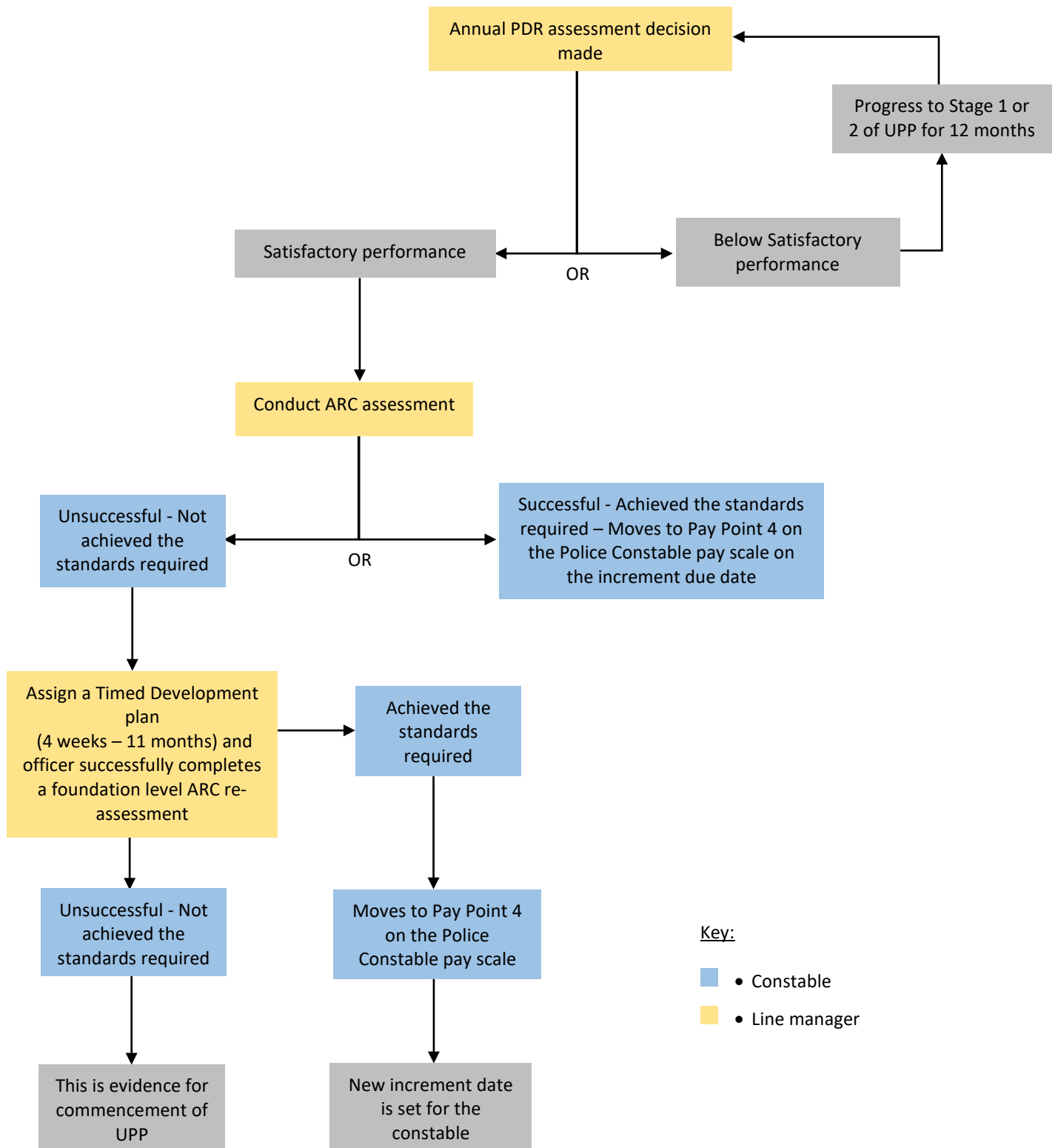


Assessment and Recognition of Competence (ARC)

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Flowchart of ARC Process



NOTE

Officers who are away from the work place at the time of their assessment, must receive the pay increase on the due anniversary date, if their absence is due to any of the following including maternity leave, shared parental leave, adoption leave, unpaid parental leave or due to being fully suspended from duty.

Policy Statement

Summary

The aim of the Assessment and Recognition of Competence (ARC) process is to support the professionalisation of policing.

The assessment is designed to ensure that constables, irrespective of any specialist role they perform, are able to undertake the core role of a police constable. Through continuous professional development they should be able to demonstrate they can deliver a consistently high level of service to the public, are fully competent to be deployed into any relevant operational role, both in West Yorkshire Police or, if needed, to other parts of England and Wales.

Successfully completing the ARC assessment gives officers access to point 4 of the police constable pay scale.

During the ARC process constables will be assessed against:

- New Initial Assessment Units (introduced in April 2016)
 - Relevant constable personal qualities from the Policing Professional Framework (PPF)
 - The officers own Continuing Professional Development (CPD)
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Scope

This policy applies to all police constables approaching their incremental pay point 4.

