



College of
Policing

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Pre-join Degree in Professional Policing: Guidance for Licensees

Version 1.3 (December 2018)

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Contents

Introduction	5
Purpose of this guidance	6
Licence request and quality standards assessment application form	8
Definitions of arrangements	8
The Licence Agreement	9
The Term of the Licence Agreement	9
Marketing the Pre-join Degree	10
Product Licence Fees and other Payments	10
Quality standards assessment	11
The initial phase	11
The development phase	12
QSA confirmation and licensee validation phase	14
QSA confirmation event process	14
QSA confirmation event panel members and licensee representatives	15
Outcomes of the QSA confirmation event	15
Programme approval	16
When programme approval is not achieved	16
Continuous monitoring and evaluation	18
Further information	20
Support	20
Events	20
College of Policing website	20
Updating licensee information	20
Privacy notice	20
Appendix 1 – Key stages of the quality standards assessment and licensee validation process	23
Appendix 2 – Summary of key stages of the quality standards assessment	24
Appendix 3 – All stages of the quality standards assessment	26
Appendix 4 – Core requirements overview	27
Appendix 5 – Suggested high-level evidence	30

Appendix 6 – Suggested further evidence 38
Annex 1 – Transitional Arrangements 55

Introduction

The Policing Education Qualifications Framework (PEQF) is a standardised national framework setting professionally related qualification levels for the police service by rank or organisational level of responsibility.

The PEQF provides three entry routes into the policing profession at the rank of police constable, these are:

- Police Constable Degree Apprenticeship (PCDA)
- Pre-join undergraduate Degree in Professional Policing (pre-join Degree)
- Degree Holder Entry Programme (DHEP)

The pre-join Degree is a professional academic knowledge-based degree based upon the national curriculum for the police constable role and can be offered by organisations licensed by the College. It will be achieved prior to candidates applying to join the police service and it is self-funded.

A successful recruit to the police service via this route will be subject to a two year probationary period post-join, as specified in Police Regulations. Additional information regarding the post-join period is available in the pre-join Degree National Programme Specification.

The pre-join Degree may also be of interest or benefit to those considering a career in non PC roles in policing, for those seeking to understand how society is policed, who have an interest in law enforcement or want to enter the wider justice sector.

This document provides guidance on the 'end to end' process. Appendix 3 provides a visual flow chart of all the stages of the Quality Standards Assessment process a potential licensee would follow to offer the pre-join Degree. Where appropriate, this document also signposts you to further information and guidance available at the different stages throughout the process.

Purpose of this guidance

This document provides you with information to enable you to understand more about the product and how to become a potential licensee offering the pre-join Degree as a programme. From the initial application and licence request, through to the development stages of the programme and concluding with your institutions validation event. This document is to be read in conjunction with:

- Pre-join Degree in Professional Policing – An Introduction

This document provides you with an overview of the key areas of learning and development covered by the national policing curriculum for the police constable role, and the relevance of this national curriculum to the pre-join Degree entry route. This document is available via our website <http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>

- Frequently Asked Questions

This document answers frequently asked questions around the QSA process undertaken by the College of Policing in relation to the pre-join Degree and includes information on the key stages of the process and access to support resources. This document is available via our website <http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>

- Further information on the PEQF

<http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Policing-Education-Qualifications-Framework.aspx>

Later sections in this document also provide you with information on:

- Licensing and Fees
- Quality Standards Assessment
- QSA Confirmation and Licensee Validation Events
- Continuous Monitoring and Evaluation

To supplement this guidance document, the College also runs periodic information sessions, providing an opportunity for you to ask questions, go through our QSA process and Core Requirements in detail and get a fuller understanding of how our processes link to your

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Pre-join Degree in Professional Policing: Guidance for Licensees

validation process. This is not compulsory, but advisable, and can be arranged by contacting the Quality Standards Assessment (QSA) team via QualityStandardsAssessment@college.pnn.police.uk

Licence request and quality standards assessment application form

This section explains the process on how to become licensed by the College. To apply for a licence you will need to complete the Licence Request and Quality Standards Assessment Application Form which forms part of the initial stage of our QSA process. This form is available via our website <http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>

The form is split into two parts, Part A – Licence Request Form will assist us in understanding who will be involved in offering the programme and Part B – Quality Standards Assessment Application Form will assist us in understanding your projected timescales.

For licensing purposes you will be requested to provide:

- key contacts/lead personnel who will be involved in your programme
- details of the organisation(s) seeking to be licensed (solely, or involving multiple parties)*
- designated Single Point of Contact, who should be the person responsible for leading the programme, to liaise with the College throughout the QSA process
- confirmation that the proposed named Licensee holds Taught Degree Awarding Powers (TDAP)
- confirmation of your estimated programme development, validation and delivery dates*

* All elements of our QSA process must be fully met and your programme must have been approved at your validation event to enable you to deliver this product.

Definitions of arrangements

* One licensee with TDAP operating independently that has TDAP (predominantly a university though a few FE Colleges and professional organisations hold TDAP also).

Outsource arrangement – An awarding organisation with TDAP applies and outsources some delivery of x module(s) to a different provider(s) (e.g. Further Education (FE) College) taking overall responsibility for quality as the awarding organisation.

Partnership arrangement – (e.g. could be group of HEIs, HEI and FE provider, HEI and private provider) within a defined partnership arrangement where the roles and responsibilities of each party are fully defined with an organisation with the awarding powers applying on behalf of the partnership.

Franchising – An awarding organisation with TDAP seeks to franchise their fully developed programme in totality for delivery by another party. This model would be considered on request after the programme has been running for a minimum of 2 years.

Once you have fully completed your form, you should return it to
QualityStandardsAssessment@college.pnn.police.uk

To assist us to deal with your form as quickly as possible we would ask that you provide the programme name and your organisation into the Subject box of the email. For example:

Pre-join Degree – College of Policing

Once a Licence Agreement has been issued we require all documentation to be signed and returned to us as soon as possible to enable us to provide you with access to our Managed Learning Environment (MLE).

The Licence Agreement

The Licence agreement sets out the terms and responsibilities of both the Licensee (the provider) and Licensor (The College of Policing).

The Term of the Licence Agreement

The Licence agreement is valid for a term of eight calendar years following the Licence agreement commencement date. The Licensee may only allow new entrants to enrol onto the pre-join Degree during the first five calendar years following the Licence agreement commencement date.

The Licence agreement incorporates a further three years thereafter, to teach-out existing candidates, should the Licensee cease to offer the pre-join Degree to new entrants after the fifth anniversary of the Licence commencement date.

If after five years of delivering the pre-join Degree the Licensee intends to offer a pre-join Degree programme to new entrants, a new Licence will need to be requested and a new QSA process undertaken. Such a request should be made at the fourth anniversary of the original Licence commencement date.

Marketing the Pre-join Degree

The College website provides a list of only those pre-join Degree Licensees who have successfully undertaken the College QSA process. The website list is intended for the audiences of potential pre-join Degree candidates and police forces. The list will be accessible via: www.college.police.uk

The Licensee may not incorporate any logo's of the Licensor (the College) in their own product(s).

Product Licence Fees and other Payments

The License Fees are made up of the following Charges:

- an initial Charge of £8,400.00 GBP arising on the Product Licence Commencement Date;
- a Charge of £2,100.00 GBP arising on each subsequent anniversary of the Product Licence Commencement Date,

These charges are for the quality assurance work and ongoing maintenance associated with this programme. You will be asked to provide a signed Licence agreement and a Purchase Order Number covering the Initial Charge, to the College. Once received, an invoice for the initial charge will be raised and we will liaise with your financial department in relation to the payment and we would ask that this is paid within 30 days.

The Licence fees are exclusive of any VAT applicable and are non-refundable in the event that the Licence is terminated for any reason.

In addition to the above, there will be some supplementary travel costs to be covered by licensees. These are for:

- College representation at licensee validation
- Processes that form part of Continuous Monitoring and Evaluation (i.e. External Examiner attendance at College annual pre-join Degree evaluation events and College representation at progression and award boards of all pre-join Degree candidates).

Quality standards assessment

The College quality assurance process associated with the programme is the Quality Standards Assessment (QSA). This has been developed in conjunction with your current validation processes and as such, will be interlinked with your organisation's current practices and procedures, therefore, it is not intended that there would be much, if any, additional work. **All elements of our QSA process must be fully met and your programme must have been approved at your validation event to enable you to deliver this product.** Appendix 1 gives an overview of the inter-relationships and shows how your processes work alongside ours specifically around the preparation of documentation/information for your own programme validation, and how this mirrors the evidence required at the same stages for our QSA process. For planning purposes a suggested time frame from stage 1 (initial phase) to stage 3 (QSA Confirmation) is a minimum of six months, we acknowledge that this overall timescale may differ depending on variables. Appendix 2 provides a summary of the key stages of the QSA, although, in table format it provides detailed information relevant to each stage of the QSA process.

The initial phase

Having become licensed, we will nominate a designated point of contact (QA Advisor) for you, from within the QSA team who will liaise directly with your single point of contact.

We will provide you with access to our Managed Learning Environment (MLE) for up to 5 contacts from your organisation or collaboration. The MLE will provide you with further information, which includes:

- **Pre-join Degree in Professional Policing National Programme Specification** – which sets out the national minimum standards for design, delivery and assessment as core requirements which will be used to support national consistency

This document will assist you in understanding how the documentation you will prepare and submit for your validation process links directly to the evidence required for our core requirements. This document would be useful for:

- Senior academic managers who are responsible for providing assurances that learning provision meets strategic needs and national standards.
- Quality assurance practitioners who are supporting curriculum teams through internal validation processes and the QSA process.

