

Product Licence Schedule

Digital Policing Foundation Level 2 Programme

Ref. no.: PL-F-103

Version: 2.0

Date: February 2022

Product Licence Schedule: Digital Policing Foundation Level 2 Programme

1. Introduction

- 1.1 This product licence schedule forms part of the College of Policing's (the 'Licensor's') consolidated licence. It articulates the terms and conditions which relate specifically to this Product but **must** be read in conjunction with the consolidated licence. A copy of the consolidated licence can be found at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.2 A list of all the Licensor's licensed products (and licence fees for organisations who are not a Home Office Police Force) as well as Product Licence Schedules for each Product is published [online](#) (excluding any police sensitive products). Licensees are also able to refer to our online Licensed Product and Licensees Register to check whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: <https://www.college.police.uk/about/licensing-products>.
- 1.3 Responsibility for this Product (the 'Digital Policing Foundation Level 2 Programme') sits within the Licensor's Crime & Criminal Justice Faculty.
- 1.4 For enquires regarding this Product please contact Sarra Fotheringham, Police Standards Manager Digital and Cyber, College of Policing Ltd. Email: sarra.fotheringham@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 This learning programme follows on from Digital Policing Foundation Level 1 (FL1) which is part of the Policing Education Qualification Framework (PEQF). FL1 consists of eight required modules hosted on the Licensor's online learning environment (College Learn) platform. FL1 is aimed at increasing Learners' knowledge and awareness of digital technology and online investigation opportunities. FL1 should be completed prior to starting Foundation Level 2 (FL2).
- 2.2 The FL2 consists of e-learning modules and class based practical sessions. The e-learning modules are to be completed prior to the class sessions, which build upon and refer to the e-learning modules. The class sessions consist of scenario based practical learning. Learners will undertake investigations in pairs, group discussion around

decisions made and actions taken, and will receive tutor/subject matter advisor feedback. The class sessions will extensively cover learning standard 2 and 3.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to deliver the Product to the Permitted Audience.

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

- 4.1 Product licensed resources (please refer to Appendix A for the full list of resources):
- Digital Policing Foundation Level 2 – Digital considerations for investigators (Curriculum Code IVSTX436)
 - Digital Policing Foundation Level 2 (Course ID: CoP_DS_579)

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 Enquiries from organisations who do not have corporate access to the online learning environment (College Learn) platform will be considered on a case-by-case basis.

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 £533 applies from 1 April 2022 to 31 March 2023 to Licensees who are not Home Office Police Forces, but do have corporate access to the MLE.
- 10.3 Any support required by the Licensee to use/deliver this Product will be charged at a daily rate to be agreed by both parties.

11. Use in Licensee's Own Products

- 11.1 Not permitted.

12. Licensor's Logo and Copyright Assertion Notice

- 12.1 Removal of the Licensor's logo or any copyright protection from the licensed materials is prohibited.

13. Permitted Audience

- 13.1 Where the Licensee is a Home Office Police Force, the Product may be used to provide training to its Internal Staff and also to other Home Office Police 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 This Product (excluding e-learning and any other digital content produced by the Licensor including videos, audio files, games, animations) may be marginally adapted for local contextualisation purposes thereby creating a local version of the Licensor's Product.
- 16.2 Where the Product has been marginally adapted Licensees may continue to use the Licensor's logo/branding (and add their own logo if they choose) but shall mark the new materials as being modified from the Licensor's original materials and acknowledge that these materials are not accredited by the Licensor.
- 16.3 Modified versions of the Product shall only be used for the original Licensed Purpose and Permitted Audience.
- 16.4 The Licensor does not accept responsibility for any modifications or any change to the meaning of the Product as a result of any modification.
- 16.5 Licensees shall not re-purpose or make changes (except contextualisation changes as described in clause 16.1) to the Product without the Licensor's prior written approval.

17. Product Improvements

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

18. Supplementary Materials

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

19. Permission Requests

- 19.1 Licensees shall request permission to use this Product outside these licence terms by submitting a [Permission Request Form](#) to the Copyright and Licensing team at: Copyright&Licensing@college.police.uk, 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 shall be in accordance with the relevant programme handbook or programme specification. For the avoidance of doubt, this Licence shall take precedence over the handbook and any supplementary guidance documents.
- 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. Pre-requisite Learning

- 23.1 Licensees shall ensure that their Learners have successfully completed the Digital Policing Foundation Level 2 e-learning modules **prior** to attending the class based practical sessions of this Product.

APPENDIX A – List of licensed resources for the Digital Policing Foundation Level 2 Programme

Licensed resources	Codes
DPFL2 Trainer guide	DIGPOL_FL2_TR_001_PDF
DPFL2 PPT	DIGPOL_FL2_TR_001_PPT
DPFL2 Pre-classroom checklist	DIGPOL_FL2_LR_001_PDF
DPFL2 NDM handout	DIGPOL_FL2_LR_002_PDF
DPFL2 PLAN handout	DIGPOL_FL2_LR_003_PDF
DPFL2 Feed 1	DIGPOL_FL2_LR_004_PDF
DPFL2 Feed 2	DIGPOL_FL2_LR_005_PDF
DPFL2 Feed 3a	DIGPOL_FL2_LR_001_VID
DPFL2 Feed 3b	DIGPOL_FL2_LR_002_VID
DPFL2 Feed 4	DIGPOL_FL2_LR_009_PDF
DPFL2 Feed 5a	DIGPOL_FL2_LR_006_PDF
DPFL2 Feed 5b	DIGPOL_FL2_LR_007_PDF
DPFL2 Feed 6	DIGPOL_FL2_LR_008_PDF
DPFL2 Feed 7a	DIGPOL_FL2_LR_004_VID
DPFL2 Feed 7b	DIGPOL_FL2_LR_005_VID