

 West Mercia POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Learner Portfolios
REFERENCE NUMBER	WMP143
Version	1.0

POLICY OWNERSHIP	
DIRECTORATE	BUSINESS SERVICES
BUSINESS AREA	L&D

INITIAL IMPLEMENTATION DATE	March 2021
NEXT REVIEW DATE:	August 2025
RISK RATING	MEDIUM
EQUALITY ANALYSIS	MEDIUM

West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please e-mail policiesandprocedures@westmercia.police.uk

1.0 POLICY OUTLINE

This policy is to state the position of West Mercia Police regarding working time provided, as a baseline minimum, to complete learner portfolios. The allocated time will apply to any police officer or member of police staff who are required to complete a learner portfolio in order to achieve a qualification that is a role requirement. The provision of protected time will also apply to tutor constables due to the time needed to complete portfolio documents in addition to their operational police caseload.

2.0 PURPOSE OF POLICY

This policy is necessary as the majority of police operational roles require the completion of a learner portfolio in order to achieve a qualification required by police regulations, College of Policing or other national requirement. The underpinning principle of a learner portfolio is the fully-documented demonstration of occupational competence. Learner portfolios are necessarily time-consuming to complete and it is unreasonable to expect officers and staff to undertake all of this work in their own time. The requirement to complete a portfolio can apply at various career points, as per these examples below:

Scheme	Learner portfolio requirements
Police Constable Degree Apprenticeship (PCDA)	Completion of a portfolio in year 2 of service to demonstrate Full Occupational Competence (FOC)
Degree Holder Entry Programmes (DHEP and DC DHEP)	Completion of a portfolio in year 2 of service to demonstrate Full Occupational Competence (FOC)
Police Now	Completion of work-based assessment portfolio as a key part of the Police Now programme.
National Police Promotion Framework (Sergeant)	Complete portfolio in 12-month period of temporary promotion to achieve level 4 management qualification (as required by police regulations)
National Police Promotion Framework (Inspector)	Complete portfolio in 12-month period of temporary promotion to achieve level 5 management qualification (as required by police regulations)
Detective Development Programme	Portfolio requirements depend on specialist role undertaken; all require a portfolio to be completed.

3.0 IMPLICATIONS of the POLICY

This policy requires any officer or police staff currently completing a portfolio in order to achieve a role-required qualification to be allocated **4 hours duty time per month** as a baseline minimum. Any additional time will need to be negotiated via first and second line managers.

Officers / staff performing the role of **tutor** will also be allocated **4 hours duty time per month**, to support their completion of portfolio evidence for learners in their charge.

Other implications / considerations:

- Given that the completion of a portfolio is a job requirement, it is important that due consideration is given to an officers health and well-being; for this reason it is appropriate that protected learning time is allocated.
- The allocation of protected learning time is thread running throughout the implementation of qualification-based on the job learning; for this reason it is an OFSTED requirement.

4.0 PROCEDURE

It is intended that the process of allocating protected time needs to be as simple as possible and not generate an onerous administrative burden for the Duties Management Team. With this in mind it is proposed that the following process is followed (for student officers)

- Team sergeants, having consulted the officer concerned, allocate a duty day each month, which will incorporate the officers' protected learning time;
- The sergeant informs duties team via email (Duties Service Centre West Mercia)
- Duties Team place a marker on the officers duties (e.g. if the officer was rostered to 1400-2300 and protected learning time was allocated within this shift, the marker will state "**PLT 1400-1800**")

A more ad-hoc arrangement will be workable regarding officers undertaking NPPF, detective and other portfolios due to vastly smaller numbers compared with PCDA and DHEP schemes. Officers can, in consultation with their line manager, identify suitable dates for protected learning time (PLT) to be utilised and inform Duties Service Centre accordingly so that the appropriate marker can be added.

Officers / staff who have been allocated PLT will have the option to complete portfolio work at home, on the understanding that they may be recalled to full operational duty will immediate effect in the event that operational demands take precedence.

5.0 CONSULTATION

<i>Business Lead/ Chief Officer Consulted</i>	<i>Date Consulted</i>
Bal Jacob/ Rachel Hartland-Lane	Feb 2021

A full consultation with senior management, Critical Friends and Legal Services has been conducted.

6.0 DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
Deb 2021	Insp C. Paskin	New Policy	Exec Board JNCC 09/03/2021
Aug 2023	Insp C Paskin	Reviewed – No Changes	Aug 2023

7.0 ASSESSMENT AND ANALYSIS

A Health & Safety, Risk and Equalities Assessment is available on a separate document.

8.0 MONITORING / EVALUATION

The monitoring and review of this policy is the responsibility of the policy owner