College of Policing

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# National Police Promotion Framework

## Quality Assurance System

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# Introduction

The National Police Promotion Framework (NPPF) was introduced to all forces in England and Wales on 1 April 2015 and affects all officers seeking promotion to the rank of Sergeant or Inspector.

Forces are mandated by the Police (Promotion) Regulations 1996 (as amended) and policy to comply with the requirements of the NPPF as to how the process is introduced and used within each force.

Each force must comply with a Quality Assurance process that ensures that it meets nationally agreed standards on implementation. The College of Policing is responsible for validating quality assurance self-assessments.

The national requirement for forces to periodically submit equality based data on officers progressing through the various steps of the NPPF was removed by the NPPF Governance Board in December 2016. This does not remove the local need for forces to collect and review such data and the Quality Assurance Framework has been amended accordingly.

This document provides the detail of the Quality Assurance System and the related validation process. The system encompasses all four steps of the NPPF.

Whilst acknowledging the current variation in promotion activity, all forces must have met the criteria within the NPPF Quality Assurance System within three years of the date of the roll out of the NPPF.

Appendix 1 gives an outline of the validation process in diagrammatic form.

# Aims of the NPPF Quality Assurance System

Nationally, the purpose of the NPPF Quality Assurance System is to ensure that forces achieve a fair and effective promotion system for sergeants and inspectors. The key requirements are described in the NPPF National Operating Guidance. It seeks to do this by striking an appropriate balance between a force's local accountability for a fair process of promotion to the ranks of sergeant and inspector and the need to ensure standardisation at the local and national level, and fairness and equality across the service.

Locally, consideration of the criteria in the Quality Assurance System provides forces with a national baseline against which they can ensure successful implementation of the NPPF and that they are implementing their approach effectively; with all the required minimum standards in place.

The aims of the Quality Assurance System are:

- To ensure that forces have evidenced how they comply with the requirement for a national level of standardisation, fairness and equality across the service; in implementation of the NPPF
- To provide assurance that the force's NPPF is designed and delivered in line with the National Operating Guidance
- To provide assurance to candidates and stakeholders that the implementation of the NPPF is subject to scrutiny to ensure adherence to national standards
- To provide assurance that any risk to fairness and equality is minimised by practices adopted by forces.

The above align with a number of the aims of the College of Policing, namely:

- Set and enhance national standards of professionalism to ensure excellence in operational policing
- Identify evidence of what works and share best practice
- Support the education and professional development of police officers and staff

In developing the Quality Assurance System consideration has been given to the interests of the candidate, the individual force and to the police service as a whole.

# Governance

The implementation of the NPPF and the related NPPF Quality Assurance System is managed by the NPPF Governance Board. Terms of reference for the board are available on the College of Policing website.

The board membership involves a range of stakeholders, including the College of Policing, Association of Police Crime Commissioners, senior police officers, Police Federation, NPPF Strategic User Group (representing forces implementing the NPPF) and the Home Office.

In summary the board will:

- Supervise the examinations at Step 2
- Direct the strategy for the NPPF
- Manage and resolve strategic issues relating to the NPPF
- Provide a decision making body for changes to policy
- Consider any changes being requested to the relevant regulations
- Receive annual highlight reports relating to the NPPF.

# Overview of the Quality Assurance System

The NPPF Quality Assurance System applies to both the promotion of sergeants and inspectors. However it is acknowledged that forces may not run promotion activity for both ranks at the same time. The validation process will therefore take this into account by focussing on a force's first promotion activity, whether it is sergeants or inspectors. Forces will also be expected to explain how they will apply the NPPF to the other rank. For example they may indicate that exactly the same approach will apply or they may describe any differences. The following is a high level overview of the NPPF Quality Assurance System; with the following sections explaining each stage in more detail.

| | |
|---|---|
| Registration | • Force registers on the Police Service Quality Management System that it is now promoting officers under the National Police Promotion Framework.<br><br>**Please see Page 8.** |
| Validation of implementation | • At the same time as a force promotes officers via the NPPF it addresses the requirements of the NPPF Quality Assurance System. Approval by the College of Policing must be achieved within the first 12 months of an individual force operating the NPPF.<br>• Validation in most cases will be by remote desk-top analysis.*<br><br>**Please see Page 9.**<br><br>• 12 months is indicative – actual timing will be dependent on when a force plans to implement Step 3 activity for both sergeants and inspectors.<br>• *Validation visits will only be undertaken in exceptional circumstances, e.g. if one or more major issues have been identified during the desk-top analysis.<br>• Quality Assurance will cover all four steps up to the point when forces register candidates with an awarding body. (Regarding Step 2 – the Legal Knowledge Examination. Implementation of Step 2 is not |

