

# WILTSHIRE POLICE



## TRAINING AND PROBATIONARY PROCEDURAL GUIDANCE FOR STUDENT OFFICERS

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## 1.1 Glossary of Terms

Term	Meaning
PEQF	Police Education Qualification Framework – College of Policing and Police Vision 2025
PCDA	Police Constable Degree Apprenticeship – Entry route for those with Functional Skills in English and Math (Level 2) and an A level or level 3 (or relevant experience)
DHEP	Degree Holder Entry Programme – Entry Route for those with a degree in any subject
SOAT	Student Officer Assessment team
OCP	Occupation Competence Portfolio

## 1.2 Related Procedures & Documentation

A tool kit and quick reference guide has been produced to accompany this procedure. Other policies, procedures and other related documents that are linked to this procedure are:

- JRFT and Officer Personal Safety Policy
- Student Learner Safeguarding Policy

## 1.3 Authorised Professional Practice

None applicable.

## 1.4 Law Relating to This Document

Leading statutory authority

## 1.5 Data Protection

Any information relating to an identified or identifiable living individual recorded because of this procedure will be processed in accordance with the General Data Protection Regulation (GDPR).

The General Data Protection Regulation requires employers to comply with principles for processing personal data, including to protect against unauthorised access of personal data. Personal data that is inappropriately accessed or disclosed may constitute a data breach. The GDPR requires organisations to keep a record of all data breaches and, where the breach is likely to result in a risk to the rights and freedoms of individuals, the organisation must notify the Information Commissioner within 72 hours of becoming aware of the breach. If the data breach results in a high risk to the rights and freedoms of individuals, those individuals must be notified without undue delay

## 1.6 Freedom Of Information Act 2000

This document has been assessed as suitable for public release.

## 1.7 Monitoring And Review

Monitoring the effectiveness of the procedure will be undertaken in conjunction with Human Resources to establish the type of queries that arise. It is the responsibility of Human Resources to ensure this procedure is updated in line with any legislative changes and will ensure it is reflective of best practice.

## 1.8 Who to Contact About This Procedure

Both the People Development and People Standards and Support departments are responsible for this procedure. All queries should be via the People Services Centre.

## 2. Introduction

- 2.1 The aim of this Guidance is to set out the practice that Wiltshire Police (WP) and its Contracted HEI Partner, University of South Wales (USW) will follow to train, support and develop Student Police Officers in order that they have the best opportunity to achieve and become effective and efficient police officers, delivering a service to the community to the standards expected of the service and the priorities contained in the current Police and Crime Plan.
- 2.2 Student Officer training is a vital part of police business. People Development is responsible for the implementation and oversight of Student Officer training processes throughout the officers' probationary period.
- 2.3 The training programme is regularly reviewed to ensure the validity of the programme by environmental scanning - which identifies any changes in legislation, national best practice and addresses any needs of the Force.

## 3. Intention

- 3.1 Wiltshire Police and their Contracted HEI Partner (USW) recognise its legal and moral responsibility to clearly define how it will manage Student Officer training, the standards required and how individuals will be trained, developed and assessed.

## 4. Statement of Procedure

- 4.1 This procedure aims to cover the Student Officer Training programme (PCDA and DHEP), the assessment and related Operational Competence Portfolio (OCP). Alongside this it is important to consider Student Officer postings and attachments.
- 4.2 The main body of this procedure is aimed at providing clarity for training staff and the student officer themselves on police regulations such as Reg 12 and 13 and how it may apply to them. This will include breaches of professional behaviour, unsatisfactory performance, unsatisfactory attendance, suspension and resignation

## 5. Overview

Police Constable entry programmes from June 2020 comprise:

- 5.1 **Police Constable Degree Apprenticeship (PCDA)** - [Apprenticeship](#). follow an apprenticeship in professional policing practice. This route normally takes three years with both on and off-the-job learning. On successfully finishing the programme, you complete your probation and achieve a degree in Professional Policing Practice.
- 5.2 **Degree Holder Entry Programme (DHEP)** - [Degree-holder entry](#). For those who have a degree in any subject, follows a work-based programme supported by off-the-job learning. This route normally takes two years and is recognised in a Graduate Diploma in Professional Policing Practice when probation is completed.
- 5.3 **Pre- Join** [Pre-join degree](#). For those who have already completed a degree in professional policing at an HEI, follow a shorter on-the-job training programme with a 2 year probation period.

## **6. WORKING PRACTICES**

### **6.1 Probation**

- 6.1.1 All Student Officers will be required to complete a probationary period, during which time they must satisfy the Chief Constable of their ability to become physically and mentally fit to be a Police Constable and to pass their Student Officer Training Programme both academically and practically.
- 6.1.2 There are certain circumstances under which a Student Officer's probationary period may be extended and when a Support Plan and Regulation 13 notice may be required. This will be authorised by the People Intelligence Board (PIB) as delegated to them by the Chief Constable.
- 6.1.3 There are occasions when variations in the programme may be allowed or an application is made to extend the probationary period owing to prolonged absence from core policing duties, sickness being an example. The Chair of the People Intelligence Board as the delegated authority, with the HEI has discretion, in any case, to extend the probationary period as the course length can be extended.
- 6.1.4 Student Officers will be under continuous assessment to ensure that they are both physically and mentally fit for Police duty, efficient and well conducted.
- 6.1.5 Officers re-joining Wiltshire Police may be required to undertake a period of probationary service. The Force will decide the duration of this period of probation after considering any training or development needs.
- 6.1.6 The probationary period for Student Officers is determined under Police Regulations 2003 Annex C Determination for Regulation 12 – and shall be on probation for the first 2 years of their service unless they join under the Police Constable Degree Apprenticeship (PCDA) whereby they will be on probation for 3 years.

