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## **Police Leadership Development Programme**

<b>Policy:</b>	Leadership, Training and Development
<b>Owning Department:</b>	People and Development
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## **1. Overview**

### **1.1 What is this about?**

1.1.1 This procedure sets out the structure, requirements and assessment processes of the Police Leadership Development Programme (PLDP).

### **1.2 Who is this for?**

1.2.1 This is for all officers who are taking part in the PLDP and for staff and officers who have a role in supporting or administering it.

### **1.3 Key information**

- Officers who have successfully passed the Police Promotion exams or hold the Diploma in Police Service Leadership and Management (DPSLM) are not eligible for the PLDP qualification.
- To qualify for the PLDP officers must have completed their probationer training and have successfully completed the National Promotions Assessment Centre (NPAC).
- The PLDP is a 12 month vocational qualification delivered using the Moodle Virtual Learning Environment.
- Officers undertaking the PLDP will do so in the rank of temporary Sergeant.
- The Competency and Values Framework (CVF) is used to assess behaviours and values during the PLDP.
- Reasonable adjustments will be made for anyone with a disability in terms of the Equality Act 2010 to provide the maximum opportunity to achieve the qualification.

## **2. Staff/Officer**

### **2.1 What you need to do:**

- Familiarise yourself with the structure and content of the Police Leadership Development Programme (PLDP) before starting the qualification.
- Access the 'Moodle Space' and 'My Space' areas one week before the course starts to complete induction.
- Complete learning outcomes one and two of the Personal Leadership unit within the first two weeks of the Programme starting.
- Complete a 'Personal Action Plan' and work towards achieving the actions of your plan throughout the duration of the qualification.
- Complete all other course content as outlined in the PLDP Programme Handbook.
- You are encouraged to tell us if you have a disability which requires consideration of reasonable adjustments to support you in completing the PLDP. You can do this through your Divisional Single Point of Contact (SPOC), directly with the PLDP Programme Tutors or through whatever other means you are comfortable with. We will work with you to assess your needs and any reasonable adjustments which can be put in place. Details of the Divisional SPOCs are available in the Resources section of the Policy Hub. The People and Development Equality and Diversity team are also available to provide assistance in relation to reasonable adjustments.

### **2.2 Programme overview**

2.2.1 The PLDP is a vocational qualification made up of four modules, each with key tasks, most of which you will complete during the course of your normal working time.

2.2.2 There are elements of home study and you should expect to spend approximately four to six hours of your own time per week on this. All Learning Content is on the Moodle Learning Platform which is an external database and can be used from any computer with internet access.

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2.2.3 The majority of the PLDP takes place online and you are responsible for your own learning. You should make use of the guidance which is available and engage positively with all the activities throughout, maintaining a high standard of personal conduct. Full details of the modules, assessment methods and available support are set out in the PLDP Programme Handbook in the Policy Hub Resources section.

### **2.3 Posting during PLDP**

2.3.1 You must have successfully completed the National Promotions Assessment Centre (NPAC) before you can begin the PLDP.

2.3.2 You will be required to transfer from your base post to a temporary Sergeant role for a 12 month period to undertake the PLDP qualification.

2.3.3 You will be transferred to a temporary post selected by the Divisional Commander/Head of Department; this will be a role which enables you to gain the required level of experience. The posting is likely to be within your home division, however, this is dependent on availability and you may be required to transfer to an alternative department, office or division in order to undertake the role.

2.3.4 Officers are encouraged to notify their Divisional Commander of any caring responsibilities or disability issues. Reasonable adjustments will be considered on a case-by-case basis to support officers undertaking the PLDP.

2.3.5 On conclusion of the PLDP, if successful, you will be confirmed in the rank of substantive Sergeant. If you are unsuccessful, you will return to your substantive rank of Constable.

### **2.4 Academic integrity**

2.4.1 During the PLDP you are expected to show commitment to the teaching and instruction given to you along with any additional reading or wider research you carry out.

2.4.2 You must fully acknowledge all sources consulted, used, paraphrased or summarised within your work by applying the correct and agreed referencing practices.

2.4.3 Any form of intellectual deceit which gains or is intended to gain an unfair advantage or which risks the academic integrity of the Programme will not be tolerated.

