

# Product Licence Schedule

## Degree Holder Entry Programme (DHEP)

Ref. no.: PL-N-103

Version: 3.0

Date: April 2022

## Product Licence Schedule: Degree Holder Entry Programme (DHEP)

### 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 'Degree Holder Entry Programme (DHEP)') sits within the Licensor's Workforce Development Directorate.
- 1.4 For enquiries regarding this Product please contact the National Policing Curriculum team at: [NationalPolicingCurriculumEnquiries@college.police.uk](mailto:NationalPolicingCurriculumEnquiries@college.police.uk).
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: [Copyright&Licensing@college.police.uk](mailto:Copyright&Licensing@college.police.uk)

### 2. Background

- 2.1 The Degree Holder Entry Programme (DHEP) is one of three entry routes into the policing profession at the rank of police constable and forms part of the Policing Education Qualifications Framework (PEQF).
- 2.2 The DHEP combines academic learning and professional practice and is to be delivered through a collaboration between a police force (the Licensee) and an awarding organisation with Taught Degree Awarding Powers (TDAP) who the licensee will engage through their normal procurement processes.
- 2.3 The DHEP requires delivery of the Licensor's national policing curriculum at police constable level.
- 2.4 Accreditation of the programme is provided through a Graduate Diploma in Professional Policing Practice.

- 2.5 The DHEP is aimed for graduates of any discipline with the exception of those holding a Degree in Professional Policing which is a separate entry route.

### **3. Licensed Purpose**

- 3.1 Subject to the licence terms, this Licence enables the Licensee to use the Product resources to develop, deliver and assess a DHEP 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:
- 4.1.1 DHEP National Policing Curriculum - the curriculum sets a national standardised benchmark for the professional education of the police constable. Licensed DHEP curriculum resources:
- Degree-holder Entry Programme National Policing Curriculum  
PEQF\_DHEP\_NPC\_xxx\_PDF
  - DHEP National Policing Curriculum Mapping Spreadsheet  
PEQF\_DHEP\_NPC\_xxx\_XLS
- 4.1.2 DHEP National Programme Specification and DHEP Core and Additional Requirements for DHEP Investigation Routes-Pathways that set out the core requirements from which licensees, in collaboration with their provider(s) develop their own programme specifications to incorporate the core requirements  
PEQF\_DHEP\_PS\_xxx\_PDF.
- 4.1.3 Guidelines for Assessment of Operational Competence, which sets out the requirements and assessment criteria for assessment of operational competence in order for the apprentice to demonstrate achievement of Independent Patrol Status (IPS) and Full Operational Competence (FOC). PEQF\_AOC\_xxx\_PDF

### **5. Access to Licensed Resources**

- 5.1 The licensed resources can be accessed via the Licensor's online learning environment (College Learn) platform (<https://www.learn.college.police.uk>), from the Policing Educational Qualifications Framework designated area.

5.2 Where Licensees engage third party providers, their access to and use of the Product 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. 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 2026.

## **10. Licence Fees**

10.1 There is no licence fee for Home Office Police Forces to use this Product.

10.2 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 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”.

- 11.2 Licensees wishing to use this Product or new products they have created or developed which incorporate the Product for wider audiences or purposes must seek prior written permission from the Licensor via the Permission Request process described in paragraph 19 of this licence schedule.

## **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 will 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 The Product shall only be used to develop, deliver and assess training to delegates employed by the Licensee and enrolled onto the Degree Holder Entry Programme (DHEP).
- 13.2 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 paragraph 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](mailto:Copyright&Licensing@college.police.uk), at least 14 days before contract and/or commencement.

## **20. Territory**

- 20.1 This Product shall only be used within England and Wales.

## **21. Quality Assurance**

- 21.1 Licensees shall apply (and shall ensure that their procured provider applies) 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.
- 21.2 Where the Licensee is required to undertake a Quality Standards Assessment (QSA) to confirm to the Licensor that the Licensee's locally developed programme continues to meet the required quality standards, this will be set out in the DHEP National Programme Specification.