### **6.2 Student Officer Training Programme**

- 6.2.1 Student Officers will follow the PEQF (Police Education and Qualification Framework) training programmes via one of the three initial entry routes named above in [Overview](#).
- 6.2.2 These entry programmes will be subject to an initial training phase, tutorship phase and ongoing continuous development with assessment. All entry routes will be delivered via a collaboration between Wiltshire Police alongside the contracted HEI Partner, University South Wales (USW).
- 6.2.3 Reviews and assessments will be carried out at various times throughout the probationary period. These reviews and assessments will be documented within the Occupational Competence Portfolio (known as OCP). Student Officers are expected to demonstrate competence against the OCP and be fully competent against the Professional Policing Framework and The Code of Ethics. The requirements for this will be set out in the OCP (which is an electronic portfolio).

## 6.3 PCDA Standard Journey

### 6.3.1 YEAR 1

#### Initial Training Phase

##### Day 1/2 – Attestation

Weeks 1 – 23 Initial learning including 2 weeks leave and 6 x modules

- To complete knowledge, understanding and practical elements of Year 1 curriculum.
- Police specific training e.g. IT, Officer Safety, Driving Course
- Employer led delivery to ensure programme meets organisational needs.
- All academic assessments to be managed by the USW ensuring learning outcomes are met and learning meets academic standards.
- Student development will be supported by a qualified tutor constable in the workplace until the student has evidenced the competence to patrol independently.

#### Operationally Deployed

Weeks 24 – 35 – Tutoring Phase

- 1:1 Tutoring Period gathering evidence towards achieving
- Independent Patrol Status in Occupational Competency Portfolio

Weeks 36 – 52 – IPS Phase

- Mentoring Period on shift. Gather evidence towards Full Occupational Competence in Occupational Competency Portfolio
- USW will continue to assess the academic capability through a series of assignments based on the students' operational experience.

### **GATEWAY 1 – INDEPENDENT PATROL & 120 CREDITS - LEVEL 4**

### 6.3.2 YEAR 2

Months 13 – 24 Continuous Development

- Professional Deployments - Response Policing • Neighbourhood Policing • Policing the Roads • Information and Intelligence • Conducting Investigations
- Students should complete the OCP by the end of Year 2 (week 104)
- USW will continue to assess the academic capability through a series of assignments based on the students' operational experience.

### **GATEWAY 2 – COMPLETION OF THE OCCUPATIONAL COMPETENCY PORTFOLIO & 120 CREDITS - LEVEL 5**

### 6.3.3 YEAR 3

Months 25 – 36 Continuous Development

- Advanced Professional Development - Response Policing • Neighbourhood Policing • Policing the Roads • Information and Intelligence • Conducting investigations
- Apprentices will be required to complete 3 academic modules to trigger the End Point Assessment process, which consists of an evidence-based project and a review of their Occupational Competency Portfolio.

### **GATEWAY 3 – FULL OCCUPATIONAL COMPETENCE & 120 CREDITS**

## 6.4 DHEP Standard Journey

### 6.4.1 YEAR 1

#### Initial Training Phase

##### Day 1/2 – Attestation

Weeks 2 – 23 Initial learning including 2 weeks leave and 6 x modules

- To complete knowledge, understanding and practical elements of Year 1 curriculum.
- Student development will be supported by a qualified tutor constable in the workplace until the student has evidenced the competence to patrol independently, ordinarily this will be over a 12 week period, but maybe extended if deemed appropriate.
- Police specific training e.g. IT, Officer Safety, Driving Course
- Employer led delivery to ensure programme meets organisational needs.
- All academic assessments to be managed by the USW ensuring learning outcomes are met and learning meets academic standards.

#### Operationally Deployed

##### Weeks 24 – 35 – Tutoring Phase

- 1:1 Tutoring Period gathering evidence towards achieving
- Independent Patrol Status in Occupational Competency Portfolio

##### Weeks 36 – 52 – IPS Phase

- Mentoring Period on shift. Gather evidence towards Full Occupational Competence in Occupational Competency Portfolio
- USW will continue to assess the academic capability through a series of assignments based on the students' operational experience.

## **GATEWAY 1 – INDEPENDENT PATROL & 60 CREDITS - LEVEL 6**

### 6.4.2 YEAR 2

#### Months 13 – 24 Continuous Development

- Consolidated Learning linked to Full Occupational Competence Advanced Professional Development in a specified area - Response Policing • Neighbourhood Policing • Policing the Roads • Information and Intelligence • Conducting Investigations
- Students should complete the OCP by the end of Year 2 (week 104)
- USW will continue to assess the academic capability through a series of assignments based on the students' operational experience.
- Submission completion of the completed portfolio, including final review (week 90)
- Students will achieve FOC by evidencing both academic achievement and demonstrating operational competence in the workplace.