- Programme leaders, programme delivery and assessment staff to ensure the programme is written in line with national standards.

Appendix 4 provides a list of all the core requirements that will need to be evidenced to offer this programme, more detailed information with regards the core requirements can also be found in Appendix 5 and 6.

- **Pre-join Degree National Policing Curriculum** – including:
 - Curriculum delivery guidance
 - Curriculum mapping spreadsheet

These documents will assist you in planning and writing your programme. These documents would be useful for programme leaders, programme delivery and assessment staff with the responsibility for writing components of the programme.

- **PEQF Quality Assurance Strategy** – an overarching strategy setting out the principles, infrastructure and roles and responsibilities for Quality Assurance across the PEQF

This document will assist you in understanding how we have taken account of existing quality assurance processes within wider policing and the educational arena to assist with the development of PEQF programmes. This document would be useful for quality assurance practitioners who are supporting curriculum teams through internal validation processes and the QSA process.

The development phase

Throughout the Development Phase you will be submitting evidence linked to the Core Requirements under our QSA process, this links to the natural course of programme design and development within your own organisation, and preparation for your own validation event.

As detailed within the Licence Request and Quality Standards Assessment Application Form, the core requirements have been split into Higher Evidence (Appendix 5) and Further Evidence (Appendix 6). This is to ensure that the information we are asking for, interlinks with the documentation/information you would have available during your processes leading up to your validation event.

The appendices are presented in a table format providing suggestions for evidence that could be produced by the programme development team to satisfy the relevant core requirements. There is also a commentary on the nature of such suggested evidence, which are simply suggestions, as there may be other forms of evidence that can be submitted. The

appendices have been split up holistically for the purpose of the QSA process and also include the optional arrangements and post-join core requirements.

Higher evidence

At the start of your own process you will be working towards outline planning of the programme and obtaining strategic approval. From your existing processes, we would want to review some of this documentation, such as, scoping documents, outline plans and minutes of meetings which would naturally be produced at this stage, reducing duplication and/or repetition. This would enable us to confirm your approach at an early stage in line with our core requirements, providing reassurances to you, and us, that the core requirements will be achieved and allowing us to mitigate any issues and before you are too far into the development stage. To enable us to assist you at this early stage, and offer advice and guidance at the earliest opportunity, please note that it is an obligation of the pre-join Degree Licence agreement that your higher evidence be submitted to the College no later than 8 weeks after the Licence agreement commencement date.

Certain core requirements assume that support work will be occurring within the licensees organisation (e.g. within marketing or student services), alongside the work of the academic programme development team. Whilst we appreciate that the work of such support services may not be implemented until post-programme validation, we may ask for high-level evidence at the start of the QSA process, in order to assist in the development of those services from the outset of the programme design.

To assist your QA Advisor to review your documents as quickly as possible please ensure that the following information is provided in the subject box of the email: PROVIDER>PRE-JOIN DEGREE IN PROFESSIONAL POLICING>DOCUMENT TITLE>FIRST DRAFT>DATE.

Further evidence

After submitting your higher evidence you will plan and agree with your QA Advisor how documentation can be grouped, when key documentation will be available to review, prioritising documents which link to more than one core requirement, agreeing timeframes and next steps. As you start to further develop your programme and produce completed and detailed programme documentation such as module specifications and assessment strategies, which you would have prepared for your own organisations programme approval and validation event you can start to submit these as further evidence.

Any documentation re-submitted by you after the first draft should be re-named and saved as PROVIDER> PRE-JOIN DEGREE IN PROFESSIONAL POLICING >DOCUMENT TITLE>SECOND DRAFT (THIRD DRAFT ETC.) >DATE.

Your QA Advisor will continue to work with you during this period and will review all the documentation you submit, which will conclude in an interim review in which you will receive further advice and guidance. Liaising with your QA Advisor during this period will assist you in saving time at the later stages of the process, as any work needed on key documents will have already been discussed and opportunities provided for any changes to be made.

All further evidence must have been submitted and reviewed by your QA Advisor. It is an obligation of the pre-join Degree Licence agreement that all further evidence is received by the College no later than 6 weeks prior to the final licensee validation event, this is to enable the QSA confirmation panel members to review all the documentation before the QSA confirmation event.

Licensees will be responsible for ensuring all evidence is submitted, enabling them to be confident that all of the core requirements have been met, and adequately evidenced.

All evidence should be sent to the following mailbox
QualityStandardsAssessment@college.pnn.police.uk

QSA confirmation and licensee validation phase

QSA confirmation event process

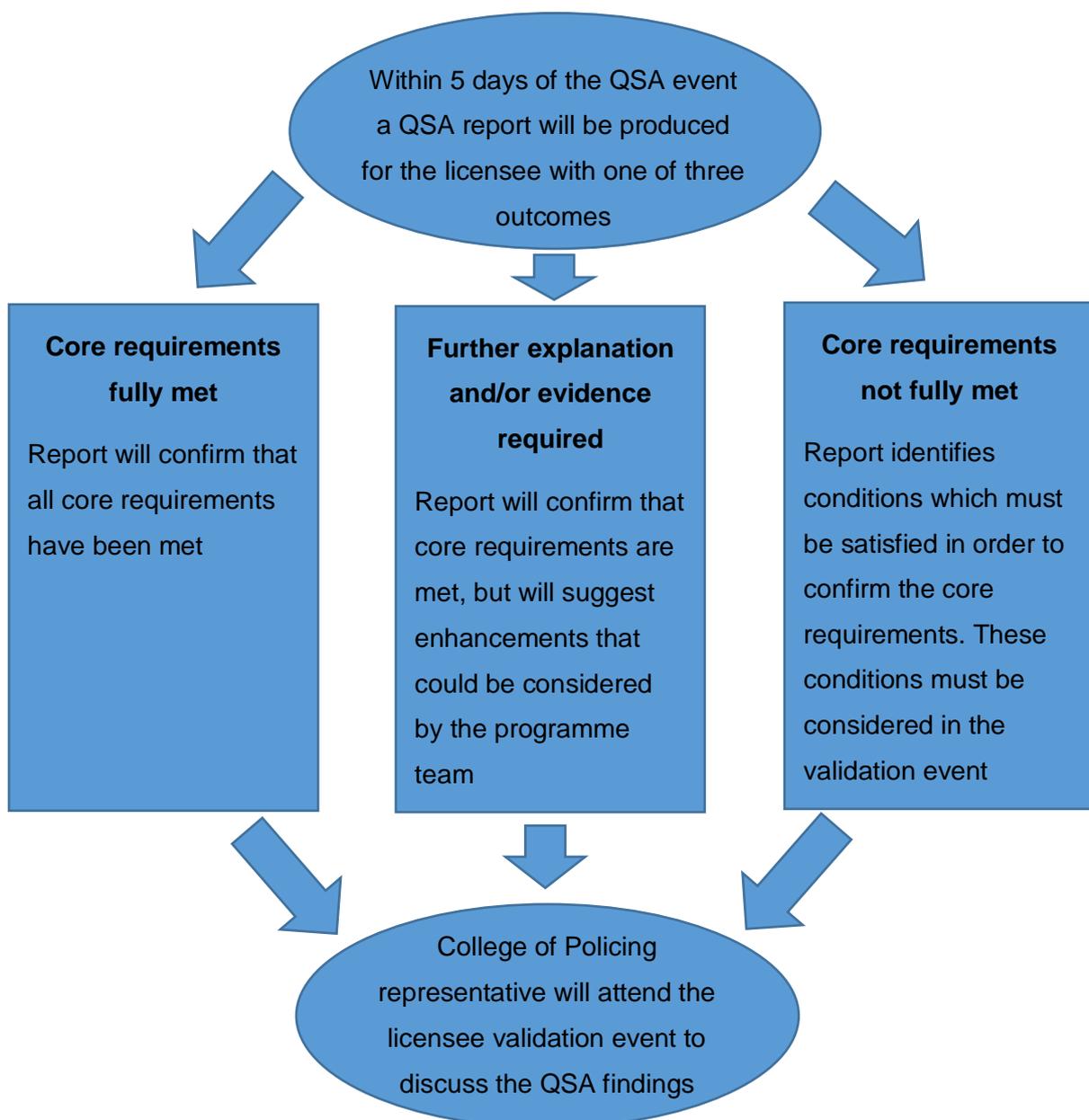
The College QSA confirmation event will consist of an internal panel who will determine to what extent the proposed programme meets the core requirements of the pre-join Degree's national programme specification. The requirements may be fully met, further explanation and/or evidence required, or by exception the core requirements are not fully met. This will be documented within a report produced for the licensee, on the conclusion of the QSA confirmation event.

QSA confirmation event panel members and licensee representatives

The panel members will be drawn from experienced curriculum practitioners, who are familiar with the National Policing Curriculum and those who have responsibility for ensuring national academic standards and quality of PEQF products, within the College.

The licensees programme development team will be invited to attend the event, in person or via telephone link. Licensee attendance at the QSA confirmation event, whilst recommended by the College, is optional.

Outcomes of the QSA confirmation event



Appeals against QSA outcomes

It is our aim to manage our Quality Standards Assessment (QSA) process consistently and fairly. Should the eventuality arise whereby the licensee does disagree with the outcome of a Quality Standards Assessment (QSA) Confirmation Panel Event then there is a process for licensees to appeal against the decision (see Appendix 7).

Licensee validation event

Following the College's confirmation event and in line with licensee requirements, a licensee validation event will conclude the process. The final licensee validation panel must include College representation.

