

Training Time

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Policy Statement

Summary

West Yorkshire Police is committed to maximising learning opportunities to enable its people to develop and deliver an excellent service to the public of West Yorkshire.

Traditionally most learning, training or development has been delivered through formal classroom training or semi-formal briefings away from the workplace. Increasingly the Force is using alternative methods such as digital learning, pre-reads, workbooks, to deliver learning and development combining this with classroom training where appropriate.

Where alternative learning methods require a person to learn away from the learning and development environment, dedicated time will be allocated as appropriate to the learning programme within a person's shift or working day, known as Protected Learning Time (PLT).

Additional learning may be deemed as beneficial for personal development within a role, separate to Force mandatory requirements. Officers and staff have the right to request unpaid time off for training which leads to an accredited qualification, or unaccredited training that will develop specific skills relevant to their job, workplace or business.

This policy explains whether PLT or unpaid training time can be allocated, and the processes for application and appeal.

Scope

This policy applies to all police officers and police staff.

Protected Learning Time (PLT)

Principles

- PLT is provided to you as the learner to facilitate completion of a learning or development activity. Such time is to be allocated by agreement during your usual working hours; at your usual place of work and completed in an environment conducive to effective learning.
- The Force will determine the best method to deliver learning or development.
- Traditional classroom training will continue to be used when it is deemed to be the most effective method of delivery.
- For alternative learning methods, the Force will identify the learning need, provide guidance on minimum time to be allocated and who is required to complete the learning.
- Learning time will be protected for mandatory force training needs and if it is an essential requirement for your current role.

- Learning/study time will be protected where this has been agreed by the Force for completion of learning programmes/qualifications essential to role.
- Protected learning time will not be allocated for personal development or for future career aspirations that are separate to development beyond an existing role.
- The Force Staff Grievance procedure must be used when appealing against a decision regarding PLT.

Suitable Workplace

- Each District and Directorate will identify suitable location(s) that are conducive to individual workplace learning
 - You may be permitted to learn from a location outside of the police station or workplace such as at home or library, using a laptop at a remote location. This would be determined by:
 - The course content;
 - In line with Force Information Systems and Security policies; and
 - With the agreement of the Line Manager.
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Responsibilities

Learning and Organisational Development

The Learning and Organisational Development Department are responsible for:

- Determining the best method to deliver learning or development;
 - Providing guidance on the appropriate PLT if an alternative method is identified; and
 - Providing management information data on usage and completion of learning resources.
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Individual

Individuals are responsible for:

- Requesting PLT in writing to line management providing details on the learning needs and time to be allocated.
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Line Managers

Line Managers are responsible for:

- Authorising PLT requests;
- Recording PLT and allocate duty time to complete the learning need, subject to the exigencies of duties;
- Confirming the location of where the PLT can be completed if different to the normal workplace;
- Re-allocating PLT if interrupted due to unplanned operational needs;
- Providing reasonable adjustments for a request;
- Monitoring the completion of mandatory learning, ensuring all team members are allocated PLT; and

- Recording learning completed on the learners PDR.

**District
Commander/
Director**

The District Commander/Director is responsible for:

- Locally monitoring and managing the completion of mandatory Force learning courses.

Unpaid Time Off for Study or Training

Principles

- Unpaid time off for study or training is allocated to the learner based on an individual request detailing the learning programme and how it will enhance personal development in line with their current role.
- The right to request time unpaid time for learning does not impact on Force's existing provision of learning and development for all officers and staff and support provided for external education programmes that are essential to role
- The Force provides mandatory, essential and developmental learning and the normal route to discuss requests with managers is through the PDR process.
- Only one request for time off can be made in a 12-month period.
- The request may require time off to be given on a number of occasions; there is no specific time limit.
- You have no right to be paid for the time spent training.
- No funding will be provided by the Force for this training.
- If your request for time off for training is declined, you can appeal against the decision by writing to your District Commander/Director.

**Application
Process**

- If you wish to request time off for training you must do so in writing to your Line Manager, providing the details of:
 - The training that you wish to undertake;
 - How you feel it will benefit your role; and
 - The amount of time off that you require.
- You may be accompanied by a work colleague or Superintendents' Association, Police Federation or recognised Trade Union representative.
- You will be informed of the outcome of your request within 28 days of it being received by your Line Manager.

**Approved
Request**

- If the request is approved a written rationale will be made by your Line Manager.
- Rest days in lieu, TOIL, flexi time or annual leave can be granted for the training time off subject to the existing conditions for these arrangements.

- If unpaid leave is required, then your line manager must ensure the relevant People and Business Support colleagues are informed for CARM and payroll purposes.

Refused Request

- If a request for time off is declined, you must be given the reasons in writing and copy kept on your HR file.
 - Reasons for declining a request could include that:
 - It was felt that the training would not improve your effectiveness in your role; or
 - You cannot be released from duty due to business needs.
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Appeals

- Appeals will be considered by District Commander/Director. Liaison with your Line Manager may also be needed if further information is required.
 - You may be accompanied at appeal meeting by a work colleague or Superintendents' Association, Police Federation or recognised Trade Union representative.
 - You will be notified of the appeal decision within 14 days of the meeting.
 - No further appeal will be allowed.
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Responsibilities

Individual

Individuals are responsible for:

- Requesting time off for training in writing to line management providing sufficient details of the training requirements.
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Line Managers

Line Managers are responsible for:

- Informing the People team that a request has been made and taking advice where appropriate;
 - Holding a meeting with the individual to discuss the request;
 - Informing the individual of the outcome within 28 days of request being received;
 - Completing a written rationale of the decision and forwarding to People and Business Support colleagues to ensure appropriate recording on the individual's HR records and payroll as appropriate
 - Updating CARM as appropriate; and
 - Providing details to the District Commander/Director if required at appeal meeting.
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District Commander/Director

The District Commander/Director is responsible for:

- Arranging a meeting with the individual who requested an appeal for unpaid time off for study or training, speaking to their Line Manager for additional information if needed; and

- Making a decision on the appeal for unpaid time off for study or training.
 - Notifying the individual of the decision within 14 days of the meeting.
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Additional Information

Compliance

This policy complies with the following policies:

- Learning and Development Policy
 - IT Security
 - Information and Technology Usage
 - Grievance
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Supporting Information

The supporting information for this policy can be accessed.