## **GATEWAY 2 – FULL OCCUPATIONAL COMPETENCE & 60 CREDITS - LEVEL 6**

**CODE OF ETHICS AND USW STUDENT RULES MUST BE MAINTAINED THROUGHOUT BOTH COURSES.**



## 6.5 Tutorship

- 6.5.1 Student Officers will undertake a 12-week period of tutorship following their successful competition of their Initial Learning Phase (ILP), unless they are able to show previous accredited experience that would be 'recognised prior learning' (RPL).
- 6.5.2 The tutorship phase will be managed by the Community Policing Team (CPT), the Student Officer has been posted to, overseen by the People Development (SOAT) and supported by the Human Resources team. All students will be tutored by a trained tutor constable.
- 6.5.3 During the 12-week tutorship period, the student should be able to demonstrate that they are able to operate independently at a level deemed safe and lawful. The competencies are recorded in the OCP (Operational Competence Portfolio). The student must have successfully completed all underpinning learning linked to IPS (Independent Patrol Status) before final assessment of IPS is made via an appropriate holistic (integrated) assessment.
- 6.5.4 It is the responsibility of the Community Policing Teams allocated Tutors and Line Manager to make sure that the students have enough exposure across the functional areas of the role to enable them to have the opportunities to deal with the requisite policing incidents/events associated with their academic and OCP criteria. Attachments through rotations across operational functions should be considered to ensure that all students are given equal opportunity in this respect.

## 6.6 Annual Leave

A Student Officer's leave should be allocated so that it does not conflict with the courses or learning events that form part of the training programme, the programme will be published in plenty of time to facilitate this.

The PCDA and DHEP students have a week's leave included in the initial learning period and another week before tutorship begins.

Any Student Officer wishing to absent themselves from a course, in exceptional circumstances, must submit a report via their line manager to the Training Manager for approval, outlining the reason. The Apprenticeship Consultant and USW should be informed of any absences.

## 6.7 Occupational Competence Portfolio (OCP)

- 6.7.1 All Student Officers will be allocated an electronic OCP document.
- 6.7.2 This document will be managed by an assessor from the SOAT team from Professional Development. The Student Officer and relevant line managers will be regularly updated regarding the progress being made in achieving competence against the OCP.
- 6.7.3 The OCP should be used to provide the Student Officer with a system of guidance and feedback, which enables individual development to take place in a structured and effective way, through action planning and practice. The OCP will store feedback and development documents for easy access and referral.
- 6.7.4 The OCP is designed to give an accurate picture of the Student Officer's development and training needs providing evidence of their suitability for confirmation at the end of their probationary period. A Student Officer will be required to show evidence of competency of each of the criteria for the OCP on the number of occasions specified in their portfolio.

- 6.7.5 PCDA students should achieve full operational competence (FOC) to pass through the gateway into year 3 and before completing their End Point Assessment. It is expected that the student would have completed 100% of their OCP by week 104.
- 6.7.6 If a Student Officer has not completed all the above prior to their final review, they cannot be recommended for confirmation at this stage or to pass through the gateway for End Point Assessment (PCDA) or complete their Diploma and Probation (DHEP). They should be placed on a Support Plan(s) to complete the areas where they have not yet achieved competence. It is expected that should the student not be on target for completion, that Support Plans are put in place with a realistic timescale to complete any outstanding tasks prior to final review. This process should have at least three reviews and last no longer than 12/15 weeks.
- 6.7.7 In evidencing their competency, Student Officers must also show effective performance within the Professional Policing Framework for their role.

## **6.8 Assessment of Student Officers**

- 6.8.1 In addition to being assessed against the Forces' values, Student Officers will be assessed against the following sets of standards; PEQF OCP, Professional Policing Framework, Professionalising the Investigation Process (PIP) and The Code of Ethics. Assessment will be holistic and will test knowledge, understanding, skills, attitudes and behaviour against The Code of Ethics.
- 6.8.2 Students undertaking the PCDA will also receive ongoing academic assessment from the contracted HEI partner. These will be set at relevant intervals throughout the programme. Please refer to the USW Student Handbook and programme specification for more information.
- 6.8.3 Throughout the probationary period, Student Officers will be subject to performance reviews which will be carried out at regular intervals. Please see Assessment, Quality Assurance and Learner journey document for PCDA/DHEP or Pre-Join for further information. These reviews will be stored in their personal portfolios on completion of their probationary period. Each review will include comment on the student's attendance record and any Management Intervention Thresholds met, if a concern.
- 6.8.4 Student Officers undertaking tutorship will be assessed against the PEQF OCP made up from several criteria and the Professional Policing Framework. Independent patrol status will be achieved on satisfactory completion of this portfolio demonstrating competence against this criterion.
- 6.8.5 Toward the end of the tutored patrol, the supervisor(s) responsible for overseeing the tutor phase, in liaison with the Tutor Constable will assess the Student Officer's progress and make recommendations to the SOTAT (Student Officer Training and Assessment Team Supervisor) as to the suitability of the Student Officer to be able to demonstrate competence for 'safe and lawful' independent patrol.
- 6.8.6 If the Student Officer has not demonstrated competence in the 12-week tutored patrol phase a meeting will be convened by the Training Manager involving all relevant parties, including the Student Officer, to discuss the development needs of the Student Officer concerned. The possible outcomes at this stage are:

- a. To extend the period of tutorship for a further five weeks, this period should be considered to be 'up to' 6 weeks; therefore if the Student Officer achieves Safe and Lawful within the 6 week period a request to sign them off for independent patrol status may be submitted early, this will include a suitable Support Plan that details clearly to the Student Officer what they need to do to address the concerns and shortfalls
- b. To recommend dismissal under Reg.13 Police Regulations 2003 via a written report (see Reg 13 step by step).

**6.8.7** At the end of the extended period, if not signed off as safe and lawful for independent patrol, the Training Manager will chair another meeting involving all relevant parties, the following outcomes are available:

- a. Competency not achieved but progress enough to justify a further period of Tutored patrol of up to another 6 weeks, tailored to need with a development support plan;
- b. To recommend dismissal under Reg.13 Police Regulations 2003

**6.8.8** Student Officers on independent patrol will continue to collect evidence of their competence against the PEQF OCP. Assessors will be responsible for assessment decisions based on direct observations and witness testimony from line managers and non-probationary Police Officers and peers. Student Officers who successfully achieve OCP will also have achieved competence against PIP level 1.

