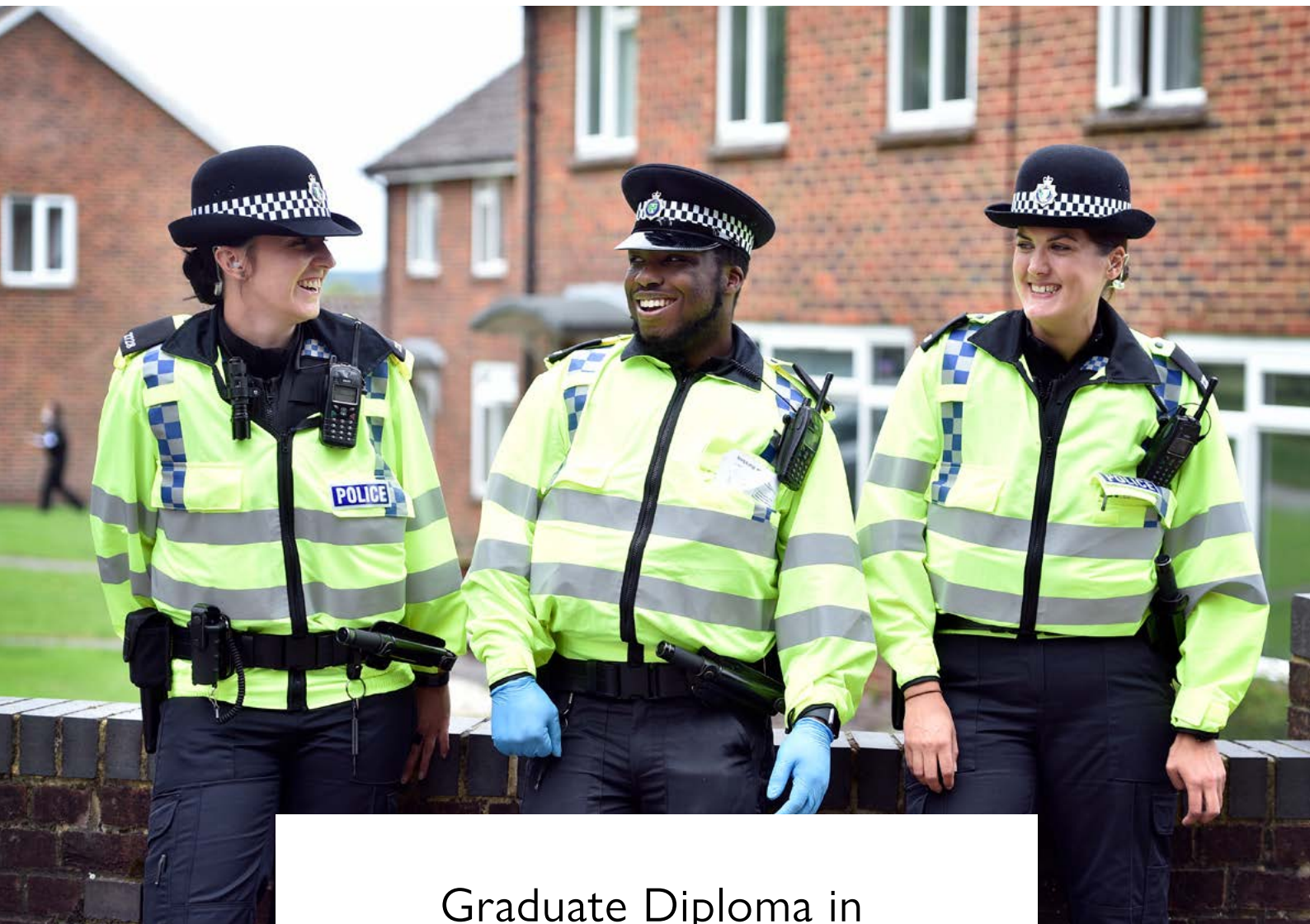




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Graduate Diploma in Professional Policing Practice

PROGRAMME HANDBOOK





WELCOME TO THE GRADUATE DIPLOMA IN PROFESSIONAL POLICING PRACTICE

As the Vice Chancellor of Buckinghamshire New University, I am pleased to welcome you to the University and to your programme of study. We are delighted to be working in partnership with Thames Valley Police, building on our well-established relationship, to provide the Graduate Diploma in Professional Policing Practice which will equip you to meet the challenges of 21st Century policing.

Policing in England and Wales is undergoing change in terms of initial entry routes at constable rank and your programme will be challenging but also, I hope, rewarding in terms of not only your self development, but also in terms of preparing you to serve your communities with pride and confidence. I wish you every success in your studies.

Professor Nick Braisby
Vice Chancellor





CONGRATULATIONS ON YOUR APPOINTMENT

Welcome to Thames Valley Police

*“When things are at their worst for
people, I want us to be at our best”*

You are about to embark on a challenging and rewarding career which offers a multitude of opportunities to develop and specialise over time – there really is no other job like it.

As Chief Constable, I want Thames Valley Police to deliver an excellent service and be regarded as an outstanding police force by the communities we serve. Our success depends on us all working towards the same goals, fighting crime, preventing harm and bringing offenders to justice.

Ultimately, Thames Valley Police is only as good as the people that work for us and I am proud to say you are joining an amazing workforce; hard-working, selfless and courageous. I want to wish you every success as you begin your Police Constable Graduate Diploma.



John Campbell QPM
Chief Constable

WELCOME TO THE COURSE AND THE INSTITUTE OF PROFESSIONAL POLICING

On behalf of the Programme delivery team, welcome you to your Graduate Diploma programme. This handbook contains information about your two-year programme, and will be updated each year, so please be aware that as your programme progresses, some sections may change.

The Programme Team includes academic staff from Buckinghamshire New University and police officers and staff from Thames Valley Police. We are all looking forward to working with you and we hope you will enjoy your time – not just during your initial learning programme, but throughout your two years of study and development as you start your career as police officers with Thames Valley Police. This is your programme, and you will have the opportunity to provide feedback to us on how things are going – be they good or not so good. This will help us to ensure we can change things that we need to, and to make things better for your colleagues who will join the programme in the future.

