

GWENT POLICE POST ENTRY TRAINING SCHEME PROCEDURE



**Heddlu
Gwent
Police**

SUMMARY

STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ IN PARTICULAR SECTION 1.2

This procedure covers the arrangements for the Post Entry Training Scheme. The following principles underline the practices and procedures which will be used

They will be fair and objective at every stage and apply fairly to all Police officers and Police staff. They will comply with Police Regulations for Officers and Police Support Staff Council Conditions of Service for Support Staff.

This procedure aims to ensure fairness and transparency, to facilitate the development of Police officers and Police staff and to ensure the principal of 'continuous professional development' as per the Policing Plan. It also aims to provide clarity to all concerned parties as to the:-

- Arrangements surrounding applications for funding under the scheme.
- A criterion upon which funding is based.
- An application procedure and checklist.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.

Post Entry Training Scheme

Application Procedure & Checklist.

ITEM	DATE	ACTION
General Order Entry Closing date last Friday in June Annually.	April	Placed by Career Development.
Information packs despatched (contents: application form, EO monitoring form, policy & procedures checklist)	April/May	Available from Career Development 712 / 2950-2951.
3. Applications & EO monitoring forms received by the last Friday in June.	June	To be addressed to Inspector, Career Development Department, Mamhilad.
4. Award panel meets and makes recommendations for funding.	July	Co-ordinated by Administration Officer, Career Development Department.
5. Applicants / applicants manager informed of approval for funding.	July/August	Co-ordinated by Administration Officer, Career Development Department.
6. Applicants awarded funds.	September	Study agreements signed by applicants and returned to Career Development Department.
7. Invoices received and paid.	September / December	Invoices to HR Administration Department, Mamhilad.
8. Course attended.	Usually start September onwards & completed for the period funded.	
9. Study completed, exams passed or certificate awarded.	At completion of course of study	Applicant forwards copy of results to Personnel Officer for update of personnel record.
10. Assessment & evaluation of study.	To be submitted four weeks after conclusion of course.	Assignments forwarded to Career Development. Evaluation/assessments forwarded to Training Evaluator.

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1.0 Guidance, Procedures, Tactics

1.1 Risk Assessments and Health and Safety Considerations

Police personnel are required to consider making the appropriate risk assessment when implementing this procedure.

Police personnel should apply the Gwent Police Service Dynamic Assessment. A training package in the use of this risk assessment will be provided to all police personnel.

1.2 Specific Instructions, tactics, methods, practices and procedures

1.2.1 Gwent Police will endeavour to ensure that training is provided for staff to meet the requirements of the Policing Plan. However, it is recognised that individuals will pursue Career Development by undertaking additional study and in such instances assistance will be considered for external forms of training and development.

1.2.2 For the purpose of this scheme, study will normally be interpreted as the amount of study required achieving a desired qualification ie. Certificate, Diploma, Degree. There is no definitive list, and subjects will be considered according to the circumstances, as will flexible study arrangements such as distance learning or any other method deemed to be appropriate to meet a particular need (assistance for Police Promotion examinations are excluded from this procedure). Short courses, which do not necessarily result in the award of qualifications, will also be considered where appropriate.

1.2.3 The extent of financial support will be limited to the cost of fees for tuition, registration and examinations. However, in cases of hardship the application will be considered by a panel who may consider discretionary allowance under exceptional circumstances towards additional costs of the course.

1.2.4 It is vital that a range of training and development opportunities be utilised, with the intention of linking the training provided, closely to the needs of the organisation. Whilst in-house programmes, funding for external courses and other initiatives will assist in this direction, it is important that training is carefully considered and linked to the Policing Plan or Departmental Plans.

- 1.2.5 The scheme applies to training and development in the interests not only of the individual but Gwent Police. Support for funding must be obtained by the applicants line manager, Divisional Commander or Head of Department. Support for funding will principally be considered if they are satisfied that the course is relevant to the applicants role and duties at the time of the application.
- 1.2.6 A panel will be convened which will adjudicate and make the decision whether to support or not each application. The panel will consist of the Head of Human Resources, Head of Training, Inspector, Career Development, Personnel Manager and Staff Association and Trade Union representatives. They will decide each case on the basis of the evidence contained in the application and the support offered by the applicants line manager and Divisional Commander / Head of Department.
- 1.2.7 Funding for training / study will be allocated within each financial year following which advertisement will be placed inviting applications for funding of post entry training.
- 1.2.8 Funding will only be for the duration of the training/ study in the current financial year. That funding will always be subject to finance being available for the scheme. The approval of funding does not sanction further funding for training or study ie. Approval for a certificate level course would not mean further approval through to a Diploma or Masters level.