**6.8.9** The final review will take place at week 90 for DHEP and Pre-Join. This will involve submission completion of the completed portfolio, including final review, via the SOAT team and submission to the command team who will make their recommendations on confirmation of appointment. If a Student Officer has not completed all the OCP and their portfolio prior to their week 90 review, the Student Officer cannot be recommended for confirmation at this stage. They should be placed on a Support Plan(s) to complete the areas where they have not yet achieved competence. This process should have at least three reviews and last no longer than twelve/fifteen weeks.

**6.8.10** The HR team will specifically comment upon the sickness record of each Student Officer, who have met or exceeded management intervention thresholds should be subject to the procedures in accordance with Regulation 13. If this is not the case, a detailed report should be prepared that will include a firm recommendation regarding their suitability for confirmation. If after consideration of any protected characteristics, there are doubts that the Student Officer is fit, physically or mentally, to perform the duties of their office, or that they are not likely to become an efficient or well conducted constable, then it should recommend that the individual's services are dispensed with, or if relevant, that the probationary period is extended to allow further time for improvement.

**6.8.11** To achieve FOC (full operational competence), the student must have collated enough evidence in their OCP for the assessor and the contracted HEI partner (USW) to begin the process of making a collaborative assessment judgement on their overall competence in role.

**6.8.12** Under the PEQF PCDA programme SO's are expected to achieve competence at specific gateways. These include IPS by end of year 1, FOC by end of year 2 before entering the EPA and achievement of academic levels at the end of year 1, 2 and 3. If any of these gateways are not met (for performance, academic or unacceptable behaviour) then consideration must be given to following the reg. 13 process. Back-coursing will only be

acceptable in extenuating circumstances. Strict timelines will need to be adhered to when creating development plans for PCDA students in close consultation with the contracted HEI partner to ensure gateways are adhered to. HR, Finance and the Apprenticeship Consultant will need to be consulted with for all PCDA students who do not pass their gateways, as per ESFA funding rules.

## 6.9 Posting of Student Officers

Student Officers are allocated to the relevant CPT during the IPL training phase according to organisational need. Posting may change dependant on organisational need but will comply with force policy.

## 6.10 Student Officer Attachments

During their probation, Student Officers may undertake several attachments to internal specialised departments. Each attachment will be subject of a risk assessment and an agreed exit strategy will be in place if appropriate. Each placement will meet agreed learning outcomes.

## 6.11 Maintaining Standards

6.11.1 Student Officers are required to study to prepare for their duties and training courses. All officers must demonstrate a good knowledge of the law, Police powers and procedures.

6.11.2 The employing Force and the contracted HEI partner (USW) will be intrinsic to any decision making where academic or professional concerns are raised by either party. See attached Plagiarism Policy of USW.

## 6.12 Breaches of the Standards of Professional Behaviour

6.12.1 Standards of Professional Behaviour are subject to and regulated by Police Conduct Regulations 2020, the Home Office Guidance – Conduct, Efficiency and Effectiveness Procedures and are underpinned and informed by the Code of Ethics:

## 6.13 Standards of Professional Behaviour

### **Honesty and Integrity**

Police officers are honest, act with integrity and do not compromise or abuse their position.

### **Authority, Respect and Courtesy**

Police officers act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy.

Police officers do not abuse their powers or authority and respect the rights of all individuals.

### **Equality and Diversity**

Police officers act with fairness and impartiality. They do not discriminate unlawfully or unfairly.

### **Use of Force**

Police officers only use force to the extent that it is necessary, proportionate and reasonable in all the circumstances.

### **Orders and Instructions**

Police Officers only give and carry out lawful orders and instructions.

Police Officers abide by Police Regulations, Force policies and lawful orders.

### **Duties and Responsibilities**

Police Officers are diligent in the exercise of their duties and responsibilities.

### **Confidentiality**

Police Officers treat information with respect and access or disclose it only in the proper course of Police duties.

## **Fitness for Duty**

Police Officers when on duty or presenting themselves for duty are fit to carry out their responsibilities.

## **Discreditable Conduct**

Police Officers behave in a manner which does not discredit the Police service or undermine public confidence in it, whether on or off duty.

Police Officers report any action taken against them for a criminal offence, any conditions imposed on them by a court or the receipt of any penalty notice.

## **Challenging and Reporting Improper Conduct**

Police Officers report, challenge or act against the conduct of colleagues which has fallen below the Standards of Professional Behaviour.

6.13.2 Any potential breach of the Police Conduct Regulations 2020 / Standards of Professional Behaviour by a Student Officer at any time during their probation should be dealt with in accordance with the Police Conduct Regulations 2020, the procedures as set out Home Office Guidance and reported to the Professional Standards Department for an assessment. The General Training Manager and Apprenticeship Consultant should also be informed.

## **6.14. Academic Terms and Conditions**

6.14.1 Students enrolled on a university course (such as PCDA\DHEP) will be subject to the University's terms and conditions, the Student Charter and rules around academic misconduct.

6.14.2 In some cases, concerns may be raised with or by the contracted HEI partner that there may be academic misconduct relating to their studies. The HEI will notify the force as soon as possible. The SO will be referred to the HEI student services for advice and guidance. The HEI will create an academic Individual Student Plan (ISP) and consider further academic and study skills coaching and mentoring sessions, which may include after-hours advisory and upskill sessions. Clinic style tutorial opportunities may also be offered. If the misconduct is deemed as a serious breach of professional standards then dismissal under the Police Conduct Regulations must be considered (See section 11) and the Apprenticeship Consultant should be informed.

