



# Learning and Development Policy

## Equality Statement

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, contractor, secondee, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

## Introduction

1. All OPCC staff must complete mandatory training to ensure the Office can effectively support the communities it serves and deliver the Police and Crime Plan.
2. The OPCC is committed to supporting staff development for the benefit of the organisation and its employees. We recognise that professional training opportunities can increase staff morale and confidence.
3. As such, we encourage you to undertake further learning and development opportunities, particularly completing courses which lead to a recognised educational or professional qualification.
4. The OPCC has a learning and development budget which all staff members have the opportunity to access. This budget is not available to contractors (including IR35 workers) or volunteers.

## What the OPCC defines as learning and development

5. Shadowing,
6. Coaching and Mentoring,
7. Conferences,
8. Seminars/ Webinars,
9. Exams,
10. Accredited Qualifications,
11. Master's degrees.

## Induction Training

12. Before joining the OPCC, you must complete a series of mandatory, induction training courses through the College of Policing's College Learn site. To complete the induction training, you will be sent a username and temporary password for College Learn to your personal email address. You can then log on, change your password and complete the induction modules. Follow this link to log on to College Learn: [Start page | College Learn](#)
13. These currently include:
  - a) Data Protection Foundation Level Programme,
  - b) Fire Safety E-learning,
  - c) Freedom of information,
  - d) Managing information: Non-Operational Challenges,
  - e) An introduction to Government Security Classifications (GSC),
  - f) WMP Direct Access (DA) Laptops,
  - g) WMP New Employees Programme (Non-Operational).

## Buddies

14. When you join the OPCC, you will be assigned a buddy. This is a member of staff who will be your point of contact and provide you with guidance and encouragement during your probation period.
15. After probation, you will have the opportunity to volunteer to be a buddy. You will be paired with a new starter ideally from a different team within the OPCC. Details on the buddy scheme and role a buddy can be found here: [The Role of a Buddy](#).

## Mandatory Training

16. Once you have joined the OPCC, you must complete a further series of mandatory training courses.
17. Although subject to change in line with business needs, these currently include:
  - a) Annual Training:
    - i. Anti-Racist Training
    - ii. Safeguarding Training
  - b) One time with refreshers expected when necessary, provider detailed in brackets:
    - i. GDPR (Head of Business Services)
    - ii. An Introduction to Adverse Childhood Experiences (VRP)
    - iii. Trauma Informed Practice Webinar (VRP)
    - iv. Code of Ethics (WMP)
    - v. Language Matters (WMP)
    - vi. The History of Policing – Black Lives Matter (WMP)
    - vii. Managing Information: Non-operational Programme (WMP)
    - viii. Sexual Harassment in the Work Place E-learning (WMP)
    - ix. AWARE: Voice of a Child (WMP)
18. How to access mandatory training:
  - a) Safeguarding Training and Anti-racist training: Within a year of joining the OPCC, the Human Resources (HR) team will contact you and ask you to attend a mandatory, full-day training session in Lloyd House. They will provide you with a list of options but you must attend one date otherwise they will contact your line manager to ensure you complete the training. Annual updates and recaps for the training will be delivered at all-staff away days.
  - b) WMP training: Search 'College Learn College of Policing' or follow this link [Start page | College Learn](#). Log on using the user name you were sent before you joined the OPCC (SURNAME\_Collar number). Search the name of each training module that is followed by (WMP) listed above. Complete the e-learning modules. Code of Ethics training requires one classroom training session for which you will be emailed and ask to attend.
  - c) VRP Training: Follow this link to the VRP [Eventbrite Page](#) to see all upcoming VRP training. Alternatively, search 'West Midlands Violence Reduction Partnership' into Eventbrite and the VRP training sessions will appear. Click on the organiser and you will be taken to the same page as the link. The two mandatory training sessions ('An Introduction to Adverse Childhood Experiences (ACEs)' and 'Trauma Informed Practice Webinar') run every 2-3 weeks. Inform your line manager of the date you wish to complete the training sessions. Once you have received their approval, register for each session on Eventbrite and attend online. You will receive a certificate to confirm you have completed the training and you must forward this to your line manager and the HR team.
  - d) GDPR Training: Within your first year at the OPCC, Head of Business Services will contact you with a date when you must attend the mandatory

training session. This session is an hour long and delivered by the Information Governance Lead and the Head of Business Services.

### **Optional Learning and Development**

19. The OPCC offers further optional learning and development opportunities which you can access through the [Learning and Development Guide](#). This includes:
- a) Office-wide training,
  - b) Free Training,
  - c) Coaching and mentoring,
  - d) Shadowing Opportunities,
  - e) Bespoke training,
  - f) Project Management Training,
  - g) Degrees and Masters.

