalising-investigation-programme.aspx>) and the training requirements indicated in this licence schedule.

A.1 Programme Eligibility

This PIP programme contains the relevant learning and assessment relating to the following specialist (or dedicated investigation) roles:

- Police Staff Investigators (Priority and Volume Crime) - PIP 1 learning and assessment required.
- Police Constables wishing to become Detective Constables (Serious and Complex) – PIP 2 learning and assessment required.
- Police Staff Investigators (Serious and Complex) – PIP 1 and PIP 2 learning and assessment required.

A.2 Trainer and Co-Facilitator Requirements

A.2.1 A trainer delivering the PIP programmes must meet the following criteria:

- Meet the College trainer standard and/or the requirements of the Trainer professional profile.
- Understand the learning requirements of the PIP curriculum.
- Be either accredited at the requisite PIP level or be assisted by a co-facilitator/SME who is accredited to the relevant PIP level.

A.2.2 Co-facilitators do not need to meet the trainer standard, but must have operational experience and accreditation/experience in the topic they are delivering/co-delivering.

A.2.3 All trainers are responsible for maintaining their occupational knowledge of subjects within the PIP programme via continuing professional development (CPD), in line with national and organisational professional profile requirements and Authorised Professional Practice (APP) for investigations.

A.3 Subject Matter Experts (SMEs)

SMEs can be used to deliver aspects of the learning programme(s), where they have appropriate up-to-date knowledge of the topic area.

A.4 Design/Delivery Environment

To support national consistency and quality assurance, providers must:

- Apply the Police Service Quality Assurance (PSQA) Scheme
<http://www.college.police.uk/What-we-do/Support/Learning/Pages/Police-ServiceQuality-Assurance-Scheme.aspx> (Non-home office forces or other LEAs should either monitor their use or delivery in line with the requirements of the PSQA Scheme, or apply their own quality assurance process, see clause 22.4.).
- Ensure that core policies and procedures are in place for the management, design, delivery, assessment and evaluation of learning.
- Ensure that all products developed, delivered and assessed are in line with national programme specifications.
- Ensure that all products remain current and are updated as required.
- Take a collaborative approach to managing education and work-based learning, identifying and communicating any risks (as appropriate), reviewing processes and reporting as required.
- Have a safe and supportive workplace learning environment that takes account of staffing ratios, diversity of skills of Learners and that Learners are fully aware of the process for raising and escalating concerns regarding learning in the workplace (should the need arise).
- Give Learners opportunity and prospects in terms of time, resources and support to enable them to get the best out of their learning.
- Use any specialist equipment in accordance with manufacturer's guidelines and organisational policy.

A.5 Assessment and Accreditation

To be assessed as operationally competent as a PIP 1 and/or 2 practitioner, a Learner should be assessed in accordance with:

- PIP1 Level 1 & 2 Standalone Assessment Strategy;
PEQF_P IPL1&2_AS_002_PDF
- Policing Education Qualifications Framework (PEQF) Guidelines for Assessment of Operational Competence; PEQF_AOC_012_PDF

A.6 Assessor Requirements

An assessor must:

- Have completed assessor training, either standalone or in another programme.
- Have occupational and technical competence to evaluate and judge evidence (demonstrated by being currently accredited in a role that reflects the PIP level being assessed).
- Know and be able to explain the assessment process and documentation.
- Understand the content, meaning and requirements of the standards against which assessments are to be carried out.
- Follow the assessment process, e.g. provide advice on evidence collation, make judgements and give feedback to the investigator.
- Determine that sufficient evidence of competence exists for both performance and knowledge requirements of the investigative units.
- Ensure consistency of the assessment for different types of investigators, e.g. differing service length, and be consistent in assessment between other assessors.
- Ensure consistency of assessment decisions with other assessors.