Programme approval

The validation panel will aim to approve the programme and confirm all pre-join Degree national programme specification core requirements have been met. This may involve the panel agreeing that conditions from the QSA report have been satisfied and that suggestions for enhancement have been considered. When this has been achieved, the programme will be ready to be offered to candidates.

Your details will be added to our website, so that potential candidates and police forces are able to see that your programme has fully met the requirements of our QSA process and has achieved approval at your validation event.

When programme approval is not achieved

Our approach leading up to the final stages of our QSA and your validation event means that feedback on programme documentation would have been given at a number of intervals throughout the process for the purposes of our QSA confirmation event. We may be satisfied that all the core requirements have been met for our purposes, but the consensus of the validation panel may not be in a position to approve the programme based on other factors, whilst this is unlikely it could still be a possibility.

For QSA purposes, where it is identified that further evidence is required in order to fully meet the programme core requirements, the College will discuss and agree an appropriate set of actions relating to the required conditions. The post validation event development phase would provide your organisation with an opportunity to address the agreed actions and make any final amendments to the programme. Once completed these developments would be shared with the validation chair and panel before the programme is finally ratified and approved by the validation chair.

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Pre-join Degree in Professional Policing: Guidance for Licensees

If you do not successfully complete the required conditions within the implementation plan, as advised at the licensee validation event, you will have a further opportunity (within a timeframe set by us) to provide confirmation that these conditions have been met. If the conditions are still not met we may, at our discretion grant one final opportunity for confirmation to be provided (again within a timeframe set by us). Subsequent to this, you would need to refer your product for further work and apply again (as a new applicant).

Continuous monitoring and evaluation

The PEQF Quality Assurance Strategy guiding principles include clear and appropriate management and governance, continuous evaluation and shared responsibility. The College recognises that all licensees involved in the pre-join Degree, including the College, should take responsibility for the academic standards and quality of the programme.

The monitoring and review of the pre-join Degree enables those responsibilities to be implemented, to close the loop on the academic year and to inform a new academic phase of the programme. The College of Policing will conduct an annual review and publish an updated national curriculum at least annually.



Such monitoring activity should occur at the same time licensees are preparing their own internal course annual reports and School annual reports and so their activity here will be mutually beneficial to inform the QSA monitoring and evaluation process.

Annual reporting will be required by the licensee, specifically concentrating on areas of success and good practice, whilst identifying changes and areas of concern. There will also be an annual evaluation event for external examiners to attend.

Where the programme performance and student satisfaction is identified by the licensee in their annual report to be unsatisfactory, licensees should present actions in the form of an enhancement plan and produce commentary in the annual report as to how such a plan will be monitored and reviewed, within the academic year.

Where this is the case, following a risk based approach, the College may seek additional Quality Assurances.

Further information

Support

The College will support licensees by providing information to prospective students on the pre-join Degree entry route, via our website www.college.police.uk

Events

Our QSA team will hold an annual event for external examiners, who can be contacted via QualityStandardsAssessment@college.pnn.police.uk

College of Policing website

Information for potential licensees can be found on our website. The website also provides a list of only those pre-join Degree Licensees, who have successfully undertaken the College QSA process. The website list is intended for the audiences of potential pre-join Degree candidates and police forces. The list will be accessible via: www.college.police.uk

Updating licensee information

You are responsible for keeping the College of Policing informed of any of the following. Please contact the QSA team on QualityStandardsAssessment@college.pnn.police.uk for more information.

- Contact details for your Single Point of Contact (SPoC)
- Changes to the delivery model
- Significant changes to staff which could affect the delivery and/or assessment of students which are being managed through your own processes
- If the licensee intends to stop delivering the pre-join Degree programme.

Privacy notice

Your privacy is important to us. This Privacy Notice explains what personal data the College of Policing Quality Standards Assessment Process (referred to as 'QSA' from now on) will collect from you and how we intend to process it. For the purposes of data protection

legislation, processing applies to any activity involving use of personal data for example, collecting, storing, sharing, and destroying.

The categories of this information that we collect, process and hold include:

- personal information (such as name, email address and qualifications)
- special categories/sensitive information (such as ethnicity and gender)

Why we collect and use this information

We use applicants' personal data to:

- issue a licence agreement
- commence the Quality Standards Assessment Process
- assess that staff involved in the design, delivery and assessment of the programme meet our core requirements

The lawful basis on which we use this information

As a public body, we collect and use this information in order to carry out a task that is in the public interest. We are providing reassurances to members of the public and potential candidates that the institution offering the qualification is licensed through the College of Policing and has met the minimum standards to achieve confirmation through the QSA process. Specifically, the information is being processed under Article 6 (1) e of the General Data Protection Regulation (applicable from 25 May 2018).

Collecting this information

Whilst some of the personal data provided to us is on a voluntary basis, some of it is mandatory in line with the core requirements for the programme as detailed within the national programme specification. We will inform you whether specific data we are requesting is voluntary or mandatory.

How we protect this information

- The data that you provide will be held in a restricted access folder on the College IT system. Only those involved in the QSA process will be granted access.
- Your personal details will be held on a separate file to your application details and will only be linked if strictly necessary by way of a unique identifier.

Retention of this information

Data provided will be kept for 60 months, in line with the Licence Agreement period. Information supplied by you and held by the College will be stored and processed for the administration, assessment and monitoring of the QSA only.

Sharing of this information

Personal information contained on the application form will be disclosed with those involved in the formal Licence Agreement and QSA processes only. Data that is sensitive or special categories (as per equal opportunities monitoring form) will be used internally by the College only in order to ensure that it meets the aims and commitments set out in its Equality Strategy, including preventing discrimination under the Equality Act 2010. The information will not be used for any other purpose.

How to access and control your personal data

If at any time you would like to access the personal data the College (also referred to as 'we') has recorded in respect of your Licence Request and Quality Standards Assessment Application Form please email a request to QualityStandardsAssessment@college.pnn.police.uk

If you would like to withdraw your application, you can contact us on the above email address any time. Once your withdrawal from the QSA process has been confirmed, we will delete any personal data we have recorded on you (including your application form).

If you feel that the personal data relating to you needs to be corrected or you would like to exercise your 'right to be forgotten' please email QualityStandardsAssessment@college.pnn.police.uk

We will not use your personal data for direct marketing.

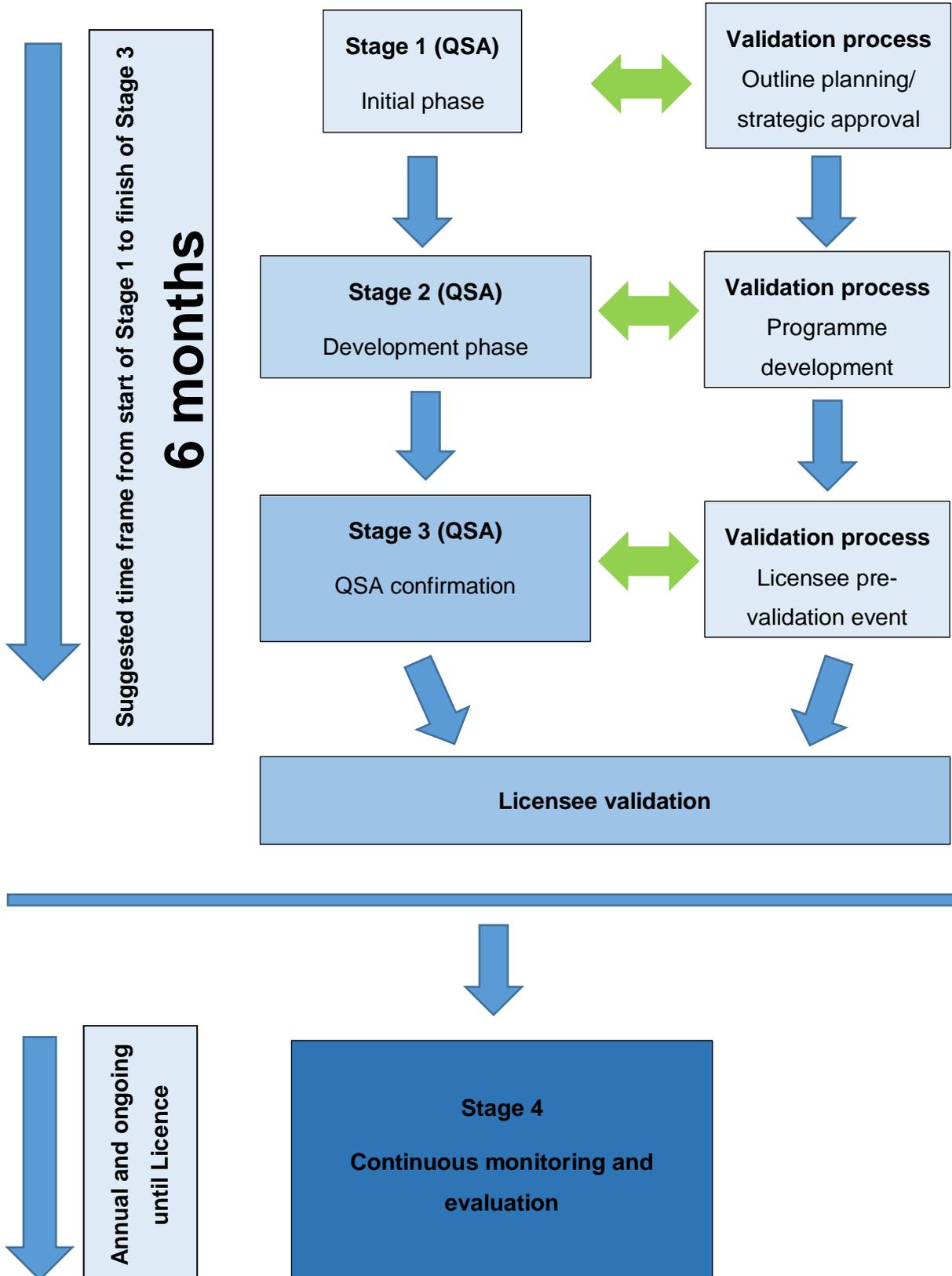
Contact the College

If you would like to contact the Data Protection Officer in the College in relation to how we protect your data, please contact us on data.protection@college.pnn.police.uk