| | |
|---|---|
| | covered as this is within the remit of the College of Policing. However, some criteria will require consideration of Step 2, for example A.6 Information to candidates, A.9 Feedback). |
| Interim reporting | • After 2 years forces will be sent a request to review and where appropriate update their self-assessments.<br>• Updated self-assessments will be reviewed remotely.<br>**Please see Page 13.** |
| Revalidation | • After 4 years the force will be subject to revalidation under the NPPF Quality Assurance System. This will require the submission of a fully revised self-assessment.<br>**Please see Page 13.** |

# Police Service Quality Management System

Force self-assessments required for the NPPF Quality Assurance System should be completed on the software application Police Service Quality Management System; using the version based on the Internet. (https://psqms.college.police.uk).

Forces implementing the NPPF should contact:

PSQMS.enquiries@college.pnn.police.uk to be given access to the NPPF Quality Assurance System. Users will be provided with a quick guide to getting started on PSQMS. There is no charge for using PSQMS.

Many staff in force Learning and Professional Development departments are familiar with the version of PSQMS on the Police CJX and may be able to provide assistance. Functionality is exactly the same.

# Registration

This section should be completed on the Police Service Quality Management System by all forces as they use the National Police Promotion Framework for promotion of sergeants and inspectors.

The purpose of registration is twofold. Firstly to identify the key force contact for NPPF. Secondly to assure national stakeholders of the force's agreement to support the achievement of the aims of the NPPF. To this end forces are expected to agree a number of registration clauses.

Please complete the following details on the PSQMS:

Registration

**For completion by the Force/Provider 'Single Point of Contact' (SPoC) for this framework.**

| | |
|---|---|
| Force/Provider Address | |
| | |
| | |
| | |
| | |
| Post Code | |
| Name | |
| Position | |
| Telephone Number | |
| Mobile Number | |
| Email Address | |
| Date Completed | |

Please read and agree to the following registration clauses:

| Registration Clauses | |
|---|---|
| Comply with the mandatory requirements detailed in the Operating Manual for the National Police Promotion Framework | ☐ |
| Comply with the Quality Assurance System for the National Police Promotion Framework | ☐ |
| Inform the NPPF Quality Assurance team when an arrangement with an awarding body has been confirmed and of the ongoing status of the arrangement | ☐ |
| Register candidates at Step 4 with an awarding body offering the respective national qualifications | ☐ |
| Inform all NPPF candidates of the effect that non-compliance may have on candidate certification and progress | ☐ |
| Give all reasonable access to and to co-operate with Quality Assurance Officers acting on behalf of the College of Policing | ☐ |
| Inform the Quality Assurance Team of any intention to make significant changes in the way it implements the National Police Promotion Framework | ☐ |
| Work in partnership with NPPF national staff to facilitate the sharing of noteworthy practice | ☐ |
| Contribute to any national evaluation initiatives as determined by the College of Policing | ☐ |
| Demonstrate how in implementing the four steps of the NPPF it has given due regard to the public sector equality duty under the Equality Act 2010. | ☐ |

This stage does not involve the submission of any evidence by the force.

# Validation of implementation

This section should be completed on PSQMS.

**Pen Picture** – As forces implement the NPPF they will be asked to provide a Pen Picture overview of the force approach to implementing the NPPF in line with the National Operating Manual. The Pen Picture is typically a **short** narrative describing the methodology the force intends to use in implementing the NPPF. The Pen Picture should be completed as soon as the force has planned its approach to resourcing and implementing the NPPF.

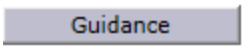
As part of the Pen Picture forces should clearly indicate if they are implementing the NPPF as an individual force or in collaboration with one or more other forces and/or private organisations.

If a collaboration is present accountability for implementing the NPPF should be identified.

