

Product Licence Schedule

ICT Learning Programmes – Police National Computer (PNC)

Ref. no.: PL-K-102

Version: 4.0

Date: February 2022

Product Licence Schedule: ICT Learning Programmes – Police National Computer (PNC)

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 'ICT Learning Programmes – Police National Computer (PNC)') sits within the Licensor's Delivery Services Unit.
- 1.4 For enquires regarding this Product please contact: Victoria Wells, ICT Training Team Manager, College of Policing. Email: victoria.wells@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 The Police National Computer (PNC) is available and in use by all Home Office Police Forces. There are a variety of different learning programmes that have been developed to support the different access levels within the PNC. The PNC Learning Programmes are listed as follows:
 - PNC Names Enquiry
 - PNC Vehicle and Property Enquiry
 - PNC Names Update (WM/DD/OI)
 - PNC Vehicle and Property Update
 - PNC Offence Processing
 - PNC Vehicle Online Descriptive Search (VODS)
 - PNC Query Using Enhanced Search Techniques (QUEST)

- 2.2 The PNC (PNC #NX) learning programme is available for delivery by accredited PNC trainers, if they are accredited in Names Enquiry, for delivery to HMPPS (Her Majesty's Prisons and Probation Service) only upon request via the Permission Request form (see clause 19.1). This is only available to organisations who are licensed to deliver PNC Names Enquiry learning programme.

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 Pre-Course materials – this includes Pre-Course Workbooks for PNC Enquiry, PNC Update and PNC VODS & QUEST.
- 4.2 Learner materials – all Learner handouts, consolidation exercises and assessment documentation.
- 4.3 Trainer materials – all trainer supporting materials including module plans, exercise and assessment marking guides, learning standards and National PNC training records to support delivery of enquiry training.
- 4.4 A full list of the licensed resources is available at Appendix A.

5. Access to Licensed Resources

- 5.1 Programme learning materials can be accessed on the Knowledge Hub PNC Learning & Development Group, which can be accessed by PNC Trainers on the PNC Trainer Professional Register (including those working towards becoming accredited as PNC Trainers), via the Knowledge Hub 2-factor authentication process for OFFICIAL-SENSITIVE groups. PNC assessments are not all available on the Knowledge Hub group, but are shared with PNC trainers electronically when they are accredited to teach that element of PNC.

6. Government Security Classifications (GSC)

- 6.1 The licensed resources in this Product are classified as OFFICIAL-SENSITIVE 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 The following annual licence fees apply from 1 April 2022 to 31 March 2023, to Licensees who are not Home Office Police Forces. Where Licensees are delivering a single course, the singular licence fee will apply, but where Licensees are delivering multiple courses the fee will be calculated on the combined duration of the courses, at the rate of £106.50 per day (with a minimum fee of £533).

Course Title	Duration	* Singular Licence Fee (min £533)
PNC Names Enquiry (incl. PNC #NX 1 day)	3 days	£533
PNC Vehicle and Property Enquiry	3 days	£533
PNC Names Update (WM/DD/OI)	2 days	£533
PNC Vehicle and Property Update	2 days	£533
PNC Offence Processing	5 days	£533
PNC Vehicle Online Descriptive Search (VODS)	2 days	£533
PNC Query Using Enhanced Search Techniques (QUEST)	2 days	£533

Total Days	19 days
Total Fee	** £2,024

* Licence fee where courses are licensed singularly.

** Where the Licensee is licensed to deliver all the courses, the licence fee is calculated by the total number of days.

- 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, provided the entire learning programme is covered and all the learning outcomes are met.
- 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. Quality Criteria and Delivery Standards

- 21.1 PNC Learning Programmes shall only be delivered by PNC Trainers that are listed on the PNC Trainer Professional Register held by the Licensor. Trainers shall only deliver PNC training in those areas that they have been assessed as competent to deliver. To remain on the PNC Trainer Professional Register, trainers must complete CPD (continuous professional development) activity on an annual basis as advised and submit confirmation that this has been completed to the Licensor (as stated in the PNC Trainer Accreditation Policy) within the agreed timeframes.
- 21.2 Use or delivery of the Product shall be in accordance with the relevant module plan and learning standards. For the avoidance of doubt, this Licence shall take precedence over these documents.
- 21.3 All PNC training must comply with the national standards set for each level of access and utilise the national set of assessment to assess competence of Learners.
- 21.4 All PNC learning must comply with the rules and requirements relating to training that are outlined within the current version of the Home Office PNC Manual (available on the Knowledge Hub).
- 21.5 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.

