

Product Licence Schedule

ICT Learning Programmes – ViSOR Dangerous Persons Database

Ref. no.: PL-K-104

Version: 4.0

Date: February 2022

Product Licence Schedule: ICT Learning Programmes – ViSOR Dangerous Persons Database

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 – ViSOR Dangerous Persons Database') 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 ViSOR Dangerous Persons Database is available and in use by all Home Office Police Forces. It is used as an Offender Management and an Information Sharing tool by all responsible authorities including Police and Her Majesty's Prison and Probation Service. There are a variety of different learning programmes that have been developed to support the different access levels within ViSOR. The ViSOR Learning Programmes that can be delivered under licence are:
 - ViSOR Basic Level Access Learning Programme
 - ViSOR Full End User Learning Programme
 - ViSOR System Administration 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.
- 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 ViSOR training records to support delivery of Find and Advanced Search training within the learning programmes stipulated above.
- 4.4 A full list of the licensed resources is available at Appendix A.

5. Access to Licensed Resources

- 5.1 Programme materials can be accessed from the Knowledge Hub ViSOR Learning & Development Group, which can be accessed by ViSOR Trainers who have successfully completed the Licensor's ViSOR Train the Trainer Learning Programme, via the Knowledge Hub 2-factor authentication process for OFFICIAL-SENSITIVE groups.

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 An annual licence fee of £533 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 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 ViSOR Learning Programmes shall only be delivered by ViSOR Trainers that have successfully completed the ViSOR Train the Trainer Learning Programme delivered by the College of Policing as agreed by the ViSOR National User Group.
- 21.2 Delivery of ViSOR Learning Programmes shall be in accordance with the ViSOR National Standards Document. For the avoidance of doubt, this licence shall take precedence over the ViSOR National Standards Document and any other supplementary guidance documents.
- 21.3 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 ViSOR trainers and Learners hold and maintain the required security vetting level for the role.

- For ViSOR 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 Learning Standards, available on Knowledge Hub.

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

Overview of ViSOR User Access Tokens

ViSOR Pre-Course Workbook (TTT FEU & VO)

ViSOR System Administrator User Guide

ViSOR System User Guide and Data Standards

Trainer Materials

- Advanced Search Questions 1 Trainer Copy
- Advanced Search Questions 2 Trainer Copy
- Advanced Search Questions 3 Trainer Copy
- Final Assessment Procedure and Marking Guidelines
- Find and Advanced Search Consolidation Exercise Trainer Copy
- Find Questions 1 Trainer Copy
- Find Questions 2 Trainer Copy
- Find Questions 3 Trainer Copy
- Find Questions 4 Trainer Copy
- Find Questions 5 Trainer Copy
- HMPPS Probation Create Consolidation Marking Guide
- HMPPS Probation Final Creation Assessment Marking Guide
- List of ViSOR Nominal Records
- List of Good Examples of Completed Attachments
- Police Final Create Assessment Marking Guide
- Police ViSOR Creation of Nominal Police Consolidation Marking Guide
- ViSOR Advanced Search Capability PowerPoint
- ViSOR Knowledge Check 1 Trainer Copy
- ViSOR Knowledge Check 1 System Admin ONLY
- ViSOR Knowledge Check 2 Trainer Copy
- ViSOR Knowledge Check 3 Trainer Copy
- ViSOR System Administration PowerPoint

Exercises and Assessments

- Advanced Search Questions 1 Learner Copy
- Advanced Search Questions 2 Learner Copy
- Advanced Search Questions 3 Learner Copy
- Find and Advanced Search Consolidation Exercise Learner Copy
- Find and Advanced Search Final Assessment Learner Copy
- Find Questions 1 Learner Copy
- Find Questions 2 Learner Copy
- Find Questions 3 Learner Copy

- Find Questions 4 Learner Copy
- Find Questions 5 Learner Copy
- HMPPS Creation Consolidation Exercise
- HMPPS Final Create Assessment
- HMPPS Prison Create Consolidation Exercise
- HMPPS Prison Create Final Assessment
- HMPPS Probation Create Consolidation Exercise
- Police Creation of Nominal Record Consolidation Exercise
- Police Final Create Assessment
- ViSOR Knowledge Check 2 Learner Copy
- ViSOR Knowledge Check 3 Learner Copy

Learner Materials

- Guidelines for the Production of Training Records and Example Scenarios
- Male Silhouette Image
- Female Silhouette Image

Module Plans and Timetables

- ViSOR Basic Level Access Course Module Plans
- ViSOR Basic Level Access Course Timetable
- ViSOR End User Course Timetable
- ViSOR End User Learning Programme Module Plans
- ViSOR System Admin Course Timetable
- ViSOR System Administration Module Plans

ViSOR Learning Standards

- ViSOR Basic Level Access MAIIA019
- ViSOR End User MAIIA020
- ViSOR System Administrator MAIIA021