1.2.9 Consideration Criteria.

Before financial assistance is approved the adjudicating panel will consider the comments of the line manager and the Divisional Commander / Head of Department. They will all consider:-

- The potential return to Gwent Police on the training investment.
- The **relevance** of the study to the applicant's role / duties at the time of the application.
- The benefit in terms of improved effectiveness and links to force and departmental policing plans.
- Approvals for abstraction from duties should the requirement arise. This should be made at Divisional / Head of Department level.
- Consideration **will not** be given to courses of study or training, which are provided by the force through its own training scheme or programme.
OR
- Where there is an identified alternative funding scheme ie. Unitary Authorities funding for teaching qualifications.

1.2.10 Fees and Expenses.

Financial support, where approved, will be applied so as to ensure that the assistance in respect of tuition fees, registration fees and examination fees is limited to the expenses incurred by the applicant. **(in relation to the first attempt only for the examination)**. Applicants must attach to their application written confirmation, from the training provider, of total course fees. The force contribution to study fees will be paid directly to the training provider.

1.2.11 No travelling expenses, subsistence or expenses in relation to books and study materials will be paid.

1.2.12 Gwent Police will endeavour to provide full financial support. However, if the funding available falls short of the demand discretion will be exercised in apportioning a percentage of funding to ensure an equitable split to all supported applications.

1.2.13 Study Leave: Any request for abstraction from duty to attend courses should be made through the applicants line manager, Divisional Commander / Head of Department. They should use the criteria as at **1.2.9**. Any abstraction from duty will be subject to the exigencies of duty. (see below).

1.2.14 Conditions of Assistance.

Where an individual without good reason fails to sit for an examination, Discontinues the course of study the facilities granted under this scheme **will** be withdrawn and there **will** be a requirement to refund all of the financial assistance granted.

1.2.15 Where facilities are granted under this scheme, it is a condition of granting such facilities that the individual shall be required to undertake to remain in the service of Gwent Police for a period of two years from which the study or training was completed. Where the individual, having been granted assistance, fails to honour their obligation by leaving the organisation, then payment of the full amount of financial assistance will be required in accordance with below paragraph.

1.2.16 The following payment scale will apply when an individual who leaves the organisation having received assistance before completion of the 2 year qualification period:-
i) Up to one year after completion of a course of study there will be a requirement to reimburse 50% of the funding.

ii) Over 12 months not less than 2 years after completion of study there will be a requirement to reimburse 50% of funding, less 1/12 for each completed month of service in excess of a year.

iii) Where the applicant leaves the organisation prior to the completion of the course of study or training full fees paid to date will be reimbursed to the organisation.

1.2.17 Once an applicant has been granted financial assistance in respect of a particular course, they **will not** normally be permitted to change to another course. Requests to change courses should be referred to the Head of Human Resources who will consult with the Head of Training on how the matter should be progressed.

1.2.18 Applicants who are required to attend residential 'summer schools' may be released for that purpose for up to a maximum of two weeks, on the basis of a 50/50 arrangement. That is 50% in their own time and 50% of duty time, provided permission has been granted by their current Divisional Commander / Head of Department and subject to the exigencies of duty. Any approval will be separate to the application for funding support.

1.2.19 Applicants for support under the scheme who are not successful will also be considered for support in relation to the force providing 'continuous professional development.' If courses are attended in a member of staffs own time then consideration will be given by supervisors to allowing time off for attendance. The applicant will need to show that the study is relevant to their role within the organisation or relevant to any future role they may wish to undertake within it. This will be granted as per the previous paragraph. ie. a 50/50 basis, 50% in their own time and 50% of duty time. The granting of time off under this paragraph will only be considered where the exigencies of duty permit. In making decisions on releasing staff, managers should be aware of the difficulties that 24/7 staff sometimes have in being released e.g. Force Control Room and other shift workers. Every effort should be made to support staff in these circumstances. This provision will assist in meeting the aim of the force in providing professional development of its staff.