The programme has been designed to support you in the continued acquisition and development of the underpinning knowledge and skills required to perform a policing role. This will involve academic study as well as the application of your learning in the challenging environment of operational policing as a Police Constable. Whilst the Programme Team will support and guide you through your studies, your ultimate success on the course requires hard work and commitment.

During the various stages of the programme, you will be allocated a Programme Leader to help you with any general problems or concerns and also to help facilitate your progress through those stages. For specific academic difficulties on a particular module, the module or seminar leader can also be contacted for advice. The programme includes different methods of delivery – some of which may be new to you, but they are all designed to blend the rigour of academic study at Graduate Diploma level, with the operational rigour of policing.

At the start of your programme of study, you will be given an outline of the whole two years, with key times and dates indicated so that you will be able to see the programme in its entirety and be able to plan your work. The programme will include a combination of face-to-face workshops, online learning, self-directed learning, and flipped classrooms (where you will undertake some on-line or group work, before coming into a classroom to discuss or present the results of your work). Whilst there is no requirement for you to undertake study beyond the scheduled teaching hours, you are of course welcome to undertake additional work or research into topics which you find of particular interest. To assist you with your studies, you will have access to a digital reading list, and electronic access the University Library as well as other College of Policing and Thames Valley Police resources. You are also encouraged to form study groups with your peers and to use University and other facilities, to facilitate your group study.

After your initial period of learning, you will undergo ten weeks of operational patrol with a tutor constable. This provides you with the opportunity to put your learning into practice. (Further details will be provided to you at the start of the programme.)

During your periods of operational deployment, you will be working to complete sections of an Occupational Competence Portfolio. In doing so, you will gather evidence of your competence to (by the end of year 1) achieve 'fit for independent patrol status'. This means that you will be able to patrol independently – but you will still receive support in the form of coaching and mentoring from a Development Assessment Officer (DAO). After achieving independent patrol status, and successfully completing the academic assessments in year one, you will progress to year two.

This will see you undertake two further periods of learning and extended periods of operational deployment. You will work to gather more evidence in your Occupational Competence Portfolio, working towards achieving 'full occupational competence'.

Successful completion of the academic elements in both years, as well as completion of your Occupational Competence means that you are eligible to be confirmed in rank by Thames Valley Police. You will also be eligible to attend a Graduation Ceremony and awarded your Graduate Diploma in Professional Policing Practice.

Whilst the University and Thames Valley Police are working in partnership to deliver the whole programme, the information in this Handbook may become out-of-date, and must always be considered as guidance only. You should always follow advice given to you from Thames Valley Police in relation to any aspect of your role as a police constable, in particular any guidance regarding police equipment, shift patterns, behaviour and conduct.

The academic staff from the University have a mix of operational policing, and professional work as well as academic backgrounds and will be further supported by teaching staff from TVP. If possible, we will also use subject matter experts and guest speakers from other agencies where this would be relevant to the programme. We are all tasked with providing you with a coherent, challenging yet exciting programme of study, and your engagement will help make that happen.

This handbook will help with many of the day-to-day queries that you may have regarding the aims of the course, the individual modules, learning outcomes, assessment and submission of assessments. Should any areas be unclear, please ask your Programme Leader or a member of the teaching team for further clarification.

We hope you find your course rewarding and exciting as well as challenging. This is your programme and on behalf of the programme team, I wish you every success on the programme, and in your future career with Thames Valley Police.

School of Aviation and Security

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INTRODUCTION

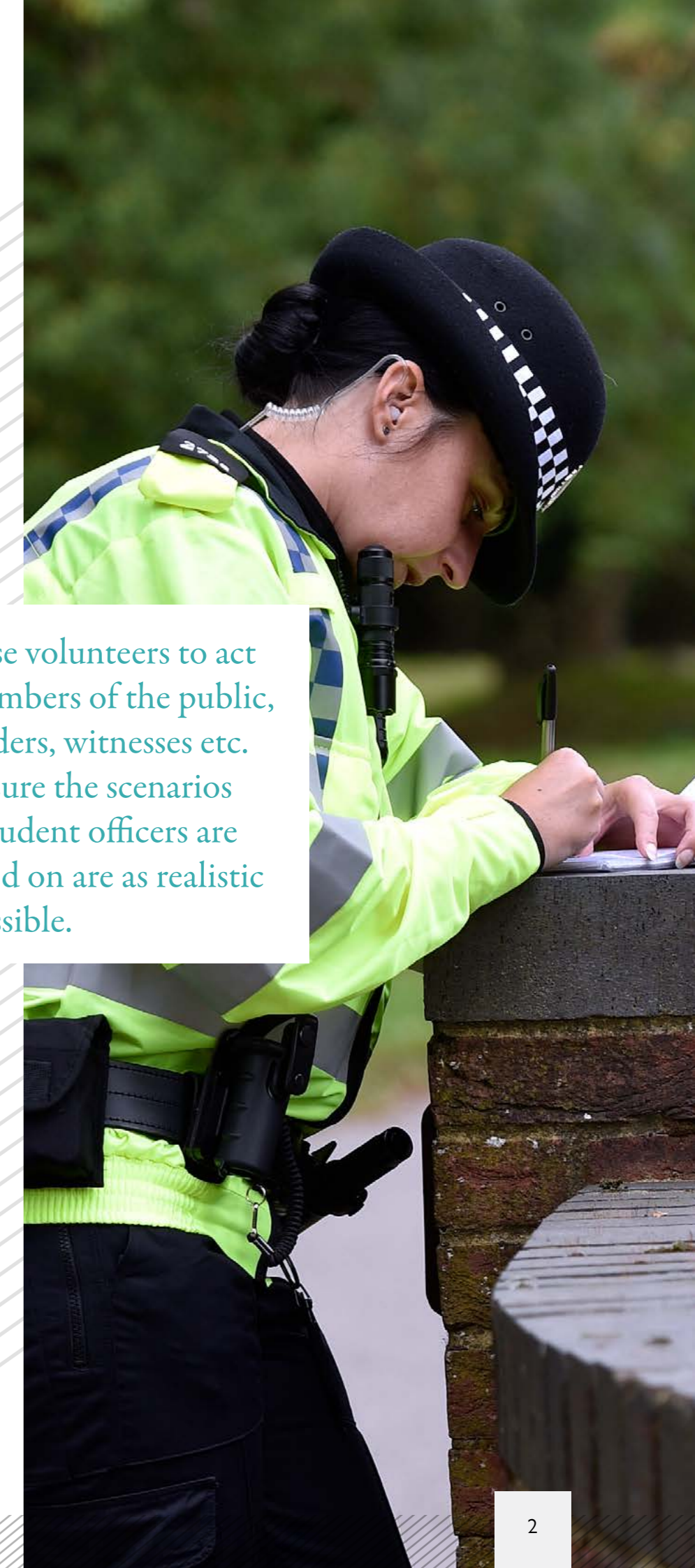
This handbook has been tailored to your Graduate Diploma programme, and includes information about the programme, its structure and the staff that you will meet and is intended to provide you with answers to many of the questions you may have about studying on your course.

