



Learning & Development Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Overarching Policies:

People Strategy

Procedures:

Use of Vehicles

Travel, Accommodation and Events

Devolved Resource Management Manual

Process

1. *The Learning & Development Year*

Learning and Development years are aligned with the financial year i.e. 1 April to 31 March.

2. *Learning and Development Types*

There are three types of Learning and Development requirements within NYP:

1. Mandatory/Additional
2. Project

Mandatory Learning and Development is what NYP must deliver to ensure the safety of our workforce and compliance with the National Policing Curriculum, National legislation and guidance. Mandatory training is funded by the Force Costed Training Plan. On an annual basis, NYP's mandatory requirements are reviewed by Key Stakeholders to agree the forthcoming year's needs, for some areas these will be in accordance with relevant Training Needs Assessments (TNA) such as that for Information Governance. These are then prioritised and commissioned through the Skills & Capabilities Board. Once commissioned, the Resource Management Unit (RMU) populates the events in line with Operational requirements.

Additional Learning & Development is any external professional learning and development or CPD which is required by a Function for its officers or staff but is not mandatory. Additional L&D budgets are devolved to Heads of Functions annually and are spent at the discretion of the Head of Function on L&D activities.

Heads of Function are responsible for ensuring the procurement of all 'Additional' L&D activities are in accordance with the Devolved Resource Manual (DRM) and Financial Regulations. All L&D

activities require a Training Admin Support event to be created so a Form 17 can be added to the event. The completed Form 17 must be returned to Training Admin Support at the end of the event for the skill(s) to be awarded to the individuals attended. All Additional Learning and Development activities must be approved through the Skills and Capabilities Board.

Project Learning & Development is any Learning and Development which arises as a result of a Project, Business Case or Programme of Change. Sponsors are responsible for liaising with the L&D team to identify and cost the L&D needs which will be required to support implementation within the Business Case so that they are included and accounted for within the project funding. Funding for **Project L&D** will be identified as part of the programme / project / business case approval process. These needs will not be funded by the Costed Training Plan or devolved L&D budgets. All Project Learning and Development activities must be approved through the Skills and Capabilities Board.

3. Scheduling of Learning and Development Events

The Resource Management Unit (RMU) are responsible for allocating individuals to Learning & Development events created by the Training Admin Support administration team. The direction from the Chief Officer Team is to avoid training on rest days except for training events of 5 days or more.

In exceptional circumstances, assessed by RMU management, learning & development can be allocated on a RD and will be applied in two ways;

- 90 days or more notice – changes made directly to the individuals duty, unless it is of an urgent operational nature
- Less than 90 days – the individual will be contacted to clarify that the RD cancellation will be for a RDIL and that they are willing to work a RD before updating their duty

4. Notification of allocation to a Learning and Development Event

Individuals will receive an email duty amendment notification when allocated to an event. It is their personal responsibility to record the date(s), read the Joining Instructions and carry out any preparatory work, pre-reading etc. and clearly understand any instructions relating to travel to the event, non-attendance, kit requirements etc. as well as post course evaluation and activities.

5. Attendance at Learning and Development Events

Individuals are responsible for attending learning and development events on the given date, time and at the specified location, having undertaken the necessary advance preparations as specified within the Joining Instructions. The only acceptable exceptions to this are:

1. Approved Compassionate Leave
2. Approved Emergency Leave
3. Sickness absence resulting in the person being unable to attend their normal place of work on the date of the event
4. A business critical operational reason, where there is no scope for Resource Management Unit (RMU) to backfill the abstraction arising from scheduled attendance on the L&D event.

5. For physical events e.g. PPST, JRFT: a positive response to any of the medical screening questions below:
 - a. Are you pregnant or have you given birth within 6 months of your scheduled JRFT / PPST date?
 - b. Do you have any injury, ailment or condition which could inhibit your participation in the JRFT /PPST?
 - c. Are you currently on any prescribed medication that would prevent your taking part in either of the activities?
 - d. Are you currently being investigated or receiving treatment for a heart or cardiovascular condition?

If an individual is unable to attend a scheduled L&D event due to a Business Critical Operational Reason and RMU are unable to backfill the abstraction arising from attendance on the event, the individual is responsible for obtaining written authorisation from their Chief Inspector (Police Officers) / 2nd Line Manager (Police Staff). The written authorisation should be submitted via email to both RMU and Training Admin Support as soon as practicable.