## **7. Reasonable Adjustments**

7.1 Throughout, the SOAT, HEI and supervisors will need to bear in mind both the HEI and the Force's obligations under the Equality Act 2010, in particular to make reasonable adjustments when dealing any level of disability.

7.2 It is important to note that the duty to make reasonable adjustments places the responsibility firmly on Wiltshire Police as the "employer" to identify and initiate any adjustments. The HEI provider, SOAT and line managers with the support and guidance of Human Resources and Occupational Health, should work with the Student Officer in regards to what these adjustments could look like.

## **8. Student Officer Unsatisfactory/Unacceptable Performance**

8.1 Once on independent patrol, if a Student Officer is failing to meet the required levels of performance at set reviews, or serious under performance is evidenced at any other time, their supervisor and Trainer will liaise with a view to initiating the Reg 13 procedure (Please see step by step).

- 8.2 The contacted HEI partner (USW) will share relevant information with the originating force should the student fail to meet the required level of academic performance at set reviews or there has been a serious breach of any standard, or there is evidence of malpractice. Should this occur, a meeting will be convened between the contracted HEI, the Apprenticeship Consultant, SOAT and HR to discuss any appropriate action. If deemed appropriate, a report may be submitted to the Professional Standards Department.
- 8.3 If it is identified that the student needs additional support and development in any areas, a Support Plan will be prepared by the People Development Department and performance monitored (in collaboration with the contracted HEI partner where applicable).
- 8.4 Regulation 13 Police Regulations 2003 and the management of unsatisfactory performance will be led by Wiltshire Police. However, it is recognised that the contracted HEI partner (USW) also has responsibility for an individual's academic performance which is distinct from unsatisfactory performance procedures for an individual in their role as a Police Officer. Any management of unsatisfactory performance may include the contracted HEI provider where required.
- 8.5 Should either the tutor or the Sergeant have concerns in regards to the SO's performance, these should be addressed with the SO informally in order to identify issues and further training needs. An informal support plan should be put in place with the SO and regular reviews should be conducted and recorded to reflect improvements or deterioration. A 3 month period of assessment will normally be sufficient time but may be extended dependent on nature of issues.
- 8.6 Following informal support, should the requirements of the support plan not be met, or if there is continued unsatisfactory performance following the conclusion of the informal assessment period, a Formal Performance Review Meeting should be convened. As with the Attendance Review Meeting, this should be chaired by the Inspector and may involve input from the Training Manager and/or SOAT supervisor responsible for overseeing the student's development at the time as well as the Tutor and Sergeant as appropriate. In the interests of openness and fairness the Student Officer and their federation representative or Police Officer friend will be given copies of any documentation and a copy of this policy at least 5 days in advance of the Performance Review Meeting in order that they can have a proper opportunity to consider their response. In this situation, the Apprenticeship Consultant should be informed.
- 8.7 The Inspector will review the evidence submitted by the Sergeant in respect of a recommendation to dispense with the services of a Student Officer. The Student Officer has the right to be accompanied by a Police Federation representative or Police Officer 'friend' if the officer wishes.
- 8.8 At the end of the Performance Review Meeting there are three possible outcomes:
- a. No Further Action
  - b. Formal Support Plan(s) with Reg 13 notice giving clear guidance on areas for improvement and what will be put in place to support this.
  - c. Recommend the Student Officer's services be dispensed with under Regulation 13 (exceptional circumstances at this stage)
- 8.9 Where all necessary informal support has been put in place and the requirements of support plans and/or Regulation 13 notices have not resulted in the required progress (or if there has in fact been a deterioration of performance), the Sergeant may inform the SO that they will be recommending their services be dispensed with under Regulation 13 and

the required notice under regulations (Regulation 13 Police Regulations 2003) shall be signed by the Inspector and served on the Student Officer and the Apprenticeship Consultant should be informed.

- 8.10 If the Sergeant considers at any time during the probationary period that a Student Officer is not fit physically or mentally to perform the duties of the office, or they are not likely to become an efficient or well-conducted Constable, they may recommend that the Chief Constable dispense with their services. The Student Officer will be served with a notice informing them of that possibility and be afforded the support of a Police Federation representative or Police Officer 'friend' if requested.
- 8.11 The Sergeant is responsible for ensuring the SO's progress towards the agreed support plan is formally documented and regularly discussed with the SO. Daily events sheets should be used to record the progress as these will be reviewed to assist in determining whether the SO has achieved the required standards of performance. Up to 3 reviews can be set with time for the student to develop (12-15 weeks between reviews).
- 8.12 The Inspector will review the evidence submitted by the Sergeant in respect of a recommendation to dispense with the services of a Student Officer and shall require that officer attend a 2<sup>nd</sup> Formal Performance Review meeting with them. The Student Officer has the right to be accompanied by a Police Federation representative or Police Officer 'friend' if the officer wishes. At this point, the Apprenticeship Consultant and HEI should be informed.
- 8.13 On appearing before their Inspector, the Student Officer may make their representations, after which the Inspector may decide to:
- a. Recommend the Student Officer's services be dispensed with under Regulation 13, or
  - b. Instruct a further Formal Support Plan is put in place providing clear detail of the areas of development and expectations on what the Student Officer must do to address these. This should include specific but realistic timeframes for achievement with regular, documented reviews and should not exceed a 3 month period unless there are extenuating circumstances to justify a longer period.
  - c. Should the existing formal support plan still be live, this could be extended for no longer than 3 months unless there are extenuating circumstances to justify a longer period.
- 8.14 In the event the Inspector informs the SO that they will be recommending their services be dispensed with under Regulation 13, the required notice under regulations (Regulation 13 Police Regulations 2003) shall be signed by the Inspector and served on the Student Officer.
- 8.15 The Student Officer will be formally invited to attend a formal Regulation 13 hearing with the Chief Constable so that he can fully consider this recommendation.
- 8.16 The Student Officer will be advised of his/her right to be supported by a Federation representative or a Police Officer 'friend' if the officer wishes at this meeting. (See Regulation 13 step by step guidance).
- 8.17 Should the Chief Constable confirm the Student Officer's services are being dispensed with, they shall receive either one month's notice, or one month's pay in lieu thereof. Both the Apprenticeship Consultant and the HEI should be made aware of this decision.