22. Eligibility Criteria

- 22.1 The Licensee shall ensure that their PNC trainers and Learners hold and maintain the required security vetting level for the role.

- For PNC trainers, the minimum vetting level is RV (Recruitment Vetting) or NPPV (Non Police Personnel Vetting) level 2.
- For Learners, the vetting level is the same level as the requirement for the live access.

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

- 23.1 Please refer to the PNC Trainer Accreditation Policy and Learning Standards, available on Knowledge Hub.

APPENDIX A – Licenced Resources (as updated from time to time)

Licensees may only use the relevant resources associated with the learning programmes they are licensed to deliver.

PNC Generic Enquiry Handouts

- PNC Generic Handouts – for use with every learning programme.

PNC Names Enquiry

- DD Map of Forces
- DL User Guide
- Driver Record Details
- Driving Licence Information Pack
- NE Student Handouts
- NE Knowledge Check 2 – Learner Copy
- NE Knowledge Check 2 – Trainer Copy
- NE Knowledge Check 3 – Learner Copy
- NE Knowledge Check 3 – Trainer Copy
- NE Knowledge Check 4 – Learner Copy
- NE Knowledge Check 4 – Trainer Copy
- NE Practical Consolidation Exercise - Learner Copy
- NE Practical Consolidation Exercise - Trainer Copy
- PNC Knowledge Check 1 – Learner Copy
- PNC Knowledge Check 1 – Trainer Copy
- NE Practical Assessment Part A
- NE Practical Marking Guide
- NE Practical Master Assessment
- NE Theory Assessment Answers
- NE Theory Assessment
- Blank 10 Question Answer Grid
- VPNE Enquiry Aide Memoire
- PNC NE Module Plans
- PNC VPNE Timetable
- NE Practical Assessment Part B
- PNC NE Timetable

PNC Vehicle and Property Enquiry

- VPNE Enquiry Aide Memoire
- PNC VPE Handouts
- VI Guidance
- VPE Consolidation Exercise Learner Copy
- VPE Consolidation Exercise Trainer Copy

- VPE Knowledge Check 2 Learner Copy
- VPE Knowledge Check 2 Trainer Copy
- VPE Knowledge Check 2 Learner Copy
- VPE Knowledge Check 2 Trainer Copy
- VPE Knowledge Check 3 Learner Copy
- VPE Knowledge Check 3 Trainer Copy
- VPE Knowledge Check 4 Learner Copy
- VPE Knowledge Check 4 Trainer Copy
- VPE Practical Assessment Part A
- VPE Practical Assessment Part B
- VPE Practical Marking Guide
- VPE Practical Master Assessment
- VPE Theory Assessment Answers
- VPE Theory Assessment
- Blank 10 Question Answer Grid
- PNC VPE Timetable
- PNC VPNE Timetable
- PNC VPE Module Plans

PNC Names Update

- Names Update Student Handouts
- WMDD Student Record Sheet
- PNC Names Update Timetable
- PNC Names Update Module Plans
- Sirene Forms SF and Linking Powerpoint

PNC Offence Processing

- PNC Offence Processing Module Plans
- PNC Offence Processing Timetable
- OP BRC Procedure
- OP Data Sheet
- OP Disposal Codes
- OP Resulting Breaches
- OP Student Handouts
- Remand Cycle PowerPoint

PNC Vehicle & Property Update

- PNC Vehicle Property Update Module Plans
- PNC VPU Timetable
- ACT Reports
- VPU Student Handouts
- Sirene Forms SF and Linking Powerpoint

