



POST-ENTRY TRAINING SCHEME (PETS) **PROCEDURE**

Authorised Professional Practice (APP)

APP is developed and owned by the College of Policing (the professional body for policing) and can be accessed online. It is authorised by the College of Policing as the official and most up-to-date source of policing practice. The range of subjects covered by APP is growing all the time.

It has the same legal status as previous guidance; it is not the law and so, while Police Officers and Staff are expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is legitimate to deviate from APP, providing there is a clear rationale for doing so.

- This Procedure has been checked against APP and there is none in relation to the subject matter of this Procedure.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE. A LINK WILL BE PROVIDED ON THE POLICIES SITE TO THE EQUALITY IMPACT ASSESSMENT TO THIS PROCEDURE.

1.0 Procedure

1.1 This Procedure covers the arrangements for the Post-Entry Training Scheme (PETS) and forms part of Talent Management under the Force's People Plan.

1.2 Principles

1.2.1 The following Principles underline the practices and processes that will be used:

- a) They will be fair, transparent and objective at every stage.
- b) They will apply to all Police Officers and Police Staff and will facilitate their development to ensure the principal of 'Continuous Professional Development', as per the Policing Plan.
- c) They will comply with 'Police Regulations' for Police Officers and 'Police Support Staff Council Conditions of Service' for Police Staff.
- d) They will provide clarity to all concerned parties as to:-
 - i) The arrangements regarding funding under the Scheme.
 - ii) The criteria upon which funding is based.
 - iii) The application procedure.

1.3 Financial Implications

1.3.1 The implementation of the procedure has financial implications for the organisation. It is recognised that funding for the Scheme may with suspended or withdrawn at any time.

1.4 Application Process

1.4.1 An Application Procedure/Checklist can be found at Appendix 'A'.

1.4.2 An Application Form can be found at Appendix 'B' and also on the Intranet Policies site, under the letter 'P'.

1.4.3 An Equal Opportunities Monitoring Form can be found at Appendix 'C'

1.5 Specific Instructions

- 1.5.1 Gwent Police will endeavour to ensure that training is provided for Officers and Staff to ensure that they are able to undertake their role and meeting the Force priorities. It is, however, recognised that individuals will pursue Professional Development by undertaking additional study and, in such circumstances, requests for support to undertake external training and development will be considered. Development of this nature is a part of Talent Management under the People Plan.
- 1.5.2 The attendance standard will be applied for all those who request funding and support through this scheme. Reasonable Adjustments, in accordance with the Equality Act 2010, will be taken into consideration in all cases.
- 1.5.3 For the purpose of this Scheme, study will normally be interpreted as the amount of study required to achieve a desired qualification i.e. 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 to undertake study for Step 2 under the National Police Promotion Framework are excluded from this Procedure). Short courses, which do not necessarily result in the award of qualifications, will also be considered where appropriate.
- 1.5.4 The extent of financial support will be limited to the cost of fees for tuition, registration and examinations up to a maximum of 50% funding.
- 1.5.5 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. It is important, when submitting an application, that the qualification/course is linked to the individual's role, responsibilities and policing priorities.
- 1.5.6 The Scheme applies to training and development in the interests of both the individual and Gwent Police. Support for funding must be obtained from the applicant's line manager and Service Area/Local Policing Area Lead. Support for funding will principally be considered if they are satisfied that the course is relevant to the applicant's role, responsibilities and links with Force priorities, at the time of the application.
- 1.5.7 When a request is submitted it is considered by the Deputy Chief Constable. As with all training bids, the DCC's decision is final.

1.5.8 Funding will only be granted for the duration of the training/ study in one financial year (i.e. approval for a Certificate Level course does not mean that funding would be agreed for a subsequent Diploma or Masters level). Approval of funding for one year of a three year course does not mean that all three years will be funded. Both examples will require annual bids for consideration. This follows OPCC / Force Budget setting processes.