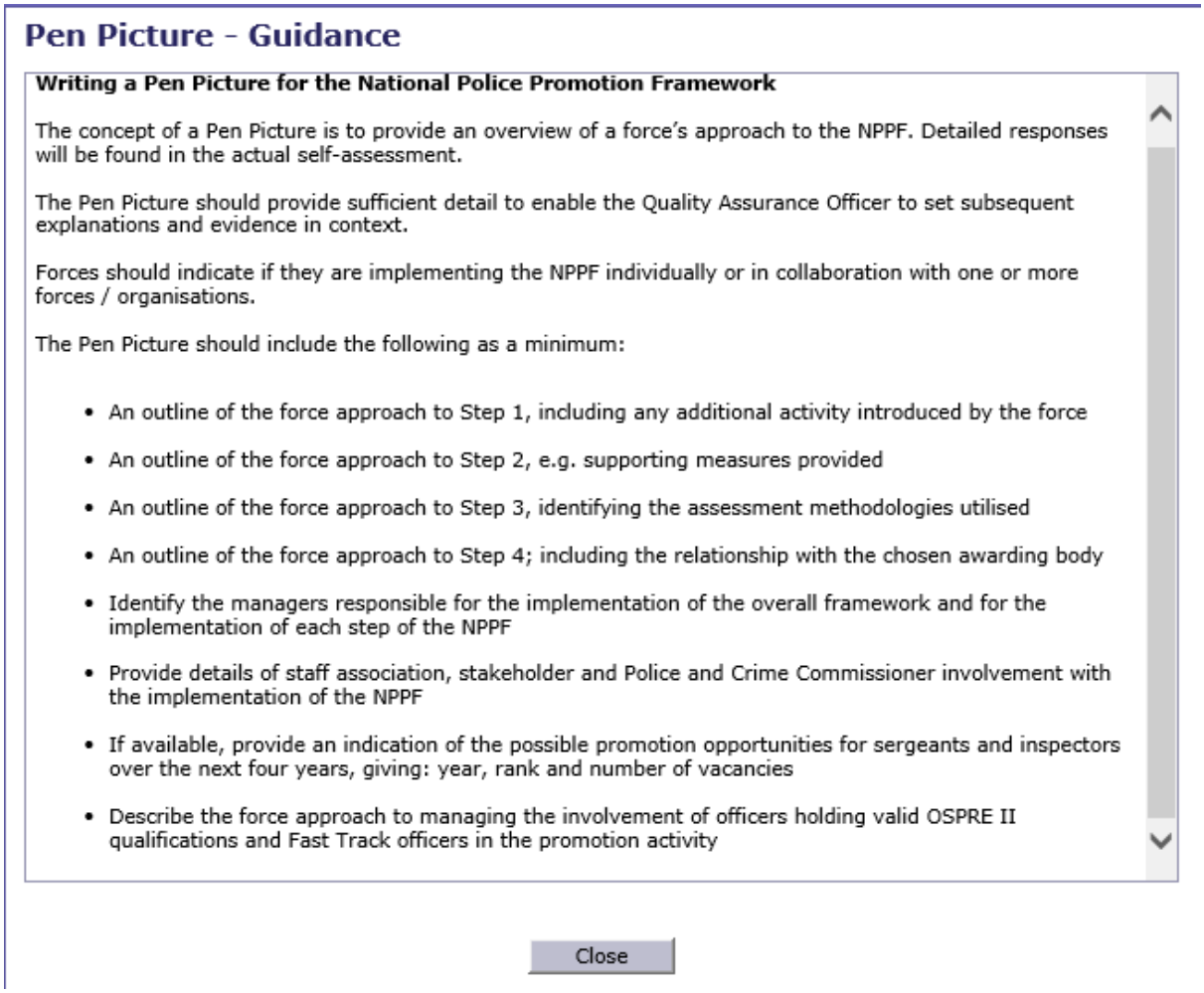
The Pen Picture provides the context for the validation and facilitates national analysis, if required by the College of Policing, of approaches to implementation, particularly at Step 3. It may also indicate where forces may need any additional early guidance or support.

At this stage forces would also be required to provide details of local staff associations and stakeholders involved with the implementation of the NPPF.

A free text box is provided on the system to complete the Pen Picture.

Guidance as to the content of the pen Picture is available by selecting 

on the system. A pop-up will appear.




## Self-assessment and validation

Forces should then undertake a self-assessment on PSQMS against the criteria. They will need to enter an explanation of how they are addressing the criteria and to upload supporting evidence. Unfortunately the College cannot provide support visits to forces but clarification can be sought by emailing NPPF.enquiries@college.pnn.police.uk

To help plan resourcing for NPPF quality assurance activity both in the College and in forces, the NPPF Governance Board has introduced the strategy of allocating quarterly windows for all forces concerned, indicating when a force is expected by the College to submit their NPPF self-assessments. Forces will be sent an individual email from the College allocating the force the quarter in which to submit their self-assessment. The College will undertake to return a validation report by the end of the following quarter.

| | Submission: | Validation: |
|---|---|---|
| Q1 = Apr – Jun | Q1 | Q2 |
| Q2 = Jul – Sept | Q2 | Q3 |
| Q3 = Oct – Dec | Q3 | Q4 |
| Q4 = Jan – Mar | Q4 | Q1 |

The following is a list of the criteria. The generic criteria encompass all four steps of the NPPF.