If you have a concern

If you have any concerns in relation to the College's information rights practices or wish to make a complaint, please contact the Information Commissioner's Office as the supervisory body for information management: <https://ico.org.uk/concerns/>

Appendix 1 – Key stages of the quality standards assessment and licensee validation process

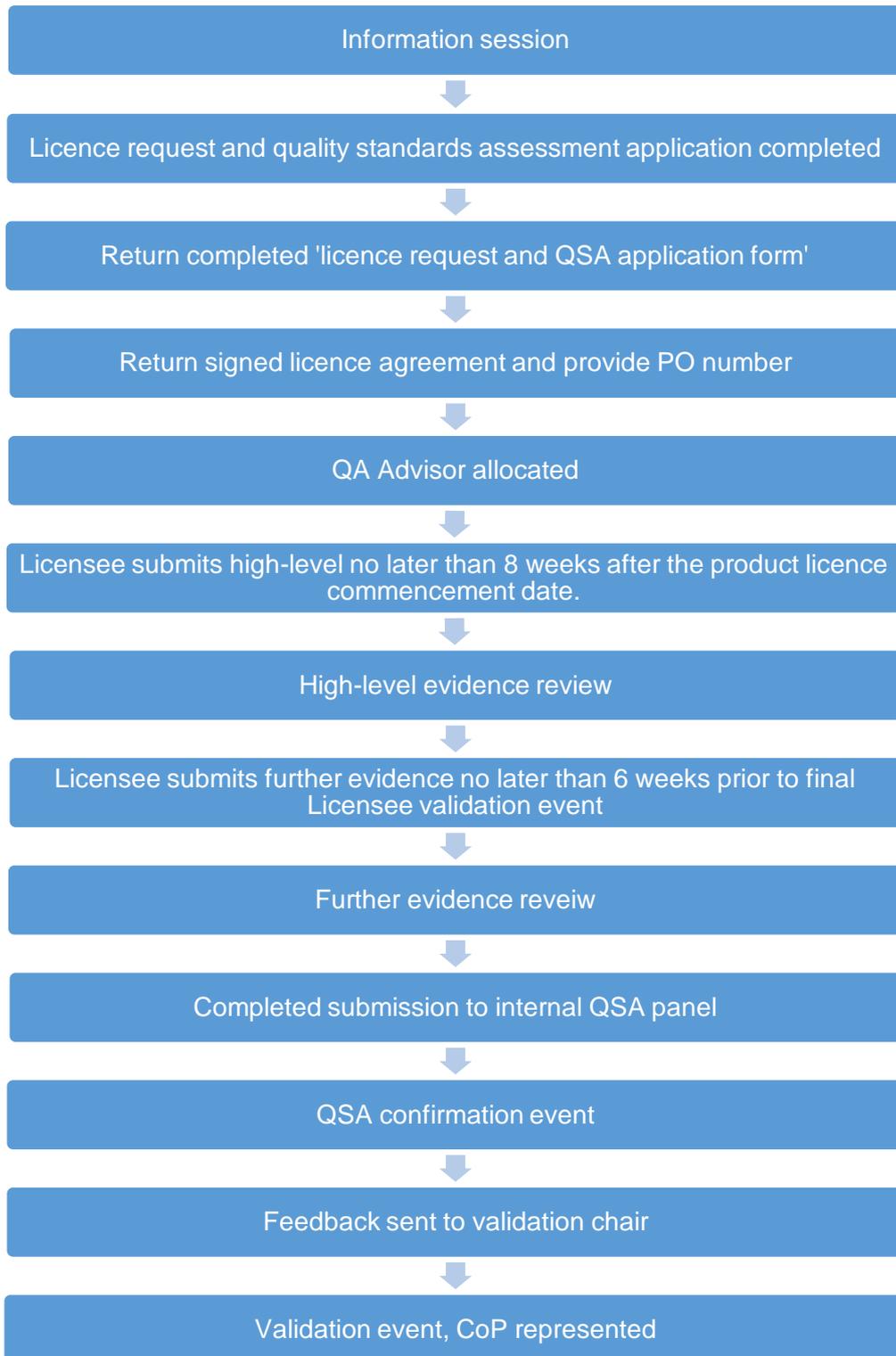


Appendix 2 – Summary of key stages of the quality standards assessment

<p>Stage 1</p>	<p>Pre-join Degree in Professional Policing Licence request and quality standards assessment application form</p>	<ul style="list-style-type: none"> Prospective licensee completes Licence Request and Quality Standards Assessment Application Form (http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Policing-Education-Qualifications-Framework.aspx) Licensor provides licensee with access to Pre-join Degree educational resources to develop the Pre-join Degree
<p>Stage 2</p>	<p>Developmental phase</p>	<ul style="list-style-type: none"> Throughout the Development Phase and as part of the process of programme development the licensee will submit evidence to the Licensor to demonstrate all the Core Requirements have been incorporated. The submission of evidence is divided into two parts. The Licensor provides a review of the evidence to the Licensee at each interval: <ul style="list-style-type: none"> – Preliminary ‘high-level evidence’ of specific Core Requirements in order for the Licensor to gain an overview of the proposed programme and that it will meet the national specification once fully developed. This must be submitted to the Licensor by email to: QualityStandardsAssessment@college.pnn.police.uk no later than eight weeks after the Product Licence Commencement Date. - Supplementary ‘further evidence’ towards the latter stages of development to confirm all core requirements have been met in preparation for licensee validation. All evidence must have been received by the Licensor via email: QualityStandardsAssessment@college.pnn.police.uk no later than six weeks prior to the licensee validation.

<p>Stage 3</p>	<p>QSA confirmation and licensee validation</p>	<ul style="list-style-type: none"> • At a Licensor QSA confirmation, a panel (with a blend of skills and experience in policing, curriculum, qualifications, equality, accreditation and assurance) will critically examine the final suite of documents for the fully developed programme. The Licensee shall be invited to attend. • Through its scrutiny, the Licensor QSA confirmation panel determine to what extent the proposed Pre-join Degree programme evidences the Core Requirements. The requirements may be fully met, or there may remain certain requirements to be addressed before the programme can be delivered. • QSA feedback is sent to the Licensee’s validation chair to inform the validation process. This process is interlinked with Licensees and Quality Assurance Agency for Higher Education (QAA) reviewed procedures and processes for validation and approval of new educational programmes. • At a final Licensee validation, the validation panel will aim to approve the programme and confirm all national programme specification core requirements have been met. • The Licensee validation panel shall include Licensor representation.
<p>Stage 4</p>	<p>Continuous monitoring and evaluation</p>	<ul style="list-style-type: none"> • Following QSA confirmation, subsequent licensee validation and programme delivery, the Licensor will undertake annual monitoring. Such activities will include: <ul style="list-style-type: none"> • Review of annual QSA reports from Licensees • The attendance of a Licensor representative at the progression and award boards for all Pre-join Degree candidates • An annual evaluation event for the purpose of sharing ideas and best practice in the delivery of the Pre-join Degree.

Appendix 3 – All stages of the quality standards assessment



Appendix 4 – Core requirements overview

Core requirement 1

- The title of the award that must be used by all licensees is 'Degree in Professional Policing'.
- The degree should be a minimum of 3 years in duration (360 CAT points).
- The degree has a currency of 5 years following graduation for recruitment into policing.

Core requirement 2

- The degree must be awarded by licensees who hold Taught Degree Awarding Powers (TDAP).
- The Degree in Professional Policing must cover all aspects of the national policing curriculum for the pre-join Degree entry route.
- Licensees must specifically be able to demonstrate clearly how they have mapped against, and will continue to maintain pre-join Degree programmes, in line with all the core requirements in the national programme specification for this specific route.

Core requirement 3

- Programme entry requirements should be in line with licensee admission process, recruitment policies and procedures.
- The licensee must adhere to normal UCAS arrangements and typical academic entry requirements for this programme.

Core requirement 4

- The candidate's progression through the programme must be managed by the licensee.
- Successful completion of the pre-join Degree requires candidates to have achieved the required knowledge and understanding by achieving academic credits and successful completion of all degree modules.

Core requirement 5

- As part of their pre-join Degree candidates will be required to undertake evidence-based policing research to demonstrate an understanding and appreciation of evidence-based policing approaches. This should be integrated into the delivery and overall assessment of the qualification so there is a clear record of evidence-based learning.

Core requirement 6

- All licensees must undertake an Equality Impact Assessment (EIA) for the delivery and assessment of this programme.

Core requirement 7

- The teaching and assessment team must be a sufficient number of personnel that have:
 - The skills and experience to facilitate learning/assessment to the candidates they are teaching/assessing in line with policing and higher education sector requirements.
 - Current knowledge and understanding of the subjects they are teaching/assessing.

