

# DURHAM CONSTABULARY



*Altogether Better Policing*

## Learning and Development Policy

<b>Application</b>	Police Officers and Police Staff
<b>Policy Owner</b>	Learning and Development
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<b>Durham Constabulary Freedom of Information Act Publication Scheme</b>	

## **1.0 LEARNING AND DEVELOPMENT POLICY**

### **2.0 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to individuals in the provision of Learning and Development.

### **3.0 THE LEGAL BASIS AND LEGITIMATE AIMS**

- 3.1 This Policy aims to establish a methodical approach to the planning and delivery of training from strategic to service level. It is based on noteworthy and current best known practice derived from the Best Value Review of Police Training and the products of working groups such as (e.g. Association of Police Authorities, ACPO, HMIC and CoP) convened to address specific areas.
- 3.2 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness

### **4.0 POLICY STATEMENT**

- 4.1 Durham Constabulary is committed to providing employees with effective learning and development products, events and opportunities to ensure they have the knowledge and skills to perform their duties.
- 4.2 An Annual Training Plan will be provided to clearly communicate what Learning and Development activity is to be delivered in a twelve month period and will be implemented by the Head of Learning and Development.
- 4.3 The force will support mechanisms to drive continuous improvement in Learning and Development quality standards in line with the CoP Quality Assurance Scheme for Learning and Development. This framework document collates evidence of force competence; it will be compiled by the Learning & Development Coordination Manager and challenged annually by the College of Policing.

## 5.0 **Brief Description of the Attached Appendices**

All procedures and guidance relating to this policy are available on the force intranet, Personnel and Development>Learning and Development>Learning and Development Documentation.

Quality Assurance Scheme for Learning & Development	Framework of evidence against HMIC quality standards
Service Level Commitment	Learning and Development's service provision to the customer
Student Charter	The learning contract between Learning and Development and event attendees
L&D Staff Induction	Departmental staff induction to clearly identify roles and responsibilities
Commission of Learning Services	Guidance and procedures to commission an (internal/external) learning service in line with the Training Model.
Quality Assurance Procedure	Guidance and procedures to maintain and monitor the quality standards of the design and delivery of learning products.
Assessment Procedure	Guidance and procedures to maintain consistent standards of learning assessment.
Assessment Appeals Procedure	Guidance and procedures to appeal against an assessment decision.
QCV-NVQ Internal Quality Assurance Procedure	Guidance and procedures to complete the Internal Verification of National Vocational Qualifications
Evaluation Procedure	Guidance and procedures to evaluate the effectiveness of a learning product.
Product Version Control and Retention Procedure	Guidance and procedures to document, retain and archive products.
Personal Safety Training Procedure	Guidance and procedures for all personnel required to take Personnel Safety Training.
Management of Skills Information Procedure	Guidance and procedures for the recording and maintenance of skills attained

## 6.0 **APPEALS PROCEDURE**

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

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