

Lincolnshire Police

Policy Document



Protected learning time policy PD101

Policy document information

Reference number:	PD101
Policy sponsor:	DCC
Policy owner:	Head of People Development – T/Supt Dave McKean
Author:	Head of Learning and Development
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Version history

Version	Date	Reason for issue
10	August 2022	Biennial Review Inclusion of Apprenticeships Inclusion of Promotion Exam support
11	January 2023	Review
12	July 2024	Biennial Review and amendment to para 2.6
13	August 2024	Addition to 2.6.2 and added in para 2.3.2
14	May 2026	Amendment in 2.7 section – from ICIDP to PIP Level 1 Supervisors programme and PIP Level 2 – Investigative Supervisor/Manager programme Addition of 2.7.1 – PIP Level 1 PLT for pre-reading.

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter of this policy.

1. Policy aims (Purpose)

- 1.1. To clarify the appropriate minimum time allowances that should be made by line managers to enable officers and staff to undertake learning and development activities. This policy aims to provide clear guidance on the parameters for learning and development activities.
- 1.2. To ensure that officer and staff training, learning and development is linked to the strategic aims within the Policing Plan and the People Strategy.

- 1.3. To protect learning time for officers and staff, in defined learning circumstances, in a consistent manner, throughout the Force and to reinforce the Force's commitment to learning and development.
- 1.4. To ensure that line managers understand the corporate position and take responsibility for facilitating their team's development. They have a responsibility to assist their staff to develop, whilst having clear guidance on what is expected of them in terms of providing support to learners.
- 1.5. Individuals need to know that the Force will enforce its commitment by ensuring that their learning time is protected. This assurance will be given providing individuals recognise that learning requires a partnership approach and that, as they will benefit from personal development, they must take some responsibility for it and offer some personal time commitment in return.

2. Policy statement (Key information)

2.1. Background

- 2.1.1. Lincolnshire Police officers and staff are engaged in a wide range of formal and informal learning and development activities. These can be delivered by the Force in-house (internal) or bought-in (external). Some interventions are mandatory, and others are for personal or professional development. Whatever the reason for the development activity, they must all be assessed in terms of priority to ensure that resources are utilised effectively.
- 2.1.2. Staff require time to undertake learning activities, which is often in competition with the needs of delivering an operational service. Local performance demands may mean the benefits of learning activities are not considered in the wider context. The result of this can be a disproportionate approach to learning opportunities and unfair treatment of some in comparison with their peers elsewhere in the organisation.

- 2.1.3. The Force is fully committed to the development of its staff through attaining skills, knowledge and behaviours that have a direct and positive impact upon their performance or that of their team.
- 2.1.4. The Force also encourages and supports officers and staff in developing themselves and their careers by engaging in a shared partnership arrangement to achieve improvement outcomes beneficial to both parties.

2.2. General Principles

- 2.2.1. This policy sets out the minimum time allowances to be made in given circumstances; it also provides guidance on the principles to apply in non-specified scenarios. Where used, 'individuals' refers to both police officers and staff.

2.3. General Provisions

- 2.3.1. The following general provisions apply where indicated:
- Attendance on courses and training sessions delivered as part of the published Annual Training Plan will be considered as duty time. Full time allowance will be made for individuals to attend if the RMU or Line Manager has nominated them for the course.
 - All travel, mileage and related accommodation claims should be paid as dictated by the Deputy Chief Constable and as detailed in the Force Travel Policy.
 - It is very important that, wherever possible, when arranging transport due consideration is given to sharing vehicles when more than one individual is attending a course from the same location. Further consideration should be given to utilisation of pool or hire vehicles when they prove to be a cost-effective option.
 - Shift workers should return to their normal work at the end of the course or session if the course is not as long a period as their shift (including any travelling time allowance). If this is not practical, the

RMU will reclaim the amount of unused time and utilise it at a later date.

- When individuals need to travel to or from an external residential course on the day before or after a course this will be considered as duty time, providing it has been agreed by a senior manager, in writing, in advance and the costs for this and the travel claim are born by the individuals department.

- 2.3.2. For a member of Staff or Officer who requires any reasonable adjustments to assist with the completion of work for their portfolio or study that falls under the PLT Policy, the individual should discuss with their Supervisor or Line Manager the consideration of any reasonable adjustments to assist them.

This could include (but not limited to) additional Protected Learning Time.

2.4. Continuing Professional Development (CPD) & Further Education (FE)

- 2.4.1. Time may be allowed for individuals to attend CPD and FE courses/seminars, subject to approval by their line manager and Head of Department. Courses or parts of courses that are delivered outside the individual's normal working hours will not attract a time allowance.
- 2.4.2. Individuals sitting module examinations that count towards a final mark, and final examinations, may be able to claim a four-hour period for study immediately before each examination. This will apply equally to those whose examination is taken outside their normal working hours. This allowance will be limited to a maximum of 4 hours in any one week.
- 2.4.3. There will be no travelling time allowances for courses funded for CPD/FE.