Core requirement 8

- Candidates must be provided with clear guidance on all academic aspects of the programme, specifically:
 - Access to individual candidate support which is appropriately tailored to need and enables successful progression through the programme.
 - Cohort support available to them as a group of learners.
 - Coaching and mentoring.
 - How the licensee will manage and respond to concerns involving aspects of ethics and integrity and how academic misconduct will be dealt with.
 - Individual candidate responsibility to ensure they manage their time, learning and responsibilities within the timeframe and to the required level.

Core requirement 9

- The licensee must have sufficient and suitable resources available to support learning across the academic and related environments for the entire programme.

Core requirement 10

- There must be a clearly defined and rigorous assessment strategy for the entire pre-join Degree that clearly specifies the requirements for the candidate's progression within the programme (including the standards and methodologies) to be used to ensure consistency and achievement of assessment outcomes that are directly mapped to the national policing curriculum).

Core requirement 11

- The licensee must have regular and effective quality assurance and monitoring mechanisms in place to ensure appropriate standards in all aspects of the delivery and assessment of the programme.

Core requirement 12

- Having successfully graduated with a pre-join Degree candidates will be required to:
 - Apply to and meet all the recruitment criteria for the recruiting force.
 - Complete a two year probationary period in line with police regulations.
 - Undertake practice-based learning and assessment and demonstrate competence for:
 - Independent Patrol Status (IPS) (unless achieved pre-join)
 - Full Operational Competence (FOC).
- There is no requirement to undertake any further accreditation of learning (another qualification) to be confirmed in post.

Appendix 5 – Suggested high-level evidence

The following table identifies only those pre-join Degree core requirements, as derived from each section of the **Pre-join Degree National Programme Specification**. Please note that not all the pre-join Degree core requirements request high-level evidence be submitted.

There may be some documents that can satisfy more than one core requirement. The evidence presented here are simply suggestions, as such there may be other forms of evidence that can be submitted. Further guidance can be provided by contacting your College Quality Assurance Advisor.

Key:



Indicates the core requirement which is covered, in part, by the Pre-join Degree QSA Application Form.



Indicates how core requirements are linked and where one document may satisfy more than one core requirement.

Linked **high-level** core requirements: where one document may satisfy more than one requirement:

An outline planning of mapping may be used to satisfy CR2, CR5 and CR10.

Pre-join Degree core requirements – high-level evidence suggestions

Pre-join Degree in Professional Policing section in National Programme Specification: Programme summary			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR2.</p> <p>The degree must be awarded by licensees who hold Taught Degree Awarding Powers (TDAP).</p>	<p>Confirmed as part of the Pre-join Degree QSA Application Form.</p>	<p>Upon receipt of your application, the College will check the Quality Assurance Agency’s (QAA) list of registered bodies that hold Taught Degree Awarding Powers (TDAP).</p>	
<p>CR2. Continued. The Degree in Professional Policing must cover all aspects of the national policing curriculum for the pre-join Degree entry route.</p> <p>Licensees must specifically be able to demonstrate clearly how they have mapped against, and will continue to maintain pre-join Degree programmes, in line with all the core requirements in the national programme specification for this specific route.</p>	<p>An outline plan of the programme which demonstrates the range of constituent modules/component parts collectively encompassing the learning specified in the curriculum.</p> <p>This outline plan may also be used to satisfy the following core requirements: CR5, CR10.</p>	<p>The outline plan should be an illustrative example of how the new programme and its modules map to the national pre-join Degree policing curriculum. If the design incorporates additional content beyond the national curriculum, please indicate and explain how this enhances your programme.</p>	

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Pre-join Degree in Professional Policing: Guidance for Licensees

Pre-join Degree in Professional Policing section in National Programme Specification: Programme entry requirements			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR3.</p> <p>Programme entry requirements should be in line with licensee admission process, recruitment policies and procedures.</p>	<p>A draft copy of the entry requirements information relating to this programme as intended for inclusion in the prospectus, website and candidate handbook evidencing that there are no guarantees of entry to a police force post completion, making candidates aware of the associated recruitment processes and the force eligibility criteria.</p>	<p>As Police Constable eligibility criteria are fairly comprehensive, basic guidelines for pre-join Degree applicants can be provided, together with reference and signposting to official police recruitment information. Programme entry and admissions advice provided should be consistent across all mediums of published programme information.</p>	
<p>CR3. Continued.</p> <p>The licensee must adhere to normal UCAS arrangements and typical academic entry requirements for this programme.</p>	<p>An outline plan of the academic entry requirements a candidate should meet and an overview of the recruitment procedure the prospective candidate will go through, in order to be offered a place on the programme.</p>	<p>Entry requirements should follow standards UCAS arrangements with regards to the number of UCAS tariff points required to study the pre-join Degree and in the nature and content of qualifications and subjects studied and exam results achieved.</p> <p>Entry requirements should enable the programme to be accessible to a wide range of potential candidates.</p> <p>Include details of your recruitment procedure, with consideration to how prospective candidates are given appropriate course advise, information and guidance.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Evidence-based research			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR5.</p> <p>As part of their pre-join Degree candidates will be required to undertake evidence-based policing research to demonstrate an understanding and appreciation of evidence-based policing approaches. This should be integrated into the delivery and overall assessment of the qualification so there is a clear record of evidence-based learning.</p>	<p>An outline plan which demonstrates how you will ensure evidence-based policing will be integrated throughout the programme.</p> <p>This outline plan may also be used to satisfy the following core requirements: CR2, CR10.</p>	<p>A licensee will need to demonstrate candidates' opportunities for EBP learning within the programme design.</p> <p>There is no requirement that EBP be delivered as a stand-alone module.</p> <p>In this high-level evidence, please detail how EBP will be mapped into the curriculum of your programme.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Maintenance of the curriculum			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR6.</p> <p>All licensees must undertake an Equality Impact Assessment (EIA) for the delivery and assessment of this programme.</p>	<p>An EIA should assess potential equality, issues across the wider programme. Actions to manage or monitor identified risks should be considered and evidenced in a mitigation plan, as part of the EIA.</p> <p>Draft EIA and mitigation plan for the pre-join Degree programme.</p>	<p>An EIA should be developed to incorporate positive action to promote participation in the degree from under-represented groups in society. Particular consideration should be given to candidate recruitment, as well as to the support given on programme to retain a diversity of candidates to enable completion of the degree.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Resources			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR9.</p> <p>The licensee must have sufficient and suitable resources available to support learning across the academic and related environments for the entire programme.</p>	<p>Risk analysis of resources, what are currently available and what would require investment/sourcing prior to the delivery of the programme.</p>	<p>The range of resources available will be influenced by the delivery model and would typically include classrooms, study facilities, IT, library facilities and online learning.</p> <p>Give details of your current facilities and/or future investments or development plans post-programme validation and approval.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Assessment			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR10.</p> <p>There must be a clearly defined and rigorous assessment strategy for the entire pre-join Degree that clearly specifies the requirements for the candidate's progression within the programme (including the standards and methodologies) to be used to ensure consistency and achievement of assessment outcomes that are directly mapped to the national policing curriculum).</p>	<p>An outline planning overview of the structure and methodology of the assessments to be included to demonstrate progression from one year to another.</p> <p>This outline plan may also be used to satisfy the following core requirements: CR2, CR5.</p>	<p>Consideration should be given to a range of different assessment methodologies, across the module, level of study and the wider programme.</p> <p>The use of learning technology, creativity and innovation in assessment methodologies are encouraged.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Unsuccessful completion of the programme			
Core requirements	Suggested high-level evidence	Commentary	Confirmation of evidence
<p>CR11.</p> <p>The licensee must have regular and effective quality assurance and monitoring mechanisms in place to ensure appropriate standards in all aspects of the delivery and assessment of the programme.</p>	<p>The licensee will remain accountable for academic quality assurance as determined by internal policy and processes, which are compliant with QAA processes and the Teaching Excellence Framework (TEF). As such, the following evidence is suggested:</p> <p>A copy of an overarching structure, or separate policies for monitoring mechanisms which will be put in place for delivery, assessment and evaluation for this product to include:</p> <ul style="list-style-type: none"> • Module development and evaluation sessions • Individual candidate feedback • Peer review • Candidate focus groups • Any wider reviews <p>This evidence may also be used to satisfy the following core requirements (in Further Evidence section, p16) CR2.</p>	<p>Quality assurance and monitoring mechanisms should enable enhancements to be made where there are identified issues/areas of concern on the programme. Such enhancements should provide improved opportunities for candidates to successfully complete the degree.</p>	

Appendix 6 – Suggested further evidence

The following table presents all the pre-join Degree core requirements, as derived from each section of the **Pre-join Degree National Programme Specification**. Please note that not all the pre-join Degree core requirements request further evidence be submitted.

There may be some documents that can satisfy more than one core requirement. The evidence presented here are simply suggestions, as such there may be other forms of evidence that can be submitted. Further guidance can be provided by contacting your College Quality Assurance Advisor.

Key:



Indicates how core requirements are linked and where one document may satisfy more than one core requirement.

Linked **further evidence** core requirements: where one document may satisfy more than one requirement:

A programme specification and/or candidate handbook may be used to satisfy CR1, CR3, CR8 and CR9.

Module descriptors may be used to satisfy CR2 (part 1) and CR4.

