

Student Police Constables

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Policy Statement

Summary

This policy document details the processes and provisions that specifically apply to student police constables within West Yorkshire Police.

This policy covers a range of student police officer issues, but it should not be used as the sole source of information and guidance about student officers.

This policy is intended to support and assist the provisions within Police Regulations, which continue to take precedence. This policy is intended to compliment the Apprenticeships policy, which details the arrangements for recruiting, managing, supporting and developing apprentices, many of which will be police officers.

This policy should be read in conjunction with the Police Officer Probationary Service – Managing Performance policy.

Scope

This policy primarily applies to student police constables on the following programmes:

- The Police Constable Degree Apprenticeship (PCDA); and
- The Degree Holder Entry Programme (DHEP).

Some of the content may also be relevant to student police constables who joined West Yorkshire Police on the Initial Police Learning and Development Programme (IPLDP) and some of the content is relevant to officers who join on the Initial Police Learning and Development Programme Plus (IPLDP+), but parts of the policy do not apply to these officers.

The policy does not apply to people joining West Yorkshire Police on the Direct Entry Inspector or Direct Entry Superintendent programmes.

Student Police Constable Entry Routes

General

- From April 2020 there are two entry routes for student police constables with West Yorkshire Police. Details are given below:

Entry Route	Details
The Police Constable Degree Apprenticeship (PCDA)	Join as a constable and follow an apprenticeship in professional policing. This route normally includes both on- and off-the-job learning. On successfully finishing

	the programme, officers complete their probation and achieve a degree*.
The Degree Holder Entry Programme (DHEP)	If a person has a degree in any subject, they can join and follow a work-based programme, supported by off-the-job learning. The learning they undergo is recognised in a graduate diploma in Professional Policing Practice* when they complete their probation.
*In West Yorkshire Police the degree and graduate diploma in Professional Policing Practice are both awarded by Leeds Trinity University.	
Initial Police Learning and Development Programme Plus (IPLDP+)	<p>This entry route is only to be used for some constables joining before the end of March 2023.</p> <p>This route is for officers to quickly become qualified detectives and it is intended that these officers will work in crime roles, principally within Safeguarding or related roles. This route includes both on- and off-the-job learning within the Force. These officers do not attend at Leeds Trinity University.</p>

Probationary Period Performance Management (Including Attendance Management)

Principles

- Student police constables will have the following probation periods:

Entry Route	Usual Probation Period
The Police Constable Degree Apprenticeship	3 year probation period
The Degree Holder Entry Programme	2 year probation period
Initial Police Learning and Development Programme Plus (IPLDP+)	2 year probation period

- The length of the probation period can be extended in accordance with the provisions in the Police Officer Probationary Service – Managing Performance policy, which reflects Police Regulations.
- The performance of student police officers during their probationary period will be assessed based on their attendance, behaviour and performance during operational and work based situations and their

completion of academic assessments required by the university (where appropriate).

- Student police officers on the PCDA and DHEP entry routes must meet the academic, behavioural and attendance standards of the university and all student officers must demonstrate the performance, conduct and attendance standards required by West Yorkshire Police before they can successfully complete their probationary period.
- In order to successfully complete their probationary period, student officers will also have to pass the following requirements:

Entry Route	Requirements to Complete probation
The Police Constable Degree Apprenticeship	Successfully complete all stages of the apprenticeship, including: <ul style="list-style-type: none"> • All university degree modules • Full operational competency • End Point Assessment
The Degree Holder Entry Programme	Successfully complete all stages of the probation, including: <ul style="list-style-type: none"> • All university modules • Full operational competency • Graduate diploma
Initial Police Learning and Development Programme Plus (IPLDP+)*	Successfully complete all stages of the probation, including: <ul style="list-style-type: none"> • Completing the Initial Crime Investigators Development Programme • Passing the Professionalising Investigation Programme (PIP) Level 2 National Investigators Exam (NIE) • Full operational competency for crime related roles

* If an IPLDP+ student fails to pass their NIE (having had the specified number of attempts), or if for any other reason they are not suited to the crime pathway, they will be placed in a bespoke patrol pathway. The content of this pathway will be identified on a case-by-case basis in consultation with the CAU Sergeant and/or the supervisor responsible for their learning. The officer will be required to evidence full operational competency in a similar way to that for a DHEP student on the patrol pathway. It may be necessary for the officer's probation period to be extended in this circumstance.