2.4.4 If your academic integrity is in any doubt (e.g. through use of plagiarism) you will be called to an Academic Hearing. Further details of this process and guidance regarding academic integrity are set out in Section 8 of the Programme Handbook.

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## **2.5 Assessment deadlines**

2.5.1 If you need to request an extension to an assignment deadline you must contact your Programme Tutor for advice as soon as possible. In normal circumstances, an extension of up to two weeks will be considered. It is recognised, however, that in some circumstances a longer extension period may be required. These will be assessed on a case-by-case basis and reasonable adjustments will be considered where possible.

## **2.6 Applying to withdraw**

2.6.1 There may be occasions where unforeseen personal or welfare circumstances require consideration of reasonable adjustments to support you in completing the PLDP. In the first instance you should discuss this with your Programme Tutor who will provide advice on available support and appropriate options. Withdrawals from the PLDP Programme must be processed through your line management and Divisional Commander. To request a withdrawal from the PLDP you should complete a Student Amendment Form (SAF) through the 'Contact my Tutor' facility in Moodle.

2.6.2 If you withdraw from the Programme you will return to your substantive rank. Your Divisional Commander or Head of Department will decide which role you are posted to which may not be the same one that you transferred from. You have the right to withdraw at any time but should note that there is no guarantee of a future return to the qualification other than through the normal selection process.

## **2.7 Academic progress**

2.7.1 You will be permitted a maximum of three attempts at any individual assignment. Failure to achieve competence following three attempts will lead to removal from the Programme.

## **2.8 Appeals**

2.8.1 You may appeal against any decision of an Assessor which has significant material effect on your successful progression within the qualification where there is:

- deviation from the prescribed marking scheme (e.g. non-adherence to the explicitly defined assessment criteria, marking strategy and any applied weighting);
- deviation from the conditions under which the assessment was conducted (e.g. procedural irregularity, not in accordance with approved regulations); or

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- some other material irregularity relevant to the assessment (e.g. transposition of figures, administrative or arithmetical error).
- 2.8.2 Disagreement with the academic validity of the Assessor's judgement is not grounds for an appeal.
- 2.8.3 You will be told if your appeal has been successful or not, normally within 14 days of the date we receive it. If this is not possible you will be told the reason why within the 14 day period. The outcome of any appeal is final.
- 2.8.4 A link to the full PLDP Academic Assessment Appeals Process is available in the Resources section of the Policy Hub.

## 2.9 Completion of PLDP

- 2.9.1 On successful completion of the PLDP you will be given a certificate of qualification detailing your level of attainment. The PLDP is equivalent to level 8 within the Scottish Credit Qualifications Framework (SCQF).
- 2.9.2 Your SCoPE record will be updated with details of the qualification.

### **3. Manager**

#### **3.1 What you need to do:**

- Support your officer while they are undertaking the qualification and ensure their welfare needs are catered for.
- Discuss the Learner Charter (detailed in Section 4 of the Programme Handbook) with your officer to satisfy yourself that they have suitably considered the impact of the Police Leadership Development Programme (PLDP) on their work/life situation.
- Familiarise yourself with the Programme Handbook which provides guidance on the role of learners and the requirements of the qualification and the Inspector and Line Manager Handbook which details your roles and responsibilities.
- Oversee your officer's performance and ensure they are provided with sufficient time to undertake key vocational tasks for assessment purposes.
- Where possible, observe the tasks undertaken by your officer for assessment purposes and facilitate a shadowing arrangement to help them learn from more experienced colleagues.
- Validate all evidence submitted using the Evidence Checklist – Inspector/Line Manager Validation Form (021-053). This should be done timeously to ensure your officer has ample time to return the completed evidence to Leadership and Talent (L&T) Programme Tutors within required timescales.
- Validate 10 'Inspector/Line Manager Validation' forms per officer (approximately one per month). If the evidence is valid, you must sign the form and return to the officer in order that the evidence can be submitted to the L&T Programme Tutors. If the evidence is not valid, the officer should be provided with a further opportunity to complete the task.



### **3.2 Learning content**

- 3.2.1 Officers undertake the PLDP qualification almost entirely online. Modules have been structured with specific learning objectives in place. You must be fully aware of the learning content which is detailed in the Programme Handbook. You must ensure that officers take responsibility for their own work.
- 3.2.2 As this is a vocational qualification officers will complete the key tasks during the course of their normal working time. There are also elements of home study and officers should expect to spend approximately four to six hours of their own time each week on this.