Pre-join Degree core requirements – further evidence suggestions

Pre-join Degree in Professional Policing section in National Programme Specification: Programme summary			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR1.</p> <p>The title of the award that must be used by all licensees is 'Degree in Professional Policing'.</p> <p>The degree should be a minimum of 3 years in duration (360 CAT points).</p> <p>The degree has a currency of 5 years following graduation for recruitment into policing.</p>	<p>A completed copy of the programme specification and candidate handbook which shows the title of the award and CAT points obtained which details the duration of the programme and currency following graduation. This information to be consistent throughout all programme documentation submitted for QSA.</p> <p>A programme specification and/or candidate handbook may also be used to satisfy the following core requirements: CR3, CR8, CR9.</p>	<p>The programme specification will provide a concise summary of the main features of the programme and the learning outcomes.</p> <p>The candidate handbook will provide general information and guidance that candidates will require to make the most of opportunities on offer at a licensee's institution.</p> <p>The validated title of the award, CAT points obtained, duration of the programme and currency of the programme following graduation should all be detailed in the candidate handbook and must be informed by, and consistent with, the programme specification.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Programme summary			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR2.</p> <p>The Degree in Professional Policing must cover all aspects of the national policing curriculum for the pre-join Degree entry route.</p> <p>Licensees must specifically be able to demonstrate clearly how they have mapped against, and will continue to maintain pre-join Degree programmes, in line with all the core requirements in the national programme specification for this specific route.</p>	<p>Module descriptors to demonstrate how the curriculum is represented across the range of descriptors.</p> <p>Module descriptors may also be used to satisfy the following core requirements: CR4.</p> <p>A copy of the review/maintenance process that explains how learning will be reviewed on a regular and planned basis to ensure the programme is up to date and in line with the Degree in Professional Policing learning outcomes.</p> <p>This evidence is linked to the following core requirements (in High-level Evidence section): CR11.</p>	<p>The module descriptor should provide a self-contained, individual unit of study. It should give detail about learning outcomes and teaching, learning and assessment strategies particular to the unit.</p> <p>The signposting of study resources and reading lists and details of the module leader and tutor may also be included. Learning outcomes and assessment for that particular unit.</p> <p>The review/maintenance process should include the policy for making minor or major changes to the programme and should indicate the suggested dates for programme review and revalidation.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Programme entry requirements			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR3.</p> <p>Programme entry requirements should be in line with licensee admission process, recruitment policies and procedures.</p>	<p>A copy of the final candidate handbook confirming that there are no guarantees of entry to a police force post completion of the programme, making candidates aware of the associated recruitment processes and to check their eligibility against the force website (signpost to relevant pages).</p> <p>A programme specification and/or candidate handbook may also be used to satisfy the following core requirements: CR1, CR8, CR9.</p>	<p>The high-level evidence submitted for CR3 should now come in detailed and completed form by way of a final candidate handbook. The candidate handbook will provide general information and guidance that candidates will require to make the most of opportunities on offer at a licensee’s institution.</p> <p>The final candidate handbook should contain guidelines for pre-join Degree applicants including Police Constable eligibility criteria together with reference and signposting to official police recruitment information.</p>	

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Pre-join Degree in Professional Policing: Guidance for Licensees

Pre-join Degree in Professional Policing section in National Programme Specification: Programme progression			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR4.</p> <p>The candidate’s progression through the programme must be managed by the licensee.</p>	<p>Evidence of credit value of modules and which modules will be studied at levels 4, 5 and 6. Illustrate which modules, if any, are pre-requisite to others. It is likely that module descriptors will include this information.</p> <p>Module descriptors may also be used to satisfy the following core requirements: CR2.</p>	<p>Evidence should detail how candidates will journey and progress through the programme, demonstrating the structure of the programme and how it is broken down into each level and how it is progressive.</p>	
<p>CR4. Continued.</p> <p>Successful completion of the pre-join Degree requires candidates to have achieved the required knowledge and understanding by achieving academic credits and successful completion of all degree modules.</p>	<p>Confirmation that all modules are non-compensatory/non-condonable (e.g. the award of a compensatory/condonable pass as an assessment board decision, where a student has failed a module, is not possible). It is likely that module descriptors will include this information. If a licensee’s academic regulations allows for compensation, then a variance will need to be included in the programme specification.</p>	<p>In order to successfully complete all degree modules; a candidate who has failed an assessment(s) on the first attempt can be offered opportunities to resit the assessment(s) or restudy the module(s) until passed and in accordance with the licensee’s academic regulations.</p> <p>The module descriptors should provide confirmation that only the successful completion of national policing curriculum modules must</p>	

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Pre-join Degree in Professional Policing: Guidance for Licensees

Pre-join Degree in Professional Policing section in National Programme Specification: Programme progression			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
	<p>Evidence of how the licensee will manage progression and award gateways throughout the programme.</p> <p>Linked to CR8 – Support for candidates on the programme.</p>	<p>be non-compensatory/condonable. This would not apply to the incorporation of additional modules which are used to enhance the programme and which go beyond the national policing curriculum.</p> <p>Evidence should confirm the licensees approach to managing candidate progression through the levels of study and their obtaining of the award. Include details such as how progress is tracked, when in the programme will progression gateways occur, and who is involved in the award of credits.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Evidence-based research			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR5.</p> <p>As part of their pre-join Degree candidates will be required to undertake evidence-based policing research to demonstrate an understanding and appreciation of evidence-based policing approaches. This should be integrated into the delivery and overall assessment of the qualification so there is a clear record of evidence-based learning.</p>	<p>Confirmation the opportunities that will be provided to candidates to enable them to undertake critical evaluation of a complexity of evidence, arguments and assumptions in a range of learning contexts.</p> <p>Evidence of the approaches that will be used to enable candidates to apply/adapt academic research methodologies and technical analysis of the resulting data to reach sound judgements which could then be communicated effectively.</p> <p>Evidence of the support candidates will receive to develop problem solving skills and solutions and to critically reflect on learning achieved.</p> <p>Linked to CR8 – Support for candidates on the programme and CR10 – Assessment.</p>	<p>The high-level evidence submitted for CR5 (an outline plan) will now come in more detailed and finalised form to show the specific opportunities, learning contexts, approaches and support that will be provided to candidates in order for them to demonstrate an understanding of EBP.</p> <p>Although a licensee will need to demonstrate candidates' achievement of EBP learning within the programme design, there is no requirement that EBP be delivered as a stand-alone module.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Maintenance of the programme			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR6.</p> <p>All licensees must undertake an Equality Impact Assessment (EIA) for the delivery and assessment of this programme.</p>	<p>Full EIA and mitigation plan for the Pre-join degree programme.</p> <p>The EIA will be a living document to be reviewed and updated as part of an ongoing management of the programme.</p> <p>Licensees should use their own EIA (or similar) document to meet this core requirement.</p>	<p>A finalised and detailed EIA and mitigation plan should be submitted to incorporate positive action to promote participation in the degree from under-represented groups in society. Particular consideration should be given to candidate recruitment, support given on programme to retain a diversity of candidates to enable completion of the degree, as well as plans to review, update and monitor the EIA throughout the programme.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Teaching and assessment personnel			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR7.</p> <p>The teaching and assessment team must be a sufficient number of personnel that have:</p> <p>The skills and experience to facilitate learning/assessment to the candidates they are teaching/assessing in line with policing and higher education sector requirements.</p> <p>Current knowledge and understanding of the subjects they are teaching/assessing.</p>	<p>Documentation that evidences sufficient numbers of personnel in relation to forecasted candidate numbers.</p> <p>Documentation that confirms the programme has in place sufficient, appropriately qualified and occupationally experienced teaching and assessment personnel.</p>	<p>The documentation should consider teacher:candidate ratios, whether these are sufficient and as such, any plans to future resource or recruit.</p> <p>A staffing matrix or data table may be sufficient evidence. Personal CVs may be used but are not necessarily required (please refer to information below around data protection and personal data).</p> <p>Evidence should present the numbers of staff involved in the programme, their qualifications, skills and experience. Please be considerate of data protection and confidentiality. It is the responsibility of the licensee to ensure that any personal data shared with the college is done so on an as-needed basis. Assurances must be provided with the evidence that the explicit permission of the individuals concerned has been obtained by the</p>	

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Pre-join Degree in Professional Policing: Guidance for Licensees

Pre-join Degree in Professional Policing section in National Programme Specification: Teaching and assessment personnel			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
	Documentation that illustrates ongoing and relevant CDP opportunities for all teaching and assessment staff.	licensee, prior to sharing the data with the College. Licensees should consider the updating of occupational knowledge and skills, in addition to teaching experience and research/scholarly activity.	