## Generic criteria

A.1 Implementation in accordance with Operating Manual

A.2 Candidate Record of Competence

A.3 Local data capture and monitoring

A.4 Quality assurance

A.5 Reasonable adjustment

A.6 Information to candidates

A.7 Equality

A.8 Appeals

A.9 Feedback

## NPPF Step 1

B.1 Line managers are sufficiently skilled to carry out their duties

B.2 Standardisation of practice of line managers re endorsement of candidate applications

## NPPF Step 2

No criteria

The legal examination is subject to a rigorous quality assurance system within the College of Policing and as such no specific criteria have been included in the quality assurance framework.

However, please note you will still need to refer to Step 2 against a number of the generic criteria. An indication has been given where this is required. This is because NPPF should be presented to candidates as a complete four step activity. Therefore, for example, against A.6 Information to candidates – it would be important for the force to explain how candidates where kept fully informed about all four steps, including step 2.

## NPPF Step 3

D.1 Detailed explanation of force implementation of Step 3

D.2 Evidence of how the 'pool' of successful candidates is managed; including the rank ordering of candidates

## NPPF Step 4

E.1 Awarding body registration

E.2 Opportunity planning for candidate success

Full details of the criteria can be found in Appendix 2 – Validation Criteria; which also includes an explanation for each criterion together with an indication of possible evidence. Guidance for each criterion can also be seen on PSQMS by selecting the

button on the self-assessment page.

Forces will be provided with a user guide as to how to upload explanations and evidence onto PSQMS.

# Explanations

You will need to enter an explanation as to how the force addresses each particular criterion. Please keep your explanations simple and easy to read; in short paragraphs or bullet points. A useful tip on PSQMS is to enter each paragraph separately especially where you are referring to items of evidence.

You need to address all criteria or explain if another explanation already covers the requirement by cross-referencing the entries.

Another useful approach is to type explanations in word and then cut and paste onto PSQMS.

Please remember PSQMS does not have an automatic save system so it is advisable to regularly hit the blue **'SAVE'** key.

When you get to the stage of Interim Review or Renewal it is not advisable to overtype or delete existing entries (unless you have copied and saved them elsewhere) as once you have overtyped/deleted information it cannot be retrieved on PSQMS.

## Evidence

Evidence to support the explanations of how your force address each criterion **must** be uploaded on PSQMS (Internet). You may upload more than one item of evidence (for each criterion) in support of your explanations. Supporting evidence should be uploaded on PSQMS (the Internet version).

Please remember that the Internet version of PSQMS which hosts the NPPF Quality Assurance System can only hold evidence with the former classification of 'Not Protectively Marked' or the new classification of OFFICIAL. If you wish to submit evidence with a higher classification, which should only be in exceptional circumstances, please email NPPF.enquiries@college.pnn.police.uk to receive instructions on how to do so.

Please upload only sufficient, pertinent and credible evidence to demonstrate compliance with the criteria.

If evidence refers to more than one criterion – upload the evidence once and cross-reference in the explanation.

It is not a requirement to write new documents for the NPPF. Existing policies and procedures may meet requirements, e.g. force appeals procedure, and force reasonable adjustment arrangements. The significant factor is that such policies and procedures are up-to-date and there is evidence that they have been reviewed to ensure they meet the requirements of the NPPF National Operating Manual.

Other useful hints:

- De-personalise evidence wherever possible
- Give a unique reference to each evidence item

- Only upload evidence relevant to NPPF
- If the evidence is online either print out the relevant document and upload or copy and paste into a word document and upload or take a screen shot and upload
- Do not upload college documents – you may still wish to refer to them in your explanations
- If you upload extracts – please provide details of the original document and its status, e.g. draft, authorised.

## Submission

Only submit your self-assessment when all the criteria have been addressed. This will probably be after the force has completed a Step 3 activity and registered candidates with an awarding body.

Either press the 'Submit' button at the top right hand corner on the PSQMS screen and/or send an email to NPPF.enquiries@college.pnn.police.uk

Please adhere to the submission window you have been allocated.

