

Product Licence Schedule

Special Constable Learning Programme

Ref. no.: PL-N-105

Version: 3.0

Date: October 2023

Product Licence Schedule: Special Constable Learning 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 search whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.3 The College's work is organised into four portfolios and its people are organised into professional communities and business units (enabling services). Responsibility for this Product (the 'Special Constable Learning Programme') sits within the Leadership and Workforce Development Portfolio.
- 1.4 For enquires regarding this Product please contact the National Policing Curriculum team at: NationalPolicingCurriculumEnquiries@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 Special Constable Learning Programme (SCLP) is a programme of learning developed to align with Policing Vision 2025, the National Citizens in Policing Strategy and Special Constabulary Strategy, and the entry routes into the policing profession at the rank of police constable.
- 2.2 The Special Constable (SC) entry route will provide the necessary underpinning learning and assessment for a SC to continue to provide vital support to front-line policing in the future. As with the regular constabulary, the SC role requires the application of a high degree of professional knowledge, understanding and skills across a range of complex and challenging situations and contexts, as well as demonstration of appropriate behaviours congruent with effective and appropriate front-line policing.

- 2.3 The SCLP utilises professional learning and development to prepare volunteers by professional progression achieved by the SC through the practical application of learning in the workplace. The SC curriculum has been carefully structured so that professional development proceeds at an appropriate pace alongside the learning of the SC. Gaining operational experience on an ongoing basis enables the SC to begin gathering the evidence from their operational work that will, at the end of their training, underpin confirmation of their competence in role.
- 2.3 The responsibility of confirming that the SC has achieved an appropriate level of professional development to justify confirmation of competence rests with the force. A force may choose to structure delivery to capitalise on parallel learning delivered by educational partners, for example, the Police Constable Degree Apprenticeship.
- 2.4 The SCLP is not formally accredited by external awarding bodies.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to use the Product to develop, deliver and assess an SC educational programme for the Permitted Audience.

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

- 4.1 The Product is underpinned by the following national educational standards. The 'xxx' within the College Learn code indicates a 3-digit version number, which will change as new versions are made available:
- Policing Education Qualifications Framework (PEQF): Special Constable (SC) Curriculum National Policing Curriculum (PEQF_SCLP_NPC_xxx_PDF).
 - SC Curriculum Mapping Spreadsheet v1.0 (PEQF_SCLP_NPC_xxx_XLS)
 - Special Constable Entry Route National Programme Specification (PEQF_SCLP_PS_xxx_PDF)
 - PEQF Guidelines for Assessment of Operational Competence (PEQF_AOC_xxx_PDF)

5. Access to Licensed Resources

- 5.1 The licensed resources can be accessed via College Learn (the Licensor's online learning environment), from the Policing Educational Qualifications Framework designated area, provided by the Digital, Data & Technology (DDaT) team.
- 5.2 Where Licensees engage third party providers, their access to and use of the Products shall be facilitated and managed by the Licensee in accordance with clauses 4.1.14 and

4.1.15 of the consolidated licence.

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. Proprietary Information 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, and Licensees must use all reasonable endeavours to secure exemptions from disclosure under Section 41: Information Provided In Confidence (its disclosure would constitute a breach of confidence actionable by the Licensor).
- 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 2026.

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 £2,817 applies from 1 April 2023 to 31 March 2024, 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 they cover all the learning outcomes contained in the Special Constable National Policing Curriculum and their product is only used for the original Licensed Purpose and Permitted Audience, and contains the following attribution: 'Contains © College of Policing Ltd - reproduced under licence'.

12. Use of Licensor's Logo and the official logo with accompanying text ('Designated Logo')

- 12.1 The Licensee may use the College of Policing logo in association with their use of this Product in accordance with the Licensor's Logo Guidance attached at Annex B.
- 12.2 The Licensee may also grant sub-licence(s) to any third party it has formally contracted with for the purpose of implementing any of the following PEQF entry routes (PCDA, DHEP, PCSO Apprenticeship and Non-Apprenticeship programmes, and/or the SCLP) provided that it imposes obligations on its sub-licensee(s) that only permits the sub-licensee to use the Designated Logo in accordance with the Logo Guidance at Annex B and that restricts their use of the Designated Logo only for internal purposes which directly relate to the delivery of the PEQF entry routes.
- 12.3 The Licensee shall remain responsible to the Licensor for their sub-licensee(s) use of the Designated Logo and for providing it in an appropriate format.
- 12.4 Use of the logo must not reduce or diminish the reputation, image and prestige of the Licensor.
- 12.5 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 only be used to develop, deliver and assess training to Learners employed by the Licensee and enrolled onto the Special Constable Learning Programme (SCLP).
- 13.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to develop, deliver and assess training to its Internal Staff on a non-commercial basis.