Pre-join Degree in Professional Policing section in National Programme Specification: Support for candidates on the programme			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR8.</p> <p>Candidates must be provided with clear guidance on all academic aspects of the programme, specifically:</p> <p>Access to individual candidate support which is appropriately tailored to need and enables successful progression through the programme.</p> <p>Cohort support available to them as a group of learners.</p> <p>Coaching and mentoring.</p> <p>How the licensee will manage and respond to concerns involving aspects of ethics and integrity and how academic misconduct will be dealt with.</p> <p>Individual candidate responsibility to ensure they manage their time, learning and responsibilities within the timeframe and to the required level.</p>	<p>Copies of information available in the candidate handbook for this product which cover:</p> <p>Development of academic skills (eg. communication, literacy, numeracy, information technology, independent learning and teamworking), academic, professional ethics and integrity, academic misconduct and study and research resources, disability services including for special educational needs and provision for reasonable adjustment.</p> <p>A copy of the Programme Specification which details candidate support resources specifically for this programme (signpost to relevant pages).</p>	<p>Candidates should be given clear information which details the support available to them from the programme team and wider provider, including information on the provision of candidate support that promotes equality and diversity, disability services and learning support services.</p> <p>It may be that support is provided across the institutions, to include from personal tutors, academic and research study skills tutors, or information-advice-and-guidance or advice-support-and-careers services or centres.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Support for candidates on the programme			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
	<p>A copy of candidate contracts/ statements of commitment.</p> <p>Procedures for escalating candidate concerns and complaints of an academic misconduct nature.</p> <p>Linked to CR4 – Programme Progression.</p> <p>A programme specification and/or candidate handbook may also be used to satisfy the following core requirements: CR1, CR3, CR9.</p>	<p>Candidate contracts/statements of commitment should be blank templates and not hold any personal information.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Resources			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR9.</p> <p>The licensee must have sufficient and suitable resources available to support learning across the academic and related environments for the entire programme.</p>	<p>A copy of the programme specification detailing programme resources (signpost to relevant pages).</p> <p>A programme specification and/or candidate handbook may also be used to satisfy the following core requirements: CR1, CR3, CR8.</p>	<p>The programme specification will provide a concise summary of the main features of the programme including the resources available to support learning across the entire programme.</p>	

Pre-join Degree in Professional Policing section in National Programme Specification: Assessment			
Core requirements	Suggested further evidence	Commentary	Confirmation of evidence
<p>CR10.</p> <p>There must be a clearly defined and rigorous assessment strategy for the entire Pre-join Degree that clearly specifies the requirements for the candidate's progression within the programme (including the standards and methodologies) to be used to ensure consistency and achievement of assessment outcomes that are directly mapped to the national policing curriculum).</p>	<p>A final assessment strategy document demonstrating how assessment has been mapped to the curriculum.</p>	<p>The high-level evidence submitted for CR10 (an outline plan) will now come in more detailed and finalised form. Consideration should be given to a range of different assessment methodologies, across the modules, level of study and the wider programme.</p> <p>The use of learning technology, creativity and innovation in assessment methodologies are encouraged.</p> <p>The amount of assessed work required (e.g. word or time restrictions) should be consistent with credits obtained within the assessment, module and level of the programme.</p> <p>The timing of submissions should be considered so that candidate workload across the programme should be spread evenly and occur at regular intervals.</p>	

Pre-join Degree core requirements – Post-join

Pre-join Degree in Professional Policing section in National Programme Specification: Pre-join Degree arrangements	
This is post-join and is therefore included for information	
Core requirement	Commentary
<p>CR12.</p> <p>Having successfully graduated with a pre-join Degree candidates will be required to:</p> <p>Apply to and meet all the recruitment criteria for the recruiting force.</p> <p>Complete a two year probationary period in line with police regulations.</p> <p>Undertake practice-based learning and assessment and demonstrate competence for:</p> <ul style="list-style-type: none"> • Independent Patrol Status (IPS) (unless achieved pre-join) • Full Operational Competence (FOC). <p>There is no requirement to undertake any further accreditation of learning (another qualification) to be confirmed in post.</p>	<p>At the point of writing, this core requirement is intended purely to provide a very high-level overview of the core aspects of professional development that will be included. These all link to established processes. The College of Policing will develop more detailed guidance to support forces in managing the post-join education for candidates entering the service via this route. This will be consulted upon with forces and wider stakeholders.</p>

Appendix 7 – Appeals Process -Quality Standards Assessment (QSA) Confirmation Panel Event Outcomes

1. Overview

1.1. The Licensor aims to manage its Quality Standards Assessment (QSA) process in a consistent and fair way. In the event that the Licensee should disagree with the outcome of a Quality Standards Assessment (QSA) Confirmation Event about the Licensee's proposed programme and that an informal resolution is not reached at the Enquiry Stage (see 3. below), then the Licensee may appeal against such a decision in accordance with this Appendix 3.

2. Scope for an Appeal

- 2.1. When the Licensor informs the Licensee of its decision following a QSA Confirmation Event it will do so in a QSA Confirmation Event Report which shall document the reasons for taking such a decision.
- 2.2. The Licensee's sole ground of appeal is that, in the Licensee's reasonable opinion, the Licensor's decision, based on all the evidence presented to the Licensor at the time, was incorrect.
- 2.3. In order to satisfy the conditions of paragraph 2.2 above, the Licensee must demonstrate, that either the decision was unreasonable based upon the information provided as part of the QSA Confirmation Event or that the Licensor made an administrative error.

3. The Enquiry and Appeal Process

3.1. The process is in 3 stages:

Enquiries - Stage 1

3.2. Should the Licensee wish to make an enquiry about the Licensor's decision at a QSA Confirmation Event, it must complete the QSA Confirmation Panel Event Enquiry Form (accessible from <http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>) and submit it to the Licensor (by sending to QualityStandardsAssessment@college.pnn.police.uk) within 5 working days of being

informed of the relevant decision, clearly marking the email as a QSA Panel Event Enquiry.

- 3.3. On receipt of an enquiry in accordance with paragraph 3.2, the Licensor shall respond to the Licensee with the outcome of the enquiry review within 5 working days.

Submission of an Appeal – Stage 2

- 3.4. If the Licensee is not satisfied with the Licensor's decision under paragraph 3.3, The Licensee can make an appeal submission by completing the Appeal Submission Form (accessible from <http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>) outlining clear reasons for the appeal. The Licensee may submit any relevant evidence to support their claim. The request must be made within 10 working days of conclusion of the Enquiry Stage under 3.3. The appeal submission should be sent to: QualityStandardsAssessment@college.pnn.police.uk and be clearly marked as an appeal. On receipt of the enquiry, the Licensor will respond within 15 working days.

Final Referral – Stage 3 - PEQF Quality and Standards Committee

- 3.5. If there has been no resolution at Stage 2 the Licensee can make a request in writing for the appeal to be referred to the PEQF Quality and Standards Committee for consideration. Their decision is final. The request must be made within 10 working days of receiving notice of a decision under para 3.3 above.

Annex 1 – Transitional Arrangements

Recognition of Prior Learning (RPL) into the Pre-join Degree in
Professional Policing

Purpose of this annex

The purpose of this annex is to provide information and guidance around transitional arrangements for the implementation of the new initial entry routes into the policing profession at the rank of police constable within the Policing Education Qualifications Framework (PEQF).

To support in transitioning to the new initial entry routes into the policing profession at the rank of police constable, the College of Policing (the College) will be introducing a process by which candidates currently undertaking an existing undergraduate degree in policing (i.e. in **Year 1 (Level 4)**) could be transferred into **Year 2 (Level 5)** of a new Pre-join Degree in Professional Policing (pre-join Degree) programme.

These transitional arrangements will afford police forces the opportunity to draw upon recruits, entering the police service via this initial entry route, at the earliest available opportunity (i.e. from summer 2021). In addition, it offers the ability for forces to maximise a blend of the police constable entry routes at an even earlier interval – assisting wider implementation.

From a Higher Education Institution (HEI) perspective, these arrangements will offer greater flexibility at a time of transition as, by facilitating candidate transfer at this opportune time, it will enable current candidates to be migrated to a new pre-join Degree programme – allowing them to graduate with a Pre-join Degree in Professional Policing and enabling recruitment to the police service.

These transitional arrangements have been introduced as an option that current and prospective organisations licensed by the College to offer the pre-join Degree may choose to consider for incorporation into their programme. However, it is acknowledged that, at a local and organisational level, the application and management of Recognition of Prior Learning (RPL) will need to be in accordance with each institutions own academic regulations. The College recognise that institutions already have established processes in place for their management and quality assurance of RPL arrangements, typically with both internal and external involvement, and the College allows for institutions to make use of their existing documentation completed for their own RPL purposes, in order to minimise any bureaucracy and duplication, provided the documentation addresses the core requirements of the pre-join Degree national programme specification for this specific route.

The duration over which these transitional arrangements can be utilised will initially apply to candidates commencing a pre-join Degree programme **from September 2019, up to (and including) September 2020**. This will include mid-year starts, e.g. January 2020.

To be able to apply these transitional arrangements, the College will be requesting that, through an extension of the Quality Standards Assessment (QSA) process post-programme approval and validation (Stage 3: **QSA confirmation and provider validation**), the licensee is able to provide supplementary evidence requirements (**CR2 iii, CR4 i and CR11**).

Recognition of Prior Learning (RPL) into the Pre-join Degree in Professional Policing

Definition of arrangements

These transitional arrangements will apply to candidates commencing a pre-join Degree programme **from September 2019, up to (and including) September 2020** (including mid-year starts, e.g. January 2020), and will only allow a candidate in **Year 1 (Level 4)** of an existing undergraduate degree in policing to be transferred into **Year 2 (Level 5)** of a new pre-join Degree programme within the licensee's own institution.

Information to potential candidates

It is acknowledged that, in accordance with each institution's own academic regulations, licensees will need to consult candidates in Year 1 (Level 4) of an existing undergraduate degree in policing around these transitional arrangements. To provide further clarity, the following guidance is being provided by the College to potential candidates:

'The Policing Education Qualifications Framework (PEQF) offers three new entry routes for Police Constables, and forces have already started to move towards recruitment using a combination of these routes. The Pre-join Degree in Professional Policing is one of these routes; it is an academic knowledge-based programme that will start to be delivered by Higher Education Institutions from September 2019. More information about it, and the PEQF, can be found at <http://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Policing-Education-Qualifications-Framework.aspx>.

'As a student on an existing policing degree, regardless of whether you are in year 1 or year 3, there is a PEQF entry route for you to apply to join the Police Service. On successful completion of your current programme, you would be able to apply to become a Police Constable via the Degree Holder Entry Programme route. By entering the police service via this route, you would follow a work-based programme, supported by off-the-job learning. This learning would be recognised in a graduate diploma in professional policing practice when you complete your probation.