1.2.20 It is fully expected that applicants will endeavour to attend courses outside their normal duty time as their contribution to the joint commitment made for their development. Day and half-day release for courses is at the discretion of Divisional Commanders / Heads of Department according to the exigencies of duty.

1.2.21 **Research.**

In cases where funding has been authorised to an individual who proposes to carry out research where it is intended that **data** and **systems** owned by Gwent Police are used the following pre-conditions will apply:-

- Authority to use the data and systems will be obtained through written application to the Data Protection and Force Security and Freedom of Information officers.
- A copy of the completed research document will be lodged with Gwent Police through the Data Protection, Force Security and Freedom of Information officers.
- Any disclosure of the research to third parties, other than for purposes of assessment associated with attainment of the qualification, must be authorised in writing by the Head of Uniform Operations and Support.

Procedure Statement & Intentions

2.1 Principle & Scope of Procedure:

This procedure covers the arrangements for the Post Entry Training Scheme. The following principles underline the practices and procedures which will be used

- They will be fair and objective at every stage and apply fairly to all Police officers and Police staff. They will comply with Police Regulations for Officers and Police Support Staff Council Conditions of Service for Support Staff.

2.2 Aims of Procedure

The aim of this procedure is to ensure fairness and transparency, to facilitate the development of Police officers and Police staff and to ensure the principal of 'continuous professional development' as per the Policing Plan. It also aims to provide clarity to all concerned parties as to the:-

- Arrangements surrounding applications for funding under the scheme.
- A criterion upon which funding is based.
- An application procedure and checklist.

3.0 Introduction

3.1 Origins/Background Information

The Post Entry Training Scheme.

The post entry-training scheme has been devised to ensure that any funding made available for the scheme is aimed at staff who seek continuous professional development. It also ensures that funding is for training and courses which meet organisational needs which are directly relevant to the force and local policing plans.

3.2 Motivators/Driving Forces

In order to comply with the principles of equality of opportunity and 'continuous professional development' of all staff as indicated in the Policing Plan. These principles are outlined in the Organisations Values, Principles and Standards. They involve dealing with everyone fairly, with integrity, respect and consideration.

3.3 The Legal Basis and Legitimate Aims

Legitimate aim – Protection of Health and Morals and the Protection of the Rights and Freedoms of others.

Legitimate aim – The 'continuous professional development' of all staff as outlined in force and department Policing plans.

3.4 The Appendices

Post Entry Training Scheme Application form Appendix A.

4.0 Implications of the Procedure

4.1 Financial Implications/Best Value

The implementation of the procedure has financial implications for the organisation. There has been a set budget for the scheme in previous years. However, it is recognised that funding for the scheme is dependent upon finance availability.

4.2 Annual Plan Links

Linked to the implementation of force and departmental annual policing plans and Annual Costed Plan.

4.3 Diversity

In the application of this policy consideration must be given to the possible social impact of this policy on the community. A social impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. Social impact assessments must be undertaken before and after the application of this policy.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met **in its entirety**.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made.

All individuals using this procedure must be aware of the potential impact that this procedure has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act and Amendment Act
- Disability - Disability Discrimination Act
- Gender – Sexual Discrimination and Equal Pay Act
- Age – Article 13 Treaty of Amsterdam (2006)
- Sexual Orientation – Article 13 Treaty of Amsterdam (2003)
- Religion – Article 13 Treaty of Amsterdam (2004)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Gender Recognition Act 2004

4.4 Consultation

The Head of PESD, Head of HR, Divisional Commanders, UNISON and the Police Federation have been consulted on the contents of this procedure.

5.0 Human Rights Consideration Certification

5.1 Auditing for potential interference and discrimination

Q1. What articles of the Human Rights Act 1998 may be engaged?

Articles 8 and 14 of the Human Rights Act 1998 may be engaged.

Q2. Where individual rights are engaged what is the potential to discriminate Against the parties involved?

" In the application of this procedure the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

5.2 Key Human Rights Principles

Q1. What is the legal basis for your procedure?

No legal basis is required for this procedure. It is an organisational procedure, which is aimed at encouraging and providing assistance for continuous training for its staff form internal and external training providers.

The staff who operate these procedures are made aware of the decision-making processes.

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure? See Section 3.3

Q3. How are staff made aware of the clearly defined decision making processes? See Section 1.2

Q4. What are the minimum standards of documentation in relation to decision making?
Application for funding form.