## **9. Student Officer Unsatisfactory/Unacceptable Performance – JRFT/PST**

- 9.1 Student Officers will be required to complete a Job-Related Fitness Test (JRFT), Personal Safety training (PST) and Conflict Management Training in addition to five fitness assessments spread throughout their probationary period.). The JRFT should be successfully passed prior to the Student Officer attending the Personal Safety and Conflict Management Training.
- 9.2 Should the Student Officer fail to successfully complete the either the JRFT or PST, they will be given a Formal Support Plan and given 2 further opportunities to pass this test.
- 9.3 The Support Plan will detail what support will be provided and detail the responsibility of the officer to ensure level of fitness can be attained to pass on the next attempt. If following all the support being provided, the Student Officer fails on the 3<sup>rd</sup> occasion, they will be served a Regulation 13 notice and their services dispensed with under the Regulation 13 procedures. The Apprenticeship Consultant and the HEI should be informed.

## **10. Student Officer Unsatisfactory/Unacceptable Performance – Attendance**

- 10.1 If a Student Officer's attendance reaches the force threshold or in the event of attendance concerns, a meeting should be held with a representative from the HR team, OHU, SOAT Trainer, the Apprenticeship Consultant and the Student Officer's Sergeant and/or Inspector. Where concerns exist regarding an individual's attendance, decisions should not be made until Occupational Health advice has been obtained and consideration given to any underlying medical condition and potential disability.
- 10.2 Should either the tutor or the Sergeant have concerns in regards to the SO's attendance, these should be addressed with the SO informally in order to identify issues. An informal support plan should be put in place with the SO and regular reviews should be conducted and recorded to reflect improvements or deterioration. A 3 month period of assessment will normally be sufficient time but may be extended dependent on nature of issues.
- 10.3 Following informal support, should the requirements of the support plan not be met, or if there is continued unsatisfactory attendance following the conclusion of the informal assessment period, a Formal Attendance Review Meeting should be convened. As with the Performance Review Meeting, this should be chaired by the Inspector and may involve input from relevant parties as well as the Tutor and Sergeant. At this point, the Apprenticeship Consultant should be informed. In the interests of openness and fairness the Student Officer and their federation representative or Police Officer friend will be given copies of any documentation and a copy of this policy at least 5 days in advance of the Attendance Review Meeting in order that they can have a proper opportunity to consider their response.
- 10.4 The purpose of such a meeting will be to openly discuss the Student Officer's attendance record (this may include their wider performance if appropriate) and to establish all the facts and to come to a fully informed decision as to the recommendations considering the Force visions and values.
- 10.5 At the end of the Attendance Review Meeting there are three possible outcomes:
  - a. No Further Action
  - b. Support Plan(s) with Reg 13 notice giving clear guidance on areas for improvement



- c. A report recommending dismissal under Reg. 13 Police Regulations 2003 (exceptional cases only)

- 10.6 Where all necessary informal support has been put in place and the requirements of support plans and/or Regulation 13 notices have not resulted in the required progress (or if there has in fact been a deterioration in attendance), the Sergeant may inform the SO that they will be recommending their services be dispensed with under Regulation 13 and the required notice under regulations (Regulation 13 Police Regulations 2003) shall be signed by the Inspector and served on the Student Officer.
- 10.7 If the Sergeant considers at any time during the probationary period that a Student Officer is not fit physically or mentally to perform the duties of the office, or they are not likely to become an efficient or well-conducted Constable, they may recommend that the Chief Constable dispense with their services. The Student Officer will be served with a notice informing them of that possibility and be afforded the support of a Police Federation representative or Police Officer 'friend' if requested.
- 10.8 The Inspector will review the evidence submitted by the Sergeant in respect of a recommendation to dispense with the services of a Student Officer and shall require that officer attend a 2<sup>nd</sup> Formal Attendance Review meeting with them. The Student Officer has the right to be accompanied by a Police Federation representative or Police Officer 'friend' if the officer wishes.
- 10.9 On appearing before their Inspector, the Student Officer may make their representations, after which the Inspector may decide to:
  - a. recommend the Student Officer's services be dispensed with under Regulation 13, or
  - b. Instruct a further Formal Support Plan is put in place providing clear detail of the expectations. This should include specific but realistic timeframes for achievement with regular, documented reviews and should not exceed a 3 month period unless there are extenuating circumstances to justify a longer period.
  - c. Should the existing formal support plan still be live, this could be extended for no longer than 3 months unless there are extenuating circumstances to justify a longer period.
- 10.10 In the event the Inspector informs the SO that they will be recommending their services be dispensed with under Regulation 13, the required notice under regulations (Regulation 13 Police Regulations 2003) shall be signed by the Inspector and served on the Student Officer.
- 10.11 The Student Officer will be formally invited to attend a formal Regulation 13 hearing with the Chief Constable so that he can fully consider this recommendation.
- 10.12 The Student Officer will be advised of his/her right to be supported by a Federation representative or a Police Officer 'friend' if the officer wishes at this meeting. (See Regulation 13 step by step guidance).
- 10.13 Should the Chief Constable confirm the Student Officer's services are being dispensed with, they shall receive either one month's notice, or one month's pay in lieu thereof. Both the Apprenticeship Consultant and the HEI should be informed of this decision.

