



NOTTINGHAMSHIRE  
**POLICE**

This Procedure links into the Policy for Training and Development

**PD 145 – PROCEDURE ON PROTECTED LEARNING TIME**

Registered number:	PD 145
Registered Owner:	Head of Training and Development
Author:	Clive Lambert
Effective Date:	September 2004
Review date:	September 2005
Replaces document (if applicable)	N/A
Aligned to strategy:	Human Resources
Version:	1.0
Linked Procedures/ Guidance/ Rules	Procedure for the Management of Training and Development

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Clive Lambert

Post: Head of Training and Development

Authorised: \_\_\_\_\_ Date: \_\_\_\_\_

Clive Lambert

Post: Head of Training and Development

## **SECTION 1 TITLE**

### **PROCEDURE FOR PROTECTED LEARNING TIME**

## **SECTION 2 VERSION CONTROL**

<b>Version No.</b>	<b>Date</b>	<b>Post Holder/Author</b>	<b>Post</b>	<b>Reason for Issue</b>
1.0	01/09/04	Clive Lambert	Head of Training and Development	First Issue

## **SECTION 3 PROCEDURE**

### **CONTENTS**

	Page
1.0 Introduction	4
2.0 Purpose	4
3.0 General Principles	4
4.0 Central Courses and Divisional Training Days	5
5.0 Core Professional Skills Development Programme (CPSDP)	5
6.0 Continuing Professional Development Programme (CPD)	6
7.0 Assignments, Projects and Dissertations	6
8.0 ECDL	7
9.0 eLearning	7
10.0 NVQ Portfolios	7
11.0 Coaching	8
12.0 Action Learning, Positive Action and Study Groups	8

13.0	Aggregated Time Allowance	9
14.0	Learning Activities – Not Prescribed	9
15.0	Promotion	10
16.0	Summary	10

## **1.0 INTRODUCTION**

Nottinghamshire Police, officers and staff, are engaged in a wide range of training, learning and development activities. These can be delivered by the Force in-house, bought-in, external, formal courses or less formal alternatives. There is similarly a wide range of funding streams available across the force, which enable staff to attend courses for a variety of purposes.

This plethora of provision and opportunity results in staff requiring time to undertake learning activities, which is often in competition with the time needed to deliver an operational service. Local performance demands often engage line managers such that they are unable to consider the benefits of the learning activities in the wider context. The result of this can be a disproportional approach to enabling learning and unfair treatment of some in comparison with their peers elsewhere in the organisation.

The Force is fully committed to the development of its staff, in the widest possible sense. The Force wishes to ensure that officers and staff are supported fully in attaining skills, knowledge and behaviours that have a direct impact upon their performance and that of their team, division or the Force. Additionally, The Force wishes to ensure that officers and staff are able to develop themselves and their careers, by engaging in a shared partnership arrangement to achieve improvement outcomes beneficial to both parties.

The best way of delivering this commitment is to protect the time for learners, in defined learning circumstances, in a consistent manner, throughout the Force.

## **2.0 PURPOSE**

The purpose of this procedure is to clarify the appropriate protected time allowances that should be made by line managers to enable officers and staff to be effective learners.

## **3.0 GENERAL PRINCIPLES**

The Force is committed fully to enabling its people to develop and learn. Therefore, we wish to facilitate that process by ensuring that all staff understand the corporate position, that they recognise that they have a responsibility for assisting their people to develop and that they have clear guidance about the parameters for this.

Similarly, our people need to know that we will back-up our commitment by ensuring that their learning time is protected. This assurance will be given providing they recognise that learning requires a partnership approach and that, as they will benefit from personal development, they must take some responsibility for it and offer some personal time commitment in return.

This procedure sets out the minimum time allowances to be made in some given circumstances; it also provides guidance on the principles, or spirit, to apply in more diverse instances that have not been identified or anticipated in advance

#### **4.0 CENTRAL COURSES AND DIVISIONAL TRAINING DAYS**

Courses and training sessions delivered as part of the published Organisation Development and Training Plan, centrally or at divisions, will be considered as duty time. Full time allowance will be made for individuals to attend, if their Duties Manager or TandD Co-ordinator has nominated them for the course.

Pre-course study packs for these courses will be completed in duty time. HQ(TandD) will advise line managers of the appropriate time allowance for each course.

