

Product Licence Schedule

Training Essentials Programme (TEP)

Reference no.: PL-K-105

Version: 5.0

Date: September 2023

Product Licence Schedule: Training Essentials Programme (TEP)

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 Responsibility for this Product (the 'Training Essentials Programme (TEP)') sits within Knowledge and Innovation in the College.
- 1.4 For enquires regarding this Product please contact Kimberly Jackson, Trainer Development and Standards Manager, College of Policing. Email: kimberly.jackson@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 Training Essentials Programme (TEP) is a training of trainers programme, designed to meet the needs of Learners with differing police training roles and levels of prior knowledge and experience. Its content has been mapped to the Police Sector Standard for the Training of Trainers, Instructors, Presenters and Online Facilitators. TEP modules allow training routes for achieving specific role profiles and enabling individual development.

3. Licensed Purpose

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

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

- 4.1 The four learning standards (Police Sector Standards for Training of Trainers, Instructors, Presenters and Online Facilitators), are located within the National Curriculum.

4.2 The whole programme comprises of four modules and four pre-course workbooks which must be completed prior to each module.

4.3 The following resources can be accessed on the College Learn to support the delivery of the programme:

Module	Resources	College Learn Codes
All modules	Assessment strategy	CORE_TEP_TR_A_001_DOC
	Programme handbook	CORE_TEP_PS_001_PDF
	National Policing Curriculum	TEP_NPC_001_PDF
Module One (Training Knowledge Essentials)	Pre-course activity workbook	CORE_TEP_LR_PR_001_DOC
	Module scheme of work	CORE_TEP_TR_GT_003_DOC
	Module session plan	CORE_TEP_TR_GT_002_DOC
	Module presentations	<ul style="list-style-type: none"> • CORE_TEP_TR_TA_005_PPT (Welcome) • CORE_TEP_TR_TA_004_PPT (Day one) • CORE_TEP_TR_TA_006_PPT (Day two) • CORE_TEP_TR_TA_007_PPT (Day three) • CORE_TEP_TR_TA_008_PPT (Day five)
	Delegate handout pack	CORE_TEP_LR_SA_001_DOC
	Trainer handouts	<ul style="list-style-type: none"> • CORE_TEP_TR_TA_003_PDF (Planning a pres.) • CORE_TEP_TR_TA_002_PDF (ELC handouts)
Module Two (Training Skills Essentials)	Pre-course activity workbook	CORE_TEP_LR_PR_002_DOC
	Module scheme of work	CORE_TEP_TR_GT_004_DOC
	Module session plan	CORE_TEP_TR_GT_001_DOC
	Module presentations	<ul style="list-style-type: none"> • CORE_TEP_TR_TA_010_PPT (Welcome) • CORE_TEP_TR_TA_009_PPT (Day one) • CORE_TEP_TR_TA_011_PPT (Day two) • CORE_TEP_TR_TA_012_PPT (Day three)

		<ul style="list-style-type: none"> • CORE_TEP_TR_TA_013_PPT (Day four) • CORE_TEP_TR_TA_014_PPT (Day five)
	Delegate handout pack	CORE_TEP_LR_SA_003_DOC
	Trainer resources	CORE_TEP_TR_TA_015_DOC
Module Three (Training Practice Essentials)	Delegate handout pack	CORE_TEP_LR_SA_002_DOC
	Pre-course activity workbook	CORE_TEP_LR_PR_003_DOC
	Module session plan	CORE_TEP_TR_TA_017_DOC
	Module presentation	CORE_TEP_TR_TA_016_PPT
	Design principles	CORE_TEP_TR_TA_001_PDF
Module Four (Online Facilitation Essentials)	Resources will be included from December 2023.	

5. Access to Licensed Resources

5.1 Access to the Product will be granted:

- once a Licensee's designated trainer/s have successfully completed the Licensor's TEP trainer approval process; and
- when the Licensor has received written notification from a Licensee that their designated trainer/s have read, understood and shall comply with this Product licence schedule terms including the delivery specifications and the consolidated licence terms.

5.2 The licensed resources can be accessed on College Learn (the Licensor's online learning management system) under 'Specialist Learning Programmes' > 'Supporting Functions' > 'Training Essentials Programme' provided by the Digital, Data & Technology (DDaT) team.

5.3 Alternatively, where the Licensee is not a Home Office Police Force and does not have corporate access to College Learn, the Licensee:

- may, provided they have the technical capability to access College Learn, 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 Permissions Request Form; or

- where they do not have the technical capability to access College Learn, 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. 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.
- 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 2024.

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 £2,142 applies from 1 April 2023 to 31 March 2024, to Licensees who are not Home Office Police Forces. In addition, the Licensor shall conduct one observation visit annually at the Licensee's premises on a cost recovery basis. The annual cost of the observation visit is £400 excluding VAT.
- 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 local 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. The standards can be found on the Licensor's [Training Essentials Programme \(TEP\) webpage](#), under the 'Additional documents' title in the Key Details table.
- 21.2 Licensees shall ensure all their trainers have undergone the College approval process for delivery of the TEP, as stated in clause 5.1.

22. Police Service Quality Management System (PSQMS)

- 22.1 Clause not used.

23. Delivery Standards and Assurance

- 23.1 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 College Learn: <https://www.learn.college.police.uk>.
- 23.2 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. **Learners of the programme shall only be able to access the training through the following approved routes:**

Options	Justification
Modules 1 to 3	To meet the Police Sector Standards for Trainers.
Modules 1 to 4	To meet the Police Sector Standards for Trainers and Police Sector Standards for Online Facilitators.
Module 1	To meet the Police Sector Standard for Presenters.
Module 1 and 4	To meet the Police Sector Standard for Presenters and the Police Sector Standards for Online Facilitators.

Module 4	To meet the Police Sector Standards for Online Facilitators if the individual already meets the Police Sector Standards for Trainers or the Police Sector Standard for Presenters.
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- 23.3 The Licensee is required to participate in annual observation visits and/or re-approval of the trainers delivering the course and shall co-operate with the Licensor in conducting the visit and undertakes to ensure that its staff comply with its obligations under this clause.
- 23.4 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.

24. Eligibility Criteria

- 24.1 It is recommended that Learners are either in a training role or are ready to move into one.

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

- 25.1 All modules have a pre-course activity requirement and deliverers of the training must be experienced and competent trainers in the material they will be delivering, meeting the Police Sector Standard for Training of Trainers.