Remember you can do this after either a Step 3 activity for sergeants or a Step 3 activity for Inspectors.

## Validation

The diagram at Appendix 1 outlines the main stages of validation. Please note that not all stages may be required depending on outcomes.

**Review of self-assessment**

A Quality Assurance Advisor or Associate will be assigned to review the force's online self-assessment. Forces will be contacted if additional explanation and/or evidence is required. The reviewer will complete a template report.

The review and subsequent report may be subject to internal moderation. This moderation will be undertaken by an independent quality assurance manager and will be on a sampling basis.

**Validation visit**

(Only undertaken in exceptional circumstances)

Any required visit will focus on any issues/risks identified during the review of the self-assessment. It will not be a re-examination of all the responses to the criteria in the self-assessment.

Examples of possible risks that might require a visit:

- The force's chosen method of implementation at Step 3 creates risks in relation to equality of opportunity
- The apparent absence of local quality assurance measures covering Steps 1,3 and 4
- Evidence in the forces implementation of conflict with the requirements of the NPPF National Operating Guidance.

These themes were found to be of significance when considering the self-assessments of the trial forces and also align with the aims of NPPF and stakeholder concerns.

Visits will be scheduled either at the same time or following Step 3 activity.

**Validation outcome**

The outcome of the desk-top review would be a report as to the findings of the validation process.

If no issues emerge the force will be deemed to have met the criteria in the quality assurance framework.

If any issues are identified quality assurance advisors will work with the force to ensure they are resolved to an agreed timescale; based on an action plan set by the College of Policing.

# Interim report

After two years, forces will be expected to undertake an interim review of their self-assessment on PSQMS. The eight pilot forces who took part in the roll-out implementation exercise are exempted from interim validations until after their next re-validation exercise; because the interim validation process was not introduced at the outset of NPPF implementation. Each of the pilot forces will be informed of their interim validation date after their next successful re-validation.

The interim self-assessment should include:

Forces should ensure that their registration details are up to date.

They will be asked to review the self-assessment and add explanations and evidence where relevant to explain how any significant changes that have taken place still comply with the

requirements of the quality assurance framework. They should also indicate the outcome of any review of the implementation of the NPPF and any subsequent action taken. This may also include the monitoring of procedures and outcomes for appeals and reasonable adjustments.

If no change has taken place for a particular criterion then simply “NO CHANGE” should be entered in a new explanation box.

A validator will review the interim self-assessment and either confirm that the force is still meeting the criteria or set an action plan to address any issues.

# Revalidation

After the validation; and subject to the interim review, forces will be deemed to have met the requirements of the criteria for a period of four years.

After four years a full review of the self-assessment will be required.

All explanations and evidence should be updated. At this time entry of ‘No Change’ will not be accepted.

Revalidation should cover all criteria but particularly focus on:

- Forces ensuring registration details are up to date on the Police Service Quality Management System
- National change, for example: how a force has responded to any changes to the National operating guidance
- Significant changes locally to the way the force implements the NPPF, for example, a major change to the way the force implements Step 3 of the NPPF
- How a force has used equality information to inform decision making, in terms of anything they are doing to address their public sector equality duty
- Monitoring of ongoing practice at Step 3
- Monitoring of procedures and outcomes for appeals and reasonable adjustments
- Any changes to relationships with awarding bodies.

This would be achieved by the force reviewing their existing self-assessment online on the Police Service Quality Management System and updating where necessary. A quality assurance advisor/associate will review the updated self-assessment and either confirm that the force is still meeting the criteria or set an action plan to address any issues.

Visits from quality assurance advisors would only be required in exceptional circumstances and only after the outcome of the desk-top revalidation exercise had been reported and discussed.

Further guidance would be issued before the revalidation date; giving the force sufficient time to prepare and undertake the necessary review.

## Non compliance

If a force does not comply with the requirements of the NPPF Quality Assurance System and any related issues cannot be resolved the force will be referred to the NPPF Governance Board which will determine the outcome and subsequent action.

## Advice and guidance

Quality assurance advisors would be able to offer advice and guidance on the detail of the NPPF Quality Assurance System; covering for example the criteria and the process. Please email NPPF.enquiries@college.pnn.police.uk

Unfortunately visits to forces are not available.