Travelling time will be allowed whenever students have to travel to and from their normal place of work at the beginning and end of their training session.

If police staff travel directly from and/or to home for training, then any travelling time that exceeds their normal journey time will be considered as duty time.

Police officers are expected to attend training anywhere within Nottinghamshire. The paragraph above will apply to them only when the venue is outside the county boundary.

Shift workers should return to their normal work at the end of the course or session, if the course is not as long a period as their shift, including any travelling time allowance. If this is not practical their Duties Manager will reclaim the amount of unused time and utilise it at a later date.

#### **5.0 CORE PROFESSIONAL SKILLS DEVELOPMENT PROGRAMME (CPSDP)**

Officers and staff who attend courses funded under the CPSDP (or where divisions and departments fund courses that fit the criteria for the CPSDP and would otherwise be funded by it) will be considered as on duty-time throughout the course.

The travelling time allowances for the CPSPD provision will be the same as those for central courses given above. When officers and staff need to travel to or from an external residential course on the day before or after a course this will be considered as duty time.

## **6.0 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME**

Officers and staff who are allocated funding under the CPD Programme are undertaking activities that the Force recognises will contribute to both personal development and to their performance at work. Therefore, time will be allowed for them to attend the course on a 50% basis the same as funding provision.

Courses that are delivered on a timetable, or during some sessions that are outside the normal working hours of the learner will not attract a time allowance. Courses or examinations that coincide with a person's normal working hours will attract an allowance of 50% of the time taken to attend the sessions. This allowance will be limited to a maximum of 2 hrs in any one week. However, individuals wishing to attend 4hr, or half day, sessions during their normal working hours will be allowed to do so, with 2 hrs being counted as their own time, which will then be 'owed' to the force for duty managers to claw back at an appropriate time.

People who are sitting module examinations that count towards a final mark, or final examinations, will be able to claim a 4hour period for study up to a week before each examination. This will apply equally to those whose examination is taken outside their normal working hours. This allowance will be limited to a maximum of 4 hours in any one week and cannot be taken in addition to the allowance given in the preceding paragraph.

There will be no travelling time allowances for courses funded for CPD.

## **7.0 ASSIGNMENTS, PROJECTS AND DISSERTATIONS**

Assignments, projects and dissertations are normally work based and thus require attention during working time. Line managers should allow research and evidence gathering during working hours by mutual agreement with the staff member concerned. However, assignments should be written-up in an individual's own time, except for those linked to centrally delivered courses or the CPSPD, or where criteria have been set for a specific course or programme.

## **8.0 ECDL**

The force is fully supportive of ECDL as the core IT user standard; therefore, staff that do not hold ECDL, or an equivalent qualification, will be allowed to study for the modules. This will be achieved by eLearning and can be undertaken from an individual's normal workstation, or from their home PC. Line managers should agree which modules are essential to a learner's job role and allow the time necessary to achieve them, including examination. Learners who wish to achieve additional modules in order to complete the qualification may do so, but the time allowance will be reduced to a 50/50 basis, ie the learner will be expected to utilise their own time in equal measure to working time. This must be agreed with their line manager in advance.

## **9.0 eLEARNING**

Students studying using eLearning should be given the same time allowance as those attending delivered courses, whenever those courses fall within any of the categories given above. This is particularly important where eLearning is provided as an alternative to a delivered course, as pre-course study or as part of a blended solution. HQ(TandD) will advise line managers on the appropriate time needed to complete each eLearning package.

If an eLearning programme is agreed by a line manager as meeting an objective listed in an individual's PDR at Sections C, D or E, then the study time involved must be considered as duty time, providing that the actual time needed is agreed in advance with a student's line manager. The eLearning TandD Officer will advise on the normal study period needed for specific eLearning packages.

Study using eLearning under PDR Section G should be considered for the same time allowance as offered to students under the CPD Programme.

## **10.0 NVQ PORTFOLIOS**

Time allowances will be given to allow officers and staff to achieve NVQs in policing skills, training and assessment, or those relating to the individual staff member's specialisation or profession; provided that the need for this has been identified in an individual's PDR, or if they have attended a Force course or programme that leads into the NVQ process, eg a Tutor Constables' Course.

The time needed for workplace assessment, evidence gathering, assessor and verifier meetings and any testing will be considered as duty time. It should be noted, however, that much of this activity should take place as part of, or alongside normal duties; therefore, line managers must recognise that these are legitimate workplace activities. Time away from the workplace will be needed for portfolio write-ups only.

