

Victoria Police Manual – Policy Rules

Learning and development

Context

Victoria Police enables people to gain the skills and capabilities they need to effectively and efficiently perform their roles and responsibilities. This is done through continuous professional development, contemporary learning and development standards, incorporation of adult learning principles, flexible learning options, highly skilled and professional educators and whole-of-organisation responsibility for learning and development.

To achieve this Victoria Police has procedures in place to:

- Meet the learning and development requirements to perform roles at the rank of constable, sergeant, senior sergeant and inspector and for the role of protective services officer
- Meet the learning and development requirements to perform specialist roles
- Develop the skills and knowledge to maximise leadership at senior management level
- Ensure the quality of learning and development programs and courses
- Determine the governance and accountability for learning and development within the organisation.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the Professional and Ethical Standards to inform the decisions they make to support compliance with Policy Rules.

These Policy Rules apply to all employees of Victoria Police.

Rules and Responsibilities

1. Introduction

- Professional development and continuous learning is the responsibility of everyone within Victoria Police. Managers have the added responsibility for the learning and development of staff by providing learning and development opportunities, support, meaningful feedback and authentic conversations.

- Regions are responsible for the learning and development of their staff, particularly in relation to local issues. Regions are required to have a training structure to deliver training developed locally, by People Development Command or by other Departments/Commands.
- Departments/Commands have responsibility for the learning and development of their staff, particularly in relation to specialist roles and have responsibility for providing learning and development across the organisation in their area of expertise.
- People Development Command provides learning and development in response to identified organisational needs. This includes development within and for promotion to different ranks and levels, as well as development for particular roles. They are responsible for identifying, coordinating and planning for future organisational educational needs as well as setting standards and quality assurance and providing leadership and guidance in relation to learning and development.

2. Role of the Deputy Commissioner Strategy

The Deputy Commissioner Strategy has the responsibility for strategic decisions on training and development across the organisation. Structures and processes to support strategic decision making may be created.

3. Role of the Assistant Commissioner People Development Command

The Assistant Commissioner, People Development Command has specific responsibilities in relation to learning and development, they are:

- Educational quality – responsibility for ensuring the quality of training and development delivered in the organisation.
- Chief Executive Officer of the Registered Training Organisation (RTO) – responsibility for governance of the RTO, ensuring compliance with regulatory requirements for courses on the scope of registration.
- Approval of the intent to deliver a nationally accredited qualification by any Region or Department/Command.

4. People Development Command structure

In order to support the learning and development role People Development Command is structured into the following divisions:

- The School of Policing, comprising:
 - Foundation

- Operational Safety
- Capability Development
- Leadership and Career Development
- Learning Development and Standards Division
- Business Services Division.

5. Registered Training Organisation (RTO)

- Victoria Police is a RTO meaning it is a registered provider of nationally recognised qualifications. The Victoria Registration and Qualifications Authority (VRQA) is the State registering body responsible for the Victoria Police RTO. The VRQA has the regulatory authority for quality assuring the training and assessment services provided in accordance with the Australian Quality Training Framework (AQTF) and relevant legislation.
- Those qualifications currently on the scope of registration with the VRQA are:
 - Diploma of Public Safety (Policing)
 - Advanced Diploma of Public Safety (Police Investigation)
 - Advanced Diploma of Public Safety (Forensic Investigation)
 - Vocational Graduate Certificate in Public Safety (Police Prosecution)
- As a RTO, Victoria Police must comply with the VRQA Guidelines for VET Providers, the essential conditions and standards of the AQTF, the Australian Qualifications Framework (AQF) national policy for regulated qualifications and the requirements of the Public Safety Training Package.
- The Assistant Commissioner, People Development Command is the Chief Executive Officer of the RTO and People Development Command has responsibility for managing the RTO regulatory requirements on behalf of Victoria Police. Other Departments which have nationally accredited qualifications on Victoria Police's scope of registration must comply with any policies published by the People Development Command.

6. Standards of learning and development programs and courses

- Adult learning principles should be incorporated into all learning and development programs and courses.
- In order to ensure that learning is contemporary and is meeting organisational and individual needs a continuous improvement methodology is to be applied to all programs and courses. The continuous improvement should include periodic job role and analysis and training gap analysis, content validation with subject matter experts, program evaluation and program review.

- All learning and development programs and courses are required to have:
 - A training and assessment strategy
 - Session plans with learning outcomes
 - Validation and moderation processes
 - Processes to manage version control, storage, access and security of training and assessment materials and approval of curriculum content changes.

7. Educator requirements

- Learning and development program and course educators should have:
 - appropriate contemporary training and assessment knowledge and skills and undertake ongoing development in training and assessment
 - appropriate contemporary subject matter expertise in the area they are training in and undertake ongoing development in this area of expertise.
- There are specific RTO regulatory requirements for educators training or assessing courses on the scope of registration.
- All educators must act professionally in their dealings with program and course participants.

8. Program and course participants

- All learning and development program and course participants must act honestly and demonstrate acceptable academic conduct. Academic misconduct may include:
 - plagiarism
 - fabrication
 - cheating
 - detail investigation process, outcomes and review procedures.
- Engaging in any type of academic misconduct may result in disciplinary or other administrative action and may include termination from Victoria Police.

9. Approval of programs and courses

9.1 *Programs and courses*

- Programs and courses which are required to be added to the HR Assist Catalogue and allocated a HR Assist course code must be approved by the Assistant Commissioner, People Development Command.
- A review panel is assembled by People Development Command to advise the Assistant Commissioner. The panel considers the need for the training

and reviews the quality of the training material. Refer to the People Development Command intranet page for further information in regards to the review and approval process for programs and courses.

9.2 *Nationally accredited qualifications*

- In order to issue nationally accredited qualifications Victoria Police must comply with the RTO regulatory requirements.
- People Development Command are able to:
 - assist in relation to the processes and standards required to register a qualification
 - provide on going advice and conduct audits as required to ensure on going regulatory compliance.
- The Region or Department/Command must comply with the People Development Command policies relevant to the regulatory requirements.

9.3 *Training partnerships with external providers*

Prior to forming a training partnership with an external training provider the advice of the Learning, Development and Standards Division of People Development Command must be sought.

10. Skills and prior study recognition

The skills and prior study of individuals are recognised in the following ways:

10.1 *Recognition of nationally accredited qualifications*

Victoria Police as a RTO recognises relevant AQF qualifications and statements of attainment issued by other RTOs.

10.2 *Recognition of prior learning*

This is an assessment process that assesses an individual's learning through experience or programs other than formal qualifications (non-formal and informal learning), to determine the extent to which the individual has achieved the required learning outcomes, competency outcomes or standards for entry to a qualification. The assessment may determine that the individual has fully or partially met the requirements of the qualification.

10.3 *Credit transfer*

This involves the assessment of a particular course or subject completed by an individual, to determine the extent to which that course or subject is equivalent to the required learning outcomes, competency outcomes or standards in a qualification. This may include credit transfer based on formal learning that is outside of the AQF qualifications.

10.4 *Equivalent eligibility*

This is the assessment of an individual's learning through experience, formal and non formal learning, to determine the extent to which the individual's learning is equivalent to the qualification required to be eligible for the position. The individual is not awarded the required qualification but is deemed to have met the eligibility requirements.

Quick Links

- Australian Qualification Training Framework essential conditions and standards
- Australian Qualifications Framework
- Victoria Registration and Qualification Authority Guidelines for VET Providers
- Public Safety Training Package

Further Advice and Information

For further advice and assistance regarding these Policy Rules, contact Policy and Professional Development, Learning Development and Standards Division, People Development Command.

Update history

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