



A

MODERN APPRENTICESHIP

IN

Policing SCQF Level 7

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Skills for Justice

October 2018

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

Modern Apprenticeships in Policing

Background

The public sector, in Scotland, has a significant impact upon the economy and comprises central government departments, local government, and public corporations. As of 2016, there were approximately 545,000 people employed in the public sector, of which 17,170 were employed as Police Officers.

Police Scotland was formally established on 1 April 2013 and is responsible for policing across the length and breadth of Scotland, some 28,168 square miles. Police Scotland is the second largest force in the UK after the Metropolitan Police.

The Service is led by a Chief Constable and comprises police officers, police staff and special constables who work together to deliver the best possible policing service for the people of Scotland.

Police Scotland's purpose is to improve the safety and wellbeing of people, places and communities in Scotland. Our focus is on Keeping People Safe which is at the heart of everything that we do.

There are 13 local policing divisions, each headed by a Local Police Commander who ensures that local policing in each area is responsive, accountable and tailored to meet local needs. Each division will encompass response officers, community officers, local crime investigation, road policing, public protection and local intelligence.

Police Scotland's priorities are outlined in our Annual Police Plan and ensure that we are delivering a service which is focused on Keeping People Safe.

The priorities in our Annual Police Plan are aligned to the strategic police priorities set by the Scottish Government and the strategic objectives outlined by the Scottish Police Authority in their three-year plan. They are also informed by the local policing plans set at local authority and multi member ward levels.

The corporate headquarters of Police Scotland is based at Tulliallan in Fife which is also where the Scottish Police College is based, the training home of Police Scotland.

Police Officers currently undertake a 2-year Probationer Constable Training Programme which is heavily legislatively based. Evaluations received from Probationer Constables has highlighted their desire for a more practical based training programme. They have felt that the focus has been on learning legislation and have cited the need for a more "work based" approach to learning, with ongoing practical, simulation and scenario-based training being preferred in order to enable them to consolidate the legislative teaches.

Police Scotland are proposing to use the newly revised Competency Based Qualification - Certificate in Policing, alongside a modernised delivery model of the probationer constable training programme to form the main basis of a new Modern Apprenticeship framework. This will be the training programme for new police officers joining the force and will help ensure training remains relevant in a changing society.

This is a brand new modern apprenticeship and there are currently no other existing MA's available in Policing.

It is anticipated that up to 800 Police Officers per year will undertake the Modern Apprenticeship in Policing (based on 2017 recruitment figures).

Wide consultation with key stakeholders such as Scottish Government, Skills for Health and Justice and

Scottish Qualification Authority has been undertaken and they have been heavily engaged in the framework build process.

Internally, Quality Assurance, Training Development and Delivery, Leadership & Talent as well as staff associations and the Executive Officers of Police Scotland have been involved in shaping the framework to ensure it delivers a competent and effective police officer.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Policing at SCQF Level 7

Duration

The framework will take approximately 2 years to complete.

Mandatory outcomes

SVQ or alternative competency based qualification

- Candidates must complete the following:

- Certificate in Policing at SCQF Level 7 GP3K 47

Core Skills

- | | |
|--|--------------|
| • Communication | SCQF Level 6 |
| • Working With Others | SCQF Level 6 |
| • Problem Solving | SCQF Level 6 |
| • Information and Communication Technology | SCQF Level 6 |
| • Numeracy | SCQF Level 4 |

All core skills except for Numeracy are embedded throughout the mandatory qualification. Details can be viewed on the mapping document contained within the submission.

Numeracy will therefore be separately certificated.

Enhancements

None.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

None

The Framework

Duration

It is expected that apprentices following this framework will take approximately 2 years to complete. This includes theoretical, practical and consolidation workplace training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- * Certificate in Policing at SCQF Level 7 GP3K 47

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Core Skills

Each apprentice is required to achieve the following core skills:

Communication	SCQF Level 6
Working with others	SCQF Level 6
Problem Solving	SCQF Level 6
Information and Communication Technology	SCQF Level 6
Numeracy	SCQF Level 4

All core skills except for Numeracy are embedded throughout the mandatory qualification. Details can be viewed on the mapping document contained within the submission.