ARC Process

General Principles

- Line managers must be trained to conduct assessments using the National Assessment Standards, before assessing constables under ARC.
- Although it is the line manager who makes the final assessment decision, the manager and the constable being assessed should be working in partnership.
- In order to successfully complete the ARC assessment, the constable is required to gain a satisfactory grade or above in their PDR and meet the ARC assessment standards.
- Employees have a right of appeal under this process.
- Managers are expected to seek help and advice from Employee Relations when appropriate.
- Constables who work part time or under flexible arrangements must still complete the ARC assessment. They will not necessarily need additional time to gather the evidence. By exception, where an officer can reasonably show they have encountered difficulties in gaining the necessary evidence, the evidence can be drawn from during the previous 24 months.

ARC and PDR Process

- The PDR and ARC processes are separate and assess performance and competence respectively, and therefore a separate decision is required for both.
- A constable must first obtain a grade of at least 'successful performer' in their PDR in order to undertake the ARC assessment. The ARC assessment applies at the end of pay point 3 and is supplementary to the PDR grading.
- If an officer is not awarded a satisfactory grade in their PDR consideration must be given to the Unsatisfactory Performance Procedure (UPP). This also applies when an officer is being supported through UPP due to unsatisfactory attendance. Consequently, officers will not progress to the next pay point and will remain at their current pay point for a period of 12 months. Pay progression can only be held if an officer is in UPP.
- Evidence which is used for an ARC assessment may also demonstrate PDR objectives and vice versa and use of the same incident would be a good example of an 'evidence rich' opportunity and reduces bureaucracy.

Reasonable Adjustments

- There will be occasions when it is appropriate to identify a reasonable adjustment to the assessment, for example, if a constable is on a phased return to work after illness, in these cases the evidence required to secure an adjustment is not to the same standard as a reasonable adjustment under the Equality Act 2010, but rather what is reasonable in the circumstances to allow an officer the same opportunities as their peers.
- Where an officer has an underlying medical condition, which is recognised by the Force as a disability under the Equality Act, managers (in consultation with Employee Relations) are responsible for ensuring appropriate reasonable adjustments are put in place in accordance with the Organisation's obligations under the Act.

Responsibilities

Line Managers

Line managers are responsible for:

- Commencing the preparation process as soon as it is recognised that they supervise a constable who has attained pay point three of the constable pay scale;
- Familiarising themselves with the ARC standards so that they can guide the constable to record and understand their assessment evidence;
- Ensuring that they have undertaken the necessary training required to conduct ethical and honest assessments using the National Assessment Standards before conducting ARC assessments;
- Reflecting on the constable's work and abilities. The evidence will normally be gathered over a 6 month period prior to the assessment. However, under exceptional circumstances up to 24 months could be considered;

- Organising a one to one meeting with the officer to plan the process to include timescales, the context, the recording mechanisms and the expectations, this may include finding opportunities, where appropriate, to help the constable demonstrate the generic standards required.
- Supporting the constable through the whole process and making the final assessment decision;
- Forwarding the completed assessment onto People Services for recording and retention on the officer's personal file;
- Notifying People Services when a constable fails the ARC assessment at least five weeks in advance of the constable's increment date in order that incremental progression is therefore stopped; and

Constable

Constable's are responsible for:

- Familiarising themselves with the ARC standards;
- Continually reflecting on their work and selecting recent (preferably within the previous 6 months) examples of their policing work which demonstrates their performance and how they meet the ARC standards.
- Discussing with their line manager opportunities to help demonstrate the generic standards, if their role is different from the mainstream; and
- Raising issues with their line manager if they feel that a reasonable adjustment to the assessment is required.

People Directorate

The People Directorate are responsible for:

- Providing advice and guidance to managers and employees when required;
- Recording completed ARC assessments on an officer's personal file; and
- Notifying payroll that progression onto pay point 4 should be withheld where an officer fails to complete a successful ARC assessment.

ARC Standards

Principles

- The following are the different assessment standards and personal qualities from the Police Professional Framework that a constable must be assessed against. Further information on these standards can be found in the College of Policing – ARC Line manager guidance.
- The ARC standards must not be viewed as stand-alone units but as standards that can be integrated together. A competent constable does not deliver their work unit by unit but in a complex and blended way using a variety of positive behaviours and personal qualities.

Assessment Standard	Determination
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AS.1	Plan, implement and review an evidence based – preventative policing approach.
AS.2	Support victims, witnesses and vulnerable people.
AS.3	Manage conflict situations in policing.
AS.4	Use police powers to deal with suspects.
AS.5	Conduct police searches.
AS.6	Handle information and intelligence that can support law enforcements.
AS.7	Provide an initial response to policing incidents.
AS.8	Conduct priority and volume investigations.
AS.9	Interview victims and witnesses in relation to priority and volume investigations.
AS.10	Interview suspects in relation to priority and volume investigations.