QUEST

- PNC QUEST Timetable
- Keywords Occupations User Guide
- QUEST Bulletins
- QUEST Search Plan Template Example
- QUEST Search Plan Template
- QUEST Student Handouts
- QUEST User Guide
- QUEST Bulletins Completed Search Plans
- PNC QUEST Module Plans

VODS

- PNC VODS Timetable
- PNC VODS Module Plans
- Example of VODS ABB Printout
- Example of VODS Full Printout
- VODS Car Logos
- VODS Help Screens
- VODS Search Plan Template
- VODS Student Handouts
- VODS User Guide

PND Pre-Course Workbooks

- PNC VODS & QUEST Pre-Course Workbook
- PNC Enquiry Pre-Course Workbook
- PNC Update Pre-Course Workbook

Additional Documents

- PNC Training Document List
- PNC Record Template
- National Record Quick Reference Guide

Exercises & Assessment Documentation

- Names Update Practical Assessment AS01 – Kenneth Disqualification
- Names Update Practical Assessment AS02 – Karl Wanted
- Names Update Practical Assessment AS03 – Christine Disqualification
- Names Update Practical Assessment AS04 Karl EAW
- Names Update Practical Assessment AS05a April Harassment Order
- Names Update Practical Assessment AS05b April Harassment Court Order
- Names Update Practical Assessment AS06 Karl Detained
- Names Update Practical Marking Guide
- WMDD Practical Assessment Front Sheet
- Names Update Theory Assessment Questions

- Names Update Theory Answer Sheet
- WMDD Theory Assessment Answers
- Offence Processing Practical Assessment Front Sheet
- OP Practical Assessment Marking Guide
- OP Samuel Arthur SID
- OP Samuel Arthur DNA
- OP Samuel Arthur Additional Offence
- OP Luke Jeffrey SID
- OP Luke Jeffrey DNA
- OP Samuel Arthur Remand Notice
- OP Luke Jeffrey Result
- OP Samuel Arthur Result
- OP Theory Assessment Part 1 Answers
- OP Theory Assessment Part 1 Questions
- OP Theory Assessment Part 2 Answers
- OP Theory Assessment Part 2 Questions
- Blank 10 Question Answer Grid
- VPU 1 – LOS Vehicle & Trailer
- VPU 2 – Blocked Vehicle
- VPU 3 – ACT Report on Stolen Vehicle
- VPU 4 – FOU Abandoned Trailer
- VPU 5 – Broadcast Message
- VPU Practical Assessment Front Sheet
- VPU Practical Marking Guide
- VPU Theory Answers
- VPU Theory Questions
- QUEST Assessment Bulletin 1
- QUEST Assessment Bulletin 2
- QUEST Assessment Bulletin 3
- QUEST Practical Marking Guide 1
- QUEST Practical Marking Guide 2
- QUEST Practical Marking Guide 3
- QUEST Theory 1
- QUEST Theory 2
- QUEST Theory Answers 1
- QUEST Theory Answers 2
- VODS Assessment Set A Marking Guide
- VODS Assessment Set A
- VODS Assessment Set B Marking Guide
- VODS Assessment Set B
- VODS Assessment Set C Marking Guide

- VODS Assessment Set C
- VODS Scenarios Trainer Copy

PNC #NX

- PNC #NX Pre-Course Workbook
- PNC #NX Module Plans
- PNC #NX Timetable
- PNC #NX Student Handouts
- #NX Assessment Answers
- #NX Assessment

PNC Learning Standards

- PNC Combined Names, Vehicle and Property Enquiry MAIIA015
- PNC Names Enquiry MAIIA013
- PNC Offence Processing (Pre-Court) MAIIA407
- PNC Offence Processing (Resulting) MAIIA406
- PNC Names Update MAIIA408
- PNC #NX Enquiry MAIIA405
- PNC Query Using Enhanced Search Techniques MAIIA016
- PNC Vehicle and Property Update MAIIA014
- PNC Vehicle Online Descriptive Searching MAIIA017