- During their probationary period the performance, including the attendance, of student police constables will be managed in accordance with Police Officer Probationary Service – Managing Performance policy.

Induction, Initial Training and Tutor Period

Principles

- All student police constables on the IPDLP+, PCDA and DHEP programmes will commence their appointments with a period of induction and then initial training delivered at the People Directorate Learning and Organisational Development (L&OD) Carr Gate site, or at another location.
 - The length of this induction and initial training period is 26 weeks for the PCDA and DHEP officers, and 18 weeks for the IPLDP+ officers.
 - During this period, the “Initial Training” provisions detailed in the Travelling Expenses and Time policy will apply. Officers will not be able to claim any travel or car parking expenses for undertaking their training during this period.
 - A student officer’s initial training period can be extended if they have performance issues. Students can be required to retake part, or all, of their initial training.
 - Following successful completion of their initial training, student constables will undertake a ten week mentored patrol period at their appointed district.
 - Initial training requires full time attendance and set periods of annual leave are built into the programme timetables. Annual leave can only be taken at other times in exceptional circumstances with the approval of a Central Assessment Unit inspector.
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University Attendance and Study Week Requirements (PCDA and DHEP Officers Only)

Principles

- Following successful completion of their initial training phase, which includes a week at Leeds Trinity University, student officers on the PCDA and DHEP entry routes will spend a number of weeks based at the University undertaking work for their degree or graduate diploma. The length of time at the university will vary depending on the programme undertaken. The periods spent at the university will split into blocks at various times during the probationary period.
- Whilst at the university student officers will be on duty and will be subject to the Police Code of Ethics and the Police Officer Standards of Professional Behaviour. However, as they will be students of the university, they will also be subject to the university’s conduct and behaviour standards.
- Any performance issues whilst at the university will be dealt with in accordance with the university’s provisions in the first instance, in liaison with the WYP Learning and Organisational Development Department. The university may take action under their policies and procedures in relation to academic misconduct and the outcome will be reported to WYP. However, any other conduct and behaviour issues will be reported to

Professional Standards and will be progressed and actioned by West Yorkshire Police in accordance with policies and Regulations. Following conclusion of the matter by West Yorkshire Police the university may, if they consider it appropriate, take separate action in relation to the allegation(s).

- Where an officer is acting in the lawful execution of their duty and failure to do so could lead to disciplinary offences against them, then the lawful execution of their duty will take precedence over university policies.
- If a student police constable is investigated under a university policy or procedure, this will be reported to the appointed West Yorkshire Police University SPOC and the Professional Standards Directorate. Action could also be taken under a West Yorkshire Police policy or process such as the Police Officer Probationary Service – Managing Performance policy or the Police Conduct Regulations, if appropriate. The Professional Standards Directorate will assess if the matter should be formally progressed in accordance with Police Regulations.
- If a student officer raises a complaint or grievance about a university related matter, such as about the quality of tuition, this will be dealt with under the university's policy provisions but again it will be reported to West Yorkshire Police as part of the contractual arrangements with the university.
- Student officers will have a series of study weeks when they will work on their degree or graduate diploma studies. During these weeks they will not have police operational duties, training or university teaching and will notionally be on duty for five days, each of 8 hours from Monday to Friday, but there will be flexibility for the officers to manage their 40 study hours.
- When on study weeks officers are allowed to work from home. However, they may decide to work from the university or another location if they wish. However, this is a voluntary decision and no expenses or overtime can be claimed when studying away from their home.
- When at university officers are expected to be able to take a mid-tour meal in the same way as when on duty at district and, therefore, will not be able to claim for meals when at the university.
- University and study week periods require full time working due to logistical issues. Part time officers will be rostered to work full time during these weeks and will be compensated in accordance with Police Regulations for additional hours worked.
- If a student officer suffers an injury or accident when at the university this matter would be dealt with under the university's procedures, but it must also be reported to West Yorkshire Police. It must be recorded under the West Yorkshire Police incident recording arrangements detailed in the Accident Investigation and Reporting Procedures policy and action taken as appropriate.
- Student police constables will be subject to the university policies in the same way as other students, for example in matters such as fitness to study, drug and alcohol misuse and data management. Any issue which arises in these circumstances will be reported to the appointed West Yorkshire Police University contact and the Professional Standards