- 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 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.
- 15.2 For the avoidance of doubt, Licensees are required to submit a [Permission Request Form](#) in accordance with consolidated licence clauses 4.1.14 where they wish to share the Product with any provider(s)/sub-licensee(s) including Higher or Further Education providers and/or Awarding Organisations.

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 for 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. Trainer Standards

- 21.1 Licensees delivering this Product shall ensure all their trainers meet the Police Sector Standards for Training of Trainers/Instructors/Presenters, as appropriate. The standards can be found on the Licensor's [Training Essentials Programme \(TEP\) webpage](#), under the 'Additional documents' title in the Key Details table.

22. Quality Assurance

- 22.1 The Licensee agrees that the PEQF SCLP will be an identifiable programme within their PEQF strategy and that it will be governed, quality assured and managed as an integral part of the PEQF initial entry route programme.
- 22.2 Licensees shall apply their own quality assurance process to ensure the integrity of the Product and any core requirements specified by the Licensor in the national programme

specification for the Product, and will be accountable to the Licensee's PEQF governance structures.

23. Quality Criteria and Delivery Standards

- 23.1 The learning standards for the Product are defined in the Special Constable (SC) National Policing Curriculum (NPC). 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>. For the avoidance of doubt, this Licence shall take precedence over these documents and any supplementary guidance documents.
- 23.2 The Licensor's quality criteria are defined as Core Requirements that are set out in the Special Constable (SC) National Programme Specification (and summarised at Annex 1 of the document and at Annex A of this Licence Schedule). The Core Requirements must be met and evidenced to the Licensee's own PEQF governance board prior to the first delivery of the locally developed programme, and this will be checked via subsequent annual reviews.
- 23.3 The Licensee shall comply with all reasonable requests of the Licensor arising as a result of the QSA.
- 23.4 Annual monitoring of QSA is undertaken by the Licensor. The Licensee shall submit an annual report to the Licensor by the due date, which demonstrates that the Licensor is meeting the Core Requirements for all their PEQF initial entry programmes, including the evidence for the SCLP.
- 23.5 If the Licensee does not evidence it is meeting all the Core Requirements as part of annual monitoring the Licensor shall, at its sole discretion, set out the conditions to be met within a set timeframe proportionate to the actions to be addressed.
- 23.6 Should the Licensee wish to appeal against the outcomes of the annual monitoring process it shall do so in accordance with the QSA Appeals Procedure (available on College Learn).
- 23.7 Subject to any ongoing appeal in accordance with paragraph 22.6 above, if the Licensee fails to submit the evidence reasonably required by the Licensor under its QSA process within the timeframes, the Licensor shall have the right to terminate the Product Licence with immediate effect on giving notice to the Licensor.

- 23.8 Use or delivery of the Product shall be in accordance with the relevant programme handbook or programme specification.
- 23.9 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.
- 23.10 Licensees shall provide the Licensor with any licence related management information (including but not limited to the number of courses delivered and/or number of Learners/users of the Product) that the Licensor determines is appropriate for the purpose of monitoring activity under the licence, as required under the product licence or on request.

24. Assessment Standards

- 24.1 The assessment criteria for assessment of operational competence (Accompanied Patrol Status (APS), Directed Patrol Status (DPS) and Qualified Special Constable (QSC)) are contained within the Guidelines for Assessment of Operational Competence document.

ANNEX A – Core requirements for the Special Constable Learning Programme

Full details and further guidance is available in the relevant National Programme

Specification

CR1 PEQF Special Constable (SC) learning programmes must be governed and managed in force as an integral element of the force PEQF provision.

PEQF SC learning programmes must comply with all the core requirements in the National Programme Specification.

CR2 An Equality Impact Assessment must be undertaken as part of the design of the local PEQF Special Constable (SC) learning programme (in accordance with the Equality Act 2010) to include the intended model of delivery, and inform all aspects of the implementation.

CR3 PEQF SC learning programmes must be developed and maintained in line with the PEQF SC National Policing Curriculum (NPC).

PEQF SC learning programmes must demonstrate clearly how they have been mapped against, and will continue to be maintained in-line with the learning outcomes for the SC role, as set out in the NPC.

The design of the PEQF SC learning programme must recognise the uniqueness of the programme, be flexible and optimise SC opportunities.

