

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the Code of Conduct – Professional and Ethical Standards to inform the decisions they make to support compliance.

Pre-promotional assessments and promotional programs

Context

To maintain high standards across Victoria Police, members are required to pass pre-promotional assessments before being eligible for promotion. Members must then complete a promotional program before being eligible to be confirmed at the promoted rank. This is to ensure members have the requisite capabilities and skills at the relevant rank.

This policy outlines the requirements for:

- pre-promotional assessments for promotion to the rank of sergeants, inspectors and in situ promotion to senior constable
- promotional programs for promotion to the rank of sergeant, senior sergeant and inspector.

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Definitions

- **Pre-promotional assessment** – an assessment that once passed, makes the participant eligible to apply for positions at the rank above that which they currently hold.
- **Promotional program** – prerequisite training for promotion or confirmation at rank. The related pre-promotional assessment must be passed to be eligible for inclusion in a promotional program.

Scope and application

Members who participated in a promotional program before 29 September 2015 will be subject to the provisions of CCI 03/14 Promotional pathways for sergeants, senior sergeants and inspectors.

Governance

Pre-promotional assessments are the responsibility of the Quality and Standards Unit, Learning Development and Standards Division, People Development Command (PDC).

Promotional Programs are internal Victoria Police programs and are the responsibility of the Promotional Programs Unit, PDC.

General procedures

1. Overview

- A pre-promotional assessment must be passed to be eligible for inclusion in a promotional program. Pre-promotional assessments and promotional programs apply in the following cases:

Member's current rank	Seeking promotion to...	Pre-promotional assessment	Promotional program
First constable	Senior constable	Senior constable	N/A
Senior constable	Sergeant	Sergeant	Sergeant (SQP)
Sergeant	Senior sergeant	N/A	Senior sergeant (SSQP)
Senior sergeant	Inspector	Inspector	Inspector (IQP)

- Where possible, preference for upgrading to positions of higher rank will be given to members who have successfully completed the relevant entrance assessment and qualifying program.

2. Pre-promotional assessments

Members will be assessed against a set of topics determined by the Assistant Commissioner, PDC.

2.1 Scheduling assessments

- Assessments will be held at least annually. Further assessment scheduling will occur in accordance with organisational requirements.
- Regional senior constable and sergeant assessments can be organised and supervised by the relevant Departmental Training Officer/Regional Training Officer with approval by the Quality and Standards Unit, PDC.
- Regional assessments for Inspectors will be organised by the Quality and Standards Unit, PDC. They must be supervised by the relevant Departmental Training Officer/Regional Training Officer.
- Members seeking to participate in a pre-promotional assessment will receive a place in accordance with availability and eligibility.
- Members who book a position on a pre-promotional assessment and do not wish to participate will be able to withdraw themselves via HR Assist. They must contact

the Quality and Standards Unit, PDC via the PBEA of EXAM-UNIT-PD-OIC. Failure to withdraw or non-attendance on the day will be recorded in HR Assist as a non-attendance. There will be no deferrals.

2.2 *Reviews*

- Reviews may only be requested for Inspector Pre-promotional assessments.
- Where a member requests a review of their result they must submit the request via their chain of command to the Assistant Commissioner, PDC within 30 days of receiving their results. Rationale to support the request must be provided.
- For administrative purposes, a member must send an email via the PBEA of EXAM-UNIT-PD-OIC with the relevant file number for the recording of their intention to seek a review.

2.3 *Currency of assessment result*

- Assessment scores held by individuals from an assessment prior to 1 January 2010 are deemed null and void.
- A pre-promotional assessment mark grants the member eligibility to apply for promotion for a period of three years from the pass date. At the end of the three year period this mark will expire and any members who have not yet received promotion will be required to re-sit the assessment unless the member has since been included on the relevant promotional program. In this case, the promotional program eligibility overrides the pre-promotional assessment.
- The Assistant Commissioner, PDC may consider extending this period in exceptional circumstances. For information on extension eligibility contact the Promotional Programs Unit, PDC.

3. Promotional programs

3.1 *Program structure*

- Programs have a self-directed learning approach consistent with the Victoria Police Education Master Plan.
- Programs follow a blended learning model, consisting of mandatory face-to-face teaching and e-learning. Programs are also designed to incorporate learning into 'real' workplace situations via Workplace Integrated Learning (WIL). This is to capture and recognise 'on-the-job' learning, to complement and consolidate formal classroom learning.

3.2 *Timeframes and validity*

- The SQP, SSQP or IQP, must be completed within 12 months from the program commencement date. Failure to do so could result in an extended probationary period to allow completion of the program or failure to qualify for promotion. On a case by case basis, the Superintendent, CDD will determine whether to:
 - grant an extension for the member to complete the program
 - require the member to complete the process again. This may include retaking the pre-promotional assessment again, if the previous eligibility has expired.

- SQP, SSQP and IQP qualifications are valid for a period of three years from the date the program is completed. If the member has not obtained a gazetted position within this time the process must be started again, including the pre-promotional assessment

3.3 *Extensions*

Extensions to any timeframe related to promotional programs will only be considered in exceptional circumstances. All applications must be made in writing to the Superintendent, Capability Development Division (CDD) at least two months before the timeframe expires.

3.4 *Assessment and re-assessment*

- Assessment for each promotional program consists of a workplace assessment task, undertaken as part of the WIL process. The Assistant Commissioner, PDC retains the discretion to change the format of assessment tasks.
- Topics to be assessed during the SQP, SSQP and IQP are outlined on the Promotional Programs Unit intranet page.
- Members will receive one re-assessment opportunity only, unless exceptional circumstances exist. Applications are to be made via management to the Superintendent, CDD.
- Local management teams must ensure that members undergoing re-assessment are not exercising functions relevant to the promoted rank (unless under the guidance of a field coach) until they have successfully completed the re-assessment.