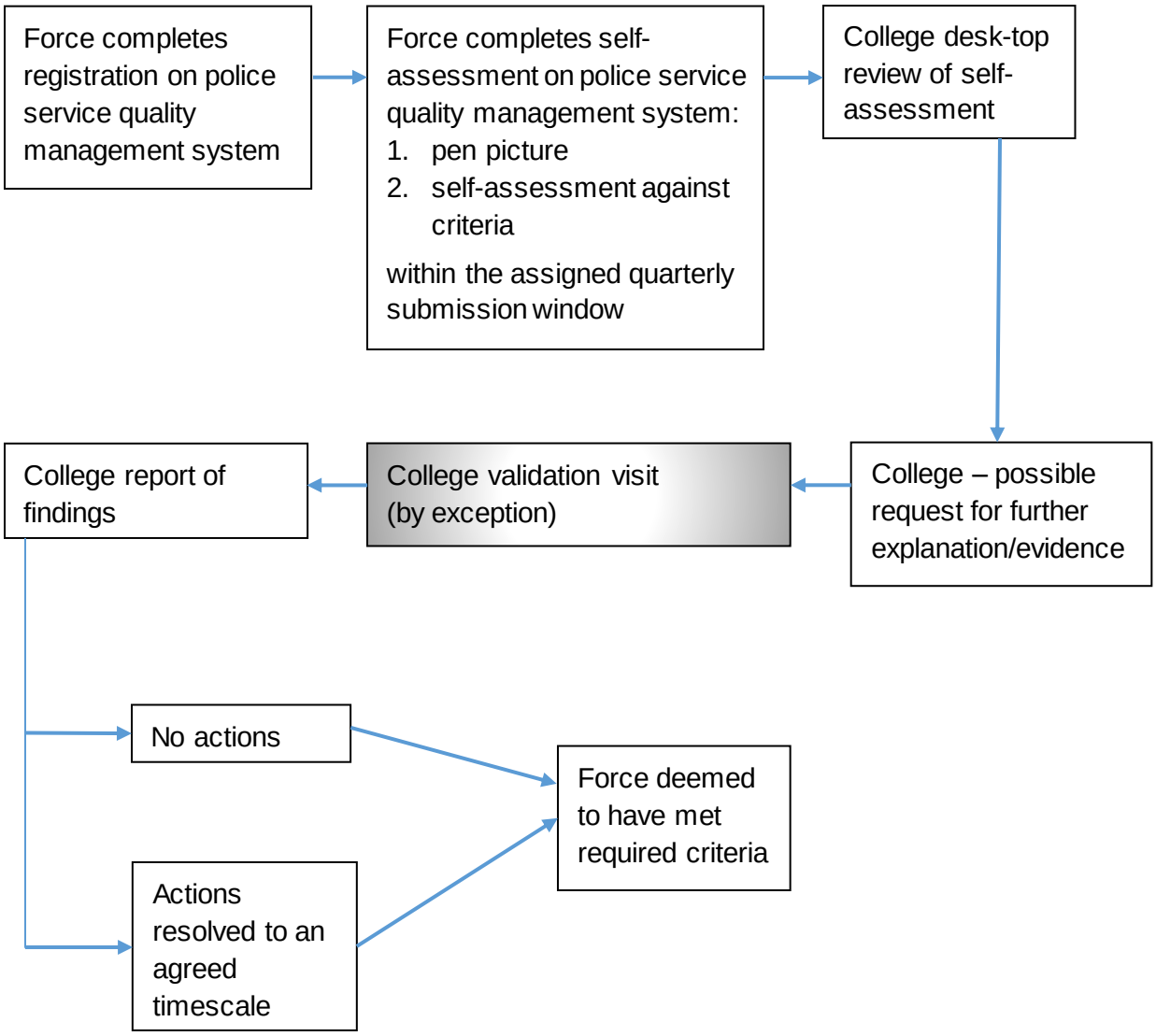
Advice and guidance on the actual implementation of the NPPF would be provided by members of the NPPF policy team. A NPPF page exists on the College website. Please email NPPF.enquiries@college.pnn.police.uk

Support will also be available in relation to the use of the Police Service Quality Management System. Please email PSQMS.enquiries@college.pnn.police.uk

## Noteworthy practice

The Police Service Quality Management System also facilitates the sharing of noteworthy practice if forces are willing to share ideas with other forces implementing the NPPF. It is not the intention for the College of Policing to validate noteworthy practice and forces should be aware of this when examining the noteworthy practice on offer. As well as describing the practice forces should give an indication of the benefits derived from adopting such practice.