## **22. Quality Criteria and Delivery Standards**

- 22.1 The learning standards for the Product are defined in the PCDA 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.
- 22.2 The Licensor's quality criteria are defined as Core Requirements that are set out in the DHEP National Programme Specification (and summarised at Annex 1 of the document and at Annex A of this Licence Schedule). The Core Requirements will form the basis of a QSA which must be completed prior to the first delivery of the locally developed programme and subsequent annual reviews. As the DHEP requires the involvement of

both force(s) and awarding organisation(s), the QSA covers both Licensee and third-party provider(s) compliance evidence.

- 22.3 The Licensee agrees to undertake the Licensor's Quality Standards Assessment Framework (the "QSA") and acknowledges that it shall not provide the Products and/or the DHEP to the Permitted Audience until consent to do so is received from the Licensor following satisfactory completion of the QSA.
- 22.4 The Licensee shall not deliver the DHEP until it receives written consent from the Licensor for it to do so. The Licensor shall, at its absolute discretion, determine whether the Licensee has fully evidenced each of the Core Requirements (as set out in Annex A) before providing consent.
- 22.5 The Licensee shall comply with all reasonable requests of the Licensor arising as a result of the QSA.
- 22.6 The QSA shall run in parallel with the Licensee's design, development and annual monitoring for the DHEP.
- 22.7 At Stage 2 (programme development) of QSA the Licensee shall provide the Licensor with evidence to confirm the DHEP programme fully incorporates the Core Requirements specified by the Licensor as set out at Appendix 1 the Core Requirements overview.
- 22.8 At Stage 3 (QSA confirmation event and licensee validation) the Licensor's QSA confirmation panel will confirm whether the Licensee's proposed programme evidences all the Core Requirements. The Licensor will engage with the Licensee's validation chair and will set out the outcomes of the panel's review, including if there are any Core Requirements not yet fully evidenced.
- 22.9 The licensee validation must include Licensor representation as a full panel member.
- 22.10 If the Licensee does not evidence it has met all the Core Requirements as part of the Licensor's QSA confirmation event and/or as part of the Licensee's validation the Licensor will set out the conditions to be met within a set timeframe proportionate to the actions to be addressed.
- 22.11 Any Core Requirements not met at the Licensee validation will need to be evidenced and confirmed in writing as having being met by the Licensees validation chair to the Licensor's QSA chair. The Licensor will review and confirm in writing whether the Core



Requirements have all been met. Only once the Licensor has confirmed that all the Core Requirements have been met can the DHEP be approved and ratified.

- 22.12 Should the Licensee wish to appeal against the outcomes of a QSA confirmation event it shall do so in accordance with the QSA Appeals Procedure (available on College Learn).
- 22.13 Subject to any ongoing appeal in accordance with paragraph 22.12 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.
- 22.14 Stage 4 (annual monitoring) of QSA is undertaken by the Licensor throughout the period in which the Licensee is delivering the DHEP. The annual monitoring activity is designed to utilise information that is already required for annual reports as per the Quality Assurance Agency (QAA) for Higher Education guidelines. The Licensee shall submit an annual report to the Licensor using the Licensor's QSA annual monitoring templates, by the due date, which demonstrates that the Licensor is continuing to meet the Core Requirements.
- 22.15 If the Licensee does not evidence it is meeting all the Core Requirements as part of Stage 4 (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.
- 22.16 Use or delivery of the Product must be in accordance with the relevant programme handbook or programme specification.
- 22.17 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. Assessment Standards**

- 23.1 The assessment criteria for assessment of operational competence (Independent Patrol Status (IPS) and Full Operational Competence (FOC)) are contained within Guidelines for Assessment of Operational Competence document accessible from the Licensor's online learning environment (College Learn) platform: <https://www.learn.college.police.uk>.
- 23.2 Assessment of academic learning will be assessed through the Graduate Diploma in Professional Policing Practice. Each module/component part of the Graduate Diploma will have associated assessment of credits mapped to the DHEP curriculum.

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## ANNEX A – Core requirements for the Degree Holder Entry Programme

CR1 The Degree-Holder Entry Programme (DHEP) must:

- Be a minimum of two years in duration
- Provide entrants with the opportunity to acquire an award from a provider with the title, the Level 6 ‘Graduate Diploma in Professional Policing Practice’ (known as Graduate Diploma) which has an academic value of 120 credits

The Graduate Diploma must be awarded by providers who hold Taught Degree Awarding Powers (TDAP).