1.6. Consideration Criteria.

1.6.1 Before financial assistance is considered, the line manager and the Service Area/Departmental Head must consider the following:

- a. The **relevance** of the study to the applicant's role / duties at the time of the application.
- b. The potential return to Gwent Police on the training investment. This could include how the training will impact on meeting Force priorities, will drive change, improve victim/customer satisfaction, improve performance or improve public confidence.
- c. The benefit in terms of improved effectiveness and links to Force and departmental policing plans.
- d. Consideration **will not** be given to courses of study or training, which are provided by the Force through its own training scheme or programme.
- e. Where there is an identified alternative funding scheme i.e. Unitary Authorities funding for teaching qualifications.
- f. The Attendance Standard set by the Force. Reasonable adjustments under the Equality Act 2010 would be applicable.
- g. That those who are applying are in compliance with mandatory training such as OST and e-Learning packages. Reasonable adjustments under the Equality Act 2010 would be applicable.

1.7 Fees and Expenses.

- 1.7.1 Approved financial support will be applied in respect of tuition fees, registration fees and examination fees. When undertaking examinations and assessments, funding is allocated for the first attempt only. All additional attempts will be funded by the individual.
- 1.7.2 Applicants must attach written confirmation to their application, from the Training Provider, of total course fees. The Force contribution to study fees will be paid directly to the training provider through invoicing.
- 1.7.3 No travelling expenses, subsistence or expenses in relation to books and study materials will be paid.
- 1.7.4 **Study Leave:** Attendance at courses should be in the individual's own time. Where possible, line managers can consider flexibility in shift patterns to allow applicants to attend, however, this should not be in duty time. Any request for flexibility to attend courses should be made through the applicant's line manager and Service Area/Departmental Head. Any flexibility will be will be subject to the exigencies of duty.

1.8 Conditions of Assistance.

- 1.8.1 Where an individual without good reason fails to sit for an examination or 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. It will be the responsibility of Line Managers to monitor attendance/progress.
- 1.8.2 Where funding is granted under this Scheme, it is a condition that the individual shall be required to undertake to remain in the service of Gwent Police for a period of two years from the date when the study or final examination/assessment was completed. The latest date will be used for this purpose. 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.
- 1.8.3 The following payment scale will apply when an individual leaves the organisation, having received assistance, before completion of the 2 year qualification period:-

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- 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.

1.8.4 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 re-assessed and resubmitted by the line manager in the light of the criteria outlined at Section 1.6 above.

1.8.5 Applicants who are required to attend residential events such as Summer or Winter Schools may be released for that purpose, subject to exigencies of duty. However, this will be in the applicant's own time.

1.9 Research

1.9.1 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 L&D requests who will check that there are no issues in relation to Data Protection or Freedom of Information.
- All assignment, research and dissertation topics must be agreed by the Head of Department/Service Area Lead in order that they can be utilised to carry out research for the benefit of the Force. Consultation with others may be needed to ensure that the agreed topic is, where possible, useful to Gwent Police.
- A copy of the completed research document will be lodged with Learning and Development, for the benefit of others.
- Any disclosure of the research to third parties, other than for purposes of assessment associated with attainment of the

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qualification, must be authorised in writing by the Freedom of Information Officer

1.10 Appeals

1.10.1 Any appeal against a decision not to support the application by the line manager or LPA lead/Head of Department should be progressed through the 'Fairness at Work' Procedure.

1.11 Evaluation of Study

1.11.1 Applicants granted funding under the Scheme will be required to agree the topic of dissertations, project work etc. with a senior lead within the business areas to ensure that where possible, it is aligned with any current Force issue. A copy of all work related dissertations/projects should be submitted to Learning and Development to ensure that they are forwarded to the relevant business area and are kept as a resource for use by others.

1.11.2 At the conclusion of a period of study or training, copies of any Certificates Awarded should be forwarded to Learning and Development for inclusion in the applicant's personal file/record.

1.12 Mentorship

1.12.1 To support, promote and enhance Talent Management and 'Continuous Professional Development', successful applicants are encouraged to volunteer their services as Mentors. This will assist existing and future Officers and Staff who may wish to undertake a similar course of development.

1.13 Fully Funded Training outside of the Scheme

1.13.1 There will be occasions when there is a requirement for external training to be fully funded as part of an individual's role and responsibility. Where a course is considered to have transferrable skills/qualifications, the same conditions under PETS will apply should the person leave the organisation within two years from the end of their study period or the date of the final examination/assessment was completed. The latest date will be used for this purpose.

