

Victoria Police Manual – Procedures and Guidelines

Development of general and specialist capabilities

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Learning and development
- VPM 306-1 Mobility (Sworn)
- VPM Deployment (members)
- Australian Qualification Training Framework essential conditions and standards
- Australian Qualifications Framework
- Victoria Registration and Qualification Authority Guidelines for VET Providers
- Public Safety Training Package

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Introduction

Victoria Police is committed to equipping our people with the skills and capabilities they need to effectively and efficiently perform their roles and responsibilities. This is achieved through continuous professional development. Development is the enhancement of or gaining of capabilities and occurs throughout the organisation through mentoring, coaching, role modelling, assignments, workshops and formal courses. Development assists employees

to do their job better, to build capabilities in their field of expertise, to maintain contemporary knowledge, to address underperformance issues or to enhance their career.

The majority of development occurs in the workplace through real life, on-the-job experiences and from feedback and observing and working with others. Regions and Departments/Commands provide specific courses and programs to build general capabilities which are mandatory for employees' qualification for specialist positions.

2. Mandatory qualifications for specialist roles

Departments/Commands provide a number of programs to prepare employees to perform specialist roles. These programs are mandatory requirements necessary to perform the duties of the specialist position. These programs are conducted in line with **VPMP Learning and development** and the People Development Command Learning and Development policies.

Programs for specialist roles		
Course type:	Purpose:	Course managed by:
Driving:		
<i>Standard Operational Car Course</i>	- To prepare members for performing general and specialist roles. - Mandatory requirement for rank of Constable. Refer to VPMP Foundation Training – Constable and Protective Services Officer for details.	Driver Training Unit, Centre for Operational Safety, People Development Command
<i>Advanced Driving Course (Gold class approved driving authority)</i>	For road policing operatives attached to Highway Patrol Units or the State Highway Patrol.	Driver Training Unit, Centre for Operational Safety, People Development Command
<i>Driving Instructors Course (Gold class approved driving authority)</i>	- To provide the skills, knowledge and behaviours for driver trainers attached to: - People Development Command - Professional Standards Command - Intelligence and Covert Support Command - Transit and Public Safety Command	Driver Training Unit, Centre for Operational Safety, People Development Command
<i>Four Wheel Drive Course (Bronze class approved driving authority)</i>	- To provide the skills to operate a four wheel drive vehicle both on road and off road. - Mandatory requirement for positions where the primary vehicle is a four wheel drive.	Driver Training Unit, Centre for Operational Safety, People Development Command
Intelligence:		
<i>Intelligence Training Program</i>	Designed to develop the independent capability of each Intelligence Practitioner to conduct analysis and produce intelligence products to meet tactical, operational and strategic needs of Victoria Police.	Centre for Intelligence Practice, People Development Command

Investigation:		
<i>Investigation Management Course (IMC) – Detective Sergeants</i>	Is an advanced, specialist training program designed to develop and assess the competency of a detective sergeant to lead and manage criminal investigation teams.	Centre for Investigator Training, People Development Command
<i>Road Policing Investigators Course</i>	Is an advanced road policing program with a focus on collision investigation and heavy vehicle compliance.	Centre for Road Policing Investigations, People Development Command
Operational safety training:		
<i>Semi-Automatic Instructor Course</i>	Is designed to develop the necessary skills to deliver firearms training.	Centre for Operational Safety, People Development Command
<i>Defensive Tactics Instructor Course</i>	Is designed to deliver the necessary skills for defensive tactics training programs.	Centre for Operational Safety, People Development Command

3. Program requirements

3.1 *Eligibility to participate in mandatory courses*

- Employees must be appointed to a position which requires them to complete a mandatory course.
- Employees who already hold the mandatory course qualification or equivalent will not be eligible.

3.2 *Time lines*

- Employees appointed to a position which requires them to complete a mandatory course must qualify within the timelines specified in the relevant position description.
- In exceptional circumstances, the Assistant Commissioner People Development Command may extend these timelines. Applications for extensions are to be made via a report to the Manager or Inspector of the Unit or Centre responsible for each course.

3.3 *Failure to meet program criteria*

An employee who fails to meet the timeframes and criteria set out for each program is considered unqualified. Refer to **VPMP Mobility and deployment (sworn employees)** for further information.

3.4 *Employees requiring re-assessment or further development*

- An employee who is unsuccessful in any component of a mandatory course is deemed not qualified and will be required to repeat part or all of the course at a later date, or to undertake planned further development.
- In some cases, further training and re-assessment will be at the discretion of the Manager or Inspector of the Unit or Centre responsible for the course.

- Employees will generally be allowed up to one re-assessment opportunity, to be completed within the timeframes specified by the Unit or Centre within the People Development Command responsible for each course.
- On completion of a second re-assessment opportunity, if the employee is found not yet competent the Manager or Inspector of the Unit or Centre responsible for the course will provide a report to either the employee's manager or to the relevant Superintendent, School of Policing, referring the case to the Mobility and Redeployment Unit, Workplace Relations Division.
- In some cases, referral to the Mobility and Redeployment Unit will be at the discretion of the Manager or Inspector of the Unit or Centre responsible for the course.

4. Additional requirements for specific courses

4.1 Road Policing Investigator's Course

Confirmed constables may also apply to complete the Road Policing Investigator's Course. Preference will be given to Highway Patrol members.

Further Advice and Information

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

Update history

Date of first issue	13/10/2014	
Date updated	Summary of change	Force File number
30/03/15	Change to name of Intelligence training course from 'Intelligence Practitioner Course' to 'Intelligence Training Program'.	None
27/09/2023	Amendments to reflect introduction of VPM Deployment (members)	FF-081960