CR4 The assessment strategy and process must comply with the Policing Education Qualifications Framework (PEQF): Guidelines for Assessment of Operational Competence and include:

- Assessment of applied skills in the workplace via an Occupational Competence Portfolio (OCP).
- Progression gateways: Accompanied Patrol Status (APS), Directed Patrol Status (DPS), and Qualified Special Constable (QSC).
- Defined qualification or experience of tutors and assessors:
 - A regular police constable (PC) who has successfully acquired Independent Patrol Status (IPS) under a PEQF entry route to policing programme
 - A qualified special constable (QSC) in all five areas of policing practice

- A qualified special constable (QSC) in one area of policing practice who can assess only in that area of policing practice
- All special constable assessors who have current knowledge and understanding of the area(s) of policing practice they are assessing
- A process to manage situations where SCs have not demonstrated their readiness to progress at each phase of the programme.

CR5 Forces/education providers must ensure learning support is appropriately tailored to individual need to enable each Special Constable to progress through the PEQF SC programme. This information must be easily accessible and clearly explained to Learners.

CR6 There must be quality assurance mechanisms in place to ensure PEQF compliance and appropriate standards in all aspects of the delivery and assessment of the PEQF Special Constabulary (SC) learning programme.

Quality assurance of the PEQF SC learning programme must be managed in force by the PEQF governance board as identified in Core Requirement 1.

ANNEX B – Designated Logo Guidance



→ 1

College logo and designated logo guidance for the Police Constable Degree Apprenticeship (PCDA), Degree Holder Entry Programme (DHEP), Special Constable Programme and Police Community Support Officer (PCSO) L4 Apprenticeship/ Non-apprenticeship Entry Route products only

In accordance with the licence for the above products, Licensees (police forces) are permitted to use the College Logo for purposes directly relating to the implementation of the above products and are permitted to grant sub-licence(s) for the use of the Designated Logo to any third party it formally contracts with to assist them in their implementation of the above products, subject to certain terms (please refer to your licence).

The College Logo means the official College of Policing Logo as shown on page two of this guidance.

The Designated Logo means the official College of Policing Logo with following accompanying text, as shown on page three of this guidance:

[name of Sub-licensee] is working with [name of Licensee] to deliver education products to meet the standards set by the College of Policing

Sub-licensees are only permitted to use the Designated Logo for internal purposes directly relating to the implementation of the above products and not for any other purpose.

For a copy of the licence and product licence schedules please email: Copyright&Licensing@college.police.uk

The following pages illustrate how the College Logo should be displayed by licensees (police forces) and how the Designated Logo should be displayed by third parties who are sub-licensed by licensees.

College of Policing logo guidance

General advice

College of Policing logos

This guidance comes with a pack of logos in a range of formats in RGB (screen) and CMYK (print) colour spaces.

To ensure the integrity of the logo, specific rules for its usage have been created. It should, wherever possible, appear against white, and never be manipulated or distorted.

If possible, the logo should be displayed at a minimum width of 40mm, and under no circumstances should the logo be split, or have effects added to its display.

Exclusion zone

To preserve the integrity and clarity of the College of Policing logo, a clear and protective area around it has been defined. This area is called the exclusion zone. No text, photography or other visual elements should encroach into the exclusion zone.

The exclusion zone applies in the same way to all versions of the logo.

The exclusion zone is defined by 1x the height of the capitalised letter 'P' in Policing.

Master logo

Use this version on a white background in communications produced in colour.



Reversed out logo

Use this version on a coloured background. A sufficient level of contrast between the logo and background should always be maintained.



Monotone logo

Use this version in black/white communications. The logo should always appear on a white background.



Exclusion zone

No text, photography or other visual elements should encroach into the exclusion zone.



Designated Logo guidance

Advice for the display of Designated Logo

Display of Designated Logo

The College of Policing logo should never appear without the accompanying text.

Positioning of the text

The text should be displayed in close proximity to the College of Policing logo, either below, or to the right hand side, having made allowance for the exclusion zone.

Typeface (font)

Use Arial or a standard sans serif font for the text, or where applicable, the sub-licensee's corporate font. The display size should be at least 11pt, unless there is a valid reason for the text to be rendered at a smaller point size.

Colour display of Designated Logo

The text should be set in black, or a deep colour on white backgrounds. If set on a coloured background, the text should be reversed out in white, ensuring that a sufficient level of contrast is maintained for both the College of Policing logo and the text.

For further information, contact: PolicingEQF@college.police.uk



[name of education provider] is working with [name of force] to deliver education products to meet the standards set by the College of Policing



[name of education provider] is working with [name of force] to deliver education products to meet the standards set by the College of Policing



[name of education provider] is working with [name of force] to deliver education products to meet the standards set by the College of Policing