## 11. Misconduct

- 11.1 Where there is concern that a Student Officers conduct is serious in nature, a report will be submitted to the Professional Standards Department who will assess as to what level of misconduct it is to be treated. If deemed so serious that it could amount to Gross Misconduct and therefore dismissal is a potential outcome, then as stated within Section 7 of the Home Office Guidance, the misconduct will be dealt with under the Police Conduct Regulations 2020 and not under the Regulation 13 process.
- 11.2 The Force must be advised promptly by the contracted HEI provider of any concerns about a Student Officer's conduct. The contracted HEI provider will not take any unilateral action in relation to disciplinary matters and the above procedures should be followed.
- 11.3 In the event a Student Officer is dismissed under the Police Conduct Regulations, they will be placed on the Barred List as set out in Regulation 3 of the Barred List Regulations (Section 7, page 232).  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/863820/Home\\_Office\\_Statutory\\_Guidance\\_0502.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863820/Home_Office_Statutory_Guidance_0502.pdf) )
- 11.4 Student Police Officers, who are dismissed via the Police Regulations 2003 Regulation 13 procedure will not be included on the barred list. However, it is important that the formal disciplinary process is used where appropriate rather than Regulation 13, to ensure that relevant information is included on the lists and is available for future vetting purposes.

## 12 Suspension of a Student Officer

- 12.1 The consideration of suspending an officer from the office of Constable are set out in Regulation 10 of the Police (Conduct) Regulations 2020 and must only occur where redeployment is not appropriate and could impede the investigation or it is the public interest that an officer should be suspended.
- 12.2 It should be considered whether placing an officer on restricted duties and therefore allowing learning to continue, would be a suitable alternative in the circumstances of the case. This discussion should take place in consultation with the Apprenticeship Consultant and the HEI.
- 12.3 In some cases, if suspension is considered the only viable option, then this may also need to apply to learning, unless learning can be facilitated independently from the rest of the cohort. Depending on the nature of and severity of the matter, it may be considered that allowing a person to study with colleagues who are involved in or aware of an incident or investigation would compromise them, colleagues or the investigation. However, if suspended, it should not be automatic that learning is also suspended. Any decision in this regard should be shared with the Apprenticeship Consultant and the HEI.

## 13 Resignation of a Student Officer

- 13.1 A Student Officer who has been referred to the Chief Constable for consideration for dismissal under Regulation 13 Police Regulations and Determinations 2003, would not normally have their services dispensed with if they give written notice of voluntary resignation to take effect on or before the date on which Wiltshire Police would dispense with their services. The normal requirement for one month's notice is then waived consequently the officer will only be paid up until their actual last day (which may be less

than 1 month). The option to resign remains until the commencement of the appearance before the Chief Constable.

- 13.2 Should a Student Officer indicate their intention at any time whilst they are subject to Support Plans that they wish to resign, their notice will be accepted by the Training Delivery Manager and the Head of People Development to be informed. The officer will not perform operational duty but may be required to complete any outstanding work under close supervision. The Apprenticeship Manager and HEI should be informed.
- 13.3 Resignations by Student Officers under circumstances *unrelated to* Support Plans will be dealt with in the usual way and on a case-by-case basis. Depending on the circumstances, consideration may be given to re-appointing a Student Officer to their former Police staff role with Wiltshire Police should there be a vacancy. Student Officers should be invited to consult the Police Federation and if appropriate Welfare, Human Resources or friends and family. In terms of notice and pay, the normal requirement for one month's notice may be waived (depending on the need to complete any outstanding work) therefore an officer will only be paid up until the actual last day (which may be less than 1 month) in this scenario. The Apprenticeship Consultant and HEI should be informed.
- 13.4 Where a Student Officer wishes to resign whilst under investigation for potential gross misconduct under the Police Conduct Regulations, they will be made aware that should their resignation be accepted, a post-employment hearing will take place to which they will be invited to attend. Should they decline this invitation, the hearing will be conducted in their absence. Should the hearing find that the Student Officer "would have been dismissed", they will be included on the Barred List as detailed within 11.3.

## 14. Training Staff

All trainers involved in PEQF delivery will receive Recognised Teaching Status awarded by the USW and will be working towards or have achieved a recognised training qualification at level 4 or above, or other significant and relevant experience authorised by the Head of People Development.

## 15. Tutors

- 15.1 All Tutors will have completed a Tutor course and relevant CPD. SOAT assessors will be working towards or qualified with an assessor qualification (TAQA).
- 15.2 All Tutors should be confirmed in the office of Constable and be recommended by their line manager for the role. They will have completed a Tutor course and the annual CPD events.

Please see the [College of Policing role profiles for more details.](#)

## 16. Flexible Working

Flexible working arrangements for all officers are laid out in the Force Policy. Student Officers may apply for flexible working arrangement subject to the following constraints:

- a. Any application for flexible or part time working will only be considered after the completion of the tutorship phase.
- b. The application will be discussed with the HEI partner and the Apprenticeship Consultant to agree extending the length of the course.
- c. All mandated training will be completed on a full-time basis as set or full weeks.