Numeracy will therefore be separately certificated.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

None

Optional Outcomes

None.

Registration and certification

This Scottish Modern Apprenticeship is managed by Skills for Justice. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

Skills for Justice
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.
Tel:- 0114 284 1930
Email:- Certification@sfjuk.com

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.**

Registration must be made by completing the online registration system (MA Online, www.maonline.org.uk).

In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Due to the nature of this role, the minimum age for apprentices signing up for this framework will be 18 years old however learners can apply at the age of 17.5 years of age.

An important point that should be noted is that the employment status for police officers is termed as being 'appointed to the office of constable'. On successful appointment to the role, Police Officers will receive an offer of appointment, rather than a contract of employment. This will then be signed by the candidate in order to accept the offer of appointment.

Police Scotland have a rigorous recruitment process in place that all candidates must consider before applying to join the force. The following information details what the process might look like and the different stages candidates must go through in order to be successful. Candidates must:

- be physically and mentally able to undertake police duties. The fitness assessment will be based on the Scottish Police Service National Fitness Standard.
- Have a Body Mass Index between 18 – 30. However, this will not be assessed until the medical stage which is at the very end of the selection process.
- Meet the mandatory national eyesight standard. Candidates' eyesight will not be assessed until the medical stage at the very end of the selection process. Failure to meet the standard means you cannot be appointed. Therefore, to minimise disappointment applicants may wish to consider consulting with a qualified optician.

Only applications from British citizens, EU/EEA nationals, Commonwealth citizens, or foreign nationals with indefinite leave to remain in the UK will be accepted. Candidates should have been resident in the UK for a minimum of three years immediately prior to application.

Police Scotland are Disability Confident Committed to the recruitment and selection of people with disabilities. They guarantee an interview to any applicant who has a disability as defined under the Equality Act 2010 who meets the essential criteria for the role.

Successful applicants come from every walk of life. However, individuals must be able to clearly demonstrate that they possess the wide range of personal qualities and attributes essential to become an officer with Police Scotland, such as:

- Ability to demonstrate a realistic appreciation of the role and duties;
- Ability to demonstrate adequate knowledge of key areas such as the training programme, fitness and conduct standards;
- Highest levels of personal integrity, honesty, conduct;
- Effective communication skills;
- Strong community and customer focus;
- Personal effectiveness;
- Emotional resilience;
- Problem solving skills;
- Respect and understanding of equality and diversity;
- Effective team working skills;
- Proven level of physical fitness;
- Strong desire for continual personal development;
- Ability to study, learn and pass ongoing academic assessment, particularly throughout the two-year probationary period;

If candidates meet the above criteria, the following selection process will be applied on application:

Standard Entrance Test (SET)

The test is made up of three papers and there are three different versions of the test. The test covers: language, numbers and information handling. Use of a calculator is permitted when completing the numbers paper.

Candidates must pass all three test papers to proceed to the next stage.

Candidates with Specific Learning Difficulties

Police Scotland are committed to making the selection process and facilities as accessible as possible for all applicants and employees.

Initial Interview

If candidates pass the SET they will be invited to an interview with two members of the local recruiting team or a recruitment member and divisional officer. Preparation and research is important as Police Scotland expect candidates to have appreciation of what the role of a probationary police officer involves.

The Police Scotland website is a useful research tool that is accessible to everyone. This includes information about the values and purpose, local policing, Divisions as well as key information about their priorities and local and national initiatives.