1.13.2 Where the individual leaves the organisation, then payment of the full amount of financial assistance will be required in accordance with below paragraph.

- 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.

1.13.3 Where an individual without good reason fails to sit for an examination or discontinues the course of study, there will be a requirement to refund all of the financial assistance granted.

1.13.4 The implementation of this condition will be decided on a case by case basis, taking into consideration the course, its content and the transferable nature of the skills/qualifications achieved.

2.0 The Legal Basis and Legitimate Aims

- The 'Continuous Professional Development' of all Police Officers and Police Staff.
- Protection of Health and Morals.
- Protection of the Rights and Freedoms of others.

3.0 Human Rights Certification of Compliance

- 3.1 This Procedure has been checked for compliance 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 processes and outcomes of actions.

4.0 Compliance with The Welsh Language Scheme

- 4.1 This Procedure aims to comply with the organisation's Welsh Language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the Language Scheme.

5.0 Risk Assessment / Health & Safety Considerations

- 5.1 The Gwent Police Service Dynamic Risk Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

6.0 Identification Section

Procedure Title:	Post-Entry Training Scheme (PETS)
Reference:	112/14 b issue 6
Chief Officer Lead:	Deputy Chief Constable
Service Area Owner:	Head, People Services
Department Responsible:	Learning and Development
Links to other Policies/ Procedures:	<ul style="list-style-type: none">• Code of Ethics• Data Protection• Freedom of Information• Information Security• Licence to Lead• National Decision Model
Implementation Date:	16 September 2016
Review Date:	01 September 2018

Post-Entry Training Scheme
Application Procedure & Checklist

ITEM	DATE	ACTION
Gwent Guardian entries to be posted periodically reminding staff of the Scheme.	Periodically including each June (academic year)	Placed by Learning and Development
Information packs available via the Professional Development Unit intranet site.(contents: application form, Monitoring form)	All year	Available from L&D requests
Completed applications & monitoring forms scanned and sent via email to the Professional Development Unit.	All year	To be completed by the individual and supported/not supported by line manager and Head of the Area/Department. To be returned to L&Drequests
Bid submitted to DCC for consideration, as with all training bids.	All year	Co-ordinated by Learning and Development
Applicants / applicant's manager informed of approval for funding.	As appropriate	Co-ordinated by Learning and Development
Applicants awarded funds up to a maximum of 50%.	As appropriate	Study agreements signed by applicants and returned to L&Drequests
Invoices received and paid. – Gwent Police to be invoice 50% of the cost of the course.	As appropriate	Invoices to L&Drequests
Course attended.	Usually start September onwards & completed for the period funded.	
Study completed, exams passed or certificate awarded.	On completion of course of study	Applicant forwards copy of results to L&Drequests for update of personnel record.
Assessment & evaluation of study.	To be submitted four weeks after conclusion of course.	Assignments and return on investment form to be email to the L&Drequests



Post Entry Training Scheme Application Form

Before completing this application form you are advised to read the following instructions for completion carefully.

INSTRUCTIONS FOR COMPLETION

In order that a decision can be made in relation to the funding of your request, it is necessary to complete this form, which relates to the relevance of the course for which you are applying.

It is important that you complete this form in line with the instructions below. Failure to comply with the instructions may result in your application being rejected.

Applicants are strongly advised to read the Post Entry Training Scheme procedure on the Force Intranet "Scheme of Conditions" applicable to external study. The extent of financial support will be limited to the cost of fees for tuition, registration and examinations. No travelling expenses, subsistence or expenses in relation to books or study materials will be paid.

- a. All application must be supported with legitimate documentation from a valid training establishment stating the full cost of the course.
- b. All applicants must have their Line Manager and Head of Service Area complete Part Three.
- c. All applications must be scanned and emailed to Stacey.Trotman@gwent.pnn.police.uk

PART 1 – APPLICATION DETAILS

Name:		Rank/Grade:						
Job Title:		Staff Number						
Home Telephone Number/Mobile:		Work Telephone Number:						
Current Post Held:		Business Area/Department/ Location:						
Date Started in role:		Work Location						

COURSE DETAILS

Full Title of course applied for:	
Details of course content (Please attach any relevant information from college/university)	

Duration of training course:	
Have you previously been granted PETS funding for a course?	Yes/No (Delete as applicable)

If Yes, please state details of this course (i.e. title of course - first year of a three year course) and details of any exams taken/qualifications obtained.

