



# NPIA

## ICT Learning Programmes

### National PNC Trainer Accreditation Process

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Information Communication Technology Learning Programmes  
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## 1.0 Introduction

The HMIC Thematic Inspection conducted in 2000 (On the Record. Thematic Inspection report on Police Crime Recording, the Police National Computer and Phoenix Intelligence System Data Quality), stated in recommendation 13 that "Any individuals who have not been accredited as PNC trainers should not conduct in-force training".

Following a review of the trainer accreditation process by the National PNC Training Working Party in December 2008 this document provides the recommendations made by the group which were approved by the Police PNC Policy & Prioritisation Group on 13<sup>th</sup> May 2009. Further updates to the process document have been made regarding the assessor qualification as a result of a review by TWG members and subsequent recommendations being ratified at P4G on the 5<sup>th</sup> May 2011.

### 1.1 Purpose and Scope

The purpose of the review was to ensure that a minimum standard of PNC Trainer Accreditation be adopted nationally and:

- The accreditation process is collectively owned and managed by the PNC community to meet the needs of the Police Service and the wider Criminal Justice sector.
- Quality assurance be maintained to a national standard and administered by NPJA ICTLP.
- The process adopted is simple, efficient and administered in a cost effective manner.
- The processes of accreditation takes into account the previous skills, knowledge and experience of those seeking accreditation, known as APEL (Accreditation of Prior Experience and Learning).

### 1.2 Background

All competent trainers share knowledge and skills which are transferable from one type of training environment to another. The model of trainer accreditation (APEL) follows this concept.

The process requires the applicant seeking NPJA, ICTLP accreditation to provide evidence of their current level of skills, knowledge and experience. All applicants will be required to follow the check list of evidence, (see appendix 1) and provide the evidence to their assessor for evaluation. The applicant will also be observed by their assessor and assessed against current subject matter competence profiles for the areas of PNC they wish to be accredited to deliver.

Their assessor can select and use pre-prepared questions to ensure all competencies are covered where they have not been seen through observed performance.

### **1.3 Trainer Accreditation Roles**

- Trainers (Generic). Applicants are assessed on their generic training skills only and not subject matter knowledge.
- Trainers (PNC). Applicants are assessed on their generic training skills and must demonstrate current subject matter knowledge against the standards given in the PNC Competence Profiles.

All accredited Trainers who train operators of the Police National Computer are required to register with NPIA, ICTLP.

### **2.0 Minimum Standards for PNC Trainer Accreditation**

The person applying for accreditation must provide the following evidence for assessment and verification:

- A certificate of a nationally recognised trainer qualification (see Appendix 2 for a list of qualifications).
- A Certificate or a force witness statement to provide evidence of successfully completing a PNC operator course. The course taken should be relevant to the subject in which they wish to deliver training in.
- Evidence of observations and assessment by a qualified, NPIA ICTLP recognised assessor in accordance with the Competence Profiles for each of the subjects that accreditation is sought.

### **3.0 Accreditation and Assessment**

Subject matter specialist trainer accreditation can be acquired in a variety of ways. The aim is for the applicant to demonstrate they have the relevant trainer skills and subject matter knowledge in the subject they will be teaching.

Where an applicant already holds a nationally recognised trainer qualification the applicant will provide a copy of the awarding body certificate. See appendix 2 for a list of recognised trainer qualifications.

Where an applicant does not hold a nationally recognised trainer qualification they will need to gain one, either by:

- 1) Attending and successfully completing an appropriate trainers course through a college (for the minimum requirements see appendix 2

Or

- 2) By attending the NPIA – Police Training Roles Learning and Development Programme and then be formerly assessed in the workplace.

The applicant will be required to indicate on their application form the PNC subject they require accreditation in and evidence to prove they have met the performance criteria in the Competence Profile document for each of the subject areas they wish to be accredited to teach.

If the applicant is seeking accreditation to deliver PNC they will also need to provide evidence to their assessor of the PNC training they have received, their pass mark and evidence to prove they have been trained by an accredited trainer.

Training sessions delivered by the applicant will be observed and assessed in their own organisation by a competent assessor within their own organisation (where available) who has been registered with NPIA, ICTLP.

Alternatively applicants can choose to be assessed by an assessor from NPIA, ICT Learning Programmes.

When all of the evidence required for the level of accreditation sought has been gathered, this should be submitted to NPIA, ICTLP for final verification. Subject to the evidence meeting the required level, NPIA, ICTLP will issue a certificate confirming accreditation.

Accreditation to applicants can only be awarded by ICT Learning Programmes on verification of the evidence supplied as listed in Appendix 1. Upon successful trainer accreditation applicants will then need to register with NPIA ICTLP as an Accredited PNC Trainer so that they may be entered onto the national register.

### **3.1 PNC Trainer Accreditation Process (APEL - Accreditation of Prior Experience and Learning)**

1. Complete the Trainer Accreditation Application Form/Checklist of Evidence Requirements form as given in Appendix 1.
2. Include and submit the application form with the relevant copies of certificates and completed Competence Profiles applicable to the level of accreditation being sought. Ensure that the Competence Profiles have been completed and signed off by a nominated occupationally competent Assessor (to A1 standard or equivalent) and current PNC Accredited Trainer before submission.
3. NPPIA, ICTLP to review and verify the evidence submitted. If all criteria have been met, then NPPIA, ICTLP will issue a certificate to the applicant confirming accreditation.
4. NPPIA, ICTLP will record the details of the accredited person and their level of accreditation on the Accredited Trainer Database following submission of the PNC trainer Competence Record. This process is outlined in a Liaison Officers letter dated 2008/094.