Throughout the handbook you will find references to the University's procedures, regulations and course related services, with links to the full document or service on the University website.

This is not an exclusive list and you will come into contact with other regulations during your time at with us. All documentation is, however, published on the University website, should you have any queries.

Alternatively, please contact any of the people referred to in this handbook or one of the central service directorates who will be able to help you. You should also understand that the programme is delivered in partnership with Thames Valley Police (TVP), and as you are Police Officers, you will be subject to Police Regulations and also TVP policies and processes. Whilst every effort has been made to ensure that University policy and TVP policy are complementary, in any areas where this is not the case, then TVP policy will take precedence.

At the back of this handbook, you will find the Learning Partnership Agreement. This details our commitment to you and, in return, our expectations of your commitment to your own programme of study, to your fellow officers, to TVP and to the University.



We use volunteers to act as members of the public, offenders, witnesses etc. to ensure the scenarios our student officers are trained on are as realistic as possible.

1



Develop students' operational expertise alongside relevant interpersonal, ethical and leadership skills through the application of methods and techniques to review, consolidate, extend and apply knowledge in a professional policing context.

2



Equip students with a coherent and detailed knowledge and understanding of the requirements of 21st century policing, including how police organisations function and are managed according to the needs of communities.

3



Allow students to critically evaluate the strategic choices available to police organisations, demonstrating a critical appreciation of how operational and organisational decisions are taken in their economic, social and cultural contexts

YOUR PROGRAMME OF STUDY

Programme Aims

The programme aims to equip students with the knowledge and understanding, insight, perspectives and skills with which to perform the role of a Police Constable within Thames Valley Police and to gain an understanding of policing in its wider context. The course further develops vocational and professional training adding a layer of intellectual skills relevant to policing which will provide graduates with an understanding of the concepts, principles, protocols, procedures and legislation which are all pertinent to the police officer role.

Developed in consultation with Thames Valley Police and covering all aspects of the College of Policing's curriculum for Professional Policing, the programme provides the opportunity for you, after successful completion of the apprenticeship and graduation, to be confirmed in the rank of constable. The programme aims also include transferrable skills which are equally valued in other roles within the Criminal Justice System and beyond.



PROGRAMME LEARNING OUTCOMES

ON SUCCESSFUL COMPLETION OF THE PROGRAMME A GRADUATE WILL BE ABLE TO DEMONSTRATE:

Knowledge

- A critical understanding of the ethics and values of professional policing, including: duty of care, service delivery, employment practice, efficiency, effectiveness and value for money, Code of Ethics, professional standards, and equality, diversity and human rights.
- A systematic knowledge of key cross-cutting and inter-dependent areas of policing, including: roles and responsibilities, criminal justice, counter terrorism, vulnerability (including public protection and mental health) and risk.
- A detailed understanding of applicable aspects of Authorised Professional Practice, legal and organisational requirements relating to the operational policing context (response, community, intelligence, investigation and roads/transport), including how to:
 - effectively respond to incidents, preserving scenes and evidence when necessary;
 - manage and resolve conflict safely and lawfully; arrest, detain and report individuals safely and lawfully;
 - arrest, detain and report individuals safely and lawfully;
 - conduct diligent and efficient, priority and high volume investigations;
 - effectively interview victims, witnesses and suspects;
 - systematically gather, submit and share information and intelligence to further policing-related outcomes;
 - meticulously and ethically search individuals, vehicles, premises and outside and virtual spaces;
 - optimise the use of available technology;
- risk manage health and safety for self and others.
- How to accurately interpret and apply the letter of all relevant law, as it relates to any encountered policing situation, incident or context.
- Conceptual knowledge of social behaviour and society, including their origins, development, organisation, networks and institutions and how this relates to policing across diverse and increasingly complex communities.
- A systematic knowledge and understanding of the causes, mitigations and prevention of crime and how this knowledge and understanding can influence and be applied to accountable decision-making in all operational environments.
- Conceptual knowledge, understanding and expertise relevant to organisational/local needs, including the following operational policing contexts: response, community, intelligence, investigation and roads/transport.
- A coherent and detailed knowledge of different approaches to systematic evidence-based preventative policing, including how to critically analyse, interpret, implement, share and evaluate findings to problem solve and further positive outcomes. These may relate to internal organisational practice or external social or criminal factors.

PROGRAMME LEARNING OUTCOMES

ON SUCCESSFUL COMPLETION OF THE PROGRAMME A GRADUATE
WILL BE ABLE TO DEMONSTRATE:

Skills

- Accurate application of Authorised Professional Practice and any local policy applicable to the operational policing context.
- Effective communication, in accordance with the varied needs of differing situations, individuals, groups and communities. Use of own communication skills to manage planned and uncertain situations, and to persuade/lead others as needed.
- An ability to gather, handle and accurately analyse information and intelligence from a variety of sources to support law enforcement and to maximise policing effectiveness.
- Effective management of dynamic conflict situations in policing through leadership, and by dealing with a wide range of behaviours and incidents, taking personal accountability for the use of proportionate and justifiable responses and actions.
- Accurate management of effective and ethical searches for evidence and information in differing environments. Taking considered responsibility for courses of action required to follow-up on findings (within remit of own role) to maintain the peace and uphold the law.
- An ability to provide an initial, autonomous and ongoing response to incidents, which can be complex, confrontational and life-threatening, to bring about the best possible outcomes. Providing an initial autonomous response to crime scenes, where encountered, that require the management and preservation of evidence and exhibits.
- An ability to provide coherent leadership to protect the public, and empathetic and appropriate support to victims, witnesses and vulnerable people.
- Effective and efficient management and conduct of priority and high-volume investigations. Using initiative to diligently progress investigations, identifying, evaluating and following lines of enquiry to inform the possible initiation of criminal proceedings. Applying an investigative mind-set when decision-making. Presenting permissible evidence to authorities when required.
- An ability to interview victims, witnesses and suspects (including those who may be non-compliant, or have been intimidated or coerced) effectively, in relation to a range of investigations, some of which may be multi-dimensional.
- Systematic assessment of risk and threats across increasingly complex policing contexts, taking decisions and critically evaluating initiatives and their outcomes, including the impact of differing actions and methods, in accordance with the policing national decision-making model and evidence-based principles. Taking account of the best available evidence from a wide array of sources, including research and analysis, when making decisions. Applying justified discretion when appropriate and it is in the public interest to do so.
- Accurate use of police legal powers to deal with suspects, victims and witnesses across various challenging situations, conducting all actions in a balanced, proportionate and justifiable manner.
- An ability to proactively introduce new ways of working and innovation to police work where appropriate and possible, and apply critical thinking across policing activities within own area of responsibility.
- An ability to plan, accurately apply and critically evaluate different policing approaches alongside partner organisations as part of a multi-disciplinary team to address identified, often complex, issues, concerns and situations to reduce and prevent crime in communities. Providing supportive leadership to community groups, making informed decisions that encourage the delivery of localised strategies.

Behaviours

- Take accountability - Be accountable and take ownership for own role and responsibilities, whilst being effective and willing to take appropriate, justifiable risks.
- Professional integrity - Maintain the highest standards of professionalism and trustworthiness, making sure that values, moral codes and ethical standards are always upheld, including challenging others where appropriate.
- Emotionally astute - Understand and effectively manage own emotions in stressful situations, understanding motivations and underlying reasons for own behaviour and that of others, including colleagues. Value diversity and difference in approaches to work, thinking and background, and treat people with sensitivity, compassion and warmth.
- Curious and innovative - Have an inquisitive and outward-looking nature, searching for new information to understand alternative sources of best practice and implement creative working methods. Committed to reflecting on how own role is undertaken, learning from success and mistakes, to continuously review and adapt approach.
- Collaborative - Work effectively with colleagues and external partners, sharing skills, knowledge and insights as appropriate to lead to the best possible results.
- Supportive and inspirational leading - Role model the police service's values in day-to-day activities, providing inspiration and clarity to colleagues and stakeholders. Consider how the wider organisation and others are impacted, and help others to deliver their objectives effectively.





PROGRAMME STRUCTURE

Module Code	Module Title	Course Stage / Year	Status in Award	Credit value	Semester Taught
LC671	Professional Policing in context	1	C	15	n/a
LC672	Professional Policing: Responding to incidents	1	C	15	n/a
LC673	Professional Policing: Conducting investigations and problem solving	1	C	15	n/a
LC674	Professional Policing: Public protection	1	C	15	n/a
LC675	Professional Policing: Further professionalisation, team-working and leadership	2	C	15	n/a
LC676	Professional Policing: Strategic perspective and planning	2	C	15	n/a
LC677	Professional Policing: Investigative principles	2	C	15	n/a
LC678	Professional Policing: Advanced police study	2	C	15	n/a

C = Core / O=Optional

CORE MODULES AND HOW YOUR PROGRAMME IS TAUGHT

Please refer to individual module handbooks and assessment briefs for full details on the taught elements of your programme. These documents will give an overview of how the module is taught, the indicative content, and the assessment strategy. Detail of the assessment strategy is given below.

Virtual Learning Environment (Blackboard)

The University's 'virtual learning environment' – Blackboard – is accessible via desktop, laptop and mobile device. Here you will get access to online programme information and access to other online resources. You can also communicate and collaborate with your fellow students and programme tutors. Any course-specific announcements will be made via Blackboard – you will have a university e-mail address, and you should forward this either to your personal e-mail address or another e-mail address that you regularly monitor.

Any communication from the University will be sent to your university e-mail address.

Blackboard is accessed directly via my.bnu.ac.uk regardless of whether or not you are on Thames Valley or University premises. You will receive a full induction to using Blackboard early in the programme so that you can access its full potential during the course of your studies.

Planning your studies

Please refer to the additional information section within this handbook that provides full details regarding your role as a Police Constable and student.

Accessing your timetable

You can access your personal timetable online via Blackboard. Your Timetable is subject to change up to 7 days before any lecture, seminar or workshop – any such changes to your timetable will be notified to you through Blackboard and e-mail. For this reason you should check your Timetable at the beginning of each week to ensure there are no changes, and ensure that you check your university e-mails.

Professional Body Requirements

The specific requirements of the College of Policing, as the Professional Body, and Thames Valley Police, as your employer-force, will be provided directly to you at the start of your programme.

YOUR PROGRAMME TEAM

Programme roles

The following are a set of roles that are found on this programme – some relate only to roles offered by the University. Depending on the nature of any inquiry you have, you may wish to contact the relevant individual. If you feel that issues have not been resolved at the levels mentioned below, you can also contact the Programme Lead (for matters relating to the academic elements of the programme) or the Head of Learning and Professional Development' for Thames Valley Police.

Tutor Constable

You will be allocated a Tutor Constable when you are undertaking your initial 10 weeks of operational deployment. The Tutor's role is to support and guide you to start to develop your operational competence and confidence.

Development Assessment Officer (DAO)

The DAO is your personal coach and mentor throughout the entire programme. They will monitor your progress and will assist you in becoming an autonomous and creative learner. They will also support you in gaining the knowledge and skills necessary for modern day policing.

Programme Leader

Your Programme Leader is the person with overall responsibility for the degree-elements of your course of study. They work closely with the Head of Training for Thames Valley Police and between them, these individuals are responsible for the delivery of all aspects of the programme. You can raise any issues you may have with the running of your programme with your Programme Leader.

Module Leader

Modules are individual parts of programmes - typically each year of a programme includes four modules. The Module Leader will be the person directly responsible for co-ordinating the module and setting the module assessments. This person may also teach elements of your programme and will normally be your first point of call for issues specifically relating to that module.