Directorate and action may be taken in accordance with the relevant West Yorkshire Police policy.

Posting Arrangements, Working Hours and Duties Management System Recording

Principles

- The student officer's usual place of duty (UPD) during their initial training (first 18 or 26 weeks depending on their entry route) will be the Carr Gate Training Complex. After this period the UPD will be the student officer's appointed police station at district.
 - Prior to the end of the first year, Workforce Planning will make an assessment of organisational needs and confirm or amend the posting.
 - Any claims for mileage or travel time will be made using the Travelling Expenses and Time policy with their district police station being the usual place of duty.
 - During initial training and, for PCDA and DHEP officers, when at university and when on study weeks, student officers will not be required to record their working hours on the Duties Management System. They will be given specific 8-hour Monday to Friday profiles on the system meaning that during these periods they are not required to record their hours.
 - Student officers are not entitled to claim travel or car parking expenses during their initial training period (first 18 or 26 weeks of service) for any period spent at the Carr Gate complex, or at any other location attended during the initial training period such as when at University, if PCDA or DHEP officers.
 - After the initial training period, any excess travel time for attendance at university which takes the PCDA or DHEP student officer's overall working period to above 8 hours can be claimed for overtime in accordance with the provisions in the Travelling Expenses and Time policy. This is subject to a maximum claim of 45 minutes each way for excess travel as per the policy.
 - All shifts when on Traffic Law training courses will be of 9 hours' duration to allow for training and required self-study.
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Line Management

Principles

- During their first 18 or 26 weeks of initial learning at Carr Gate, student police constables will be line managed by PEQF or Initial Police Education Training staff. Matters such as sickness notifications and leave requests must be directed to these officers.
- After completion of this period, when officers move to District on deployment the responsibility for day to day line management will move to District staff.

Pay and Incremental Progression

Principles

- Student officer starting salaries will vary depending on their entry programme: Details are given below:

Entry Route	Starting Pay Point on the Police Constable Scale
The Police Constable Degree Apprenticeship	Pay Point 1 of WYP Constable pay scale*
The Degree Holder Entry Programme	Pay Point 2 of WYP Constable pay scale*
Initial Police Learning and Development Programme Plus	Pay Point 2 of WYP Constable pay scale*

*Pay point 1 and pay point 2 of the WYP Constable Pay Scale respectively equate to Pay point 0 and Pay point 1 of the national constable pay scale for officers appointed from April 2013 onwards.

- Student officers joining the PCDA who have previously served as PCSOs or Special Constables will commence on Pay Point 2 of the WYP Police Constable Pay Scale, subject to meeting service and performance requirements as per Police Regulations.
- In order to start on the WYP Constable Pay Point 2:
 - A previous Special Constable must have achieved Independent Patrol Status and have completed 2 years' service as a Special Constable; or
 - A previous PCSO must have successfully completed their probation period and have completed 18 months' service as a PCSO.
- Student officers will progress by one pay point 12 months after appointment and will then progress at the rate of one pay point per 12 months of service thereafter subject to Police Regulations.

Additional Information

Compliance

This policy complies with the following legislation:
Data Protection Act 2018

**Further
Information**

Further guidance in relation to this policy can be sought from:

- The Apprenticeship and PEQF Lead
- PEQF Training Sergeants
- Central Assessment Team
- Employee Relations
