



Policy Title Support for Study
CCMT Sponsor Director of Resources
Department/Area Human Resources
Section/Sector Learning & Development

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1.0 Rationale

1.1

Thames Valley Police is committed to providing its people with learning opportunities to facilitate their professional development, and to support an organisational environment which encourages learning.

1.2

It is recognised that not all learning needs are met through internal courses and that employees may need to obtain their learning externally or through other means. To facilitate this Thames Valley Police may offer financial assistance and/or study time. The learning should be on a subject(s) directly related to the individual's present post, or which is considered suitable to assist them in developing their immediate careers.

2.0 Intention

The intention of this policy is to provide financial assistance and/or study time to individuals pursuing learning for the purpose of professional development in subjects relevant to their duties and to the organisation (see *3.0 General Principles*).

3.0 General Principles

3.1 Options available

The relevance of the course/study to the applicant's duties and to the organisation must be considered.

- If it is a stated requirement in the job description e.g. professional qualifications required, applicants should consider using the Post Entry Training option which provides the highest degree of support.
- If the learning is of a developmental nature then applicants should consider using the Study Sponsorship option, and must meet the criteria set out in the relevant procedure.
- If the requirement is for assessment against the competencies in a national vocational qualification (NVQ) then the NVQ option should be used.
- If the learning need is best met through a short external course which does not appear in the force programme then the option Attending External Courses should be used. Where the force uses an external course provider to meet a prioritised recurring need the course will be shown as such in the Learning Opportunities Directory on the force intranet and lies outside this policy.
- If the learning is related to an expressed and approved attempt at seeking promotion to Sergeant or Inspector the Promotion Support option is applicable.

3.2 Additional support

Candidates are NOT entitled to additional sponsorship from their BCU/department above the allowances given in the relevant option.

3.3 Scheme management

The scheme is managed by Learning and Development on behalf of the Director of Resources. The Study Support Scheme Administrator is based at the Force Training Centre, Sulhamstead.

4.0 Guidance, Procedures & Tactics

4.1 General Conditions

4.1.1 APPLICANTS

This policy applies to all Thames Valley Police employees (officers & staff).

4.1.2 THE COURSE/STUDY

The applicant is responsible for researching and determining the appropriate course/means of study, and investigating the alternatives.

Applicants must provide evidence of pursuing the most cost-effective method of study, offering options and recommending the best value for money. Where appropriate, the applicant must also make contact with the educational establishment to assess the suitability of the course and the availability of a place.

Each applicant must provide evidence of how the course/study links to their current or next, immediate role and link it with their knowledge and skill requirements for that rank or grade. Clearly in the case of NVQs the assessment can only be against the current role.

Each applicant must provide evidence of how the course/study fits in with their personal development; this will typically require identification within their Performance and Development Review.

It is important that if applicants are considering a mixed studies course, such as those offered by The Open University, that each module taken fits the relevant criteria.

4.1.3 TIME OFF FOR STUDY

Time for learning or assessment depends upon the option: the broad principle is set out below, but the detailed allowances are described in the relevant procedure. All time off is subject to operational requirements. In general "course" covers all methods of delivery including e-learning.

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OPTION	TIME OFF
Post-Entry Training	Paid study leave for all course attendance
Study Sponsorship	Part paid study leave
NVQ	Course time paid, other time by agreement with manager
Attending external courses	Paid study leave for course attendance
Promotion support	Paid study leave for attendance at specified events organised by the force, and part paid study leave for other learning time

4.1.4 TIME OFF FOR EXAMINATIONS

Time allowed for examinations depends upon the option: the broad principle is set out below, but the detailed allowances are described in the relevant procedure. These apply to the actual exam only, and NOT to mock exams.

OPTION	TIME OFF
Post-Entry Training	Paid leave for examination attendance, including pre-examination revision leave of one day per exam
Study Sponsorship	Paid leave for examination attendance, for first attempt only
NVQ	Not applicable
Attending external courses	Not applicable
Promotion support	Paid leave for examination attendance

4.1.5 ON COMPLETION

It is the responsibility of the applicant to inform the Scheme Manager of the completion or delay in completion of any course. In the event of a delay, or deferral, the Scheme Manager must be informed, giving reasons, and proposed revised timescale for completion.

On completion, the applicant should submit a copy of any final dissertation, thesis or project to the Scheme Manager for inclusion in the Force Library (unless prior approval has been received from the Scheme Manager to waive this requirement).

4.2 Financial Assistance**4.2.1**

The extent of financial assistance depends upon the option: the broad principle is set out below, but the details are described in the relevant procedure.

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OPTION	ASSISTANCE
Post-Entry Training	All course fees, student membership fees and reasonable expenses covered
Study Sponsorship	50% of course and examination fees, no expenses
NVQ	All registration fees covered, and assessor time
Attending external courses	All course fees and reasonable expenses covered
Promotion support	Student contribution required for crammer courses, materials provided at discount

4.2.2

Payment of fees - in most cases the student will be expected to submit an invoice to Learning and Development, Sulhamstead for payment of the full amount of fees due to the external training body. Finance will then arrange to recover the student's contribution.

4.2.3

Once a student has been granted financial assistance for a particular course, ANY proposed change of study/course must be discussed with the Scheme Manager, and may be subject to a further application.

4.2.4

If a student, without good reason, fails to complete the course of study satisfactorily (e.g. by failing examinations, poor attendance or discontinuing the course), repayment of all of the financial assistance will be required.

4.2.5

The following repayment scale will apply to an individual leaving the organisation (not applicable in the case of redundancy)

- i.* Before the end of the course of study - 100% of fees paid by the organisation to be repaid.
- ii.* Within 12 months after completion - 50% of fees paid by organisation to be repaid
- iii.* More than 12 months but within 24 months after completion - 50% of fees paid by organisation less $\frac{1}{12}$ for each completed month of the year to be repaid.

4.2.6

If the student leaves the organisation and is required to repay fees as detailed above, this repayment shall be taken from their final salary pay package if there are sufficient funds to cover it. The remainder of the fees will be repaid

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to the organisation on the student's last working day. If the student leaves the organisation prior to the start of a course and an agreement is in place for payment of fees then fees payable will be recovered from their final salary.

4.2.7

Where repayment is required this shall not include salary paid in respect of time spent at approved courses of study.

4.2.8

Exceptions to the requirements for repayment may be made where the post holder transfers to another Home Office police force.

4.2.9

It is possible to apply for a Force Loan to assist with the payment of fees. Students should indicate on the application form how much is required, and the length of time required to repay the loan.

4.3 Method of Application

4.3.1

Applicants should complete the standard application form and submit it to their line manager together with any supporting information.

4.3.2

Applicants must ensure that both their line manager and L&D manager or HR/Personnel Manager complete the rest of the application form and then submit it, together with a copy of their most recent final PDR and an interim PDR addressing the learning need; and the Equal Opportunities Monitoring Form, to the Study Support Scheme Administrator, Learning and Development, Sulhamstead.

4.3.3

Applications may be submitted at any time during the year. All applications will be screened for validity and to ensure they meet the selection criteria. Applications will be considered on receipt or as soon after as possible and the applicant informed of the decision as soon as it is made.

4.3.4

The course to be undertaken must commence within the financial year in which the application is made.

4.3.5

Applicants who are not satisfied with the decision may appeal in writing to the Head of Learning and Development within 2 weeks of that decision. The Head of Learning and Development in consultation with the Director of Resources will review the application - their decision will be final.

NOT PROTECTIVELY MARKED**4.4 Budgetary Limitations****4.4.1**

Learning and Development have a limited budget for study support and whilst every effort is made to manage this across the financial year, Learning and Development cannot guarantee funding.

4.5 Procedure for Post-Entry Training**4.5.1 CRITERIA TO BE MET**

- The individual's job description and/or contract of employment clearly states the requirement for the professional or technical qualification; and
- The individual is a member of police staff (i.e. not a police officer); and
- It can be demonstrated that the organisation and BCU/department will measurably benefit from the individual's knowledge/skills gained from the course/study; and
- Budgetary allocations allow.

The Post-Entry Training option is typically not available for general management qualifications, but is directed at qualifications such as MCIPD for personnel staff and accounting qualifications for finance staff.

4.5.2 TIME ALLOWED

FORM OF STUDY	ALLOWANCE
Study time, whether distance learning or attendance at a training establishment (e.g. full time, block release, or day release)	Paid study leave according to the qualification being pursued
Examinations	Paid study leave to take examinations including if necessary additional day(s) for travel where the examination centre is remote from the force area
Pre-examination revision leave	One day per exam paid study leave
Overtime	None paid

4.5.3 FINANCIAL ASSISTANCE (Dependent upon Available Resources)

EXPENSE	ASSISTANCE
Course fees (including correspondence course costs)	100% covered
Professional registration and student membership fees	100% of the student membership fee of the relevant Professional Body
Examination entry (or	100% covered for first attempt only. Any fee for

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exemption) fees	re-taking an examination will be paid by the student.
Expenses (travel and subsistence)	Reasonable travelling expenses and subsistence costs incurred in attending training establishments/examination centres will be reimbursed in accordance with force policy
Expenses (books)	50% of text books recommended by the training provider. However, it may be possible to borrow books through the Force Library at Sulhamstead.
Additional expenses (e.g. Dissertation binding)	Nil, unless these are incurred at the request of the organisation (e.g. making additional copies of the dissertation available).

Note: candidates are NOT entitled to additional sponsorship from their BCU/department.

4.6 Procedure for Study Sponsorship**4.6.1 CRITERIA TO BE MET**

- Evidence has been gathered at the Performance and Development Review, or other relevant career development discussion to demonstrate a need for the course/study; and
- It can be demonstrated that the organisation and department/area will measurably benefit from the individual's knowledge/skills gained from the course/study. For example: a CDO undertaking sign language, an AoCJ manager undertaking an ILEx qualification. However these courses of study are very much related to role and will not necessarily attract sponsorship for different jobs; and
- The individual will not have to spend an excessive amount of time away from the workplace for study/college attendance, and that any time requirement must be negotiated and agreed with the line manager prior to the commencement of the course. (see below); and
- The individual must have the opportunity or potential to demonstrate any newly acquired skills/knowledge in the workplace, and disseminate any relevant learning within their team. This should be monitored by the line manager; and
- Budgetary allocations allow.

As a guide, the following criteria will be applied to applicants wishing to study for a higher degree, or a management qualification. Please note, these are guidelines - other factors will be taken into consideration where appropriate.

- i.* Sergeants, and police staff equivalent first-line supervisors - Certificate in Management
- ii.* Inspectors, police staff equivalent - Diploma in Management.

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- iii. Chief Inspectors, and above, and police staff equivalent - MBA or other relevant Masters degree.

4.6.2 TIME ALLOWED

FORM OF STUDY	ALLOWANCE
Study time, whether distance learning or attendance at a training establishment (e.g. full time, block release, or day release)	<p>Study Leave - up to 5 days study leave may be granted in any one academic year provided that each day, or part-day granted, is matched on a one-for-one basis by the individual using annual leave.</p> <p>Subject to the needs of the organisation and with line manager's approval, individuals may have their duties arranged so as to enable them to attend classes, seminars etc. However, this is discretionary and individuals MUST ensure that this is discussed and agreed with their line manager well in advance as the needs of the organisation must be viewed as paramount.</p> <p>Day release - subject to the line manager's discretion and the needs of the organisation, half day release may be permitted, to attend college or university, up to a maximum of one half day per week, and only if the study is taken at an approved educational establishment.</p> <p>Residential School - a maximum of 5 working days per annum will be allowed for residential school, if this is a requirement of the course. This is in addition to study leave.</p>
Examinations	Time will be given for taking FINAL examinations only. Any student re-taking an examination will be expected to take annual leave for this purpose.
Pre-examination revision leave	To be included in the overall allowance
Overtime	None paid

4.6.3 FINANCIAL ASSISTANCE (Dependent upon Available Resources)

EXPENSE	ASSISTANCE
Course fees	50% covered (to be re-applied for in each financial year)
Professional registration and student membership fees	Nil (typically not applicable), unless the requirements of the 'Payment of Membership Fees of Professional Bodies' Policy are met.
Examination entry (or	50% covered for first attempt only. Any fee for

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exemption) fees	re-taking an examination will be paid by the student.
Expenses (travel and subsistence)	Nil
Expenses (books)	Nil. However, it may be possible to borrow books through the Force Library at Sulhamstead.
Additional expenses (e.g. Dissertation binding)	Nil, unless these are incurred at the request of the organisation (e.g. making additional copies of the dissertation available).

Note: candidates are NOT entitled to additional sponsorship from their BCU/department.

4.7 Procedure for NVQ support**4.7.1 CRITERIA TO BE MET**

- Evidence has been gathered at the Performance and Development Review, or other relevant career development discussion to demonstrate a need for the NVQ; and
- It can be demonstrated that the organisation and department/area will measurably benefit from the individual's knowledge/skills gained from the qualification; and
- The individual will not have to spend an excessive amount of time away from the workplace, and that any time requirement must be negotiated and agreed with the line manager prior to the commencement of the NVQ; and
- The individual must have the opportunity to demonstrate the relevant competencies in the CURRENT role, and be able to collate evidence against the criteria in the NVQ. This should be confirmed by the line manager; and
- Budgetary and resource allocations allow.

4.7.2 TIME ALLOWED

FORM OF STUDY	ALLOWANCE
Induction course attendance	Full duty time up to 8 hours per day
Required workshop attendance	Full duty time up to 8 hours per day
Portfolio completion and assessments	Reasonable duty time to collect and prepare evidence as planned with the candidate's assessor
Overtime	None paid

4.7.3 FINANCIAL ASSISTANCE (Dependent upon Available Resources)

EXPENSE	ASSISTANCE
Registration fees	100% covered
Certification fees	100% covered

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Assessor's time	100% covered. Note that assessor's time is given a standard cost per unit according to each award, and this forms part of the financial assistance considered for repayment if the candidate leaves the organisation. The table of costs is published on the T&D intranet site.
Expenses (travel and subsistence)	Reasonable travelling expenses and subsistence costs incurred will be reimbursed by the individual's BCU/Department in accordance with the force policy
Expenses (books)	Nil. However, it may be possible to borrow books through the Force Library at Sulhamstead.
Additional expenses	Nil

Note: candidates are NOT entitled to additional sponsorship from their BCU/department.

Note: for repayment purposes the date of certification of a unit is counted as the date of completion of that unit.

Note: a change in role may lead to difficulties in establishing evidence against standards. If, once granted financial assistance for an NVQ, a candidate changes job role or Police Station/Area, they must contact their NVQ Assessor and the NVQ Centre, at Vocational Development, Sulhamstead, prior to the move, submitting a copy of their new job description.

The candidate is then responsible for informing/negotiating their continuation on the programme with their new line manager. A change of circumstances form should be completed by the new line manager and HR/Personnel Manager. The NVQ Centre will review the candidate's new job functions for relevance to the NVQ. If it is no longer possible to meet the NVQ standards in the new job role, an application may be submitted for a different NVQ, via the official process. All completed NVQ units to that date will be certificated.

If, due to the changes the NVQ assessment support can no longer be provided, the NVQ Centre will inform the candidate and the options to discontinue or delay will be offered. If the candidate chooses to delay, arrangements for further support will be made where and as soon as is practicable.

4.7.4 APPLICATION FORM

The Application form at Appendix C should be completed for NVQs. It should be submitted, together with a copy of the most recent final PDR and an interim PDR addressing the need; and the Equal Opportunities Monitoring Form, via the line manager to the applicants Learning and Development/HR Manager.

Applications may be submitted at any time during the year. All applications will be screened for validity and to ensure they meet the selection criteria.

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BCU L&D managers/HR/Personnel managers will forward approved applications to Accreditation and Quality at Sulhamstead. The applicant will be informed of the decision as soon as it is made.

4.8 Procedure for External Course support**4.8.1 CRITERIA TO BE MET**

- Evidence has been gathered at the Performance and Development Review, or other relevant career development discussion, to demonstrate a need for the training; and
- It can be demonstrated that the organisation and department/area will measurably benefit from the individual's knowledge/skills gained from the course; and
- Budgetary and resource allocations allow.

4.8.2 TIME ALLOWED

FORM OF STUDY	ALLOWANCE
Pre-course work (reading, e-learning, questionnaire completion, etc.)	Full duty time up to 8 hours per day
Attendance at course	Full duty time up to 8 hours per day
Assignments between modules	Reasonable duty time as agreed with the participant's line manager
Overtime	None paid

4.8.3 FINANCIAL ASSISTANCE (Dependent upon Available Resources)

EXPENSE	ASSISTANCE
Course fees	100% covered
Expenses (travel and subsistence)	Reasonable travelling expenses and subsistence costs incurred will be reimbursed by the individual's BCU/Department in accordance with the force policy
Expenses (books)	Nil. However, it may be possible to borrow books through the Force Library at Sulhamstead.
Additional expenses	Nil

Note: Costs may fall to BCU/Department budget rather than to Training & Development. Typically only those courses assessed as force priorities will be funded by T&D, and will be shown as such on the Learning Opportunities Directory. To avoid bureaucracy applications for such courses which appear on the LOD, or are funded from BCU/Department budget, need not be notified to the Scheme Administrator, although attendance must be recorded in the force Human Resources Information System (PeopleSoft).

NOT PROTECTIVELY MARKED**4.9 Procedure for Promotion Support****4.9.1 CRITERIA TO BE MET**

- The individual has made an application for promotion to Sergeant or Inspector, and this has been approved
- Budgetary allocations allow.

The Promotion Support option is only available for those events run by the force, and not for supplementary events provided by third parties.

4.9.2 TIME ALLOWED

FORM OF STUDY	ALLOWANCE
Distance learning study	Up to 5 days study leave may be granted during the individual's service with Thames Valley Police provided that each day, or part-day, granted is matched on a one-for-one basis by the individual using annual leave. The five days study leave is to cover the qualification. Those not undertaking work-based assessment will need to split the allowance between Part 1 and Part 2.
Course attendance at training centre	Full duty time up to 8 hours per day
Examinations	Full duty time to take examinations
Pre-examination revision leave	To be included in the overall allowance
Overtime	None paid

4.9.3 FINANCIAL ASSISTANCE (Dependent upon Available Resources)

EXPENSE	ASSISTANCE
Course fees (including correspondence course costs)	Nil (typically not applicable since events run by the force). For some courses individuals must make a small contribution to the course fee; this is not reimbursable. Learning CD-ROMs are available to candidates at a discounted rate, as are the law manuals.
Professional registration and student membership fees	Nil (typically not applicable)
Examination entry fees	Nil (typically not applicable)
Expenses (travel and subsistence)	Nil reimbursement for travelling expenses and subsistence costs incurred in attending training establishments (some residential accommodation may be available at nil cost). Reasonable travelling expenses and

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	subsistence costs incurred in attending examination centres will be reimbursed in accordance with force policy.
Expenses (books)	Nil. However, it may be possible to borrow books through the Force Library at Sulhamstead. Law manuals are sold to candidates at a discounted rate through the Library
Additional expenses (e.g. Dissertation binding)	Nil (typically not applicable)

Note: candidates are NOT entitled to additional sponsorship from their BCU/department.

4.9.4 APPLICATION

The Application form at Appendix B should be completed for Job Requirement NOS Assessment. Applications may be submitted at any time during the year, but will typically be linked to events such as promotion or appointment. Forms will usually be collected by the applicant's assessor or during the induction process.

(Applications for NVQ assessment as part of continuous professional development should be dealt with following the NVQ option.)

5.0 Challenges & Representations

Any challenges or representations should be made in writing to:

Head of Learning and Development,
Thames Valley Police Training Centre,
Sulhamstead,
Reading, RG7 4DX.

6.0 Communication**6.1 Links to Police National Legal Database Other**

This policy should be read in conjunction with:

- Thames Valley Police Learning and Development Policy

6.2 Implementation Strategy

This policy is targeted at all employees within Thames Valley Police.

Communication of this policy will be primarily to BCU Learning and Development managers and department HR managers, and their teams; who can then use it to disseminate messages about development options through their BCU or department.

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The policy will be available on the Force's Intranet site under the policy and procedures pages. Hard copies will be distributed and placed in the blue Human Resources handbooks.

Additionally reference will be made to the policy on the T&D intranet site for all users.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

None.

(ii) Human Rights Articles Engaged

This policy has been drafted in accordance with the Human rights Act 1998. It is acknowledged that the policy has the potential to engage the following articles of the Act. This policy will be applied with reference to the key principles of the convention, namely justification, proportionately and least intrusion.

- Article 14 - The prohibition of discrimination.
- Article 8 - The right to respect for private and family life
- Article 1 - The right to peaceful enjoyment of possessions.

Audited by: Alison Clements

Audited on: January 2005

(iii) Prohibition of Discrimination

This policy does have the potential to discriminate. Employees should be given the same opportunities to apply for Study Support for courses directly related to their present post, or which are considered suitable to assist them in developing their immediate careers. It is the responsibility of the Line Manager, HR/Personnel Manager and Study Support Administrator to ensure that no discrimination is brought into the process and that all applications are treated equally and fairly.

7.2 Diversity Impact Assessment

This policy has been assessed for its relevance against the six strands of diversity and it has been rated as 'LOW'.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI) Compliance

Information deemed 'for a policing purpose', or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with [MoPI guidelines](#).

7.5 Community Engagement Strategy and Standards

This policy does not have the potential to engage any of the Force Community Engagement Standards.

For further information please see the following links:

- [Community Engagement Strategy](#)
- [Standards](#)

7.6 Data Protection

Personal data and information obtained in connection with this policy should be processed in accordance with the Data Protection Act 1998. Those principles relating to the use of sensitive data also apply in respect of personal data e.g. age and ethnicity.

7.7 Freedom of Information Act

There is no reason why this policy should not be made available to the public.

7.8 Protective Markings

This policy has been assessed for its correct level of protective marking and is NOT PROTECTIVELY MARKED.

7.9 Health & Safety at Work

There are no health and safety implications connected with this policy.

This policy is to be read in conjunction with the [Force Health and Safety Policy](#) and [Force Health and Safety Manual](#), which set out the requirement for documented risk assessment by a competent person, when exposure to a particular hazard arising from workplace or pre-planned Policing work activity can be said to be 'reasonably foreseeable'. Force documented [Generic Risk Assessments \(GRAs\)](#), governing health and safety considerations for General Patrol and Custody already exist.

8.0 Monitoring and Review

As part of the annual planning cycle the budget and resource allocation for the various study support options will be reviewed by the Training Prioritisation Board. This will include a review of existing support to enable guidance to be

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provided for future decisions. Details of usage will be made available to BCUs and Departments.

General training, under which this policy falls, is subject to independent scrutiny e.g. HMIC inspections.

A full review will be carried out by the policy author bi-annually and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data

For use by the Policy Management Unit Only

Chief Officer Policy Authorisation

Policy signed off by:

Director of Resources:

Date:

APPENDICES

APPENDIX A

Please ensure you complete all sections of this form in **block capitals**, and return it to **Study Support Scheme Administrator, Learning and Development, Sulhamstead**, together with a copy of your most recent final **PDR, and an interim PDR to date** to support your application. If you are applying for the Post Entry Training option you will also need to supply a copy of your job description.

SECTION ONE - TO BE COMPLETED BY THE APPLICANT

Title:		First name(s):	
Surname:		Tel:	
Rank/grade:		Employee no:	
Job title:			
BCU/department:			
Years within Thames Valley Police:			
Time in current post:			
Brief description of current role:			
Option applied for: Post Entry Training / Study Sponsorship / Attend External Course			
Course/qualification title:			
Start date:		End date:	

Have you previously received financial assistance?	YES / NO
If yes, please specify:	
a) The course of study/qualification	
b) The amount £	
c) Your contribution to course fees £	
Are you currently receiving financial assistance for study from Thames Valley Police?	YES / NO
If yes, please specify:	

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a) The course of study/qualification	
b) The full cost £	
c) Your contribution £	

If you require a force loan to assist in paying for the remainder of the fees, please state how much you need to borrow,

£		and the length of time required to repay the loan	
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DECLARATION

I have read, and agree to comply with, the conditions of the Thames Valley Police Study Support Policy, especially those relating to repayment of support received.

Signed	
Date	

NOT PROTECTIVELY MARKED**SECTION ONE - TO BE COMPLETED BY THE APPLICANT****EQUAL OPPORTUNITIES MONITORING**

HMIC require Thames Valley Police to use the Census 2001 ethnicity classifications. The Thames Valley Police Authority is an Equal Opportunities Employer and as such wish to apply the principles of monitoring, on computer, the ethnic origins of its employees as recommended by the Commission for Racial Equality and Equal Opportunities Commission.

Religion and Belief - Please indicate your Religion and Belief:

<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Christian	<input type="checkbox"/>	None
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Other
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	I do not wish to disclose
<input type="checkbox"/>	Muslim		

Sexual Orientation - Please select the option which best describes your sexuality:

<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual
<input type="checkbox"/>	Gay	<input type="checkbox"/>	Lesbian
<input type="checkbox"/>	I do not wish to disclose		

Disability - Disability is defined as a physical or mental condition which has a significant, adverse or long-term effect on a person's ability to carry out any, or all, normal day to day activities. Examples of disability are: mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or move every day objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, e.g. dyslexia or short term memory loss, understanding of risk of danger. Disability also includes cancer, multiple sclerosis and HIV from the point of diagnosis. Do you live with anything that you may consider to be a disability or impairment?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	I do not wish to disclose		

Gender - Please indicate your gender:

<input type="checkbox"/>	Female	<input type="checkbox"/>	Male
<input type="checkbox"/>	I do not wish to disclose		

Age - What is your age group?

<input type="checkbox"/>	Under 18 years	<input type="checkbox"/>	46-55 years
<input type="checkbox"/>	18-24 years	<input type="checkbox"/>	56-65 years
<input type="checkbox"/>	25-35 years	<input type="checkbox"/>	66 years and over
<input type="checkbox"/>	36-45 years	<input type="checkbox"/>	I do not wish to disclose

(continued overleaf)

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Ethnicity - Please tick the box next to what you consider to be the classification of your ethnic origin.

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

White

- British
 Irish
 Any other White background

Black or Black British

- Caribbean
 African
 Any other Black background

Other

- Chinese
 Any other ethnic group
 I do not wish to disclose

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Note: *The information provided will be used for monitoring purposes only and this page will be destroyed after the data has been entered on the Human Resources Information System (Employee).*

NOT PROTECTIVELY MARKED**SECTION ONE - TO BE COMPLETED BY THE APPLICANT****COURSE or QUALIFICATION**

Title of course applied for	
Name of establishment providing the course	
Duration of course	
Cost of course £	(Per course/per annum)
Aim/objectives of the programme	
Give details of how this course will be of direct benefit to the organisation	
Give details of how this course will directly benefit you, your team, and your BCU/department	

Have you the full support of the following:	
First Line Supervisor?	YES / NO
BCU/Department HR/Personnel Manager?	YES / NO

BCU Commander/Department Head?	YES / NO
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Please attach a list of all courses that you have studied internal to TVP and external (please include courses with previous employers).

NOT PROTECTIVELY MARKED**EQUAL OPPORTUNITIES MONITORING**

HMIC require Thames Valley Police to use the Census 2001 ethnicity classifications. The Thames Valley Police Authority is an Equal Opportunities Employer and as such wish to apply the principles of monitoring, on computer, the ethnic origins of its employees as recommended by the Commission for Racial Equality and Equal Opportunities Commission.

Religion and Belief - Please indicate your Religion and Belief:

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh
<input type="checkbox"/> Christian	<input type="checkbox"/> None
<input type="checkbox"/> Hindu	<input type="checkbox"/> Other
<input type="checkbox"/> Jewish	<input type="checkbox"/> I do not wish to disclose
<input type="checkbox"/> Muslim	

Sexual Orientation - Please select the option which best describes your sexuality:

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Gay	<input type="checkbox"/> Lesbian
<input type="checkbox"/> I do not wish to disclose	

Disability - Disability is defined as a physical or mental condition which has a significant, adverse or long-term effect on a person's ability to carry out any, or all, normal day to day activities. Examples of disability are: mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or move every day objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, e.g. dyslexia or short term memory loss, understanding of risk of danger. Disability also includes cancer, multiple sclerosis and HIV from the point of diagnosis. Do you live with anything that you may consider to be a disability or impairment?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> I do not wish to disclose	

Gender - Please indicate your gender:

<input type="checkbox"/> Female	<input type="checkbox"/> Male
<input type="checkbox"/> I do not wish to disclose	

Age - What is your age group?

<input type="checkbox"/> Under 18 years	<input type="checkbox"/> 46-55 years
<input type="checkbox"/> 18-24 years	<input type="checkbox"/> 56-65 years
<input type="checkbox"/> 25-35 years	<input type="checkbox"/> 66 years and over
<input type="checkbox"/> 36-45 years	<input type="checkbox"/> I do not wish to disclose

(continued overleaf)

NOT PROTECTIVELY MARKED

Ethnicity - Please tick the box next to what you consider to be the classification of your ethnic origin.

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

White

- British
 Irish
 Any other White background

Black or Black British

- Caribbean
 African
 Any other Black background

Other

- Chinese
 Any other ethnic group
 I do not wish to disclose

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Note: *The information provided will be used for monitoring purposes only and this page will be destroyed after the data has been entered on the Human Resources Information System (Employee).*

NOT PROTECTIVELY MARKED**SECTION TWO - TO BE COMPLETED BY THE APPLICANT'S LINE MANAGER**

Name of line manager	
Rank/grade	Tel
I agree to the above nomination for the following reasons	

I will monitor and evaluate the applicant's progress during and after the course by regular reviews

For Post Entry Training option applications only: I confirm that the applicant's job description (attached) and/or contract of employment clearly states the requirement for this professional or technical qualification

Signed	Date
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SECTION THREE- TO BE COMPLETED BY BCU/DEPARTMENT HR/PERSONNEL MANAGER

I have reviewed the above application for study support, and agree that:

- this course is relevant to the role and grade of the individual; and that
- this course fits in with the development plans of the individual, as outlined in their PDR.

Name of HR/Personnel manager	
Signed	Date

Please forward this completed form, together with most recent full PDR and an interim PDR supporting this application, where applicable the job description, and the equal opportunities monitoring form, to:-
Study Support Scheme Administrator, Learning and Development, Sulhamstead.

APPENDIX B

Application form for Job Requirement NOS assessment

Please ensure you complete all sections of this form in **block capitals**, and return it to **Accreditation Officer, Training and Development, Sulhamstead,**

SECTION ONE - TO BE COMPLETED BY THE APPLICANT

Title		First name(s)	
Surname		Tel	
Shoulder number		PeopleSoft number	
Job title		Rank/grade	
BCU/department			
NVQ/Standards			

(Please also complete the equal opportunities monitoring form overleaf)

DECLARATION

I have read, and agree to comply with, the conditions of the Thames Valley Police Support for Study Policy

Signed	
Date	

SECTION TWO - TO BE COMPLETED BY THE APPLICANT'S LINE MANAGER

Name of line manager	
Rank/grade	Tel

I confirm the assessment is required for the applicant's job

I will monitor and support the applicant's progress during the assessment by regular reviews, and take responsibility for the applicant's development where required

Signed	Date
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SECTION THREE- TO BE COMPLETED BY BCU/DEPARTMENT L&D/HR MANAGER

I have reviewed the above application for support, and agree that this assessment is required for the role and grade of the individual.

NOT PROTECTIVELY MARKED

Name of L&D/HR manager	
Signed	Date

This form will usually be collected by the applicant's assessor or during the induction process. Otherwise please forward it, together with the equal opportunities monitoring form below,
to:- **Accreditation Officer, Training and Development, Sulhamstead**

NOT PROTECTIVELY MARKED**EQUAL OPPORTUNITIES MONITORING**

HMIC require Thames Valley Police to use the Census 2001 ethnicity classifications. The Thames Valley Police Authority is an Equal Opportunities Employer and as such wish to apply the principles of monitoring, on computer, the ethnic origins of its employees as recommended by the Commission for Racial Equality and Equal Opportunities Commission.

Religion and Belief - Please indicate your Religion and Belief:

<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Christian	<input type="checkbox"/>	None
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Other
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	I do not wish to disclose
<input type="checkbox"/>	Muslim		

Sexual Orientation - Please select the option which best describes your sexuality:

<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual
<input type="checkbox"/>	Gay	<input type="checkbox"/>	Lesbian
<input type="checkbox"/>	I do not wish to disclose		

Disability - Disability is defined as a physical or mental condition which has a significant, adverse or long-term effect on a person's ability to carry out any, or all, normal day to day activities. Examples of disability are: mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or move every day objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, e.g. dyslexia or short term memory loss, understanding of risk of danger. Disability also includes cancer, multiple sclerosis and HIV from the point of diagnosis. Do you live with anything that you may consider to be a disability or impairment?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	I do not wish to disclose		

Gender - Please indicate your gender:

<input type="checkbox"/>	Female	<input type="checkbox"/>	Male
<input type="checkbox"/>	I do not wish to disclose		

Age - What is your age group?