In the event of a positive response to questions 5a, 5b, 5c or 5d above, the individual is required to notify their line manager, providing sufficient details in respect of questions 5b, 5c and 5d, in order that a referral to Occupational Health for further assessment can be made.

6. Late Arrival at Learning and Development Events

Learning and Development events run to a tight schedule and the late arrival of a delegate can have a significant impact upon the running of the event. In cases of late arrival it is the Facilitator's decision as to whether to accept the late delegate or return them to duty. In cases where the delegate is returned to duty it is the delegate's personal responsibility to notify Supervision that they are returning to duty.

7. Event Cancellation

If it is necessary for Learning & Development to cancel an event, delegates and RMU will be notified at the earliest opportunity. Individuals will be required to return to duty at their Home Station and report to local supervision.

8. Event Timings

L&D Events are normally delivered between 09:30 to 16:30 (except for PPST which starts at 08:30), allowing delegates time before and after the event to travel.

Delegates are required to use the Time Management system in Origin or Flexi system to book on and book off when attending L&D events where the combined hours of travel and event are shorter than a rostered day; the individual is required to undertake work duties in the immediate time preceding or following the L&D event. This can take place at either their normal place of work or at an alternative location. If a delegate wishes to request TOIL, AL or Flexi rather than work before or after the L&D event, this should be approved in advance by the Line Manager. Delegates MUST record their duty times on Time Management or Flexi as part of their personal responsibility.

For example, Rostered shift 08:00 – 17:00 (Travel time to event 30 minutes)

The delegate should report to work at 08:00 and conduct normal work duties before travelling at approx. 09:00 to the L&D event for a 09:30 start.

When the event concludes, the delegate should complete the return journey to their home station and conduct normal work duties for the remainder of their shift until 17:00 unless supervision approve TOIL , annual leave or flexitime to make up the deficit.

Alternatively, the delegate can book on duty and travel straight to the event venue. The time between arrival and commencement of the event will be used to undertake work duties.

Likewise the delegate may choose to remain at the venue after the conclusion of the event to conduct normal work duties before completing the return journey to coincide with the end of shift.

Where scheduled events will exceed the standard start, or finish times, RMU will alter shift timings to allow for travel time to an event for its designated start time. Where the duration of a L&D event will exceed an Officer's normal working hours, the Officer can submit an overtime claim through the usual NYP process for any additional hours incurred.

9. Learning and Development Events: Travel, Accommodation, Meals and Refreshments

Meals and Refreshments are not provided during Learning and Development events.

Expenses (travel, accommodation and meals) can only be claimed in line with current Force policy and are claimed from devolved L&D departmental budgets not the Costed Training Plan. Please refer to the Travel, Accommodation and Events Procedure for full details.

10. Dress Code

The dress code for L&D events will normally be specified within the Joining Instructions. However the expectation is that Police Officers, Special Constables and PCSO's and Police Staff who usually wear uniform, will attend in full uniform (unless the Joining Instructions specify otherwise). Police staff are expected to wear appropriate working dress unless notified otherwise.

11. Kit

When attending a L&D event, Police Officers, Special Constables and PCSO's and Police Staff who usually wear uniform are expected to be in possession of full uniform, kit and headgear (with the exception of PAVA) to allow them to respond should they be deployed direct from the event to an incident.

This may require officers and staff to report to their home station prior to commencing travel to an event. If the delegate does not have to collect equipment from their home station, they may travel straight from their home address to the L&D event subject to compliance with both the 'Travel, Accommodation and Events' Procedure, the 'Use of Vehicles' Procedure and paragraph 10. above

12. Learning & Development Records

The Training Admin Support Team will record attendance on Principal L&D events on the Training Administration System (TAS) following acknowledgement from either the internal or Third Party Suppliers after each event.

13. Recording of Skills

Where a L&D event results in the awarding of a specific skill or qualification, the details and end date will be recorded by the Training Admin Support Team on the relevant systems as appropriate e.g. Origin, TAS, Duty Management System (DMS).

14. Maintenance and Expiration of Skills and Qualifications

Individuals are personally responsible for monitoring the validity of their skills and qualifications. It is the individuals responsibility to ensure any requalification takes place before the skill end date and not after. Where a skill or qualification has expired, it is the responsibility of the individual to notify supervision and to make arrangements to gain reaccreditation at the earliest opportunity. The individual must refrain from using the skill/ qualification until reaccreditation has been achieved as there is a risk to the individual, the organisation and the public if they continue to use a skill or qualification which has expired.