This is the first opportunity for Police Scotland to find out more about candidates. Being prepared is really important as candidates will be asked questions relating to each of the behavioural competencies below. The questions are designed to let candidates tell Police Scotland about their experiences, skills and aptitudes and will cover the following areas:

- Effective communication
- Personal effectiveness
- Team work
- Respect for diversity
- Personal awareness
- Service delivery
- Job knowledge

Vetting

The public is entitled to expect that Police Scotland will only recruit people who demonstrate the highest standards of professional conduct, honesty and integrity.

In order to ascertain suitability, a wide range of police systems will be checked. Convictions, warnings or other adverse information will not in every case prevent appointment.

The Vetting Unit will also want to know whether any of the candidates' close family or associates are involved in criminal activity and they will therefore search for any criminal convictions or cautions recorded against them. Candidates must advise them that these enquiries will be made.

Completion of the vetting form is no longer required at the application stage.

Candidates will be required to complete the Vetting Form when they pass the Assessment Centre stage of the assessment process. The relevant forms will be issued to the candidate by the recruitment team at the time. Completed vetting forms and all vetting decisions are managed by the Police Scotland Vetting Unit.

Candidates should be aware that ALL vetting decisions are made at the latter stages of the recruitment process.

Financial Status

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should therefore not be under pressure from un-discharged debts or liabilities and should be able to manage loans and debts sensibly.

Police regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge a lawful debt. Therefore, the financial information provided by applicants on their Vetting Form will therefore be checked to determine and verify their financial position.

Business Interests

Unless the Chief Constable decides otherwise, applicants will not normally be eligible for appointment as a police officer if they have other business interests. Therefore, to comply with regulations, applicants must complete the business interest section of the application and vetting forms and an assessment as to whether any business interest can initially be continued with on appointment will be made during the selection process.

However, the Chief Constable may decide to allow the business interest, if it is considered compatible with being a member of Police Scotland.

Assessment Centre

During the one- day assessment centre, candidates will take part in three practical exercises and a further interview designed to assess the skills and attributes required for the role of police constable. The competencies assessed are:

Practical exercises:

- Effective communication
- Personal effectiveness
- Team working

- Respect for diversity
- Personal awareness
- Problem solving

Interview:

- Effective communication
- Personal effectiveness
- Job knowledge
- Personal awareness
- Leadership
- Partnership working

Fitness Assessment

Being a police officer is both physically and mentally challenging. The national fitness assessment will require candidates to undertake a Multi Stage Fitness Test (MSFT) in accordance with the standards outlined in the relevant Police Scotland National Fitness Standard document. The assessment measures cardiovascular fitness.

This means the ability of the candidate's heart and lungs to provide sufficient oxygen to the working muscles to allow them to sustain a rhythmical activity involving large muscle groups (i.e. running, cycling, swimming) for an extended period of time.

All candidates must reach level 5.4 to achieve a pass.

Appointment to Role

On successful appointment into the role of Probationary Police Officer, recruits will complete an Initial 12-week training programme at Scottish Police College, Tulliallan, Fife.

Periodic checkpoint training/evaluation will be carried out at local training delivery centres across Scotland throughout the 2-year period after the initial 12-week training at Scottish Police College.

Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice. For Police Scotland, this is referred to as an Offer of Appointment”.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed.**

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- * private training organisations
- * colleges / universities
- * other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

List of Training Providers

Due to the nature of this framework, Police Scotland will be the main training provider for this programme. Initial training will take place at the Scottish Police College in Tulliallan followed by local training at the following training hubs across Scotland located closest to where the candidate is posted. These are:

- Inverness
- Aberdeen
- Dundee
- Edinburgh
- Jackton
- Dumfries

Delivery of Training for the Modern Apprenticeship in Policing

Work-based training

Delivery and assessment method

As outlined at the start of this framework, probationer training will take approximately 2 years to complete.

