

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police 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 VPM Professional and Ethical Standards to inform the decisions they make to support compliance.

Foundation training – constable and protective services officer

Context

People Development Command (PDC) delivers programs to prepare employees for the role of constable or protective services officer (PSO). Each program is a mandatory requirement for confirmation of appointment at either rank.

This policy provides the responsibilities and procedures for program eligibility, enrolment, program timelines, attendance at the Victoria Police Academy (the Academy) and program criteria, as well as confirmation and termination from the programs.

Contents

Context.....	1
Contents.....	1
Scope and application.....	1
Policy.....	1
Responsibilities and procedures	2
1. Introduction.....	2
2. Program eligibility.....	2
3. Program requirements.....	2
4. Driver training.....	4
5. Failure to meet program criteria.....	5
6. Confirmation of appointment.....	5
7. Termination of appointment.....	5
Related documents.....	5
Further advice and information.....	6
Update history.....	6

Scope and application

This policy applies to employees participating in the foundation training for constable and PSO roles or who are assisting to deliver these programs.

Policy

The following rules operate when applying this policy:

- the minimum requirements for confirmation and/or termination of appointment to Victoria Police are governed by the *Victoria Police Act 2013* and the *Victoria Police Regulations 2014*
- the minimum requirements are supported by the program pre-requisites and standards set by the Chief Commissioner of Police
- all activities must be consistent with the principles of equity and diversity, natural justice and procedural fairness
- all information and activities associated with the program will be managed in accordance with relevant privacy and confidentiality legislation

- the programs reflect the organisational values and community expectations in delivering policing services to the Victorian community
- program participants are assessed holistically against set criteria to determine their progression within the programs.

Responsibilities and procedures

1. Introduction

1.1 *Constable*

The Police Foundation Training Program develops the knowledge, skills and behaviours for employees to perform the role of constable. The program consists of phases at the Academy and phases in the workplace and is underpinned by the *Diploma of Policing*.

1.2 *Protective services officer*

The PSO Foundation Training Program develops the knowledge, skills and behaviours for employees to perform the role of a PSO. The program is comprised of a phase at the Academy and phases thereafter in the workplace.

2. Program eligibility

2.1 *Police and protective services officer foundation training programs*

To be eligible for these programs the employee must meet the recruitment requirements outlined in **VPM Police and Protective Services Officer recruiting**.

2.2 *Program enrolment*

Enrolment in these programs is managed by the Superintendent, Foundation Training Division (FTD), PDC.

3. Program requirements

3.1 *Police Foundation Training Program timelines*

- The Police Foundation Training Program must be successfully completed prior to the expiration of the probationary period as detailed in the *Victoria Police Act* and includes the mandatory recruit period.
- For probationary constables the completion timeline for this program may be extended at the discretion of the Superintendent, FTD. A decision to extend must be made prior the expiration of the probationary period.
- Successful applicants to the Police Foundation Training Program will be advised of when to attend the initial Academy phase of the program by Recruitment Services, Human Resources Command. The FTD will advise of when to attend all subsequent training.

3.2 *PSO Foundation Training Program timelines*

- The PSO Foundation Training Program must be successfully completed prior to being sworn in and attending graduation.

- PSO performance, knowledge, skills, and behaviour will continue to be assessed during phases both at the Academy and in the workplace.
- PSOs are subject to two years' probation under the provisions of the *Victoria Police Act*. The probationary period commences from intake into the PSO Foundation Training Program.
- Successful applicants to the PSO Foundation Training Program will be advised of when to attend the Academy phase of this program by Recruitment Services. The Centre for Custody and Protective Services, PDC will advise of when to attend all subsequent training.

3.3 *Program criteria*

- The training development and curriculum for each program is based on an analysis of the role and identification of the knowledge, skills and behaviours required to perform the role. Program development and continuous improvement of the curriculum is conducted in line with PDC processes.
- Employees will be advised of the course qualification criteria at the commencement of the respective program and will be advised of both the Academy and workplace phases along with residential workplace deployments and criteria by the Centre for Learning, PDC.

3.4 *Police Foundation Training Program - Qualifying criteria*

To successfully complete all requirements of the Police Foundation Training Program the following criteria must be met:

- complete all requirements of the *Diploma of Policing*
- hold a current OSTT qualification
- hold either a Silver or Restricted Silver Approved Driving Authority (ADA)
- successfully complete the Fitness Profile(s)
- qualify at any specific training designed for the professional development of probationary constables and pass, where required, police skills examinations (as determined by the Superintendent, FTD)
- receive a probity check from PSC to the satisfaction of the Assistant Commissioner, PDC in considering probationary constable suitability for confirmation.