15. Monitoring Learning and Development Quality

Feedback will be collected following any learning and development intervention to measure the effectiveness of the event.

Feedback will be sought immediately after the event and again after 6 months from line managers if appropriate. The initial feedback from both students and trainers measures the initial reaction of the learners to gain insight into the material quality, the trainer and initial views. An executive summary will be created for all student officer courses with a minor review taking place after each course and a major review to ensure all objectives are correctly delivered being conducted after every 3rd iteration.

The results are measured to assess which courses were deemed effective, which need improvement, and which should cease.

16. Recognition of Prior Learning

The Recognition of Prior Experience and Learning (RPL) is a process which gives officers and staff academic credits for the learning they have gained through their experience and the courses they may have completed during their service. The RPL process is a way of recognising the learning an individual has gained through skills and experience and helping them to access academic qualifications.

An individual may decide they want to develop their skills and gain a qualification. They could use the RPL process to help them access a course and approach Learning & Development to see what, if any, support they are able to provide.

The College of Policing has created an online tool which contains Information and Guidance, a credit Estimator tool and a Directory of courses and providers who have agreed to the College of Policing

RPL process and the minimum credit level and value identified. The Directory also contains information on tuition fees, RPL fees, teaching methods and location of the course.

The cost of study will vary from course to course as each provider is able to set their own fees. Details of course costs will be available in the College Directory. Individuals may also need to pay a fee to have their prior learning and experience recognised. Different providers will charge different amounts and it could range from no charge to 50% of the module cost.

17. Code of Ethics

The Code of Ethics is pivotal to the work of the department and members of the department endeavour to ensure that the Code is explored and/or promoted in all elements of L&D practice from design of products to delivery and it is further evidenced in the way the team conduct their day to day activities.

18. Additional information

The Learning and Development section of 'The Source' provides further information about:

- Venues
- Assessment & Accreditation
- College Learn Continuing Professional Development (CPD)
- Digital Design
- Driver Training
- Public & Personal Safety Training
- Professional Development Training
- NY Knowledge Hub
- Professional Development Unit
- Crime Training
- Training Admin Support

Responsibilities

Operational Officers/Police Staff

- Responsible for monitoring validity of skills and qualifications and ensuring reaccreditation before expiry dates.
- Responsible for attending scheduled L&D events in accordance with force procedures and guidance.
- Responsible for advising Second Line Supervision, at the earliest opportunity, of any reason which will prevent them attending an L&D event for which they are scheduled to attend.

First Line Supervision

- Responsible for managing and monitoring validity of teams skills and qualifications.
- Responsible for preventing the deployment of individuals whose skills and qualifications have expired.
- Responsible for ensuring their staff and officers attend all L&D events in accordance with force procedures and guidance.

- Responsible for referring requests to cancel/ drop out of scheduled L&D events to second line supervision for decision

Second Line Supervision

- Responsible for ensuring their staff and officers attend all L&D events in accordance with force procedures and guidance.
- Responsible for considering requests to cancel/not attend a scheduled L&D event in accordance with this procedure
- Ensuring a discipline process is followed for individuals who repeatedly try to drop out/do not attend learning and development events
- Responsible for preventing the deployment of individuals whose skills and qualifications have expired.

Safer Neighbourhood Commanders/Heads of Department

- Responsible for management and spend of devolved budget (where applicable), ensuring bookings and spend are compliant with this procedure and the DRM.
- Responsible for ensuring any projects, business cases or change programmes within their department are compiled in liaison with the L&D Team to capture and cost any L&D requirements
- Being aware that transferring individuals between teams and roles incurs costs

Command Team

- Responsible for ensuring that individuals who are 'out of ticket' are not being deployed
- Responsible for ensuring any projects, business cases or change programmes within their department are compiled in liaison with the L&D Team to capture and cost any L&D requirements
- Being aware that transferring individuals between teams and roles incurs costs

People Services

- Publication of the Medium Term People Plan in advance to support Heads of Function with succession planning and L&D team with planning and scheduling.

RMU Team

- Responsible for referring all requests to cancel/drop out of attendance at scheduled L&D events to Second Line Supervision

Learning & Development Team

- To provide learning and development solutions which meet organisational and individual development requirements
- Responsible for collating Mandatory L&D requirements on an annual basis and publication of Costed training Plan
- Responsible for acting upon feedback

Skills and Capabilities Board

- Responsible for the approval of all non costed L&D activities.