Diploma in Police Service Leadership and Management

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2.00	Removal of 'ACDP' from Glossary of Terms in Appendix 'D' and email addresses in the Process Flowchart in Appendix 'E' changed to local e mail addresses.	02/03/2015
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Contents

Appendices

Appendix A	How to Select Candidates for the Diploma in Police Service Leadership and Management (DPSLM)
Appendix B	Deferrals
Appendix C	Frequently Asked Questions
Appendix D	Application Process Flow Chart
Appendix E	Glossary

1   Overview

1.1   What is this about

1.1.1   This information sets out the procedure for the selection and appointment of police officers onto the Diploma in Police Service Leadership and Management (DPSLM).

1.2   Who is this for

1.2.1   This is for all officers and staff who have a role in the application or selection process.

1.3   Key Information

- The DPSLM was introduced in 2007 as a replacement for the Police (Scotland) Promotion Examination.

- Both qualifications have equal merit as qualifying criteria for promotion.

- The DPSLM is accredited by the Scottish Qualifications Authority and involves an 18-month course of study.

- The number of places available on the DPSLM is reviewed annually.

- The application process is a self-nominated, competency-based assessment with candidates providing evidence against qualities in the Competency Values Framework (CVF).

- To ensure fair and equal opportunity of access to the DPSLM, line managers will take steps to ensure that any team members absent from work due to sickness or extended periods of occupational leave such as maternity etc. are made aware when the application process opens.

- Anyone requiring adjustments in order to make the process more accessible or to perform within the programme will be supported as far as reasonably practicable on request.

- We will implement any agreed reasonable adjustment as required and in line with the law and our Disability in Employment procedures.

2 Officer/Staff

2.1 What you need to do:

- Read all the relevant documentation and conduct a self-assessment of your suitability for the diploma.

- Complete all relevant sections of the [Application and Learning Contract Form (021-018)](#).

- Send your application to your First Line Manager (FLM) on completion.

- Inform us of any reasonable adjustments you believe you need to either access or participate in the Diploma in Police Service Leadership and Management (DPSLM).

2.2 Making an application

2.2.1 All applications to take part in the diploma are managed by local policing areas and assisted by Leadership Training and Development (LTD).

Who can apply?	What are the criteria?	How do I apply?
Serving Officers who have completed their probation and are not qualified for promotion beyond the rank of Inspector. Serving Officers who have transferred to Police Scotland holding OSPRE 1	• You must not have a live regulation warning or misconduct disposal on your record. • Be awaiting a misconduct meeting/hearing. • You should not be the subject of a complaint against the police.	You must complete an application form and the learning contract which will be available on the Intranet and submit this to your first line manager. Selection will be made, based on evidence provided by you and support from your Area Commander/Head of Business Area.
If you are the subject of a complaint against the police, or misconduct investigation, you may still apply but your application may be deferred after full consideration of circumstances at Area Commander/Head of Business Area level. Should any allegations under either process be subsequently upheld, your application would be rejected or you would be removed from the programme.		

2.2.2   The Application and Learning Contract lists the competencies and values from the Competency Values Framework (CVF) which are to be assessed. Evidence should be provided in relation to your current rank. i.e.

- Constable – practitioner
- Sergeant – supervisory

2.2.3   You need to provide four specific work-based examples relevant to the CVF. Two examples should be based at level 1 and two examples at level 2 of the model. It is your decision which examples are based at the different levels of the CVF. You must also compile a 400 word Personal Values Statement. Guidance is provided within the Application and Learning Contract and all qualities under assessment carry the same weighting.

2.2.4   It is essential that any evidence you give is your own work and is within the last two years unless there are specific reasons why you cannot do this, for example prolonged absence. This will be checked and validated as part of the process. If it is discovered that you have been dishonest in your application, a referral will be made to Professional Standards.

2.2.5   Within the application form there will be a learning contract. It aims to make you:

- Aware of the challenges and commitment required to complete the diploma; and
- Self-assess your suitability for the programme

2.2.6   You should verify that you have read the required documentation and that you have considered each of the statements included in the learning contract.

2.2.7   This needs to be discussed with your First Line Manager (FLM) to satisfy them that you have thought about the impact of taking on the diploma on both work and home life.

2.2.8   Once your FLM has endorsed the relevant section, your application will be passed to your Second Line Manager (SLM) (Inspector or staff equivalent).

