Policy Statement

Summary

West Yorkshire Police is committed to enabling its people to learn and develop to ensure Force performance outputs are achieved. Traditionally most learning, training or development has been delivered through formal classroom training or semi-formal briefings away from the workplace. Increasingly the Police Service is using alternative learning courses such as workbooks, pre-reads, projects and computer programmes to deliver information combining this with classroom training.

Where these alternative learning courses require a person to learn at their workplace, dedicated time needs to be allocated within a person’s shift or working day, known as Protected Learning Time (PLT).

Additional training may be deemed as beneficial for personal development within a role that is 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 training, 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 conductive to effective learning.

• The Force will determine the best method to deliver learning, training 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 training.

• Learning time will be protected for mandatory force training needs and if it is an essential requirement for your current 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.
• Learning courses available within the Force can be accessed outside of duty time;
• The Force Staff Resolution procedure must be used when appealing against a decision regarding PLT.

Suitable Workplace

• Each district and department will identify and publish a list of suitable location(s) that are conductive to individual workplace learning.
• The workplace will require a networked computer and a set of individual headphones for the learner.
• 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:
  o The course content;
  o In line with the Force Security framework policy procedure and Use of the intranet policy procedure; and
  o With the agreement of the Line Manager.

Responsibilities

Training and Development Centre

The Training and Development Centre are responsible for:
• Determining the best method to deliver the training, 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.

Individual

As the individual you are responsible for:
• Requesting PLT in writing to your Line Manager for approval stating details on the training needs and time to be allocated.

Line Managers

Line Managers are responsible for:
• Authorising PLT requests in writing;
• 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, courses may need to be rebooked;
• Providing reasonable adjustments for a request;
• Monitoring the completion of mandatory force learning, ensuring all team members are allocated PLT; and
• Recording courses completed out of duty time on the learners PDR.

The District Commander/Departmental Head 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 qualifications or courses that will enhance personal development in line with their current role.
• The right to request time unpaid time for training does not impact on Force’s existing provision of training and development for all officers and staff.
• The Force will continue to provide mandatory, essential and desirable training as previously, and the normal route to discuss requests for training with managers is through the PDR process.
• Only one request for time off training 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/Departmental Head.

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:
  o The training that you wish to undertake;
  o How you feel it will benefit your role; and
  o 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 HR officer must inform HQ Finance and Business Support.
Refused Request

- If a request for time off is declined, you must be given the reasons in writing and copy kept on your personal 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 specific business needs.

Appeals

- For consideration of an appeal, you must be part of a meeting with your District Commander/Departmental Head. Liaison with your Line Manager may also be needed if further information is required.
- You may be accompanied 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.

Responsibilities

Individual

As the individual you are responsible for:
- Requesting time off for training in writing to your Line Manager providing sufficient details of the training requirements.

Line Managers

Line Managers are responsible for:
- Informing the individuals HR officer that a request for time off for training has been made;
- Holding a meeting with the individual to discuss the request;
- Informing the individual of the outcome of the request within 28 days of initially been received;
- If approved, completing a written rationale of the decision and recorded on the individuals personal file;
- Updating CARM if appropriate;
- Informing HR officer if unpaid leave, to contact HQ Finance and Business support;
- If declined, giving written reasoning to individual and include a copy in the individuals personal file;
- Giving reasoning to the District Commander/Departmental Head if required at appeal meeting;
- Informing the individual of the appeal decision within 14 days of the meeting; and
- Recording both approved and declined requests on the HR IT system.
The District Commander/Departmental Head 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.

Additional Information

Compliance

This policy complies with the following policies:

- Security framework
- Use of the internet
- Staff resolution
- Disability

Further Information

A list of frequently asked questions for PLT is available via this link.

Policy Database Administration

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The Equality and Human Rights Assessment for this policy is held on Force Registry which can be accessed via this link.

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