- d. A Student Officer's probationary period will be a minimum of two years (DHEP and Pre-Join) or three years (PCDA), but this will be extended on a pro-rata basis to match the reduction in average hours worked to a maximum of 6 years for PCDA. This may require a rescheduling of fitness testing and review dates.
- e. To ensure that a Student Officer has an opportunity to gain experience in all aspects of policing, there is a presumption that they will work a rotating shift pattern including night shifts.
- f. Shift patterns may be subject to "reasonable adjustment" where this can be negotiated locally and subject to both the needs of the division, the Student Officer's developmental needs, and any other personal issues such as caring responsibilities.
- g. Where a Student Officer works part-time, their shift pattern should be consistent with that of a named supervisor to ensure continuity of supervision.
- h. Student Officers who work on a reduced hour's basis will have their progress reviewed at intervals not exceeding six-months. This should include an annual review of working patterns.

## 17. Record Keeping and Confidentiality

- 17.1 All records regarding the student's development and progress will be clear, use straightforward language, be concise, accurate in fact and stored confidentially and securely in line with the Data Protection Act and General Data Protection Regulation (GDPR).
- 17.2 GDPR and the Data Protection Act is not a barrier to sharing information for the purpose ensuring the ongoing support and development of the student. Any information shared will be shared in line with the Information Sharing: Practitioner's Guide [2015] document. Records of developmental needs will be securely stored by Professional Development. These will be chronological, factual and kept in accordance with data protection regulations and Wiltshire Police strategy. Records will be destroyed after 3 years.
- 17.3 Whilst respecting confidentiality and data protection, Wiltshire Police will share data where relevant with their contracted HEI partner (USW). This data sharing will ensure the development and progress of the student is monitored in accordance with GDPR whilst providing support for the student. Where applicable, the contracted HEI partner will also share relevant data regarding performance with Wiltshire Police.
- 17.4 By enrolling on the programme with the contracted HEI partner and accepting an offer of appointment by the employing force, the Student Officer will agree to Wiltshire Police and the contracted HEI to share information with each other on their development via a Tripartite agreement. PCDA students will also sign an apprenticeship agreement. The purpose of the agreement is to identify the occupation, apprenticeship standard, expected dates of training and required off the job training for the apprenticeship.
- 17.5 Professional Standards Admin will record any Regulation 13 warning or disciplinary action and outcomes on Centurion (the force system for recording all complaints, conduct and formal performance matters). Should the Student Officer leave the Force, these details will remain on record.

## 18. DOCUMENT ADMINISTRATION

### 18.1 Ownership

Department Responsible: People Development and People Services  
Technical Author: Natalie Strong, HR Manager, Standards  
Jen Bailey-Hobbs/Sarah Hiscocks, People Development  
Senior Officer/Manager Sponsor: Suzie Thompson, Head of HR Strategy & Policy  
Dave Eddy, Head of People Development

### 18.2 Related Documents and Useful Links

University South Wales – Student Handbook  
Regulation 13 Process Flow Chart  
JRFT & PST Policy  
College of Policing Guidance - <https://www.college.police.uk/What-we-do/Learning/Policing-Education-Qualifications-Framework/Pages/Policing-Education-Qualifications-Framework.aspx>

### 18.3 Revision History

Effective From: September 2020  
Next Review Date: September 2022

Revision Date	Version	Summary of Changes
06.11.2013	1.0	Title changed from Regulation 13 Policy to Regulation 13 – student Officers Policy.
25.05.2018	1.0	Data Protection section amended to reflect implementation of GDPR and new DPA.
01.10. 2020	2.0	Entire new section to cover the 2020 Police Constable entry programmes including the involvement of the HEI University of South Wales
01.10.2020	2.0	More detailed process to ensure clarity in relation to unsatisfactory performance and attendance management
01.10.2020	2.0	Policy Title Change to “Training and Probationary Procedural Guidance for Student Officers”.
31.03.2021	2.1	Change of Student Officer Training & Assessment Team (SOTAT) to Student Officer Assessment Team (SOAT)
31.03.2021	2.1	Amend – 5.3 Pre-join degree 2 years probationary
31.03.2021	2.1	Inclusion of leave during initial learning period and also another pre tutorship
31.03.2021	2.1	Inclusion of 6.8.12
31.03.2021	2.1	Expansion of 6.14.2
31.03.2021	2.1	Inclusion of 7.11 (amended to 8.11)
31.03.2021	2.1	14.b Flexible working and extension to course (amended to 16.b)
31.03.2021	2.1	Inclusion of 15.5 (amended to 17.5)
13.04.2021	2.2	Inclusion of Section 7
13.04.2021	2.2	Inclusion of Section 11
13.04.2021	2.2	Inclusion of 13.4



#### 18.4 Approvals

This document requires the following approvals:

Name & Title	Date of Approval	Version
Head of Strategy and Policy	August 2020	2.0
Head of HR Operations	August 2020	2.0
JNCC (Not required for all policies)	September 2020	2.0

#### 18.5 Distribution

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief	N/A	
Email to relevant affected Staff/Officers	February 2021	2.0

#### 18.6 Diversity Impact Assessment

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the policy.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Date:</b>
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#### 18.7 Consultation

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
Federation	February 2020	2.0
W.E.P.A	February 2020	2.0
JNCC ratification for changes	April 2021	3.0

18.8 Training Requirements - No requirement

18.9 IT Infrastructure: No requirement

# Appendix 1 – USW Academic Misconduct