## **11.0 COACHING**

Students being coached should be given the same time allowance as those attending delivered courses, whenever the purpose of the coaching falls within any of the course categories given above.

If a coaching programme is agreed by a line manager as meeting an objective listed in an individual's PDR at Sections C, D or E, then the contact time involved should be considered as duty time, providing that the time needed is agreed in advance with a student's line manager.

Students accepted for a Force coaching scheme following a formal assessment process will be allowed the duty time needed to attend the sessions.

Coaching undertaken under PDR Section G should be considered for the same time allowance as offered to students under the CPD Programme.

## **12.0 ACTION LEARNING, POSITIVE ACTION and STUDY GROUPS**

Students engaged in Action Learning, Positive Action initiatives or Study Groups should be given the same time allowance as those attending delivered courses, whenever the purpose of the learning falls within any of the course categories given above.

If an Action Learning programme is agreed by a line manager as meeting an objective listed in an individual's PDR at Sections C, D or E, then the contact time involved must be considered as duty time.

Students accepted for a Force Action Learning scheme, Positive Action initiative or Study Group will be allowed the duty time needed to attend the sessions.

Action Learning undertaken under PDR Section G must be considered for the same time allowance as offered to students under the CPD Programme.

### 13.0 AGGREGATED TIME ALLOWANCE

The Force is fully supportive of individual learning; however, this must support the achievement of performance objectives, not replace it. Therefore, there will be a limit set to prevent individuals from aggregating a disproportionate time for learning activities. Nevertheless, the aim of this procedure is to ensure that officers and staff are able to undertake all the learning and development that is essential for them to be able to perform their roles well and for them to be able to take advantage of appropriate development opportunities.

Officers and staff engaged upon centrally organised courses, CPSDP, essential development activities identified in PDRs and divisional training days will be on duty during their learning time; therefore, such learning activity will not be counted towards the aggregated total.

Officers and staff engaged upon learning activities and examinations beyond those listed in the previous paragraph will be allowed up to 8 hrs or one normal working day in each calendar month. These can be aggregated over a 12-month period, to not exceed 10 working days (2 working weeks). The timing of these days must be agreed with an individual's line manager, in advance.

### 14.0 LEARNING ACTIVITIES – NOT PRESCRIBED

Learners who wish to engage in learning activities during working time, but not specified in this procedure may do so, in consultation with their line manager. Line managers are expected to consider any requests sympathetically and within the spirit of this procedure.

Managers should use the following prioritisation guide to assist them in their decision making:

**Priority One** - Learning that must be carried out to enable the person to carry out their role - duty time for attendance, and exams.

**Priority Two** - Learning that would benefit the Force and the individual in carrying out their current role - 50% of the allowances at Priority One, within the maximum aggregated allowance limit.

**Priority Three** - Learning that would benefit the Force or the individual in carrying out future roles - 50% of the allowances at Priority One, within the maximum aggregated allowance limit.

**Priority Four** – Learning of limited benefit to the Force both now and in future – consider adjusting their hours/duty to enable them to attend the course.

## **15.0 PROMOTION**

The priority and funding arrangements to assist officers to prepare for promotion will be reviewed regularly, thus time allowances might well change according to demand. Officers may well need to continue with their specialist or professional development at the same time as they prepare for their promotion examinations; therefore, any time allowance that might be given for promotion study will be in addition to the specific provisions of this procedure.

## **16.0 SUMMARY**

This procedure protects the ability of officers and staff to engage in learning activities, setting out minimum time allowances to facilitate the learning process. The provisions of this procedure set out a clear position for the force supporting learning activities, and provide line managers with a strong guide for assessing situations that have not been prescribed.

Line managers may make arrangements with learners to allow time in addition to the minimums given herein, but learners should note that there will be no guarantee that such arrangements will be allowed to continue should the learner move voluntarily to another job or role. Nevertheless, line managers receiving a new learner who has such an arrangement in place should consider the situation sympathetically, unless operational imperatives prevent it.

Learners who have an enforced move of job or role will be able to transfer all existing learning time allowances, providing that they can be evidenced accordingly.

## **SECTION 4 LEGISLATIVE COMPLIANCE STATEMENT**

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection Act, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing.