



PLT POLICY

Policy Title

Table of Contents

Section 1 – Policy Intentions	1
Section 1 – Policy wording	1
Section 2 – Procedural guides.....	2
Section 3 - Relevant Legislation: (Human rights/diversity/Health & Safety/any other specifics)	4
Section 4 - Related References:.....	4
Section 5 - Identification, Monitoring and Review	4

Section 1 – Policy Intentions

It is the Policy of Gloucestershire Constabulary to afford personnel who are undertaking approved training and developmental programmes sufficient duty time to enable them to successfully complete their course of study. This policy is designed to give guidance so that managers can balance individual's learning with operational and organisational needs.

The constabulary strives to ensure that all personnel are fully supported in attaining knowledge, understanding, skills, attitudes and behaviours that directly impact upon performance. This policy outlines the meaning and purpose of protected learning time (PLT) and gives guidance on its management to ensure consistency in application across the constabulary.

The policy covers the following learning:

- Mandatory to role profile and/or terms of employment
- Mandatory to additional skill profile
- Agreed personal development to support progression and/or career aspirations

Section 1 – Policy wording

- 2.4** Gloucestershire Constabulary is committed to enabling officers and staff to learn and develop in order to maximise their contribution to the achievement of our corporate purpose and values.
- 2.5** Traditionally most learning has been delivered through formal classroom lessons, semi-formal briefings and workshops. Increasingly alternative learning methods such as modular and blended training programmes involving workbooks and e-learning packages are being used to deliver information and training. Assessment in the workplace is becoming more widely used to progress formal qualifications.
- 2.6** These alternative learning methods provide a flexible learning approach, enabling learning to take place at times and in locations that are convenient to both the learner and the organisation. This approach also enhances access to training for those undertaking flexible working. They can reduce abstractions from the workplace and time spent travelling to and from training venues, maximising operational capacity and reducing disruption to those working variable and flexible shift patterns.
- 2.7** Conventional classroom based training and workshops will continue to be used where deemed to be most effective method of delivery and can be used in conjunction with the other methods.
- 2.8** The demands of policing often impact upon supervisors and managers balancing learning activities against service delivery and performance. There is a risk of inconsistent application that could be considered as discriminatory or unfair treatment for some members of staff. Line managers and staff should be sensitive to these potential issues and use this policy as guidance when assessing individual training needs.



PLT POLICY

2.9 The allocation of PLT gives Constabulary personnel the opportunity to develop professionally in line with organisational objectives and enables staff to manage operational and organisational demands.

Section 2 – Procedural guides

2.1 All staff have responsibility for their own personal and professional development. If a member of staff wishes to undertake a relevant learning activity they must arrange for this to be done using 'Protected Learning Time'. To ensure that learning time is protected staff must:

- Liaise with their line manager in order to undertake a pre-brief outlining the learning outcomes to be achieved
- Liaise with their line manager in order to arrange a mutually convenient time and location for the learning to take place.
- Complete all the learning materials within specified time limits, or notify their line manager why the learning was not completed
- Inform their line manager when the learning has been completed
- Update of E-PDR to show action taken and learning gained
- Liaise with their line manager for a debrief ensuring that learning is put into practice through an SMART objective or development plan in their ePDR.

2.2 Where personnel are undertaking mandated training involving the completion of workbooks or e-learning packages they will be allowed sufficient duty time in order to achieve the requirements.

2.3 Protected learning time can be used for any organisationally approved self/management guided learning activities, including:

- Online learning
- Workbooks, e-workbooks, learning logs etc.
- Coaching/mentoring (as per mentoring policy)
- Short term attachments to other departments/partners
- "Shadowing of colleagues"
- Police Federation and Unison activities
- Support associations development

2.4 PLT opportunities can be identified in a number of ways:

- Mandated by Chief Officer Group or appropriate Boards
- Role profile
- Additional skills development
- The E-PDR process including development plans to support performance and facilitate Continuing Personal Development (CPD) in line with organisational goals.

2.5 Where the training is mandatory to role, is a required skill or is part of a performance improvement plan, duty time will be allowed and is not classed as PLT.

2.6 Where the training is not mandatory to role or an additional skill, it will not normally qualify for duty time. Personnel may apply to their line managers for PLT, who may exercise their discretion on a case by case basis. PLT should not normally exceed one working day per month.



PLT POLICY

- 2.7** PLT is designed to facilitate improving performance, personal development and Continued Professional Development (CPD) within current or projected role.
- 2.8** All approved activities should have an estimated time required for completion. This is to advise staff and managers how long on average this activity takes to complete and should be used as guidance. Where no guidance time has been specified then staff and line managers should contact the Learning and Development Manager for further guidance.
- 2.9** Staff should be allocated specific duty time to undertake the learning to ensure it is managed effectively. This may be one or a number of occasions, which aggregated together, make up the PLT. This will ensure that learners are free from their normal commitments so that they can undertake the identified learning activity.
- 2.10** The interruption of PLT, and a return to normal duties, should only be considered in cases of genuinely urgent operational necessity and only with the agreement of the Line manager. Personnel should ensure that the PLT is re-rostered with their line management at earliest opportunity and within the next 14 working days. In general, the same criteria should be applied when interrupting PLT as would be to the cancellation of attendance on a centrally classroom based course.

Managers and Supervisors should:

- Ensure that staff are given sufficient time to complete the learning activity and update DMS accordingly.
- Ensure that staff have a suitable place in which to undertake their learning
- Update the E-PDR as required i.e. development plans, objectives.
- Undertake pre and de-briefs to enable the organisation to understand the impact and return on investment of the training provided.

- 2.11** Any appeals on decisions regarding PLT will be by way of the Fairness at Work Policy.



PLT POLICY

Section 3 - Relevant Legislation: (*Human rights/diversity/Health & Safety/any other specifics*)

Managers must ensure that the provision of PLT is managed fairly. Due to the demands of some roles there is the potential risk for discriminatory or unfair treatment for some members of staff. Line managers should be sensitive to this potential issue, monitor closely individual requests in line with role profiles and training needs. This policy should be referred to for guidance.

Section 4 - Related References:

None

Section 5 - Identification, Monitoring and Review

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EIA		EIA Sign Off		EIA Review
LOW/MEDIUM/HIGH				
SIA		SIA Sign Off		SIA Review
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Previous policies can be found with the continuous improvement team.