CR2 Programme entry requirements for the DHEP must be in line with:

- Police Regulations (see <http://www.legislation.gov.uk/id/uksi/2003/527>)
- The detailed eligibility criteria for a police officer (e.g. age, nationality requirements, physical fitness requirements)
- The Police SEARCH® Recruit Assessment Centre (one of the stages in the recruitment process – see the College of Policing website for more information)
- Any additional entry requirements specific to the recruiting force.

CR3 The entrant’s progression must be managed by the collaboration between police force and provider such that at the end of the Degree-Holder Entry Programme, the entrant has successfully demonstrated all the assessment criteria to achieve:

1. Independent Patrol Status (IPS).
2. Full Operational Competence (FOC).
3. The Graduate Diploma in Professional Policing Practice having acquired the required number of academic credits through successful completion of all modules/related assessment requirements.

CR4 All DHEP programmes must be developed and maintained in line with the learning outcomes as set out in the DHEP National Policing Curriculum (NPC).

Each collaboration must be able to demonstrate clearly how their programme outcomes for individual modules/component parts have been fully aligned to the DHEP NPC.

All DHEP programmes must meet the CRs for this national programme specification (shown at Annex 1).

CR5 The DHEP must be developed and maintained by close collaboration between the force and the provider to create a programme that is flexible and optimises learner opportunities.

- CR6 Collaborations must be able to clearly evidence how sufficient protected learning time is to be provided to enable the entrant to achieve both the required learning and demonstrate the assessment requirements for the DHEP.
- CR7 All collaborations must also undertake an Equality Impact Assessment (in accordance with the Equality Act 2010) to include the intended delivery and assessment model.
- CR8 Where collaborations (both HEIs and police forces) use Recognition of Prior Learning (RPL) there will be processes in place which recognise previously acquired significant learning and conform to the police force and HEI's policy and procedures for RPL (whichever is specifically relevant to the individual case in question).
- CR9 The entrant must be provided with sufficient and suitable opportunities for practice-based education to support the related learning and professional practice for their ongoing professional development.
- CR10 There must be a sufficient number of personnel (e.g. Tutor Constables and coaches/mentors) with appropriate operational knowledge and experience to support the practice-based aspects of the programme.
- CR11 There must be a sufficient number of personnel that have:
- The skills and experience to facilitate learning/assessment to the entrants they are teaching/assessing in line with policing and Higher Education Sector requirements
  - Current knowledge and understanding of the subjects they are teaching/assessing.
- CR12 Entrants on the DHEP must be provided with clear guidance on all academic and professional practice aspects of the programme, specifically:
- Access to individual entrant support which is appropriately tailored to need and enables successful progression through the DHEP
  - Cohort support available to them as a group of learners
  - Entrant guidance regarding behaviour and conduct expected of them by both collaborative organisations
  - Coaching and mentoring in both the academic and operational aspects of the programme
  - How the collaboration has agreed to manage and respond to concerns about professional related conduct, including how any cases involving aspects of ethics and integrity or academic misconduct will be dealt with
  - Individual entrant responsibility to ensure they manage their time, learning and responsibilities within the timeframe and to the required level.

- CR13 Collaborations must have sufficient and suitable resources available to support learning across all professional environments (both academic and workplace) for the entire programme.
- CR14 Each employing police force must assess capability of the entrant against the knowledge, skills and competences for:
- Independent Patrol Status (IPS)
  - Full Operational Competence (FOC).
  - The provider has overall responsibility for assessment of the Graduate Diploma.
  - There should be sufficient opportunities for entrants to successfully meet all the specified assessment requirements.
- CR15 Across the collaborative provision there must be a clearly defined and rigorous assessment strategy for the entire DHEP that:
- Clearly specifies the requirements for the entrant's progression and achievement across the entire programme
  - Sets out the standards and methodologies to be used for both the academic and operational elements to ensure robustness and consistency of assessment outcomes
  - Specifically includes how the collaboration will assess that entrants can apply appropriate skills in order to put evidence-based policing initiatives into practice.
- CR16 Across the collaborative provision, there must be regular and effective quality assurance and monitoring mechanisms in place to ensure appropriate standards in all aspects of the delivery and assessment of the Degree-Holder Entry Programme (DHEP).

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## 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](mailto: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

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## 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 san 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](mailto: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