School Registry Officer

The Registry Officer is a member of University staff and has responsibility for ensuring that the administrative side of your programme runs smoothly. They will normally be your first port of call for questions about and interpretation of any University Regulations which relate to your programme, and are supported by Registry Administrators.

Personal Academic Tutor

Personal tutors will be responsible for helping students to take a holistic view of their Bucks experience. Essentially, they will support students' academic development and wellbeing through the provision of appropriate and timely advice, guidance and, where appropriate, signposting to specialist services. Personal Tutors will normally be required to meet individually with their tutees during their induction and at least twice more during each academic year.





BE THE DIFFERENCE
in your community

CONTACT DETAILS

Contact details for University staff with key responsibility for your programme are shown below. The telephone number for the University is **01494 522 141**. Details of Thames Valley staff with responsibility for your programme will be provided to you when you start on the programme.

The telephone number for the University is **01494 522 141**

Name	Role	Email
Allison Savory	Programme Leader	allison.savory@bnu.ac.uk
Cleo Jack	Registry Officer	cleo.jack@bnu.ac.uk
Edward Lorenz	Registry Administrator	edward.lorenz@bnu.ac.uk

PROGRAMME ADMINISTRATIVE SUPPORT

The Programme Leader and Academic Staff are often on-site at Sulhamstead, and the best way to contact them is by email. The Registry team (that includes your Registry Officer and Registry Administrators) are at the University Campus in High Wycombe. Any of these staff can be contacted by telephone (see above) between 10am - 4pm Monday to Friday, or by e-mail. Our aim is to respond to e-mail within two working days.

ASSESSMENT

For detailed information on this section you may wish to consult the Assessment of Students formal document, available online or via your Registry Officer. Specific regulatory documents are also referred to as required.

How you will be assessed

Please see specific assignment briefs provided on Blackboard together with the relevant module handbook that will both provide specific details on how you are assessed for the degree-elements of your programme. The assessment method will be the most relevant and valid method in relation to the module, and the academic outcomes to be assessed. Details of the methods are included in the module descriptors.

Operational assessment will be recorded in your Operational Competence Portfolio and this will include you working towards achieving independent patrol status and full Operational competence. Details of your end point assessment (as an integrated element of your apprenticeship) are explained in the College of Policing Guidance on End Point Assessment documentation.

How to reference sources appropriately

We expect and require you to present work for assessment that is your own. In the course of your academic writing, you will be expected to develop your own views and ground these in the ideas, research and published work of others. In doing so, however, you must always acknowledge these authors in your own work by referencing appropriately.

There are many systems for the citation of references, but this programme uses the Harvard Referencing System. A guide to using Harvard at Bucks is produced by the University's Learning Development Unit and is available to download (or to purchase) on Blackboard. There is also a short learning package available to you on Blackboard, as well as on-line guidance through the following link –

citethemrightonline.com/home

Without clear referencing, a reader may have difficulty distinguishing between your ideas and those of others, and this may lead to suspicions of plagiarism. Similarly, if you offer no comment or narrative to connect citations with your argument, especially later in your course, this may also appear to be plagiarism. Plagiarism is the use of someone else's work without due acknowledgement whether or not this was intentional. Plagiarism applies not only to text, but to other media such as graphics, tables, formulae, computer code, illustrations or any representation of ideas in print, electronic or any other media. It applies to published text such as books and journals as well as Thames Valley Police policies and College of Policing material. It also includes unpublished text such as lecture slides and hand-outs, other students' work as well as your own previously assessed work. If you do not clearly reference your work, you may find yourself under investigation for academic misconduct. There are guides to avoiding plagiarism available for you on Blackboard.

Turnitin

The University uses Turnitin which is a web-based service that provides a comprehensive checking of submitted student work for matching text on web pages, electronic journals and previously submitted student work. Although Turnitin does not 'detect' plagiarism, it does assist the identification of potential plagiarism and incorrect or poor source referencing. For further information please refer to the Turnitin Policy on Blackboard. The Turnitin website can be accessed from the below web link. Login will be your university e-mail e.g. 123456@bnu.ac.uk and your Blackboard password.

How to submit your work

For all pieces of assessment you should receive a written Assignment Brief, which will be provided to you electronically via Blackboard. The Assignment Brief will provide you with full details of the nature of the task, the expected format for presentation, details of how the work will be assessed and the criteria which will be used and any constraints (such as word count) or requirements (such as referencing of sources). The Brief will also provide details of how you should submit your work, the submission date and deadline time as well as when and how you can expect to receive feedback. Feedback on summative work (such as essays or workshop reports) will be provided to you three weeks after the submission date. (See 'Marking and feedback on your work' below.)

There may be instances where you are asked to undertake shared learning with a group of students but the final submitted work must be your own. You must not collude with another student to present the same work either as separate submissions or as submissions for another piece of work. If you do so, this may lead to you being investigated for academic misconduct. In serious cases, this may also constitute a discipline offence under Police Regulations.

Arrangements for Examinations and Time-Constrained Assessments (TCAs)

Your programme has been designed so that your summative assessment will be course-work based, however there will also be two time-constrained examinations (TCAs) in year 1. Time Constrained Assessments (TCAs) are assessments with an examination-type format, which occur within normal class time. Module tutors will provide information about these, but it is your responsibility to ensure you attend when required – you must attend at the time / date published by your tutor. You will also be given plenty of notice as to the date and time of the TCA.

As you will be registered on the module(s) with formal examinations (TCAs) you will be automatically registered for the examination. The University Examination Handbook contains all the information you need on exams as well as important details of what you are allowed to bring in to the exam room. Whilst University exams are normally held in January and May/June and re-sit examinations in mid-late August, the nature of your programme means that these will be held at pre-set weeks in your timetable and will always be when you are at Sulhamstead for training. Information about re-sitting examinations and resubmitting assessment work is included in 'What happens if you fail an assessment or module?'

What to do if you are going to be unable to submit your work on time or attend an examination or TCA

If you are going to be unable to submit your work by the deadline, attend an examination or are experiencing other difficulties you should inform your module leader or Registry Officer immediately.