Training is delivered in a modular format with ongoing assessment throughout. A large part of this training will come in the form of nine distinct units which combined will be the Certificate in Policing which is the mandatory qualification associated with this framework. Training is split over 3 modules. These are:

- Module 1 Initial Training
- Module 2 Local Divisional Training
- Module 3 Operational Phase

The training delivered during the various phases of the Probationers Training Programme should not be looked on in isolation. Each phase forms a core element of the candidate' development over a two-year training period and aims to support the further enhancement of skills and knowledge throughout their career.

Module 1 is the initial 12-week programme currently delivered at the Scottish Police College at Tulliallan. Probationer officers undergo a formal induction into the Police Service of Scotland which includes being sworn into the office of Constable along with an introduction to the various standards and protocols of the Service at this point.

To introduce the newly appointed candidates to the layout and format of their training over the programme, an awareness input is given by instructional staff. During this time, assessment awareness is also covered. This process is designed to ensure that each candidate is fully briefed on essential facilities, services, standards and procedures. This also serves to emphasise to candidates that assessment is to be ongoing throughout the entirety of the programme and that they will be expected to take responsibility for their own learning and assimilation of evidence which illustrates competence.

Scottish Police College instructors will give each candidate the opportunity to disclose if they have or have ever been screened for additional support needs (ASN). This will be facilitated via a confidential one-to-one counselling session. Should either a candidate disclose that they have a pre-existing additional support need, or an instructor believe that a candidate is displaying indicative traits, referral will be made to probationer training management team.

In conjunction with People and Development (Disability in Employment – Police Officer and Authority/Police Staff SOP), probationer training management team will then give consideration to reasonable adjustments and/or initial screening.

Candidates will be made aware that over the entire programme behaviours will be monitored against the 3 clusters and associated 6 core competencies in the Competency and Values Framework (CVF) and a record will be made on the Student Assessment System:

During Module 1 formative assessments are undertaken at the conclusion of each unit to determine the candidate's knowledge, understanding and skills while providing candidates with the opportunity to reflect on and consolidate their learning. These formative assessments take the form of multiple choice question papers. Entitled knowledge checks, they are provided on each of the following sections:

1. *Scots Criminal Law: Police Powers and Principles of Evidence*

2. *Scots Criminal Law: Introduction and Investigation*
3. *Health and Wellbeing for Police Officers*
4. *Protection and Wellbeing*
5. *General Police Duties*
6. *Search Training*
7. *Roads Policing*

The Final Course Examination is a summative assessment in the form of a multiple choice examination which covers all sections above. This summative exam will focus solely upon the knowledge and comprehension components which underpin policing in the operational setting. Each exam question is clearly mapped to the relevant unit descriptor/assessment criteria and is administered via the corporate apps system.

Should a probationer officer fail the module 1 assessment, they will have the opportunity to resit the final course exam, if required on 2 occasions. Should a candidate consistently fail to achieve the required mark consideration will be given for further support and guidance from within Probationer Training Department. There are policies and procedures in place about resits and support given.

There are also further summative assessments for the following units:

1. *Scottish Police Emergency Life Support (SPELS)*
2. *Operational Safety Training*
3. *Level 1 Search Training (contained within the search training unit)*

As fitness is another key area of the programme, probationers undergo two mandatory fitness tests in Module 1, with a further three staged throughout the programme. These tests contribute to the overall award and are a critical component towards the candidate passing the overall Probationer Programme and will provide the basis for assessments in Module 5- Health and Wellbeing.

On completion of module 1, probationers undertake local, divisional-based training, with emphasis on local systems and procedures.

Module 2 of the programme contains local divisional training whilst there is no assessment linked to this module; candidates will be given recognition for the ongoing training which is required to progress to the next module.