<input type="checkbox"/>	Under 18 years	<input type="checkbox"/>	46-55 years
<input type="checkbox"/>	18-24 years	<input type="checkbox"/>	56-65 years
<input type="checkbox"/>	25-35 years	<input type="checkbox"/>	66 years and over
<input type="checkbox"/>	36-45 years	<input type="checkbox"/>	I do not wish to disclose

(continued overleaf)

NOT PROTECTIVELY MARKED

Ethnicity - Please tick the box next to what you consider to be the classification of your ethnic origin.

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

White

- British
 Irish
 Any other White background

Black or Black British

- Caribbean
 African
 Any other Black background

Other

- Chinese
 Any other ethnic group
 I do not wish to disclose

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Note: The information provided will be used for monitoring purposes only and this page will be destroyed after the data has been entered on the Human Resources Information System (Employee).

NVQ Application Form

Please ensure you complete all sections of this form in **block capitals**, and return it to your **Learning and Development Manager** together with a copy of your most recent final **PDR**, and an **interim PDR to date** to support your application.

SECTION ONE - TO BE COMPLETED BY THE APPLICANT

Title		First name(s)	
Surname		Tel	
Shoulder number		PeopleSoft number	
Job title		Rank/grade	
BCU/department			
Years within Thames Valley Police		Time in current post	

DECLARATION

I have read, and agree to comply with, the conditions of the Thames Valley Police Support for Study Policy, especially those relating to repayment of support received.

Signed	
Date	

SECTION TWO - TO BE COMPLETED BY THE APPLICANT**COURSE or QUALIFICATION**

NVQ Applied for:	
Have you the full support of the following:	
First Line Supervisor?	YES / NO
BCU L&D Manager/HR/Personnel Manager?	YES / NO
BCU Commander/Department Head?	YES / NO

Give details of how this course will directly benefit you, your team, and your BCU/department

NOT PROTECTIVELY MARKED**EQUAL OPPORTUNITIES MONITORING**

HMIC require Thames Valley Police to use the Census 2001 ethnicity classifications. The Thames Valley Police Authority is an Equal Opportunities Employer and as such wish to apply the principles of monitoring, on computer, the ethnic origins of its employees as recommended by the Commission for Racial Equality and Equal Opportunities Commission.

Religion and Belief - Please indicate your Religion and Belief:

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh
<input type="checkbox"/> Christian	<input type="checkbox"/> None
<input type="checkbox"/> Hindu	<input type="checkbox"/> Other
<input type="checkbox"/> Jewish	<input type="checkbox"/> I do not wish to disclose
<input type="checkbox"/> Muslim	

Sexual Orientation - Please select the option which best describes your sexuality:

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Gay	<input type="checkbox"/> Lesbian
<input type="checkbox"/> I do not wish to disclose	

Disability - Disability is defined as a physical or mental condition which has a significant, adverse or long-term effect on a person's ability to carry out any, or all, normal day to day activities. Examples of disability are: mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or move every day objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, e.g. dyslexia or short term memory loss, understanding of risk of danger. Disability also includes cancer, multiple sclerosis and HIV from the point of diagnosis. Do you live with anything that you may consider to be a disability or impairment?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> I do not wish to disclose	

Gender - Please indicate your gender:

<input type="checkbox"/> Female	<input type="checkbox"/> Male
<input type="checkbox"/> I do not wish to disclose	

Age - What is your age group?

<input type="checkbox"/> Under 18 years	<input type="checkbox"/> 46-55 years
<input type="checkbox"/> 18-24 years	<input type="checkbox"/> 56-65 years
<input type="checkbox"/> 25-35 years	<input type="checkbox"/> 66 years and over
<input type="checkbox"/> 36-45 years	<input type="checkbox"/> I do not wish to disclose

(continued overleaf)

NOT PROTECTIVELY MARKED

Ethnicity - Please tick the box next to what you consider to be the classification of your ethnic origin.

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

White

- British
 Irish
 Any other White background

Black or Black British

- Caribbean
 African
 Any other Black background

Other

- Chinese
 Any other ethnic group
 I do not wish to disclose

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

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NOT PROTECTIVELY MARKED**SECTION THREE - TO BE COMPLETED BY THE APPLICANT'S LINE MANAGER**

Name of line manager	
Rank/grade	Tel
I agree to the above nomination for the following reasons	

I will monitor and evaluate the applicant's progress during the assessment by regular reviews and take responsibility for the applicant's development where required

Signed	Date
--------	------

SECTION FOUR- TO BE COMPLETED BY BCU L&D/HR MANAGER

I have reviewed the above application for support for study, and agree that:

- This course is relevant to the role and grade of the individual; and that
- This course fits in with the development plans of the individual, as outlined in their PDR.

Name of L&D/HR manager	
Signed	Date

Please forward this completed form, together with most recent full PDR and an interim PDR supporting this application and the Equal Opportunities Monitoring Form, to your **Learning and Development Manager**

BCU L&D Managers/ HR Department: Please forward this completed form to **Accreditation Officer (General NVQs), Accreditation and Quality, Sulhamstead**