2.5. College of Policing Bursary

- 2.5.1. Where an individual has been awarded a College of Policing Bursary for their personal FE Study, 8 hours per month will be supported as protected learning time to assist in their studies.

- 2.5.2. Where their study necessitates examinations, the individual may be allowed to claim 4 hours of study time prior to the exam.
- 2.5.3. Where the individual's course of study is deemed to be in direct benefit to the delivery of their role, an independent assessment will be made with the individuals senior line manager as to how many hours per month may be supported to enable the gathering of evidence or completion of their studies.

2.6. Student Officers

- 2.6.1. Student officers once they have completed their Initial Police Training (IPT), are entitled to protected learning time throughout the completion of their diploma. Their tutors are also entitled to PLT days throughout the Independent Patrol Status (IPS) phase only to support their student officer. PLT days should be programmed into their duties and is for mentoring activities, self-directed learning, e-learning, and completion of their IPS portfolio or Full Occupational Competency (FOC) portfolio (PCEP), or diploma (IPLDP). All study as protected learning time must be accounted for and booked through the RMU as such.
- 2.6.2. Three to five days of the 10-week IPS/tutor phase should be for protected learning time, and this should be given to both the student and their tutor. During the initial 21 week classroom phase Student Officers will be allocated 105 hours Protected Learning Time (an average of 1 hour per day where possible) and 15 hours during the Year 2 Classroom phase to support revision, e-learning and other self-study that may be required during the classroom learning phases.
- 2.6.3. 13-17 days of protected learning time should also be given for the FOC/diploma phase. This should be booked through RMU after liaising with the assessor to organise a time when they are available to offer assistance and guidance where required.
- 2.6.4. If the full Occupational Competency Portfolio (OCP) or diploma is completed on time or ahead of schedule, any spare PLT days can be used for attachments to aid in the development of the student officer in different

areas of policing. This is at the discretion of the officer's supervisor and line manager, and in consultation with the officer's assessor.

2.7. PIP

2.7.1. Officers completing the PIP Level 1 Supervisors programme are entitled to protected Learning time of 8 hours to complete pre-reading before the course, and this should be programmed into their duties. All study as protected learning time must be accounted for and booked through the RMU as such.

2.7.2. Officers completing the PIP Level 2 Investigative Supervisor/Manager Programme following their initial PIP Level 1 Supervisors Programme are entitled to protected learning time and this should be programmed into their duties. This is for tutoring, self-directed learning, eLearning and general study. All study as protected learning time must be accounted for and booked through the RMU as such:

- Officers will be supported for the National Investigators Examination. If they are unsuccessful after three attempts, they will be asked to meet with a suitable manager to review ongoing support and guidance.
- Officers will receive up to 2 days (16 hours total) paid study time for the National Investigators Examination on no more than three occasions. Additional attempts by an officer will not attract paid study time and should be taken in the officer's own time.
- If a manager recognises that an officer requires further development before they attempt the exam, that officer, together with their manager, should look at what the Force has available to offer for development and support (for example, coaching/mentoring or further training courses).
- Duty time for attendance and the final examination plus four hours or half-day study leave for the final examination.

2.7.3. Officers who are on the PIP Level 2 Investigative Supervisor/Manager Programme (including DS & DI)/PIP3 programmes and are working within

District CID or PVP are permitted to take 8-hours of PLT in each two-month period of the tutored phase. The tutorship period of the PIP2 should take a minimum of 6 months and a maximum of 12 months to complete, with completion taking place at any suitable point after the end of the sixth month. Therefore, a maximum of 6 days PLT over a 12-month period can be accounted for and booked through the RMU.

2.8. E-Learning

- 2.8.1. This section applies to E-Learning programmes, Web-Based Live sessions, in-house developed e-Learning programmes and externally sourced approved e-learning programmes.
- 2.8.2. Individuals studying through e-learning must be given the recommended learning time required of the programme whenever those courses form part of the Annual Training Plan or a programme of learning supported by Learning and Development.
- 2.8.3. If an e-learning programme is agreed by a line manager as meeting an objective listed in an individual's PDR, then the study time involved should be considered as duty time, providing that the time needed is agreed in advance with an individual's line manager.
- 2.8.4. General provisions regarding travel and subsistence claims do not apply since it is expected that learning will take place in the workplace.
- 2.8.5. Line Managers should give due consideration to the need for a quiet area in which to study and staff should not be removed from PLT to deploy to operational duties. Due consideration should be given where possible to permitting learners to complete e-learning at home, and that appropriate duty hours are recorded for the time spent at home engaged in e-learning. In many cases e-learning replaces training which would otherwise require more abstraction and therefore equal emphasis and support for projected learning time should be given.

2.9 Apprenticeship Programmes

- 2.9.1. Apprenticeship courses are recognised as being primarily achieved through work-based collation of evidence.
- 2.9.2. Where an individual has been supported to undertake an apprenticeship, there is a requirement that Lincolnshire Police will support 20% of their normal working hours as “off the job training”. This 20% should be agreed with the individuals line manager and booked through the RMU for operational roles as protected learning time or in agreement with line manager for non-operational roles.
- 2.9.3. It is recognised that a nominal amount of hours per week may be required to be undertaken by the individual dependant on the type of apprenticeship being studied.