After successful completion of Module 2, probationers commence their operational phase under the guidance and supervision of a tutor constable and divisional supervisor, to assimilate their learning in an operational environment. For the remainder of their probationary period candidates must maintain an evidence portfolio relating to incidents they attend, linking these to the key practical components of the role, which have been generated from the creation of the relevant unit descriptors:

Throughout all of the probationary period, assessment will be carried out in different formats depending on which module the probationer is working through. Assessment will take the form of:

- Formative assessment
- Summative assessment
- Classroom Based assessment
- Practical scenarios
- Multiple choice exams
- Oral exams
- Online Distance Learning exams

- Provision of portfolio of evidence and reflective reports

All assessments are facilitated and assessed by trained Staff using standardised marking criteria.

Skills required by training providers delivering the training

Instructional staff will either have, or be studying toward their Certificate in Training, Learning and Assessment (Cert TLA) or Diploma in Training, Learning and Assessment (DipTLA).

All assessors within the programme will be required to have completed, as a minimum, the certificate in training, learning and assessment (CertTLA).

In addition to these qualifications, Police Scotland would also look for all of their **training and instructional staff** to adhere to the following criteria:

- Have successfully completed their probationary period.
- Have developed a range of operational policing experience.
- Have adequately demonstrated a high standard of core values and competencies as per the Police Scotland Competencies and Values Framework.

Delivery of underpinning knowledge (if no formal off-the job requirement)

The Operational Training Development Unit & Probationer Training Department will be responsible for devising and running the Probationers Training Programme.

The training programme is underpinned by National Occupational Standards (NOS) as outlined within the current role profile for Police Constables. These National Occupational Standards (NOS) describe competent performance in terms of outcomes. Together with a defined assessment strategy, developed in parallel with the standards, they allow a clear assessment of competence against nationally agreed standards of performance, across a range of workplace circumstances including Policing roles. NOS are utilised within Police Scotland as a tool for managing and developing a highly skilled workforce.

The standards are further accompanied by the new Policing Professional Profiles created from the College of Policing Professional Development Programme (PDP). These profiles set the national standard accountabilities, behaviours, knowledge, experience and skills for generic roles, rather than describing the tasks, duties and activities of every specific job.

Training will take the form of being classroom based mainly for the knowledge and understanding components and practical application will be carried out whilst on local divisional training during the remainder of the programme.

To facilitate the development of appropriate skills and competencies there is further instruction relating to:

- Airwave
- Data Protection
- Health & Safety and Moving & Handling
- Values Based Policing
- Quality of Service
- Railway Policing Awareness
- Giving Evidence in Court
- National Decision Making Model

- Critical Decision Making
- Charge Headings

Fully trained and competent instructional trainers, assessors and internal verifiers will support the delivery of this programme which has a rigorous assessment processes in place to test underpinning knowledge and understanding as well as practical application.

Off-the-job training

Details of off-the-job training (please state if not applicable)

There is no formal 'off the job' training as part of the role.

There is however an expectation that candidates will undertake and complete e-learning prior to joining Police Scotland as a probationer officer. This training will be provided via Police Scotland's Moodle e-learning platform and will cover the following areas:

- Effective Learning
- The Role of the Constable
- Introduction to Diversity
- Awareness of Police Systems
- Wellbeing
- Introduction to statement taking
- Solemn and Summary Procedure

There are also nine Online Distance Learning (ODL) packages to be completed by candidates during the operational phase of their training and this is designed to help maintain links with formal learning and to enhance the individual knowledge base.

Due to the large amount of additional work and study required of an evening during Module 1, whilst it is not compulsory for probationers to reside at the Police Scotland College, Tulliallan, they will all be allocated rooms, so they can reside if they wish. Residing enables them to fully experience the range of peer support and organisational support available and to allow personal space for study and reflection time.

Delivery and assessment method

Although candidates are expected to complete mandatory e-learning training prior to commencing the role, this is not assessed. These modules are more around helping the candidate by providing a contextual awareness of modern day policing.

The ODL modules are however assessable and will be assessed by means of summative multiple-choice exam. The subject matter and respective assessment criteria are detailed in the programme unit descriptor. These will be assessed by experienced Probationer Training instructors.