### **3.3 Officers' postings during PLDP**

- 3.3.1 Officers must have successfully completed the National Promotions Assessment Centre (NPAC) before they can begin the PLDP.
- 3.3.2 Officers will be required to transfer from their base post to a temporary Sergeant role to undertake the PLDP qualification.
- 3.3.3 Officers will be transferred to a temporary post selected by the Divisional Commander/Head of Department for a 12 month period which will enable them to gain the required level of experience. The temporary posting is likely to be within the officer's home division, however, this is dependent on availability and officers may be required to transfer to an alternative department, office or division in order to undertake the role.
- 3.3.4 On conclusion of the PLDP, if successful, the officer will be confirmed in the rank of substantive Sergeant. If unsuccessful, they will return to their substantive rank of Constable.

### **3.4 PLDP assessment**

- 3.4.1 Your own role in validating the assessment is set out in the PLDP Inspector and Line Manager Handbook. Work which requires summative assessment (contains set criteria required during qualification) will be moderated by the PLDP team. An internal verifier will review a sample of assessments per unit to ensure consistency of assessment.
- 3.4.2 Officers will receive feedback on formative assessments (reflection activities used for learner understanding and not part of the formal criteria). The feedback will form a part of the learning and assist in achieving competence in summative assessments. Feedback is also provided by Tutors and/or Assessors on summative assessments. Where one or more Learning Outcome is considered as 'does not meet' criteria, the feedback will be more detailed and informative, aimed at helping officers to achieve competence in future submissions.

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- 3.4.3 Officers who do not achieve competence in a particular summative assessment will be permitted two assignment resubmissions per assessment (i.e. three attempts at any summative assessment) before being removed from the programme due to lack of academic progress. In such circumstances officers will return to their substantive rank of Constable.

### **3.5 Withdrawal**

- 3.5.1 If an officer wishes to withdraw they must initially discuss this with their Programme Tutor who will provide support and advice on appropriate options. Following this discussion, you will be notified if the officer still wishes to withdraw from the qualification. If the reason for withdrawal relates to a specific characteristic, guidance on wider related issues is available on the Policy Hub (e.g. Adoption and Maternity Support, Pregnancy and Maternity Procedures). Support measures to assist the officer in completing the PLDP should be considered on a case-by-case basis.

- 3.5.2 If an officer withdraws from undertaking the qualification, they will be required to return to their substantive rank of Constable in a suitable posting.

- 3.5.3 Should an officer wish to withdraw, you must ensure they are aware that there is no guarantee of a future return to the qualification, other than through the designated selection process at the time of return.

### **3.6 Academic integrity and misconduct**

- 3.6.1 SPA/Police Scotland aims to ensure that its educational provision is of the highest possible quality as reflected in the professional values, standards and practices it adopts. An overview of the Academic Integrity requirements are available within the Programme Handbook.

## **4. Resources**

### **Forms**

- Student Amendment Form (Available from Leadership and Talent, Scottish Police College (SPC))
- Evidence Checklist – Inspector/Line Manager Validation Form (021-053)

### **Reference Documents**

- Police Leadership Development Programme (PLDP) Handbook
- Police Leadership Development Programme (PLDP) Inspector and Line Manager Handbook

### **Related Procedures**

- Disability in Employment
  - Disciplinary
  - Grievance
  - Postings and Transfer (Police Officers) SOP
  - Temporary Promotion (Officers)
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- **Useful Links**
  - Competency and Values Framework (CVF) for Police Scotland
  - Police Service of Scotland (Performance) Regulations 2014
  - Police Leadership Development Programme Contacts
  - Police Leadership Development Programme Divisional Single Points of Contact
  - Police Leadership Development Programme Academic Assessment Appeals Process

**Compliance Record**

<b>Equality Impact Assessment: Date Completed/Reviewed:</b>	05/11/21
<b>Information Management Compliant:</b>	Yes
<b>Health and Safety Compliant:</b>	Yes
<b>Publication Scheme Compliant:</b>	Yes

**Version Control Table**

<b>Version</b>	<b>History of Amendments</b>	<b>Date</b>
1.00	Initial Version	01/04/2021
2.00	Updated to reflect revised processes for the extended PLDP pilot.	01/04/2022