Personal Qualities	Determination
PQ.1	Serving the public.
PQ.2	Openness to change.
PQ.3	Service delivery.
PQ.4	Professionalism.
PQ.5	Decision making.
PQ.6	Working with others.

Recording Assessment Evidence

- The ARC assessment form requires officers to identify and record evidence against each of the ten standards.
- The example of work that the constable is using to demonstrate their competency must be a summary of the event.
- The evidence provided by the officer must contain a clear and concise description of the event and be cross-referenced into the assessment standards. Constables can identify where the evidence is held and not download information to build a huge portfolio.
- The ARC assessment form included in the supporting information document must be used by officers when recording their assessment

**Final
Assessment**

- Once the constable has gathered their evidence, managers must evaluate and make a final assessment decision as to whether or not competence has been met.
 - In the assessment of ARC managers are required to look for evidence provided of the whole event and to ensure that it is cross-referenced into a number of the ARC standards.
 - The rationale for the decision must be recorded on the ARC assessment form and stored within the constable's personal file.
 - Feedback must be clear and evidenced with the reasons why management have determined whether the constable has been successful/unsuccessful.
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Outcomes and Pay Progression**Principles**

- For the successful constable pay point 4 will be applied from the members due increment date.
- For the unsuccessful constable, they do have the opportunity to resubmit their evidence, managers must determine if they were unsuccessful because of their inability to record evidence properly or because there are severe limitations to their abilities as a constable. Managers must support the constable through this time and help them develop an appropriate plan of action. Any development plan must be timed and a further ARC assessment (ARC re-assessment) must be undertaken.
- Only following an ARC re-assessment and completion of the timed development plan will a constable be able to progress onto pay point 4. The ARC re-assessment date will then be the constables new incremental date. Where either the ARC re-assessment date or the assumed date of re-assessment are earlier than the officers original due increment date, the original due increment date will continue to apply. The foundation level ARC re-assessment date, or the Assumed date of re-assessment (as appropriate), will become the members new increment date only where either falls later than the members original due increment date.
- Assumed date of re-assessment means the date one calendar month after the original agreed date for the timed development plan. If, owing to the exigencies of duty, there is a slippage by one calendar month or more beyond the agreed date for submission of the timed development plan and if, having completed and submitted a timed development plan later than the original agreed date for the timed development plan, the officer successfully completes the ARC re-assessment, payment of the increment at pay point 4 will be applied from the assumed date of re-assessment which will become the officer's new incremental date.
- Constables who are away from the workplace at the time of their assessment due to maternity leave, shared parental leave, adoption leave, unpaid parental leave, or due to being fully suspended from duty, must receive the pay increase on the due anniversary date.

Appeals

Principles

- Constables have the right to appeal against the ARC assessment decision. At any stage in the appeal process they have the right to be accompanied by a Police Federation representative for support who may speak on their behalf, or a work colleague who may attend to provide support.
- Constables must raise issues with their manager, in the first instance. If attempts at an informal resolution fail, they must give their manager formal notice of appeal.
- Any formal notice of appeal must be:
 - Made in writing within 7 calendar days of being notified of the assessment decision and rationale, indicating the grounds for the appeal; and
 - Dealt with by their most appropriate manager usually their second line manager, with advice from the People Directorate, where appropriate.
- There isn't a definitive list, but an appeal can be made on the grounds of:
 - There is a lack of evidence to support the assessment decision given; or
 - There is a belief that the national assessment standards have not been complied with.
- A response to the notice of appeal must be made by the appeal manager and a date fixed for an appeal meeting, within 2 weeks of receiving the notification of appeal.
- The constable's second line manager, or an appropriate manager within the District or Department of an appropriate rank/grade will determine the outcome of the appeal.
- The constable must provide the 'appeal' manager with evidence to support their appeal, this must be done at least 3 working days before the appeal meeting.
- If the appeal is upheld, the assessment decision must be amended to reflect this, and all relevant paperwork will be retained in the constable's personal file.

Where a constable successfully appeals against the outcome of the ARC assessment or re-assessment, pay point 4 will be applied, back dated to either the assessment or re-assessment date as applicable. This new incremental date must be set no earlier than the constable's original due incremental date. This date will become the members new increment date.

- If a constable is unable to complete the ARC assessment and this is entirely due to them being absent from duty, due to sickness, but have completed at least 12 months reckonable service at pay point 3 and on returning to work, have successfully complete the ARC assessment they will progress to pay point 4. However, during the period between returning to work and completing the ARC assessment their pay will be frozen at pay point 3. If the officer successfully completes the ARC assessment, pay will then be back dated to the constable's due incremental date.

Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- College of Policing – ARC Constable user guidance
 - College of Policing – ARC Line manager guidance
 - College of Policing – ARC Overarching guidance
 - Performance Development Review (PDR) policy
 - Unsatisfactory Performance – Police officers’ policy
 - Police Regulations 2003 – Regulation 24
 - New Initial Assessment Units (introduced April 2016)
 - Relevant constable personal qualities from the Policing Professional Framework (PPF)
 - Equality Act 2010
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Supporting Information

The supporting information for this policy can be accessed.