The course in its entirety takes approximately 2 years to complete and as stated above is assessed on an ongoing basis using different methods over the 2 year period.

Exemptions

No exemptions or accredited prior learning will be permitted or accepted as part of this framework.

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- * be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- * comply with the stipulations of this Framework
- * meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

Consultation Process

It was decided that as this was a slightly different approach to the current route to train and certify new Police Officers that it would be best to carry out face to face consultation with key personnel throughout Police Scotland and the College.

Consultation took place over the summer months and the bodies who were asked to take part in the process included:

- Association of Scottish Police Superintendents
- Scottish Police Federation
- Police Scotland Senior Leadership Board
- Equality and Diversity Unit
- Central and Eastern European Police Association
- Christian Police Association
- Disability and Carers Association
- Gypsy Roma Traveller Police Association
- National Trans Police Association
- Scottish Police Muslim Association
- Scottish LGBTI Police Association
- Scottish Women's Development Forum
- SEMPER Scotland

All of the above bodies were presented with the CBQ Certificate in Policing Qualification structure (as the mandatory qualification in the MA framework and a large element the training), as well as the Assessment Strategy Process Map (2yrs) and were given an opportunity to pass comment or ask questions around these documents and the proposed approach.

The working group met prior to submission of the CBQ late July once the consultation had ended to discuss the feedback. The group were satisfied that the bodies above were given sufficient information and opportunity to ask questions and have queries answered.

Further detail on the responses and discussion points for the working group are included within the proposal document that accompanies the submission.

Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as:

On successful completion of the Modern Apprenticeship, candidates will progress in to the role of Police Constable.

Details of this role include:

Police Constable – Front line response officer who attends public calls, investigates volume crime or takes initial action at a crime scene. Can also work on community policing teams to target long-term problems.

There are whole variety of specialisms and opportunities that Police Constables can be involved in should they undertake further training after their probation period, these could include:

1. Authorised Firearms Officer - After undertaking necessary selection and training, a Firearms Officer will be responsible for attending spontaneous firearms incidents and other high risk local incidents such as missing persons.
2. Roads Policing Officer - After undertaking necessary selection and training a Road Policing Officer will patrol all roads within an assigned geographical area, ensuring the free and safe flow of traffic. Provide specialist road policing functions in respect of casualty reduction activities and enforcement, including first response to the national trunk roads network.
3. Dog Handler - After undertaking necessary selection and training a Dog Handler will provide essential support to frontline Officers and Police Staff in a variety of roles through public reassurance, prevention and detection of crime, for example, Building/open area searches; Tracking for property/offenders and missing person searches.

The above list is by no means exhaustive however these are 3 of the most common progression routes taken.

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- * Awarding Bodies
- * Employers
- * Modern Apprentices
- * Modern Apprenticeship Group (MAG)
- * Sector Skills Councils (SSCs)
- * Skills Development Scotland
- * Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fisss.org/>.

Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence

- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

Modern Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

APPENDIX 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/ CBQ (and Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- * Entering into a formal training agreement with the employer and Modern Apprentice
- * Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- * Registering Modern Apprentices with the SSC
- * Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- * Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer's responsibilities** are to:

- 1 employ the modern apprentice subject to the employer's usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice's responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice's personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice's responsibilities as an individual; and
- 4 promote at all times the employer's best interests.

The **Modern Apprenticeship Centre's responsibilities** are to:

- 1 agree the content of the modern apprentice's personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice's personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan.

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

SVQ/ CBQ Level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

Optional outcomes

Additional units <i>(if any)</i> <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	<i>(specify unit)</i>			
	<i>(specify unit)</i>			
	<i>(specify unit)</i>			
	<i>(specify unit)</i>			

Summary of Modern Apprentice’s accredited prior learning:

If you require assistance in completing this form, please contact:

Skills for Justice
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.
Tel:- 0114 284 1930
Email:- Certification@sfjuk.com