They will be able to advise you on the most appropriate course of action, which may be an application for an extension, a claim for mitigating circumstances or in some cases, an application to interrupt your studies. Doing nothing may make things more difficult for you in the long run. Information about the University policies on mitigating circumstances (Mitigating Circumstances) or Interruption, Withdrawal or Transfer of Studies Procedure, is available from the BNU website bnu.ac.uk. However, if you are experiencing difficulties with assessments, speak with your module leader at an early opportunity, as interruption, transfer, or withdrawal will have implications for your status on the Graduate Diploma programme.

Any work submitted beyond the stated deadline without an approved extension will be considered to be a 'late submission'. Depending on the nature of the assignment you may still be able to submit your work up to 10 working days beyond the original submission date but this will generally have an impact on the mark awarded (typically the mark is capped at 40%). Assignments will not be accepted more than 10 working days beyond the original submission date and a non-submission will be recorded (resulting in no mark being entered). If you submit by the stated deadline, you cannot also submit your assignment during the late submission window.

Marking of, and feedback on, your work

Your Assignment Brief will indicate how your submitted work will be marked and what assessment criteria and weighting will be used. Assessment will be linked to Module Learning Outcomes. The pass mark for coursework assessment is 40% but pass marks for TCAs will usually be 60%. Your Module Leader will confirm the pass mark to you in the Assignment Brief.

Your Module Leader will give you a provisional percentage mark or grade for your submitted work, normally through Gradebook in Blackboard. All marks are provisional until they have been formally ratified by an Assessment Board following both internal and external moderation processes.

You can expect to receive feedback on your assessed work within three working weeks of the submission date. Where work has been submitted electronically, feedback will also normally be available electronically via the e-submission portal. Feedback should enable you to identify deficiencies in your work and specific areas where improvement is necessary. Where it is not possible to receive feedback within the three-week period, you will receive an alternate date from the Module Leader.

What happens if you fail a module or piece of assessment?

If you have not received a pass mark for a module or piece of assessment you may be required to be reassessed (referred) in the component(s) which you have failed.

Referral is not automatic and a decision will be made by an Assessment Board who will consider your overall profile of marks for the assessment stage in accordance with the University Academic Framework and Assessment Regulations. If you are set referral work this may differ from the original piece of work submitted so you should not simply resubmit the original piece of work.

Either way you should wait for the Board to confirm what (if any) referral has been set and when and how this should be submitted. This decision will be notified to you, formally and in writing, within ten working days of the Board date.

In order to progress to the next level of your course, you need to pass all academic modules and also meet the operational gateway requirements (see also the 'Progression Gateways' section below). If you fail an assessment, and also fail any reassessment work, you will not pass the relevant academic module. This will mean that you will not have met the minimum standard expected of you, as a police constable, and Thames Valley Police would then implement Regulation 13 process (see also the 'Regulation 13' section below) which could result in Thames Valley Police dispensing with your services. TVP do however reserve the right to consider each individual case.

External Moderation

External examiners act as independent and impartial advisors and provide informed comment on the standards set and student achievement in relation to those standards. They are a crucial part of the quality assurance of higher education.

You will be made aware of the External Examiner moderating your award via the Programme Committee organization on Blackboard, where you will also be able to access the most recent external examiner annual report. Under no circumstances, however, should you attempt to make direct contact with any external examiner regarding your individual performance; doing so may lead to disciplinary action under the University Rules.

How your final award is calculated

This programme conforms to the approved University procedures as detailed on the University website.

Regulation 13 (Police Regulations)

Police Regulations 2003, (Regulation 13) provides that, during the period of probation in the force, the service of the probationer constable (referred to henceforth in this policy as officer) may be dispensed with at any time, if the chief officer of police considers that they are not fit, physically or mentally, to perform the duties of their office, or they are not likely to become an efficient or well conducted constable.





RESPOND.
SUPPORT.
INVESTIGATE.

ADDITIONAL PROGRAMME INFORMATION

Feedback on your programme

We welcome feedback from you on your programme, any areas of good practice and ideas for improvement; you will be given the opportunity to comment on your programme at various stages.

Programme Committees / Student Representation

Each subject area has a Programme Committee where you can review and discuss operation of your programme and receive updates on actions that have been undertaken.

Programme committees meet at least twice during the academic year and membership includes your Programme Leader, Module Tutors, and student representatives drawn from all levels of the programme, as well as a representative of the Students' Union. Records of programme committees are available to all students via the Programme Committee Organisation on Blackboard. Here you can also find the most recent copy of any relevant reports on your programme, for example the external examiner's report and other recent reports about your course.

The Student Representation System is managed by the Students' Union with annual elections for representatives. Training for representatives is provided by the Students' Union. Please contact the Students' Union for more information on how you can get involved.

End of course survey

In the final year of most undergraduate programmes, students are invited to complete the National Student Survey (NSS). However, as your programme of study is a 'closed' course (students have to be police officers to be on the course) instead, you will be invited to take part in the University's programme feedback which is your opportunity to give your opinions on what you liked about your time studying with Bucks as well as things that you felt could have been improved. Your feedback is on areas which are covered by the National Student Survey and will be used to compile year on year comparative data which is then made available to prospective students and their families, but please note, this survey relates only to the elements of academic provision by the University, and not elements provided by Thames Valley Police.

Important Course Specific Information:

The Two Sites – High Wycombe campus and Sulhamstead:

You will normally undertake your academic studies, alongside the practical training with Thames Valley Police, at their training centre at Sulhamstead. The practical aspects will include a number of Officer Safety Training (OST) practical exercises; practicing interviewing victims, witnesses and suspects; and other practical aspects. University departments are based at High Wycombe campus, but are also available to you.

Being a Constable

Whilst we have tried to include information relevant to Thames Valley Police (TVP) in this handbook that is current, please note that it is for guidance only. You should always follow advice given by Thames Valley Police regarding all equipment, training, shift patterns, behaviour, conduct and ethics.

This Graduate Diploma is intricately linked with employability. Whilst it is a requirement that you are a police constable, in order to complete this programme, there may be reasons as to why you are unable to continue as a constable. This could range from you self-selecting not to continue as a police officer through to disciplinary reasons. Read this information carefully – it is important.

Whilst it is not possible to list specific information, to address all possible circumstances, there may be options available to you if you either cannot, or choose not to, continue as a police officer. You should discuss your particular circumstances as they relate to your academic studies with the Course Leader at an early stage.