### **In-office/Office Wide**

20. The OPCC offers annual office-wide training to all staff on a first come, first served basis. If demand is high, the office may provide multiple sessions to accommodate more staff.
21. Training is advertised through the staff newsletter however this is not exhaustive. Staff can also suggest office-wide training programmes to Human Resources. These sessions could include:
- a) Aspiring Managers Training,
  - b) Presentation Skills.
  - c) Strategy, Strategic Thinking and Strategic Plan Writing.

### **Coaching and Mentoring**

22. As part of the OPCC, you have the opportunity to access the West Midlands Employers Coaching and Mentoring Pool. Working with a coach or mentor can significantly improve your wellbeing, performance and career progression.
23. The pool gives you access to accredited professionals and an external space to discuss your work, challenges and aspirations. Please see more details in the [Learning and Development Guide](#).
24. The offer is open to all OPCC staff and it can be accessed here: [WM Employers Coaching and Mentoring Pool](#). Staff must make their line manager aware they are accessing the service so they can support their development.

### **Shadowing Opportunities**

25. At the OPCC, you are encouraged to undertake shadowing opportunities. This is where you observe and work with other staff members or teams within the OPCC for a designated amount of time.
26. Shadowing can deepen your understanding of the wider business and help you develop knowledge and skills outside of your daily role. You can find out more about Shadowing Opportunities in the [Learning and Developing Guide](#).
27. In order to shadow a member of staff or a different team, you must first discuss it with your line manager. They will consider capacity and business needs before approving any shadowing opportunities.

## **Bespoke Training**

28. You also have the opportunity to complete different forms of bespoke training. This is training specific to your role and career progression and often leads to a recognised professional or educational qualification.
29. As part of our commitment to professional development, the OPCC may support your bespoke training if it is relevant your role and approved via the [Training Request Process](#).
30. Please see the [Learning and Development Guide](#) to understand how to apply for bespoke training and the options available to staff.
31. After completing any bespoke training qualifications, you will be required to deliver any key takeaways from the training in a 40-minute Lunch and Learn session. In this session, you will need to provide a summary of your learnings and any feedback you have on the quality of the training. You should also leave time for questions from any attendees. This will allow the training to be cascaded across the wider office as well as encourage other staff members to request bespoke training. Please note – the Business Support Team will keep track of whether you delivered your feedback presentation.
32. You must send a copy of your presentation and any feedback you have about the training to the HR team. This feedback loop will help inform line managers which training to suggest to staff to support future development. It will ensure the training the OPCC is recommending is high-quality, relevant and cost effective.

## **Project Management Training**

33. One of the learning and development opportunities offered at the OPCC is the CITI APM Project Fundamental Qualification (PFQ) training. This eLearning programme prepares you for the APM PFQ examination which, when passed, awards you with an accredited project management qualification.
34. This training is beneficial for those new to project management or want to improve their skills ahead of an upcoming project. The training includes eLearning modules, knowledge tests and a full mock test. You can find the full details in the [Learning and Development Guide](#).
35. To complete this project management training, you must discuss it with your line manager and follow the [Training Request Process](#).

## **Master's Degrees**

36. The OPCC will not supply funding towards any undergraduate degree qualifications.
37. In very specific circumstances the OPCC may contribute towards a Master's degree.
38. The qualification would need to be directly relevant to your role, meaning it would need to be an essential requirement of your job description.
39. The OPCC may contribute up to 25% towards study fees up to maximum of £5,000. However, any funding provided will be dependent on annual budget availability.
40. Applications for support with funding will need to be approved through the [Training Request Process](#). When completing the request form, please ensure any time off to attend lectures or exams you will require is included within the request.
41. Standard repayment fees may not apply to master's qualifications. We may increase repayment percentages and associated timeframes. Repayment fees for master's qualifications will be at the discretion of the HR Governance Group. All repayment fees will be communicated to you in writing before any funding is confirmed.

## **Professional Fees**

42. The OPCC may pay your fees for belonging to a professional body where the following criteria are satisfied:

- a) Membership of the body is a requirement of your job description.
  - b) Your student fees are required to undertake training supported by the OPCC.
43. Normally, no more than one professional subscription per individual will be paid per year. In exceptional circumstances, a maximum of two lots of fees may be claimed if the required membership is essential to practice your profession. Entry fees to a professional body and upgrading fees may also be paid in the appropriate circumstances.
44. Should you cancel your membership, any professional fees reimbursed will then need to be repaid from your salary.
45. You should pay your fees directly to your professional body in the usual way and should obtain a receipt or other proof of payment to be claimed back via expenses.