Q5. How does your procedure provide guidance on the justification for actions and assessment as to whether the action is the least intrusive?
The application process

5.3 Rights, Publication, Audit and Inspection

Q1. Are there any sections of the document which are covered by an exemption under Freedom of Information Legislation and therefore must not be disclosed to the public? No, this procedure can be made public.

The procedure will be internally reviewed and audited on a regular basis by Inspector Career Development.

5.4 Certification of Compliance

Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

5.5 Legal Vetting

There are no issues in this procedure under ECHR, which cannot be resolved. This procedure has been vetted.

6. Appeals

6.1 Appeals against the decision to provide funding. All such appeals will be directed to the Head of Uniform Operations and Support at Headquarters whose decision will be final. Notice of appeal must be made within 14 day from notification of the decision to the applicant.

7.0 Evaluation of Study

7 Applicants granted funding under the scheme will be required to submit a written assessment of the course of study or training. A copy of all work related assignments will be submitted to the Training Evaluator.

7.1 The Training Evaluator will be responsible for ensuring that the applicant's assignments are kept as a resource for use by staff.

7.2 At the conclusion of a period of study or training any copies of Certificates awarded should be forwarded to the applicant's Personnel Officer for inclusion in their personal file/record.

8.0	Mentorship
8.1	To enhance 'continuous professional development' applicants are invited to volunteer their services as Mentors. This will assist existing and future staff who may wish to undertake the same course of study or training.
9.0	Administration
	Forms used under this procedure are specified in the Post Entry Training for Police Officers and Police Staff
10.0	Promotion and distribution
	This procedure will be promoted through general orders and the force intranet site.

11.0 Procedure Identification Page

This procedure has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved unless otherwise indicated and justified.

Procedure Title: Post Entry Training Scheme Procedure

Reference: 112/4 b issue 2

Procedure Ownership: Head of Human Resources

Portfolio/Business Area Owner: ACPO Operations Support

Procedure Written By: Inspector, Career Development

Department Responsible: Human Resources

Procedure Lead: Head of Human Resources

Links to other Policies/Procedures: Equal Opportunities Policy, Fairness at Work

Procedure Implementation Date: Personnel Strategy Group 7th June 2006

Procedure Review Date: Bi annually

APPENDIX A

**Gwent Police
Post Entry Training Scheme
Application Form**

This application should be completed after reading the "Scheme of Conditions" applicable to external study / training and is attached.

Completed forms should be forwarded to Career Development Department.
(Applications must be supported by line manager and Divisional /Departmental Head)

Please complete all sections.

1. Personal Details

Full name:.....

Present post held:.....

Grade/rank:.....Tele.No.(work).....
.....

Division/location.....Department.....
.....

2. Details of study / training assistance required.

Full title of course:.....

Details of course content (attach any relevant information).....
.....
.....

Duration of study including details of compulsory residential schools/potential
abstractions.

Period of study / training:.....

Name and address of college / training establishment.....

.....
Commencement Date:.....

Does your application meet the following criteria?

Do you have a minimum of two years potential service remaining? Yes / No

Have you agreed with your line manager / Div./Dept Head any abstraction that may result from your course of study / training? Yes / No

Have you previously received assistance for study / training? Yes / No. (give details of exams taken / qualifications obtained).....

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Detail how the course of study / training is **relevant and linked** to your current post. **(This is essential for a successful application and may not include duties not included in your role profile).**

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What are the benefits to Gwent Police in terms of the Policing Plan from funding this course of study / training?.....

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What is the cost of your study / training?

Estimate if full cost is not known.....

Attach confirmation of study / training cost ie. College course price list.

Signed:.....Date:.....

Name printed:.....Staff No.....

Please ensure that you have completed the form fully. If you have provided the necessary information please sign and forward to your line manager.

1st Line Manager.

I have considered the application and confirm that I support / do not support* the application for financial assistance. (Please ensure that Post Entry Training Scheme document has been read)

Reasons for support / non-support of applicant.

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Signed:.....Date:.....

Divisional / Departmental Head.

I have considered the application and confirm that I support / do not support* the application for financial assistance.

Reasons for support / non-support of applicant.

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Signed:.....Date:.....

Inspector Career Development.

I have considered the application and confirm that I support / do not support* the application for financial assistance.

Reasons for support / non-support of applicant.

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Signed:.....Date:.....