



Intelligence Professionalisation Programme (IPP) Procedure

This procedure is part of North Yorkshire Police's policy to which all Chief Constable personnel are required to adhere to.

Procedure Statement

The PEQF Intelligence Professionalisation Programme (IPP) is a 'standalone' multi-agency programme which is designed to provide an overall framework for intelligence professionals.

IPP is the College of Policing's professionalising framework of learning and direction enabling the handling and management of Intelligence by all Intelligence professionals and others within North Yorkshire Police. Our Police Service brings IPP tuition and certification to all Intelligence roles within the Force.

All staff who handle intelligence will complete the College of Policing's Intelligence digital learning programme.

All staff working within Intelligence Units and roles will complete the IPP programme of learning, assessment and development. Anyone in role not having completed the IPP programme will be supervised by those who have.

Overarching Policies:

Intelligence management | College of Policing

National Intelligence Model

IPP Programme Specification | College Learn

Learning & Development (previously known as Training) Procedure

Intelligence professionalisation programme (IPP) curriculum | College of Policing

Process

IPP Professional Profiles

The IPP programme is a licenced programme of learning supplied to the Force by the College of policing. The IPP programme supports the professionalisation and standardisation of Intelligence Management within the force.

There are nine Intelligence role profiles identified by the College of Policing. These compliment roles within North Yorkshire Police's Intelligence function although in some cases North Yorkshire Police's Intelligence role titles may differ by name.

IPP Intelligence Roles

Intelligence Officer
Intelligence Researcher
Intelligence Support Officer
Analyst

IPP Intelligence management roles

Director of Intelligence
Intelligence Manager
Intelligence Supervisor
Head of Analysis
Senior Analyst

Learning

As part of the IPP programme all Intelligence staff and officers within any North Yorkshire Police Intelligence role are required to complete the following courses.

1. College Learn on-line
These courses must be completed first of all prior to attendance on any classroom based course.
 - National Decision model for Policing (approx. 15 mins)
 - IPP Introduction to Intelligence e-learning package (approx. 300 mins)
 - IPP Intelligence Practitioner Basics (approx. 35 mins)
2. Prior to attending any Intelligence Practitioner Basics (IPB) course the Learner **must** complete the Intelligence Professionalisation Programme Pre-Course Workbook.
3. Classroom Based Learning
 - Intelligence Practitioner Basics 2 (IPB2)
 - Intelligence Practitioner Basics 3 (IPB3)

There are two classroom-based courses that Learners **must** attend. IPB2 is a three-and-a-half-day course covering research skills. IPB3 is a three-day course on intelligence analysis.

A programme of courses is timetabled during each calendar year organised and delivered by North Yorkshire Police Learning & Development.

- All Warranted Officers, Managers and Supervisors within an Intelligence Role will complete the on-line learning, pre-course workbook and both IPB 2 and IPB 3 courses.
- All Analyst Roles will complete the on-line learning, pre-course workbook and both IPB 2 and IPB 3 courses.
- All Staff Intelligence roles will complete the on-line learning, pre-course workbook and the IPB 2 only.

Evidence Portfolio

Once the pre-course and classroom-based learning is complete each Learner will have up to 18 months to build an evidence-based portfolio meeting the Assessment Criteria for the role being assessed. Reasonable adjustments may be granted where necessary.

Each learner will be assigned an assessor to support the completion of the portfolio.

Below is a table which identifies the North Yorkshire Police Intelligence Role titles and the IPP College Role Profile that it will be assessed against.

North Yorkshire Police Role Profile	IPP Role Profile Assessment Criteria
Director of Intelligence	Director of Intelligence
Intelligence Manager	Intelligence Manager
Intelligence Supervisor	Intelligence Supervisor
Head of Intelligence Analysis	Head of Intelligence Analysis
Senior Intelligence Analysis	Senior Intelligence Analysis
Intelligence Officer	Intelligence Officer
Intelligence Analyst	Intelligence Analyst
Intelligence Management Officer / Intelligence Researcher / Intelligence Researcher & Briefing Officer.	Intelligence Researcher (Primary)
Intelligence Management Officer / Intelligence Researcher / Intelligence Researcher & Briefing Officer.	Intelligence Support Officer (Secondary & Optional)

Once the On-line and pre-course learning has been completed and the learner has attended the required classroom-based learning.

The Learner then must complete a portfolio of evidence against the role profile being assessed. The portfolio is created and completed electronically on the Learning Assistant System.

Once the completed role profile has been quality assessed and is of a sufficient standard the Intelligence officer will be issued with an IPP Certificate of qualification.

IPP Automatic Number Plate Recognition (ANPR) Endorsement

The ANPR IPP Endorsement is available for each Intelligence Officer completing their IPP Certificate in the following roles.

Intelligence Research Officer
Intelligence Officer
Intelligence Analyst
Intelligence Manager
Senior Intelligence Analyst

The endorsement is a Bolt on Certification that provides learning around the Intelligence value and use of ANPR. This endorsement may be issued on completion of on-line learning to a pass mark of at least 80% for the following courses through College Learn.

NAS Foundation CBT
NAS Cross Search CBT
NAS Convoy Search CBT
NAS Evidence CBT

A portfolio of evidence is then completed on Learning Assistant against the Assessment Criteria for Automatic Number Plate Recognition (ANPR) Endorsement.

Mentoring

Experienced colleagues from within the Intelligence arena should be linked to any learner for support and advice to guide through the IPP process. Any mentor should be of a suitable role and position to support the Learner. This may best be met from colleague to colleague within the same department or Command area and in an informal manner.

Protected Learning

One day or Eight hours is allotted to all learners to support completion of IPP in acknowledgement of Learning and Development policy and procedure.

Continuing Professional Development (CPD)

All Intelligence Officers Certificated under IPP should seek to involve themselves in a range of relevant learning and self-development to maintain and enhance their capacity to continue to practice Legally, Safely, Ethically and Effectively under IPP.

College Learn holds details on specific CPD. Please refer to the relevant CPD profile for continued development and retention of certificate.

Responsibilities

Operational Officers/Police Staff

All Intelligence roles to be responsible for the completion of their Evidence Portfolio and mentoring of colleagues.

To support training as SME's.

First Line Supervision

Responsible for IPM support of Learners to progress through IPP.

To act as Assessor and IQA to support learning portfolio and sign off.

To support training as SME's.

Heads of Department

To Act as IQA and Mentor within IPP.

Definition of Special Terms

NAS – National ANPR System.

CPD – Continuing Professional Development.

IPP – Intelligence Professionalisation Programme.

ANPR - Automatic Number Plate Recognition.

PEQF – Policing Education Qualifications Framework.