Training Provider (e.g. College)	
Address	
Cost of course (per financial year)	
Commencement Date of Course:	

Please indicate how the study/training is relevant and linked to your current post, including the benefits to Gwent Police from funding this course:
(Evidence of this is essential for a successful application and all information stated must link to your current post only)

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I confirm that my application meets the following criteria: (Please tick)

I have a minimum of two years potential service remaining	
I have read and will comply with the conditions set out in the Post Entry Training Scheme Procedure and agree to pay back cost costs, should I leave Gwent Police, as outlined in this document.	

Please sign and date this form once completed.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information, my application may be withdrawn.

Signature	
Date	

PART TWO - LINE MANAGER'S COMMENTS AND RECOMMENDATION

First Line Manager's Comments:

Does the applicants attendance exceed the attendance standard? Yes/No (delete as applicable and add any comments below) (please refer to the Attendance Management Procedures):			
Is the applicant up to date and in compliance with mandatory training, such as OST, First Aid, e-Learning Packages etc? Yes/No (delete as applicable and add any comments below)			
Reasons for support / non-support of applicant			
Recommended/Not Recommended (delete as applicable)			
Line Manager's signature		Date	
Line Manager's name (Block capitals)			
Position held			

Head of Service Area/LPU/Dept. Comments:

Reasons for support / non-support of applicant

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Recommended/Not Recommended (delete as applicable)			
Head of Service Area/LPU/Dept. signature		Date	
Head of Service Area/LPU/Dept. name			
Position held			

Equal Opportunities Monitoring Form

TO BE EMAILED TO 'L&DREQUESTS' AND NOT SUBMITTED TO THE LINE MANAGER

Gwent Police is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;
- No job applicant or employee is treated more or less favourably on the grounds of gender, transgender, sexual orientation, age, marital status, race, colour, nationality, ethnic origin, creed, religion or disability; and
- No job applicant or employee is disadvantaged by conditions or requirements that cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt.

Date of Birth:	Age:
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

Ethnic Origin	
<input type="checkbox"/> W1 White	<input type="checkbox"/> W2 White-Irish
<input type="checkbox"/> W9 Any other white background	
<input type="checkbox"/> M1 White & Black Caribbean	<input type="checkbox"/> M2 White & Black African
<input type="checkbox"/> M3 White & Asian	<input type="checkbox"/> M9 Any other Mixed background

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<input type="checkbox"/> A1 Asian-Indian	<input type="checkbox"/> A2 Asian-Pakistani
<input type="checkbox"/> A3 Asian-Bangladeshi	<input type="checkbox"/> A9 Any other Asian background
<input type="checkbox"/> B1 Black-Caribbean	<input type="checkbox"/> B2 Black-African
<input type="checkbox"/> B9 Any other Black background	
<input type="checkbox"/> O1 Chinese	<input type="checkbox"/> O9 Any other ethnic group

Marital/Partnership Status

<input type="checkbox"/> Single	<input type="checkbox"/> Married/Civil Partnership
<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated (but still legally married/civil partnership)
<input type="checkbox"/> Divorced/Dissolved	<input type="checkbox"/> Unspecified (please state) Click here to enter text.

Sexual Orientation

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Lesbian/Gay Woman
<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Prefer not to say	

Gender identity*

<input type="checkbox"/> Intersex	<input type="checkbox"/> Transsexual	<input type="checkbox"/> Transgender	<input type="checkbox"/> Prefer not to say
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Religious belief/faith

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
<input type="checkbox"/> Sikh	<input type="checkbox"/> No religion	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say	

Disability**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	<input type="checkbox"/> Prefer not to say
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*If you identify yourself as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex, please state which group you identify with.

** The Equality Act 2010 protects disabled people. This includes people with long-term health conditions. A person is disabled if they have (or have recovered from) a physical or mental impairment (including learning disabilities) which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities such as those involving mobility, manual dexterity, physical co-ordination, speech, hearing, eyesight, communication, or a permanent condition which is controlled by medication, e.g. diabetes, epilepsy. NB - Individuals with HIV, cancer or multiple sclerosis are automatically treated as disabled.