‘As police recruitment is currently going through a period of transition, whereby existing Police Constable education is moving over to the new entry routes under the PEQF, it is recognised that some institutions will have students on existing Policing Degree Programmes, like the one you are on, and there may be an option for your institution to transfer students that have completed their first year, onto the second year of the PEQF Pre-join Degree in Professional Policing Programme (due to commence in [...]). These transitional arrangements are subject to institutions evidencing to the College of Policing (the professional body for policing) that there is a sufficient similarity between the content covered in the first year of both programmes. This arrangement will initially apply to students commencing PEQF pre-join degree programmes from September 2019, up to and including September 2020.

‘If it is possible for you to transfer onto the Pre-join Degree in Professional Policing Programme, on successful completion, you would be able to apply to a force as a Police Constable via the pre-join undergraduate Degree in Professional Policing route, where you would then undertake a programme of learning, associated with the practical elements of policing.

‘Please always take into consideration that successful completion of any policing programme does not guarantee entry into the Police Service; as all entrants are also required to pass the National Police SEARCH® Recruitment and Force vetting processes.’

Quality Standards Assessment (QSA)

To be able to apply these transitional arrangements, the College will be requesting that, through an extension of the QSA process **post-programme approval and validation**, the licensee evidences:

- how the learning undertaken by candidates in **Year 1 (Level 4)** of an existing undergraduate degree in policing will have provided a minimum of 70% (circa 80-90 academic credits) that maps to (i.e. aligns with) **Year 1 (Level 4)** of the new pre-join Degree programme that has been developed and approved (**CR2 iii**), and;
- the bridging provision for areas of learning identified as not being covered in **Year 1 (Level 4)** of the existing undergraduate degree in policing (with respect to **Year 1 (Level 4)** of the new pre-join Degree programme), and how this will be managed (**CR4 i**).

Further to this, it is acknowledged that, at a local and organisational level, the application and management of RPL will need to be in accordance with each institutions own academic regulations (**CR11**).

Suggested evidence

Core Requirement (CR) 2 iii

- Licensees must specifically be able to demonstrate clearly how they have mapped against, and will continue to maintain pre-join Degree programmes, in line with all the core requirements of the national programme specification for this specific route.

Licensees will need to evidence a structured process for making a judgement about the extent to which (i.e. a minimum of 70% (circa 80-90 academic credits)) and how the learning undertaking by candidates in Year 1 (Level 4) of an existing undergraduate degree in policing is mapped to the appropriate Year 1 (Level 4) module learning outcomes and indicative content of the new pre-join Degree, and not simply to the level of programme, or module, learning outcomes. Particular consideration should be given to the indicative content encompassed in the relevant learning outcomes, and, where there is not full correlation (i.e. misalignment) between the programmes, 'gaps' in learning of indicative content should be clearly identified.

A worked example of how such a mapping document might appear is provided in [Table 1](#) (see page 8).

In addition to this mapping document, the College will require the submission of all Year 1 (Level 4) module descriptors (for the existing undergraduate degree in policing) referenced.

Table 1: Example of Pre-join Degree in Professional Policing RPL mapping document

Existing undergraduate degree in policing		Pre-join Degree in Professional Policing								
		BSc (Hons) Professional Policing								
		Introduction to Professional Policing								
		Module LO 1			Module LO 2			Module LO 3		
		Explain the purpose of the police service and the responsibilities of those charged with delivering a professional service.			Review the role of law enforcement agencies and how a police constable can support these agencies to deliver safer UK.			Explain the concepts and principles of 'policing by consent'.		
		1.1. The history of the police <ul style="list-style-type: none"> The creation of the police (e.g. Peelian principles) The modern police service 			1.2. The policing mission			1.3. What it means to be a police constable e.g. constabulary independence, crown servant		
		1.4. Roles and responsibilities of those charged with ensuring that the police service delivers a professional service: <ul style="list-style-type: none"> Home Secretary Police and Crime Commissioners (Combined Authority Mayor) Her Majesty's Inspector of Constabulary (HMIC) NPCC (National Police Chiefs Council) Mayor's Office for Policing and Crime (MOPAC) Independent Police Complaints Commission (IPCC) Chief Constables College of Policing Staff Associations Professional Standards 			1.5. How Police and Crime Plans impact on the police service			2.1. Regional and national collaboration between forces		
		The role of the police, crown prosecution service, the probation service, the prison service, national crime agency, National Counter Terrorism Policing, MI5 and MI6.			X			2.2. How the police service works with other law enforcement agencies to provide an effective national service, including: <ul style="list-style-type: none"> National Crime Agency Special Branch National Counter Terrorism Policing Interpol MI5 and MI6 		
		The structure, composition, personnel, inter-relationships and processes of other law enforcement agencies.			X			2.3. Level of input and advice that can be provided by specialist agencies		
		How the police service and other law enforcement agencies can support each other.			X			2.4. Role of the constable in supporting these agencies		
		How the police service impacts upon national and economic performance, effectiveness, efficiency and legitimacy.			X			3.1. Social and historical context of 'policing by consent'		
		The collaboration of regional and national police forces, development agencies, government offices, chambers of commerce, local authorities and other government agencies.			X			3.2. Constitutional position of the police		
		The financial and budget constraints of the police service, including the impact of major incidents, terrorist threat, police pay/pensions/conditions.			X			3.3. The concept of, and evidence for, police legitimacy		
		Examine the key elements of Police and Crime Plans and their impact on the role of the Police Constable.			X			3.4. The concept of 'procedural justice'		
		Engaging with the community, including social demographics and community perception of the police service.			X			3.5. Role and importance of the public in policing (e.g. reporting crime, intelligence, informal social control, compliance)		
		Policing by consent and consensus, rather than coercion.			X			3.6. Risks to maintaining public consent and their consequences (e.g. riots, lack of co-operation, lack of community cohesion)		
								3.7. Local accountability		

Core Requirement (CR) 4 i

- The candidate's progression through the programme must be managed by the licensee.

The licensee will need to provide evidence, e.g. completed 'bridging' module descriptors, detailing the bridging provision required for areas of learning identified as not being covered in Year 1 (Level 4) of the existing undergraduate degree in policing, and how (and when) this will be managed, e.g. a programme-specific academic calendar that demonstrates how the bridging provision will be delivered (if applicable) and assessed within the new pre-join Degree programme.

Core Requirement (CR) 11

- The licensee must have regular and effective quality assurance and monitoring mechanisms in place to ensure appropriate standards in all aspects of the delivery and assessment of the programme.

The licensee will need to provide evidence of specific policies, procedures and academic regulations in place detailing the licensee's approach to managing an application for RPL.

If the licensee's own academic regulations do not allow for the application of RPL arrangements as stated in this document (i.e. a minimum of 70% (circa 80-90 academic credits)), an application of derogation would need to be included to evidence this specific extension to the core requirement.

How to submit evidence

Licensees will be responsible for ensuring all evidence is submitted to the College Quality Standards Assessment mailbox (QualityStandardsAssessment@college.pnn.police.uk), enabling them to be confident that all supplementary evidence requirements have been met, and adequately evidenced.

How to register an interest

The process on how to register an interest in these transitional arrangements for RPL into the pre-join Degree is dependent on where the licensee's application to deliver the Pre-join Degree in Professional Policing sits within the QSA process:

- Licensees who have successfully undertaken the QSA process for the pre-join Degree (i.e. post-programme approval and validation) will need to complete the

Quality Standards Assessment Transitional Arrangements Application Form

(available at <https://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>). To be able to apply these transitional arrangements, the College will request that the licensee provides the relevant documentation to evidence these supplementary requirements (see [Evidence required](#)).

- Licensees who, within the QSA process, are working towards programme approval and validation (Stage 1: The **initial phase** or Stage 2: The **development phase**) will need to complete the **Quality Standards Assessment Transitional Arrangements Application Form** (available at <https://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Provider-Information-Pre-join-Degree.aspx>). To be able to apply these transitional arrangements, post-programme approval and validation (Stage 3: **QSA confirmation and provider validation**), the College will request that the licensee provides the relevant documentation to evidence these supplementary requirements (see [Evidence required](#)). It is acknowledged that the licensee may choose to commence the development of documentation to evidence these supplementary requirements at this stage in the QSA process; however, it should be advised that any amendments to the programme, in particular to the module descriptors, required prior to programme approval and validation could have wider implications with regards to the curriculum mapping supplementary evidence requirements.
- Licensees who are yet to complete and submit a **Pre-join Degree in Professional Policing: License request and quality standards assessment application** will need to register their interest in these arrangements within the appropriate section of the aforementioned application form. To be able to apply these transitional arrangements, post-programme approval and validation (Stage 3: **QSA confirmation and provider validation**), the College will request that the licensee provides the relevant documentation to evidence these supplementary requirements (see [Evidence required](#)). It is acknowledged that the licensee may choose to commence the development of documentation to evidence these supplementary requirements alongside the development of the proposed pre-join Degree programme; however, it should be advised that any amendments to the programme, in particularly to module descriptors, required prior to programme approval and validation could have wider implications with regards to the curriculum mapping supplementary evidence requirements.

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Pre-join Degree in Professional Policing: Guidance for Licensees

Post-programme approval and validation, the licensee's designated Quality Assurance (QA) advisor will review all relevant documentation submitted to evidence these supplementary requirements and provide supportive advice and guidance.

When the College deem that all supplementary evidence requirements have been met, the licensee will be informed directly via the College Quality Standards Assessment mailbox (QualityStandardsAssessment@college.pnn.police.uk) – where they will be welcomed to apply these transitional arrangements.