### **3.2 Continuous Professional Development (CPD)**

Post accreditation the candidate will be required to provide evidence of continuous professional development against national minimum competence standards held on the NCALT system.

It will be the responsibility of the candidate's manager to review the CPD of their staff on an annual basis. It is expected that PNC accredited trainers will provide evidence of a minimum of twenty hours CPD over a one year period, which should be cross- referenced to the PNC competency standards.

### **3.3 PNC Trainer Accreditation Process (New Trainers)**

For applicants that do not hold the full complement of evidence for accreditation:

### **3.4 Development of PNC Knowledge and Experience**

1. Gain a recognised generic Trainer qualification as detailed at appendix 2.
2. Attend relevant PNC course/s as a student and successfully pass the course/s.
3. Attend relevant PNC courses being delivered by an accredited PNC trainer as an observer and consolidate learning.
4. Co-train PNC courses along- side an accredited trainer.
5. Achieve practitioner level confirmation by being observed and assessed by a current PNC accredited trainer/A1 competent assessor that has been approved by NPIA, ICTLP.
6. Complete the Trainer Accreditation Application Form/Checklist of Evidence Requirements form as given in Appendix 1.
7. Include and submit the application form with the relevant copies of certificates and completed Competence Profiles applicable to the level of accreditation being sought. Ensure that the Competence Profiles have been completed and signed off by a nominated occupationally competent Assessor (to A1 standard or equivalent) and current PNC Accredited Trainer.
8. NPIA, ICTLP to review and verify the evidence submitted. If all criteria have been met, then NPIA, ICTLP will issue a certificate to the applicant confirming accreditation.
9. NPIA, ICTLP will record the details of the accredited person and their level of accreditation on the Accredited Trainer Database following submission of the PNC trainer Competence Record. This process is outlined in a Liaison Officers letter dated the 2008/094.



### **3.5 Development of Generic Trainer Skills and Experience**

1. Register with an appropriate training provider and awarding body for the candidates chosen nationally recognised qualification. A generic trainer course - Police Training Roles Learning and Development Programme is also available from NPIA.
2. Work towards the qualification and develop skills and experience in the workplace as a co-trainer with an accredited PNC trainer.
3. Gain the nationally recognised trainer qualification.

When the applicant has achieved the required level of evidence then follow the process for the PNC Trainer Accreditation Process as given in section 3.0 on pages 5 and 6 of this document.

### **4.0 Resources**

Forces will need to ensure they provide appropriate resources within a suitable timeframe for staff to develop the required skills and evidence.

Opportunities for applicants to deliver PNC training as a co-trainer with an accredited PNC trainer present will be the responsibility of the force.

### **5.0 Policy**

Force policy: - to fully support the national minimum standards for the delivery of training for PNC and follow any updates and guidance as given in the PNC Manual.

**Appendix 1**

**Trainer Accreditation Application Form/Checklist of Evidence Requirements**

Name of Applicant	
Contact Details of Applicant	
Name of Assessor	
Contact Details of Assessor	

Level of trainer accreditation applied for. Please state.

	✓
Names Enquiry	
Names Update	
Vehicles Enquiry	
Vehicle Update	
Property Enquiry	
Property Update	
Offence Processing	
Other	

**Appendix 1a Check List of Evidence Requirements:**

Please ensure that all applicable evidence is included for submission with your application.

<b>Evidence</b>	<b>Examples of Evidence to be Submitted</b>	<b>Enclosed with application</b> ✓
Copy of applicant's certificate of the Nationally Recognised Trainer Qualification.	Please see appendix 2 for a list of recognised qualifications.	
Names Enquiry	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Names Enquiry Course</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	
Names Update	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Names Update Course</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	
Vehicles Enquiry	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Vehicle Enquiry Course</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	
Vehicle Update	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Vehicle Update Course</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	

Property Enquiry	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Property Enquiry Course.</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	
Property Update	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Property Update Course.</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	
Mobile Data	<ul style="list-style-type: none"> <li>• A copy of the applicant's certificate confirming successful completion of a full Mobile Data Course.</li> <li>• Competence Profile document completed and signed by the assessor confirming the applicant's subject matter knowledge.</li> </ul>	

## Appendix 2

### List of Approved Trainer qualifications:

- NPIA Trainers Certificate
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS) level 3
- Current registered member of the Institute for Learning at least to Associate level.
- NVQ Level 3 in Learning and Development
- NVQ Level 4 in Learning and Development
- Certificate in Education
- TAP Certificate
- JEB (Joint Examination Board) Qualification
- City & Guilds Further and Adult Education Teacher's Certificate Level 3/4 (7306 and 7307)
- Professional Graduate Certificate in Education (PCGE)
- Bachelors Degree of Education (Secondary)
- A First Degree in Training
- OCR Teacher & Trainer Certificate (IT)
- OCR Teacher & Trainer Diploma (IT)
- Chartered Institute of Personnel and Development Certificate in Training Practice (CIPD)

The above list is not exhaustive. If you hold a Nationally Recognised qualification that is not listed above, please contact NPIA, ICTLP for guidance.