3.5 *Diploma of Policing requirements*

- During the Foundation Training Program, all probationary constables are enrolled in the nationally accredited *Diploma of Policing* qualification. Successful attainment of the qualification is a mandatory requirement for all probationary constables.
- A course guide is provided at the time of commencement and, in conjunction with the induction program, probationary constables will be provided the information specific to training and assessment requirements. This includes those specific to the attainment of the *Diploma of Policing* and units of competency.
- Victoria Police delivers the qualification over two phases, whilst at the Academy and within the workplace. Both phases are undertaken with a high degree of supervision and include workplace assessment via performance development and completion of 'on the job' tasks in accordance with a Training and Assessment Strategy.

- Upon successful completion of both Police Foundation Training Program phases, and other organisational requirements, probationary constables are confirmed at the rank of constable and are awarded the *Diploma of Policing*.
- Refer to the *Diploma of Policing* Course Guide for further information on Police Foundation Training.

3.6 *PSO Foundation Training Program – Qualifying criteria*

To successfully complete the requirements of the PSO Foundation Training Program, individuals must pass and complete all assessments in the PSO Foundation Training course. Upon graduation from the Academy, the following must be met to satisfy the criteria to qualify as a PSO:

- hold a current White Approved Driving Authority
- complete Thinking Ahead course/s
- hold a current Operational Safety and Tactics Training (OSTT) qualification
- receive a probity check from Professional Standards Command (PSC) to the satisfaction of the Assistant Commissioner, Transit and Public Safety Command (TPSC) in considering PSO suitability for confirmation.

Refer to the Police and Protective Services Officer Foundation Training Program Student Handbook for further information and assessment requirements.

4. Driver training

4.1 *Police driver training*

- Restricted Silver ADA is aligned with multiple components within the *Diploma of Policing*. It is the minimum driving qualification for confirmed constables and is designed to give employees the skills, knowledge, and behaviours to safely undertake urgent duty driving in a variety of conditions.
- Probationary constables are required to qualify at the Restricted Silver ADA or higher prior to completion of their probation period.
- Former law enforcement employees with recognised prior policing experience must obtain a Silver Class ADA within six months of appointment.

4.2 *Probationary constables assessed as not yet competent or requiring further development*

- A probationary constable who is not yet competent at the Restricted Silver ADA or higher will be required to re-attend for further training and assessment.
- Re-assessment allows for a probationary constable to be provided with the opportunity to repeat the assessment tasks to achieve competency. This may be a whole-of-course assessment or a partial course assessment.
- The Manager, Driver Training Unit (DTU), has the discretion to allow re-attendance taking into consideration the suitability for further training.
- Applications for extensions are made via a report through the employee's divisional superintendent to the Manager, DTU, who will then provide advice to the Superintendent, FTD.

- The Superintendent, FTD, in exceptional circumstances, may approve the extension of these timelines and allow for re-assessment.
- On completion of the additional courses and assessment process, if the probationary constable is found not yet competent and is not suitable for further training, the Manager, DTU will provide a report to the Superintendent, FTD, for determination of future action.

5. Failure to meet program criteria

5.1 *Police Foundation Training Program*

Should a recruit or probationary constable fail to meet one or more of the requirements of the Police Foundation Training Program, the matter will be referred to the Assistant Commissioner, PDC for a determination. In exceptional circumstances the Assistant Commissioner, PDC may exercise discretion and exempt an employee from specific components to meet the program criteria.

5.2 *Protective Services Officer Foundation Training*

Should a PSO Foundation Training student fail to meet one or more of the requirements of the PSO Foundation Training Program, the matter will be referred to the Assistant Commissioner, PDC for determination. In exceptional circumstances the Assistant Commissioner, PDC may exercise discretion and exempt an employee from specific components to meet the program criteria.

6. Confirmation of appointment

6.1 *Probationary constables*

To be confirmed at the rank of constable a member must meet the Police Foundation Training Program qualifying criteria listed in section 3.4 of this policy.

6.2 *Protective services officers*

To be confirmed as a PSO a member must complete the PSO Foundation Training Program qualifying criteria specified at 3.6 of this policy as well as complete the probationary period specified.

7. Termination of appointment

In accordance with the *Victoria Police Act*, the Assistant Commissioner or Commander, PDC (as the Chief Commissioner of Police's delegate) may determine it is appropriate to extend a probationary constable's or PSO's probation or terminate their appointment at any time during their probationary period. This determination may be made regardless of whether the Foundation Training Program has been successfully completed.

Related documents

- *Diploma of Policing* Course Guide
- Protective Services Officer Foundation Training Course Guide
- Australian Quality Training Framework Essential Conditions and Standards
- Australian Qualifications Framework

- Victoria Registration and Qualification Authority Guidelines for Educational Training Providers
- Public Safety Training Package
- VPM Police and Protective Services Officer recruiting
- VPMG Management of underperformance
- *Victoria Police Act 2013*
- *Victoria Police Regulations 2014*

Further advice and information

For further advice and assistance regarding this policy, contact the FTD, PDC.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
22/02/2023	VPM Review update initiated by Driver Training PDC to replace the existing VPMG Foundation Training – Constable and Protective Services Officer and update outdated information	FF 176962