### **Budget and Resources:**

46. The OPCC has a training budget which all staff members have the opportunity to access. The OPCC may provide full or partial financial support to employees completing bespoke training. Some examples of optional training requests that may be funded by the OPCC include:
- a) Training courses that are part of the working requirements of your role. For example, short courses that your line manager considers necessary for effective performance;
  - b) Conferences;
  - c) Office Wide Training which is organised by the OPCC for groups of staff.
47. Training requests must be discussed with your line manager and submitted through the [Training Request Process](#). Approval of all training and the extent of OPCC financial support is determined by the HR Governance Group.
48. The HR Governance Group will evaluate support against the following assessment criteria:
- a) If the course is an express requirement or directly related to your current job role.
  - b) The course adds value to the work of the Commissioner, or the individual's objectives.
  - c) The course is required for future career development and related to the work of the Commissioner.
  - d) The course is required for future development but is not related to the work of the Commissioner.
  - e) Staff who have fixed term contracts are still eligible for payment of study fees in accordance with the requirements and process set out in this policy. However, the length of the fixed term contract and other factors such as the likelihood of contract renewal may be considered as part of the decision making.
49. Travel expenses should be claimed by completing the normal claim form.
50. As part of the Performance Development Review (PDR) process, your manager will hold a meeting with you every six months to assess your learning to date. It is your responsibility to attend the course regularly, complete work and submit assignments on time. Continued support for your course will be dependent on satisfactory progress.
51. In the event of you failing any exams, you and your manager will discuss the reasons behind the failure and whether it is in the interests of you and the organisation for the

exams to be re-taken. Funding for resitting examinations will be at the discretion of the HR Governance Group.

### **Training Repayment Fees**

52. Some forms of training, including all forms of Bespoke Training, including Project Management Training, and Master's Degrees are subject to repayment of fees conditions.
53. Once your training request has been approved, you will be made aware if repayment terms apply.
54. If repayment terms do apply, you will be required to pay back fees in the following circumstances:
  - a) If you choose to leave the course before completion and are still employed by the Commissioner you may be liable to pay back 100% of the fees paid by us.
  - b) If you leave employment of the Commissioner whilst still undertaking your course you must pay back 100% of total fees paid by us.
  - c) If you leave employment of the Commissioner within three months of completing your course you must pay back 75% of the total fees paid by us.
  - d) If you leave employment of the Commissioner within three to six months of completing your course you must pay back 50% of the total fees paid by us.
  - e) If you leave the employment of the Commissioner within six to nine months of completing your course, you must pay back 25% of the total fees paid by us.
55. The requirement to pay back study fees shall not apply in the following circumstances:
  - a) The member of staff is made redundant.
  - b) Death in service.
  - c) The member of staff has a fixed term contract which naturally comes to an end.
56. Amounts owed will be taken, where possible, out of your salary before you leave. If this is not possible, they will be recovered by a different process. The requirements in this section of the policy refers to fees paid in the previous 12 months (including if your course started more than 12 months ago).
57. If it is not possible to recover fees out of your salary before you leave, you will be invoiced via post. You will then need to call Shared Services to arrange to make the payment.

### **Training Request Process**

58. Training requests can be submitted throughout the year. There is no requirement for requests to be submitted as part of the PDR process only.
59. All requests for training must be submitted via a [Training Request Form](#). The form must also include written approval from your line manager.
60. Requests will need to include the level of financial assistance required within the following guidelines:
  - a) All or part of registration fees, course fees, professional body subscription fees and examination costs;
  - b) Time off to attend examinations;
  - c) Half day revision leave for each exam;
  - d) Time off to attend course if day release (pro-rated for part-time staff); up to £75 contribution towards purchase of books and relevant library services;

reasonable travel expenses up to three days leave per year to attend mandatory residential and educational visits. If the course is distance learning, study leave may be granted.

61. To be eligible to apply for assistance the following must be satisfactory:
  - a) Record of attendance, evidenced through your MyTime records;
  - b) Efficiency and conduct, evidenced through the probation or PDR process;
  - c) All mandatory training should be up to date;
  - d) No training which has had previous financial support agreed outstanding.
62. Completed forms must be taken to the HR Governance Group for approval and decision on repayment terms. Once your request is ready to submit, please forward to Human Resources who will process your request through the appropriate channels.
63. All approved training requests will be assisted by the Business Support Team to ensure training is booked and paid through the appropriate channels.
64. You line manager will be notified of any requests which are declined by the HR Governance Group, along with rationale for this decision.

### **Evaluation and Monitoring**

65. All training undertaken by Staff Members should be continually reviewed with your Line manager during regular 1-2-1s and the yearly PDR process to assess progress and effectiveness of the learning to date.

### **Record-keeping**

66. A training record is kept and maintained throughout the year to monitor the budget spend and courses taken by Staff. This information is used to share with other members of staff to provide guidance as to what courses they may wish to take.

### **Review and Updates**

67. This Policy will be reviewed biennial to ensure that the most effective and supportive Training Offer is being provided to Staff members of the OPCC.

<b>Version No</b>	<b>Date</b>	<b>Author</b>	<b>Post</b>	<b>Reason for issue</b>	<b>Date agreed by PCC</b>	<b>Review Schedule</b>
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