You should also seek advice and guidance from your tutor constable, Development Assessment Officer (DAO) or tutor constable or supervisors within TVP in relation to operational or policing-specific issues or difficulties.

Behaviour, Conduct and Attendance

Your behaviour and conduct at all times needs to be commensurate with your role of a Constable. Please refer to the University guidelines and TVP guidelines on misconduct respectively. Please note that a data sharing agreement is in place with TVP and will relate directly to behaviour, conduct and attendance as well as course progression and any academic offences.

Attendance on the programme is mandatory – if you are unable to attend class you must contact your lecturer in advance, via email, to make them aware of your absence.

Please note that this handbook does not 'stand-alone'. Whilst containing detailed information specific to your course it should be read in conjunction with:

- Information on BNU assessment processes
- General Faculty/School information (and contacts).
- University regulations relating to Academic appeals, assignment extensions, mitigating circumstances, academic offences and complaints procedures.
- University facilities including IT, Libraries and Learning Development Unit.
- Module handbooks.
- Blackboard sites.
- Attendance on the course

You will partake in bi-annual review meetings with your BNU Personal Tutor and will be able to speak to this tutor at any time to receive whatever support you need during your program.

Student support and guidance

Whilst undertaking your Graduate Diploma, you have access to a wide range of support mechanisms. It is up to you to initiate the appropriate support, however, if you are in doubt please ask your Programme Leader, Tutor Constable, DAO or police supervisor.

Timetables

As you are enrolled on a professional programme you will have different dates from the standard University calendar. This means that published University holiday periods will not apply to your programme. During periods of protected learning at Sulhamstead, your timetable will be as published for that part of your programme. For periods of operational deployment, you will have a published duty plan, indicating the days and hours when you will be required to work, and when you have time off. Please always check with your cohort year calendar and / or duty plan.

Independent learning

It is essential for you to continue to develop the skill of self-directed learning, to support the concept of continuing professional development. Help and guidance will be given in order for you to develop this approach to learning because as the year progresses it is expected that you will become an independent learner. This will also help you to strike a balance between your working time as a police officer, and your protected working time as an apprentice.

Academic staff absence

Please note that if a member of the academic / teaching staff is absent and unable to deliver your taught session then every effort will be made to provide an alternative session. You will be notified either via email or a notice. If there are unforeseen circumstances that preclude us informing you, please adopt a mature approach to your studies and read around the topic session as detailed in your module plan. You will be informed as to how the learning will be caught up with at the earliest opportunity.

Operational Competence Portfolio

A major part of learning & assessment will be through the Operational Competence Portfolio (OCP) This will chart professional learning and identified development needs. It will be assessed by a qualified assessor / Development Assessment Officer. You are required to complete learning and reflective logs alongside this, which will be available at the University.

Assessment

You will be assessed across a range of methodologies. These include observations of your performance, examination of the product evidence created by you, witness testimony by a trusted colleague and questioning of yourself to gauge underpinning knowledge.

Confidentiality

Under no circumstances will the details of any victims, offenders or witnesses be disclosed to anyone outside of Thames Valley Police or their partner agencies, unless this has been authorised by your Tutor Constable or a police supervisor. As the University are partners with TVP, it is expected that your operational experiences will be shared with the University lecturers, as part of your formal learning and in order to reinforce learning. However, anonymity for victims, witnesses and suspected offenders should be protected – particularly in terms of any written assessment work. Failure to comply with this requirement in any formal assessment may result in a grade of zero awarded in line with University regulations.

Use of Social Media

Thames Valley Police use official social media accounts to keep the public up-to-date with the latest news, advice and information. As a staff member you will be kept informed of information via our internal communications, however it's really useful to follow our official social media accounts to see what is being communicated to the public.

Please remember that our Electronic Communications policy still applies to personal use of social media. TVP social media accounts include:

Facebook - @thamesVP

Twitter - @ThamesVP

Instagram - @Thamesvalleypolice

Police Officer Unsatisfactory Performance and Attendance

As a Police Constable you are subject to Police Regulations. This includes the 'Police Officer Unsatisfactory Performance and Attendance' policy which is based on The Police (Performance) Regulations 2012 and takes account of the Home Office Guidance on Police Officer Misconduct, Unsatisfactory Performance and Attendance Management Procedures. This policy will be used to deal with these issues outside of your probationary period.

The intention of this policy is to:

- provide a framework to address any lapses in performance and/or attendance and encourage individual police officers to achieve and maintain an acceptable standard
- provide details of appropriate sanctions when action plans to improve are not met
- promote fair treatment of police officers

More information regarding the Policy can be found on the TVP intranet site.

Health & Safety

Injuries. Any injuries or 'near misses' must be reported to your supervisor or member of teaching staff prior to the end of your tour of duty or teaching session so they can be recorded. It is the responsibility of each and every individual 'employed' by TVP to notify the organisation of any risk identified as soon as it becomes apparent, this will include students undergoing teaching whilst at Sulhamstead or other TVP premises. TVP operates a no smoking policy on all their premises and this includes police vehicles.

Dynamic Risk Assessment. You will be working in real time/real life and will be required to conduct an on-going and evolving dynamic risk assessment in respect of each and every incident you are involved in. If in any doubt this should be discussed with your Tutor Constable or a supervisor and should feature in each incident de-brief. More information about health and wellbeing can be found in the 'Your Health and Wellbeing' section below.

Sickness

If you are unable to attend any teaching session or undertake specific duties due to sickness, it is your responsibility to notify your Tutor Constable or shift

Sergeant, or if you are on a course, the course leader, prior to the start of your tour of duty giving as much notice as possible.

Your Health and Wellbeing

As an employee of the organisation your health and wellbeing is paramount! Thames Valley Police has an excellent support structure in place which aims to support you whenever and wherever you need.

Occupational Health Unit (OHU)

The OHU provides a service which aims to protect and improve the health of staff. The Occupational Health Practitioners are professionally independent and provide an impartial, professional and confidential service to all members of Thames Valley Police.