2.10. Policing Qualifications

- 2.10.1. Time allowances will be given to allow individuals to achieve their diploma/certificate in policing skills, training and assessment, or those relating to the individual's specialisation or profession, provided that the need for this has been identified their PDR, or if they have attended a Force programme that links to the Diploma process.
- 2.10.2. The time needed for workplace assessment, evidence gathering, assessor and verifier meetings and any testing will be considered as duty time; however, the individual will benefit personally from achievement of a nationally recognised qualification and so they will be expected to build some of their portfolio in their own time. As a guide, the ratio should be 75% of time considered as PLT, and 25% during the learner's own time.
- 2.10.3. For EMPAC Fellows, 4 hours of study time per month will apply for the duration of the Fellowship (usually 9-12 months).

2.11. Assignments

- 2.11.1. Assignments are normally work based and thus require some attention during working time. Line managers should allow some research and

evidence gathering during working hours by mutual agreement with the staff member concerned.

- 2.11.2. However, assignments should be written-up in an individual's own time, unless a specific time allowance has been agreed and published as part of the overall course or programme.

2.12. Coaching/Mentoring

- 2.12.1. Individuals studying to become a coach or mentor on a recognised Force programme should be permitted PLT during the period of initial training. Once qualified as a coach or mentor, contact time when engaged in coaching or mentoring sessions arranged through Learning and Development should be recognised as duty time.
- 2.12.2. If a coaching or mentoring programme is agreed by a line manager as meeting an objective listed on an individual's PDR, then contact time with a qualified coach should be considered as duty time. Any sessions should be agreed in advance with the individual's line manager.

2.13. Aggregated Time Allowance

- 2.13.1. The Force is fully supportive of individual learning; however, this must support the achievement of role performance objectives. Therefore, there will be a limit set to prevent individuals from aggregating a disproportionate time for learning activities.
- 2.13.2. Individuals engaged in learning activities and examinations beyond those identified through the Annual Training Plan will be limited to no more than 8 hrs or one normal working day in each calendar month. These can be aggregated over a 12-month period, to not exceed 10 working days. The timing of these days must be agreed with an individual's line manager in advance.

2.14. Learning Activities – Not Prescribed

- 2.14.1. Learners who wish to engage in learning activities during working time, but not specified in this policy, may do so in consultation with their line manager. Line managers are expected to consider any requests sympathetically and within the spirit of this policy.
- 2.14.2. Managers should use the following prioritisation guide to assist them in their decision making:
- Priority One - Learning that must be carried out to enable the person to carry out their role - duty time for attendance and exams, plus four hours or half-day for each exam. Half-day study time for each assignment where assignments replace exams.
 - Priority Two - Learning that would benefit the Force and the individual in carrying out their current role - 50% of the allowances at Priority One, within the maximum aggregated allowance limit.
 - Priority Three - Learning that would benefit the Force or the individual in carrying out future roles - 30% of the allowances at Priority One, within the maximum aggregated allowance limit.
 - Priority Four – Learning of limited benefit to the Force both now and in future – consider adjusting hours/duty to enable them to attend the course.

2.15. Study for Promotion Exams

- 2.15.1. Lincolnshire Police recognise the importance of supporting internal promotion processes and talent development. While it is recognised that there is a level of personal accountability to prepare for the promotion as part of our commitment to encouraging internal career development each individual who is identified and supported by their line manager for promotion, will be able to account for 8 hours of PLT to be booked through the RMU.
- 2.15.1. Promotion study programmes

2.15.1.1. Where an individual is on a programme of study provided or facilitated by Lincolnshire Police in preparation for promotion, then time spent on courses in support of this are to be counted as normal duty time.

2.15.1.2. Any course provided by an external training provider not provided by Lincolnshire Police, will not attract protected learning time. No allowances for overtime, subsistence, accommodation or travel will be payable.

2.16.1. Post promotion

2.16.1.1. Where an individual is on a programme of study provided by Lincolnshire Police following a promotion to the rank of Sergeant, Inspector or Police staff equivalent, then time spent on courses in support of this are to be counted as normal duty time. The individual will attract 30 hours PLT to support their collation of evidence and completion of supporting written assignments.

3. Other related documents and appendices

3.1. Related documents.

- People Strategy
- Guidance and Procedure for Dealing with Police Staff and Officers with a Disability
- Lincolnshire Police: Acting Procedures
- Secondments Procedure
- Fairness at Work Procedure
- Human Resources Policy PD 115
- Internal Transfers Procedure (police officers)
- Lincolnshire Police Travel Policy

4. Monitoring and review

4.1 Ongoing monitoring of implementation will take place within the L&D Department. Reviews will take place every two years.

5. Who to contact about this policy

- 5.1. This policy is owned by the Head of People Development. Any enquires about this policy should be directed to T/Supt Dave McKean, Learning and Development, 01522 532222 Ext 3298202/201, David.McKean@lincs.police.uk