2.3   Withdrawing an application

2.3.1   Applications are considered to have been submitted once they have been submitted by your FLM. You can withdraw from the process at any stage from this point forward by informing your FLM who will notify the Single Point of Contact (SPoC) of your withdrawal.

2.4 Appeals

2.4.1 You can appeal any decision not to award you a place on the diploma by putting the grounds of appeal in writing to the Head of Leadership and Talent within seven days of getting any written decision. Appeals can only be submitted where:

- there has been a failure to apply the correct process; or
- the process has discriminated against you in an unlawful way.

2.4.2 Appeals are not valid if they are based on:

- any frustration at not being successful.
- disagreement with marks awarded.
- feedback provided by assessor panels.
- comments made by line managers.

2.4.3 After a full investigation you will be told whether your appeal has been successful or not. This will normally be within 14 days of the date we get your appeal.

2.4.4 The outcome of any appeal is final.

2.4.5 Written feedback from the Local Area Assessor Panels will be provided to you on request.

3   Manager

3.1   What you need to do:

- Contact team members who may be interested in applying for the diploma who are absent from work, (e.g. maternity, shared parental leave, adoption, career break or sickness).

- Consider the evidence provided by candidates and provide evidence based comments on their performance where necessary.

- Confirm any evidence supplied or verified on the application.

- Complete the appropriate sections of the [Application and Learning Contract Form (021-018).](#)

- Tell team members about any comments made by you giving any recommendations or appropriate support.

- Forward team member applications to the next step in the process as quickly as possible.

3.2   Receiving an application

First line management

3.2.1   Consider the evidence provided by your team members and provide evidence-based comments on their performance where necessary. Comments should be added whether the application is supported or not.

3.2.2   Complete the appropriate sections of the Application and Learning Contract Form (021-018).

3.2.3   Once complete, you should discuss the content of the Application and Learning Contract Form (021-018) with your team member to satisfy yourself that they have considered the impact of the diploma on both their work and home life.

3.2.4   You should make a decision about whether or not you wish to give your support to the application based on the evidence provided. You should tell your team member whether you support the application or not.

3.2.5   Applications must then be forwarded to the SLM for consideration.

Second line management

3.2.6   You should consider all applications passed to you and make a decision regarding support. This decision should be based on the evidence provided by the applicant, any comments of the FLM and the general performance of the team member.

3.2.7   You should add comments whether you support the application or not. Any justification and comments will be emailed to the candidate as feedback by the Divisional Single Point of Contact (SPoC) at the end of the application process if requested by the applicant.

3.2.8   On completion, forward the application to the Divisional SPoC using the Local Divisional Mailbox. An email confirming receipt will be sent to the applicant.

3.2.9   The Divisional SPoC will tell applicants, via email, if their application is unsupported by the Local Policing Assessor Panel and provide details of any comments.

Divisional single points of contact

3.2.10   On receipt of an application you should check the eligibility of the applicant and ensure the form is fully completed. All applications should be uploaded to SharePoint and arrangements made for Local Policing Area Assessor Panels.

3.2.11   Applications must be retained throughout the process in line with the Record Retention procedure. They must be securely stored at all times whether in electronic or hard copy formats in line with their 'Official' Government Security marking. Further information can be found in the Information Security procedures.

3.2.12   All applicants should be told the outcome of the panels once held and unsuccessful candidates should receive written feedback by email.

3.2.13   SharePoint should be updated with the outcomes at all stages and applications stored within the Division/Department throughout the process.

4   Resources

Forms

- Diploma in Police Service Leadership and Management (DPSLM) Application and Learning Contract (021-018)
- Student Amendment Form (Available from Diploma Team, SPC)

How to Guide

- How to Select Candidates for the Diploma in Police Service Leadership and Management

Reference Documents

- Deferrals
- Frequently Asked Questions
- Diploma in Police Service Leadership and Management Process Map
- Glossary
- Programme Handbook

Related Procedures

- Disability in Employment
- Disciplinary
- Grievance
- Promotion

Useful Links

- DPSLM Recruitment Site
- Police Service of Scotland (Performance) Regulations 2014

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Appendix A

How to Select Candidates for the Diploma in Police Service Leadership and Management (DPSLM)

A Local Policing Area Assessor Panel - will consist of three suitably trained members. This should include an officer who has attained the rank of Superintendent and is ideally from a Division other than the one that is recruiting. An Area Commander (Chief Inspector or staff equivalent) and a member of Leadership Training and Development (LTD) staff. The Scottish Police Federation may attend to observe the activity of these panels.