# Appendix 1: NPPF Quality Assurance System – Validation process



# Appendix 2: Framework criteria

## Generic criteria

| **Criteria:** | **A.1 Implementation in accordance with National Operating Manual** |
|---|---|
| **Explanation:** | An explanation of how the force has interpreted the mandatory requirements of the National Operating Manual into a model of NPPF to be implemented by their force. The model should encompass all four steps of NPPF. All mandatory requirements must be met. A detailed explanation of Step 3 may be provided here or against criterion D.1. |
| **Possible evidence:** | • A force operating manual.<br>• Standard operating procedures or force equivalent for each of the four steps.<br>• Evidence here may demonstrate that the force has met one or more of the other criteria in this framework, e.g. D1. |

| **Criteria:** | **A.2 Candidate Record of Competence** |
|---|---|
| **Explanation:** | The use of a Candidate Record of Competence is seen as significant to the successful implementation of the NPPF. The force should explain the system in use for NPPF candidates and demonstrate its actual use. The record should encompass all four steps of the NPPF. |
| **Possible evidence:** | • Where relevant evidence should be de-personalised.<br>• A description of the system used. This may be an existing system. Some trial forces adjusted existing systems to meet the needs of the NPPF.<br>• Any system used must be based on College standards. The PPF is the existing College standard. Any separate force system must be mapped in general terms to the PPF re role requirements and personal qualities.<br>• Evidence of implementation of the system at the different steps of the NPPF. |

| Criteria: | A.3 Local data capture and monitoring |
|---|---|
| Explanation: | An explanation as to how the force captures and monitors data locally on officers entering and progressing through the four steps of the NPPF.<br><br>The force should identify the manager and/or the group responsible for considering data and making decisions in relation to NPPF. |
| Possible evidence: | • Examples of spreadsheets used to capture data.<br>• Screen shots of electronic systems used to capture data.<br>• Minutes of meetings where the data is discussed.<br>• Examples of decisions made based on the data captured. |

| Criteria: | A.4 Quality assurance |
|---|---|
| Explanation: | Evidence of how the force quality assures the actual implementation of its chosen model of the NPPF, covering Steps 1, 3 and 4. |
| Possible evidence: | • This criterion may have been addressed under A.1.<br>• A brief description of the approach taken at each Step.<br>• Evidence of a decision making process to consider the outcomes of any quality assurance activity.<br>• Evidence of the implementation and outcomes of the approach taken.<br>• Evidence of the force participating in the national standardisation meetings. |

| Criteria: | A.5 Reasonable adjustment |
|---|---|
| Explanation: | Evidence as to how the force manages requests for reasonable adjustment in relation to Steps 1, 3 and 4. |
| Possible evidence: | • This criterion may have been addressed under A.1.<br>• There is no need to create a specific approach for NPPF. Evidence may show that a review of existing approaches has taken place and possible amendments have been made to accommodate the requirements of the NPPF.<br>• Evidence of force consideration of any requests and how the outcome may impact on the implementation of the NPPF. |

| Criteria: | A.6 Information to candidates |
|---|---|
| Explanation: | Evidence as to how the force communicates with potential and actual candidates regarding the requirements of promotion via the NPPF route. This should cover both a general overview of the whole process and timely detailed information in advance of each step. This would include Step 2 to ensure candidates are fully briefed about the legal examination and any support that may be available from the force.<br><br>Significantly, information should be provided about actual promotion opportunities. |
| Possible evidence: | • Examples of information provided to potential and actual candidates regarding the overall process.<br>• Examples of dedicated internet pages.<br>• Examples of information provided to actual candidates about the four steps involved in the NPPF.<br>• Examples of information provided to potential candidates regarding promotion opportunities.<br>• Examples of documents issued to candidates.<br>• Examples of information regarding the force approach to Step 3. |

| Criteria: | A.7 Equality |
|---|---|
| **Explanation:** | Evidence as to what steps are taken by the force to ensure that in implementing the NPPF it can demonstrate that it has given due regard to its public sector equality duty, under the equality act 2010. |
| **Possible evidence:** | • Evidence of the involvement of specialist staff in the design and implementation of the force's approach to the NPPF.<br>• Examples of steps taken to ensure equality of opportunity.<br>• Evidence of the force having undertaken a current Equality Impact Assessment (this is not a mandatory requirement).<br>• Evidence of monitoring candidate progress on the NPPF, e.g. consideration of the national data capture reports.<br>• Evidence of how equality analysis and information has been used to inform decision making in relation to the implementation of the NPPF.<br>• Evidence of any positive action initiatives that have been used to encourage participation from underrepresented groups.<br>• Evidence of the consideration of equality in the selection of Step 3 methodologies.<br>• Evidence of the involvement of stakeholders in the implementation of the NPPF, e.g. some trial forces invited observers from the Police Federation. |

