

Product Licence Schedule

Policing Professional Profiles

Ref. no.: PL-Q-101

Version: 1.0

Date: February 2022

Product Licence Schedule: Policing Professional Profiles

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 'Policing Professional Profiles') sits within the Licensor's Education & Professional Development Department.
- 1.4 For enquires regarding this Product please contact Rebecca Riley, Professional Development Senior Advisor, at the Education & Professional Development team. Email: professionaldevelopment@college.police.uk.
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: Copyright&Licensing@college.pnn.police.uk.

2. Background

- 2.1 The College publishes the Policing Professional Profiles (PPP) which define the nationally agreed expectations and accountabilities for police officer and some police staff roles. The profiles articulate the skills and professional standards, competencies and behaviours for policing on a national basis.
- 2.2 The profiles are different to job descriptions in that they concentrate on outcomes of accountabilities as opposed to tasks or activities. A job description usually contains a detailed list of duties, reporting lines and structures; profiles focus on requirements, accountabilities and deliverables of the role.
- 2.3 The Product is designed to help:
 - Individual post holders understand what they are accountable for, and to know the essential skills, experience and qualifications for any role so that they can explore potential progression, career pathways, development and educational opportunities.

- Line managers to objectively review an individual's performance and inform their personal development plans.
- Human resources managers to inform job evaluation, recruitment, creation of job descriptions, workforce planning and promotion processes at force level.
- Learning and development managers to identify training needs and to provide effective continuing professional development (CPD) opportunities at force level.

2.4 The Product is reviewed regularly to ensure it reflects any changes in legislation, Authorised Professional Practice (APP) and guidelines. There is a robust engagement and consultation process for the commissioning of new profiles, review and maintenance, as well as the archiving of profiles that are no longer required.

3. Licensed Purpose

3.1 Subject to the licence terms, this Licence enables the Licensee to utilise the Product for the purpose of professional development (excluding job evaluation) to the Permitted Audience.

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

4.1 The licensed profiles are listed on the [Professional Development Platform](#).

5. Access to Licensed Resources

5.1 The licensed profiles are available on the [Professional Development Platform](#).

6. Government Security Classifications (GSC)

6.1 The publicly available licensed profiles 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 profiles in this Product are not designated as Confidential Information.

8. Product enquiries

8.1 All enquiries relating to this Product must be referred to the Licensor promptly.

9. Licence Term

9.1 The licence term for this Product ends on 31 March 2023.

10. Licence Fees

- 10.1 There is currently no licence fee for Licensees to use this Product.
- 10.2 Any support required by the Licensee to customise or use 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 the formatting of this Product as a template, in whole or in part, to create a new profile (not amending an existing profile as allowed under clause 16), provided all College branding (name and logo) is removed and the Licensee's profile contains the following statement:

'This is a bespoke profile developed by **XX Licensee name** for their exclusive use and is not developed or endorsed by the College of Policing Ltd'

- 11.2 The Licensor does not accept responsibility for the use of the templates or profiles that have been created by the Licensee.

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 for its Internal Staff and also for other Home Office Police Forces personnel.
- 13.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used for 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 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 for 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 Clause not used.

16. Adapting/Modifying

16.1 Certain parts of this Product may be marginally adapted for local contextualisation purposes thereby creating a local version of the Licensor's Product.

a) The following parts of the profiles can be amended by addition, omission or amendment, however, the profiles must maintain a 70% match to the original profile:

- Purpose – as long as changes are minor and do not result in the profile being a different 'size' or level.
- Accountabilities.
- Skills – there is a 'skills' dictionary available which can help in adapting these to better reflect local need.

b) The parts that cannot be amended are:

- Profile levels (i.e. Service Deliverer through to Force Leader 1-5)
- Competency Values Framework (CVF) levels
- Prior Education and Experience
- Licence requirements (for example, the requirement to hold a firearms licence)

16.2 Subject to clause 16.1, 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. Where practicable, a link to the original source document should be provided.

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.pnn.police.uk, at least 14 days before contract and/or commencement.

20. Territory

20.1 Clause not used.

21. Police Service Quality Management System (PSQMS)

21.1 Clause not used.

22. Quality Criteria and Delivery Standards

22.1 Use or delivery of the Product shall be in accordance with this Licence.

22.2 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.

22.3 Guidance on the purpose, use and benefits of the Policing Professional Profiles (Profiles) can be found on the [Professional Development Platform](#).