

Advocacy  
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Conduct & Performance



# Welcome



**Hayley Aley**  
Training Manager and PFEW  
National Equality Lead

I am extremely proud of the training we provide at the Police Federation of England and Wales. Our centre at Leatherhead is SFJ Awards approved and many of our trainers are former police officers and have been Federation reps themselves, so they know the pressures and the responsibilities you face in your role.

Our aim is to provide you with the relevant training, skills and knowledge to succeed as a Federation rep – in matters such as health and safety, discipline, equality and more. This learning will enable you, not only to serve your colleagues but will be useful for wherever your career takes you.

Last year we trained over 700 officers on 66 courses in the friendly, relaxed training environment that is Federation House. “Exceeded my expectations” and “Very good Course - pitched at the right level”, is just some of the positive feedback we’ve had.

If you haven’t seen our facilities, please do visit. I’d be more than happy to arrange a tour of the building and talk more about what we do.



# Courses

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## Advocacy

The Advocacy course is designed for representatives who present at misconduct meetings and hearings. It is a two-day intensive course delivered over three days by solicitors from Slater Gordon in addition to PFEW trainers.

The course focuses on the skills you will need to successfully present pleas in mitigation in appropriate cases. It looks at the basic structure of plea in mitigation and the majority is practical, so attendees work in groups as well as individually to prepare and deliver submissions to a mock gross misconduct panel.

There are three group exercises and one individual final exercise. At the end of the course you will have prepared four cases and delivered two. Feedback is given after each presentation.

## Conduct and Performance

Work-based representatives who are, or are about to be, involved in advising and representing members at misconduct, Unsatisfactory Performance Procedures (UPP) or attendance procedures will attend this course.

It is over four days and includes overnight stays at Federation House. The course takes an in-depth look at Unsatisfactory Performance Procedures (UPP) or attendance covering the 2012 regulations and Home Office Guidance.

The conduct element is taught by taking an in-depth look at the Police Conduct Regulation, The Home Office Guidance and the Codes of Ethics. Attendees will follow the process from service of a regulation 15 notice through the investigation

stage, the submission of a Regulation 22 response culminating in representation at a misconduct meeting.

***“Very good. The trainers are able to provide real life examples to put learning into context.” - Conduct and Performance course delegate, May 2017***

# Courses

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## Effective Presentation and Training Delivery

This is aimed at course directors and trainers and provides an introduction to training delivery. It has been developed to assist and enable Branch Boards to give effective presentations in a variety of situations and to work collaboratively with the PFEW Learning and Development team to deliver training both nationally and locally.

## Equality Practitioners

The Equality Practitioner Course assists Federation Representatives to actively support, advise and represent members on issues of equality and fairness.

Many issues around conduct, performance and health and safety are connected to, or overlap with equality and diversity. It

is increasingly recognised that equality training is an essential tool for the effective representative.

The course explores the protected characteristics covered by the Equality Act 2010 and poses the question – Unfair, unlawful or something else?

Delegates are guided through steps to tackle discrimination, harassment, victimisation and disability-related matters and how to recognise and deal with behaviours which are not unlawful but may be unfair.

Beginning with an emphasis on early intervention at the lowest appropriate level, the process of obtaining legal advice and preparing for an employment tribunal if necessary, is discussed and practised using a real-life scenario.

The course also examines pregnancy and maternity provisions, family leave and flexible working.



# Courses

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## Health and Safety

As health and safety impacts on all areas in policing this course is a must for all Federation Representatives and the foundation for those who are actively engaged in the role of Health and Safety Representative.

We also provide a Strategic Health and Safety Course to develop health and safety leaders or deputies who are actively engaged in the role of health and safety representation in the workplace. This additional course is delivered by Federation Health and Safety consultants and Learning and Development staff.

***“Very good Course - pitched at the right level, good teaching style.” - Health and Safety course attendee, March 2017***

***“Really interesting subject, useful and will absolutely assist me as a Manager and Fed Rep.” - Health and Safety course delegate, May 2017***

## Media

This course aims to equip Branch Board officers with the confidence to act as a spokesperson for their board and members.

The course provides a strategic overview of the importance of media relations and how to build effective relationships. It helps individuals identify their key audiences, develop messaging and identify the best channels for communicating with these groups.

Over three days attendees learn useful tips for managing themselves on screen and radio, and undertake a number of television and radio interviews on key issues for the Federation as well as some challenging case study-based scenarios.

Emerging media techniques, including WhatsApp and web-based interviews, as well as a look at social media is also included.

# Courses

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## New Reps Course

The course is a pre-requisite for newly-elected workplace reps and is key to development of Branch Board teams.

It offers an overview of the role of a Police Federation Representative and provides attendees with a toolkit of skills and knowledge.

Regulations around overtime and rest day working are explored, along with conduct and performance, and equality issues. A practical session using an approved negotiating model gives an insight into one of the crucial elements of the role and the course concludes with an in-depth session on social media delivered by a subject matter expert.

Delegates study real-life scenarios in each subject area and have an opportunity to share views and local board practice.

During the course individuals work towards a Level 4 Award in Representing and Advising Police Federation Members. They complete the award by providing evidenced examples of your work as a representative in force.

***“Good, not used to sitting in class, but kept my attention the whole course.” - New Reps course attendee, April 2017***

***“Exceeded my expectations! Excellent Course.” - New Reps course, February 2017***

## Post Incident Procedure

This course is for Police Federation representatives who wish to support officers involved in a police shooting or other death or serious incident (DSI) involving police contact.

Delivered by Police Firearms Officers Association (PFOA), it is an intensive four-day course assessed by a formal examination and a pass/fail assessment. Attendees are taken through the College of Policing’s Authorised Professional Practice on DSI following police armed deployments whether or not a weapon was discharged.

The course also examines the adaptations required to deal with any DSI after police contact and the subsequent Independent Office for Police Conduct (IOPC) investigation. It closely follows the training given by the College and includes talks by key personnel, and case studies.

# Courses

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Note: there is a £400 charge per delegate for attendance. PIPs-trained officers need to re-classify after three years in the role.



## Secretaries Workshop

Branch Board secretaries and deputies will find this two-day course useful. It is delivered by Principal Officers of the PFEW National Board, Subject Matter Experts (SMEs) and/or the Learning and Development training team.

The course covers any topic identified or requested by secretaries or Principal Officers.

## Train the Trainers

This course aims to ensure that the training given across the PFEW is standardised across the Federation and meets the requirements of PFEW & Skills for Justice Accreditation.

As such it will appeal to trainers, course directors, Subject Matter Experts (SMEs) and anyone involved in training delivery.

## Trustees

The course is designed to aid newly-appointed Treasurers and Trustees in understanding their responsibilities and the requirements of Federation Fund Rules, but Branch Secretaries and Chairs are also encouraged to attend to broaden their own understanding.

At 1.5 hours the course is brief but comprehensive. It covers the obligations of a Trustee under the Trustees Act 2000 and how this applied to the Police Federation. Attendees will gain an appreciation of other Federation roles, with financial management responsibility and the Federation financial cycle.