The panel's job is to score applications, ensuring fairness and transparency to assist the allocating of places within the DPSLM. They will also ensure consistency by quality assuring (dip sampling) unsupported applications rejected at the earlier stage of the process.

The number of places available is likely to be less than the number of applications made to join the programme. Scoring will allow a 'ranked' outcome for each applicant.

The panel will assess applications based on evidence provided in the application form and learning contract. A score for each quality being assessed should be applied using the following scale: *(All qualities under assessment will carry the same weighting).*

0 – No evidence
1 – Developing Competence
2 – Competent
3 – Exceeds Competence
4 – Exceptional

All applications supported for the panel's consideration must have each quality assessed as competent. Any quality assessed as being less than competent must be rejected.

Applications will be ranked nationally on merit.

Results and Feedback

Written feedback from the Local Area Assessor Panels will be provided to candidates on request.

Appendix B

Deferrals

Deferrals and postponement from the diploma are considered in circumstances where students are unable to commit to the programme timetable and their assignment/assessment commitments due to significant unforeseen circumstances.

Any requests for a submission extension or deferrals must be sought at the earliest opportunity. It is the responsibility of a student's managers, in conjunction with LTD, to take account of any circumstance that may be cited as impacting upon progress and provide the necessary support and interventions to manage these.

Requests to postpone or defer should be submitted, via the Student Amendment Form to both first and second line managers.

This should be forwarded to the Local Area Commander who will provide comment in relation to the request before sending this to the Divisional Commander who will consider the request, make comment, and then forward to LTD for a decision.

Possible outcomes may be:

- Removal from the programme

- Deferral to an alternative cohort

- Provision of additional support or adjustments

Appendix C

Frequently asked Questions

How do I complain about comments made by my line manager?

If you are aggrieved about any comments made by your line manager this should be addressed at divisional level.

How many hours am I expected to study per week?

The Diploma in Police Service Leadership and Management (DPSLM) is a Scottish Qualifications Authority (SQA) Professional Development Award (PDA). It has 120 credit points at the Scottish Credit Qualification Framework (SCQF) Level 8 – the same level and points as a Higher National Diploma (HND), therefore students are expected to spend around 8-12 hours per week studying.

Do I get time during my working day to complete the DPSLM?

No, the course should be completed in your own time.

What devices can Moodle be accessed from?

Moodle works in all standard, modern browsers and operating systems. For anyone using mobile devices to access the facility, we highly recommend that you download the Moodle App and add it to your phone/iPad (there are Android versions too). The App will allow you to directly respond to posts in forums, read items and even take part in activities. Hopefully it will also add to the flexible way you can work on your studies with the Diploma.

Appendix D

Application Process Flow Chart

Application process opens for DPSLM

The application process is advertised nationally as a competitive process for a promotion qualification.	Pro-rata figures for places per Division are published

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Applicant completes application form and learning contract online (available through intranet link provided) and emails to first line manager

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First line manager meets applicant to discuss application and makes decision whether to support or not.

First line managers are provided with guidelines for this conversation.

↓

First line manager forwards all applications to the second line manager for acknowledgement, and ratification of support decision. All applications are then sent to SPOC

↓

SPOC updates application tracker

SPOC organises Local Area Assessment Panels consisting of appropriate senior officers/managers who assess the supported applications and forward them to the Divisional Commander/ Head of Business Area for approval.

↓

Divisional Commander makes final selection of applicants based on information provided.

Divisional Commander/Head of Business Area nominates successful applicants.	SPOC uploads applications (supported and unsupported) to Sharepoint	Unsuccessful applicants are notified at this time.

V6.00

Appendix E

Glossary

DPSLM	Diploma in Police Service Leadership and Management
HN	Higher National
CVF	Competency Values Framework
PSoS	Police Service of Scotland
PSPE	Police Scotland (Promotion) Examination
SCQF	Scottish Credit and Qualifications Framework
SOP	Standard Operating Procedure
SPA	Scottish Police Authority
SQA	Scottish Qualification Authority
FLM	First Line Manager
SPoC	Single Point of Contact