| Criteria: | A.8 Appeals |
|---|---|
| Explanation: | Evidence of an appeals system in place for Steps 1, 3 and 4 of the NPPF.<br><br>Step 2 appeals would be dealt with under the rules and syllabus for NPPF Step 2, as issued by the College of Policing. |
| Possible evidence: | • This criterion may have been addressed under A.1.<br>• There is no need to create a specific approach for NPPF. Evidence may show that a review of existing approaches has taken place and possible amendments have been made to accommodate the requirements of the NPPF.<br>• Evidence of force consideration of any appeals and how the outcome may impact on the implementation of the NPPF.<br>• Examples of force policies and procedures or equivalent. |

| Criteria: | A.9 Feedback |
|---|---|
| Explanation: | Feedback is seen as critical to a process of talent development and management.<br><br>Evidence of how the force manages the provision of feedback to both successful and unsuccessful candidates in relation to progress through the four steps of the NPPF. |
| Possible evidence: | • Evidence of the force approach to managing feedback and development.<br>• Evidence of use of the force system for recording competence.<br>• Examples of other mechanisms of providing feedback and supporting development.<br>• Examples of how the force monitors the provision of feedback. |

# Step 1

## Competence in current rank

| | |
|---|---|
| **Criteria:** | **B.1 Line managers are sufficiently skilled to carry out their duties** |
| **Explanation:** | An explanation as to how the force assists line managers in undertaking their role in relation to Step 1. |
| **Possible evidence:** | • Examples of briefings provided to line managers on the NPPF system adopted by the force and on Step 1 in particular.<br>• Examples of briefing documents.<br>• Records of briefing meetings having taken place. |

| | |
|---|---|
| **Criteria:** | **B.2 Standardisation of practice of line managers re endorsement of candidate applications** |
| **Explanation:** | Evidence of how the force standardises the practice of line managers in relation to Step 1 of the NPPF. |
| **Possible evidence:** | • Evidence of how the force quality assures its approach to Step 1.<br>• Records of meetings to discuss the standardisation of the approach to Step 1. |

# Step 2

## Legal knowledge examination

No criteria

You may still need to refer to Step 2 when considering other criteria.

# Step 3

## Assessment against rank-specific competencies and matching to vacancies

| Criteria: | D.1 Detailed explanation of force implementation of Step 3 |
|---|---|
| **Explanation:** | An explanation of the design and implementation of the force's approach to Step 3. This should refer to either a sergeants and/or an inspector's promotion process. Any differences between the two regimes should be explained. |
| **Possible evidence:** | • A detailed description of the process adopted at Step 3 – explaining any differences between the processes for sergeants and inspectors.<br>• Identification of the behavioural competencies used, particularly where the force does not use the national Policing Professional Framework.<br>• Evidence of how the force plans and prepares to implement a Step 3 activity, e.g. briefing activities, training for staff involved.<br>• Evidence of how the force standardises implementation, particularly where any of the activity is devolved from the centre – including how outcomes are considered and acted upon.<br>• Evidence of debriefing activity and the decision making process to identify successful candidates.<br>• Evidence of stakeholder's involvement in the design and implementation of the chosen approach. |

| Criteria: | D.2 Evidence of how the 'pool' of successful candidates is managed; including the rank ordering of candidates |
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| **Explanation:** | An explanation of how the force manages the pool of successful candidates at Step 3, including how it manages extensions to a candidate's time in the pool. |

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| **Possible evidence:** | • Identification of responsible staff.<br>• How the system is communicated to candidates.<br>• Any procedure documents.<br>• Evidence of a transparent decision making process. |

## Step 4

## Temporary promotion and work-based assessment

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| **Criteria:** | **E.1 Awarding body registration** |
| **Explanation:** | Evidence that the force has registered candidates with an awarding body as they start their period of temporary promotion. |
| **Possible evidence:** | • Completed registration forms.<br>• Copies of online registration forms. |

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| **Criteria:** | **E.2 Opportunity planning for candidate success** |
| **Explanation:** | Evidence as to how the force ensures that all candidates have the opportunity to achieve the required Regulated Qualifications Framework (RQF) units. |
| **Possible evidence:** | • Evidence of how candidates are placed in positions where they have the opportunity to achieve the various units.<br>• Any documented process.<br>• Identification of staff with coordination roles. |