3.5 *Deferral of attendance*

Deferral of attendance will only be granted where exceptional circumstances exist and with the endorsement of the member's line management. The Superintendent, CDD will determine whether or not to grant deferral.

3.6 *Refresher training*

- Members identified by local management as requiring refresher training in any aspect(s) of a program may apply to the Superintendent, CDD for approval to participate in part or all of the relevant program.
- Members who do not meet requirements of refresher assessment(s) will be subject to the same re-assessment process as described above.

3.7 *Appeals against selection*

Members subject to an ongoing appeal, will be eligible to attend the applicable promotional program.

3.8 *Advance standing*

At the discretion of the Superintendent, CDD, members may be allowed advance standing within promotional programs based on prior knowledge, learning or experience. For further information in regards to advanced standing consult the Promotional Programs Unit intranet page.

Rank specific requirements

4. First constable to senior constable

4.1 *Pre-promotional assessment*

Eligibility

- Members who graduated from the Police Academy from July 2009 onwards (register number 36801 and above) are required to sit and pass the senior constable assessment.
- Members must be within twelve months of completing four years' service to be eligible to sit the senior constable assessment
- Members with prior policing service recognition will need to contact the Transfer and Promotions Unit, Human Resource Department for requirements. Requests will be dealt with on a case by case basis due to the variance of individual letters of offer.

Assessment structure

- The assessment is a multiple choice exam. Further details can be found on the Pre-promotional Assessments intranet page.
- The score required to pass the pre-promotional assessment is 65% or greater.

Re-sitting assessments

- There is no limit to the number of times a member may re-sit the pre-promotional assessment. They are only limited in their ability to do so by assessment scheduling, capacity and available resources.
- If a member chooses to re-sit a pre-promotional assessment, any mark previously earned is forfeited, irrespective of which is higher.
- Due to ease of accessibility of assessments, there will be no supplementary assessments.
- Where a member cannot attend an assessment due to unforeseeable circumstances they will be required to book in to the next available date unless an exception is granted by both the Quality and Standards Unit and Promotional Programs Unit allowing the member to re-sit as soon as possible.

4.2 *Promotional program*

Does not apply at this time.

5. Senior constable to sergeant

5.1 *Pre-promotional assessment*

Eligibility

- Members must be confirmed at the rank of senior constable to be eligible to sit the sergeant assessment
- Members must successfully pass the sergeant assessment to be eligible to apply for roles at the rank of sergeant.

Assessment structure

- The assessment is a multiple choice exam. Further details can be found on the Pre-promotional Assessments intranet page.
- The score required to pass the pre-promotional assessment is 65% or greater.

Re-sitting assessments

- There is no limit to the number of times a member may re-sit the relevant pre-promotional assessment. Assessments may only be taken once every quarter and are further limited by assessment scheduling, capacity and available resources.
- If a member chooses to re-sit a pre-promotional assessment, any mark previously earned is forfeited, irrespective of which is higher.
- Due to ease of accessibility of assessments, there will be no supplementary assessments.
- Where a member cannot attend an assessment due to unforeseeable circumstances they will be required to book in to the next available date unless an exception is granted by both the Quality and Standards Unit and Promotional Programs Unit allowing the member to re-sit as soon as possible.

5.2 Promotional program (SQP)

- A member who has successfully completed the sergeant pre-promotional assessment and obtained a gazetted sergeant position is guaranteed entry into the SQP.
- A member who has successfully completed the pre-promotional assessment but not obtained a gazetted sergeant position, will be placed in an order of merit based on the assessment score. This will be used to fill remaining SQP availability. For more information regarding the order of merit see the Promotional Programs Unit intranet page.

6. Sergeant to senior sergeant

6.1 Pre-promotional assessment

Does not apply at this time.

6.2 Promotional program (SSQP)

Members are eligible to apply to participate in the SSQP after being confirmed at the rank of sergeant.

Members are eligible to apply for gazetted senior sergeant positions 12 months after being confirmed at the rank of sergeant.

7. Senior sergeant to inspector

7.1 Pre-promotional assessment

Eligibility

- Members must be confirmed at the rank of senior sergeant to be eligible to sit the inspector assessment.

- Members who successfully complete the inspector assessment are eligible to apply for gazetted inspector positions for a period of three years, calculated from the date of passing their inspector assessment.

Assessment structure

- The assessment process will replicate the kind of tasks that experienced senior sergeants are likely to undertake in their work. These tasks are targeted at a generic, operational role rather than a specialised role.
- Members are assessed against targeted criteria. Overall competency is granted when members achieve the targeted criteria across the majority of the tasks.
- Further details can be found on the Pre-promotional assessments intranet page.

Re-sitting assessments

- Where a member does not pass the assessment they will be able to resit at the next available date.
- There is no limit to the number of times a member may attempt to meet the requirement of the inspector pre-promotional assessment.

7.2 Promotional program (IQP)

- Members must successfully pass the inspector assessment to be eligible to apply for roles at the rank of inspector.

Related documents

- VPM Deployment (members)

Further advice and information

For further advice and assistance regarding this policy visit the pre-promotional assessment intranet page on the People Development Intranet site.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
10/04/17	Updated to the new VPM format and review of content to ensure accuracy.	FF – 087617
09/10/17	Updated to reflect correct contact areas and appeals for Inspector exams	FF-087617
27/09/2023	Amendments to reflect introduction of VPM Deployment (members)	FF-081960