Course Aims

1   Course introduction and workbook review
2   System access, bulletin board and user access menu
3   Directory tables
4   Name and number searching
5   The nominal screen
6   Nominal descriptive details part 1
7   Nominal descriptive details part 2
8   Wanted missing reports
9   Disqualified driver reports
10 Arrest summons reports, impending prosecutions and bail conditions
11 Disposals and custody
12 Firearm certificates on PNC
13 DVLA driver licence database
14 Printing
15 Transaction log enquiries

Course Objectives

1   Give a brief history of the PNC
2   Give examples of other agencies who have access to PNC
3   State the legislation that effects them as a PNC operator
4   Explain the need for data security in relation to name enquiries
5   Explain the rules governing the user ID
6   Explain the rules governing the password
7   Demonstrate the ability to log on to PNC correctly
8   Explain the contents of the first screen presented
9   Describe the data that is required for the originator and reason fields
10 State the purpose of the bulletin board
11 Demonstrate the ability to access the bulletin board
12 Correctly interpret the information held within the bulletin board
13 State the purpose of the user access menu
14 Demonstrate the ability to access the user access menu
15 Correctly interpret the information held within the user access menu
16 Demonstrate the ability to log off PNC correctly
17 List the transaction codes for the directory tables
18 Identify the correct transaction code to retrieve specific information from the directory table
19 Demonstrate the use of searching within the directory tables
20 Interpret the information held within the directory tables
21 Explain the reasons for a nominal record to be created, amended and retained on PNC in line with Management of Police Information (MOPI)
22 List and explain the NASCH factors and the valid input requirements
23 Explain and demonstrate the use of NASCH factors when carrying out a names enquiry transaction
24 Explain and demonstrate the use of the formatted search screen to carry out a names enquiry transaction
25 List the types of numbers that can be used to directly access nominal records
26 Explain and demonstrate searching for nominal records using numbers

27 Identify the component parts of the nominal screen
28 Explain the component parts of the nominal screen
29 Access the WS page and interpret the information displayed
30 Access the IM page and interpret the information displayed
31 Access the IX page and interpret the information displayed
32 Access the AL page and interpret the information displayed
33 Access the AB page and interpret the information displayed
34 Access the NK page and interpret the information displayed
35 Access the DE page and interpret the information displayed
36 Access the MS page and interpret the information displayed
37 Access the AD page and interpret the information displayed
38 Access the KA page and interpret the information displayed
39 Access the PF page and interpret the information displayed
40 Access the PH page and interpret the information displayed
41 Access the LX page and interpret the information displayed
42 Access the PC page and interpret the information displayed
43 Access the OK page and interpret the information displayed
44 Access the ID page and interpret the information displayed
45 Access the PA page and interpret the information displayed
46 Access the OC page and interpret the information displayed
47 Access the CH page and interpret the information displayed
48 Access the OR page and interpret the information displayed
49 Access the OD page and interpret the information displayed
50 Access the AM page and interpret the information displayed
51 Explain and describe the nominal display menu
52 Explain and demonstrate the use of the nominal display menu
53 List the categories of wanted missing reports
54 Access the wanted (missing) page of nominal records
55 Interpret the information held within wanted missing reports
56 Explain and describe the different types of disqualified driver reports that can be recorded on PNC
57 Explain and describe the effect of an appeal for a driving disqualification
58 Explain the process by which driving disqualification information is recorded and confirmed on PNC
59 Access the disqualified driver page of nominal records
60 Interpret the information held within disqualified driver reports
61 Explain and describe the basic processes of the British Judicial System
62 Explain and describe the contents of the arrest summons history page
63 Access and interpret the information held within an arrest summons report
64 Explain and describe the information held within the impending prosecutions page
65 Access and interpret the information held within the impending prosecutions page
66 Explain and describe the information held within the BC page
67 Access and interpret the information held within the BC page
68 Explain and describe the information held within the DN page
69 Access and interpret the information held within the DN page
70 Explain and describe the record main menu
71 Access and demonstrate the use of the record main menu
72 Recognise the different types of police disposals that can be recorded within a PNC record

73 Explain and describe the contents of the DH page
74 Access and interpret the information held within the DH page
75 Explain and describe the contents of the DS page
76 Access and interpret the information held within the DS page
77 Explain and describe the contents of the CU page
78 Access and interpret the information held within the CU page
79 Recognise the different types of firearms certificates that can be recorded within a PNC record
80 Explain and describe how the FC page within a record is populated
81 Explain and describe the contents of the FC page
82 Access and interpret the information held within the FC page
83 Explain and describe the weed dates and weeding policy for Firearms Certificates held on PNC
84 Explain the address information held within the FC page
85 Identify the correct transaction code to access the DVLA driver licence database
86 Explain and describe the reasons for using the DVLA driver licence database
87 Explain and describe the circumstances when the DVLA driver licence database may be used
88 Explain and describe the information held within the DVLA driver licence database
89 Access and interpret the information held within the DVLA driver licence database
90 Explain and describe the options available on the print menu
91 Demonstrate the creation of printouts for names records
92 State the purpose of the transaction log
93 Identify the correct transaction code to search the transaction log
94 Search the transaction log using a variety of criteria
95 Correctly interpret the information held within the transaction log
96 Explain the use of the transaction log both as an operational tool and for audit purposes