Occupational Health specialises in a two-way relationship between staff and the organisation. A high standard of care is provided and advice is given by qualified Occupational Health Advisors, Registered Mental Health Nurses, Health Surveillance Nurses and Occupational Health Physicians. They offer a variety of services including:

- Counselling (via Employee Assistance Programme)
- Eyesight tests for Visual Display Unit users
- Hepatitis B Vaccinations
- Night worker free health assessment
- Physiotherapy
- Assigning Adjusted/Recuperative Duties

Statements of fitness to work

Where required TVP can also make reasonable adjustments to support you within your role e.g. by providing an ergonomic mouse or a specialist chair. This will be subject to consultation with your line manager and the Occupational Health Unit.

Physical Development Services

Physical Development Services (PDS) is responsible for delivering all aspects of the Personal Safety Training (PST) package, including Police Officer, PCSOs, Special Constables and specialist policing roles. The department is also responsible for the force wide fitness testing of initial recruits, student officers and specialist departments. This includes the annual job related fitness test.

PDS also offer any staff member visiting Sulhamstead the use of the Gym which is located within the Personal Safety Training Centre. All new users are required to complete a gym induction before using this facility. Gym inductions take place every Monday (except Bank Holidays) at 1600

and Tuesday at 0830, they will take in the region of 20 minutes to complete.

There is also a sports hall available within the training centre which can be used for a multitude of activities including football, badminton and table tennis.

Welfare Services

The ever growing demands on the police service, coupled with the increased stresses and pressures of modern life, mean it is more important than ever that we all appreciate the need to look after our own welfare and the welfare of our colleagues.

The welfare department provides a service for all Thames Valley Police employees, members of the special constabulary, and Force pensioners / widow/ers. They assess and offer advice on a range of topics, i.e. relationships, bereavement, finance / debt, workplace issues and stress. Welfare officers can also provide small, immediate cash grants or loans where appropriate. If you are finding it difficult to cope the welfare staff are available to help and advise by way of personal interview, correspondence or telephone.

The office is based at:

Headquarters, Oxford Road, Kidlington, OX5 2NX.
Telephone:
internal 300 6912
external 01865 541986
All contact is in confidence.

Employee Assistance Programme

Corporate Health and Support Services has introduced a new Employee Assistance Programme (EAP) for all police officers, police staff and special constables, which is fully supported by the staff associations.

This is a FREE, confidential and independent resource to help you balance your work, family and personal life. The service is available 24/7, 365 days per year, by phone or email.

Services that are available include:

counselling - if deemed appropriate following triage by the counselling team.

work / life services - health and wellbeing advice, money management, elder care / disability and child care support

financial information – debt management, benefit advice, wills and probate, and tax advice.

Benefits

TVP police officers, police staff and special constables qualify for various concessions and services, such as reduced gym membership, travel concessions and technology savings. The childcare voucher and cycle to work schemes are only available to salaried staff. Benefits are not always applicable to everyone, so please check whether you are eligible to receive a concession or service before requesting it. Staff not directly employed by TVP are not eligible for these benefits. The benefits portal is located at www.tvpbenefits.co.uk

Mental Health

One in four people in the UK will experience a mental health problem in any given year. The charity MIND's independent research shows that the estimated quarter of a million people who work and volunteer in the emergency services are even more at risk of experiencing a mental health problem than the general population, but are less likely to get support.

The Blue Light Information line offers confidential, independent and practical support, advice and signposting around mental health and wellbeing. The Information line is just for emergency service staff, volunteers and their families, to help keep you or those you care about well for work.

Open Monday to Friday between 9am to 6pm, the phone number below is charged at local rates. You can also contact MIND at any time using the email or text details, for a response from a dedicated advisor during the Infoline working hours.

The MIND team provides information on a range of topics including:

- staying mentally healthy for work
- types of mental health problem
- how and where to get help
- medication and alternative treatments
- advocacy
- Post Traumatic Stress Disorder (PTSD)
- existing emergency service support
- mental health and the law

Tel No. **0300 303 5999** (local rates)
bluelightinfo@mind.org.uk
Text: 84999

Please click on the link below to find out more about the wellbeing support services available. Please note that this link will only work when using a TVP computer:

<http://knowzone/kz-wellbeing.htm>

Workplace Needs Support

Specific Learning Difficulties (SpLD's) is an umbrella term for a set of neurological conditions that affect the way that information is processed and learned such as Dyslexia, Dyspraxia, Autism and Aspergers.

Up to 25% of the population are thought to be affected by SpLD's to some extent, however recent research states that this figure is significantly higher within the Military and Emergency Services.

Despite the difficulties with traditional learning, people with SpLD's often have great 'big picture thinking', problem solving and lateral thinking abilities. Making the most of these characteristics will benefit everyone.

Thames Valley Police are committed to supporting officers and staff with specific learning needs.

The Workplace Needs Support team can assist you by providing you with information on coping strategies which may help you in your career with Thames Valley Police.

You can contact us at **WorkplaceNeedsSupport@thamesvalley.pnn.police.uk**

Flint House Rehabilitation Centre

Flint House provides the highest standards of rehabilitation services for both mental and physical health to warranted Police Officers, Retired Police Officers, Special Constables, Police Community Support Officers and more.

Please click on the link below to find out more information:
flinthouse.co.uk

Disclosure of Information

Please be aware that as you have entered into a contract/agreement with your employer, either paid or voluntary, this allows the University to disclose information to your employer/the funding body/sponsor under the terms of the Data Protection Act (2002) Schedule 2 (para. 2). They will be notified by the University about your attendance on study days, your progress and the outcome of your assessments throughout/on completion of the module/programme, however, personal information and grades are not disclosed to third parties without your permission. It is anticipated that this process of communication will assist you in your studies,

allowing the academic and practitioner based staff to work together to provide you with maximum support during your studies.

Learning and teaching

You will experience a variety of blended learning and teaching methods throughout the programme and these include lectures, workshops, classroom simulations and practical sessions. You will be able to access learning materials from a variety of sources and locations, including the University Blackboard™ e- learning platform.

You are expected to engage in group discussions, debates and independent study groups as well as the more lecturer-led style of delivery in order to learn and develop collaboratively throughout the course.

On your shift placements you will be learning vocationally in a variety of real life, real time scenarios, these will be a mix of being led by your tutor, DAO or supervisor by means of demonstration and being led by yourself while supported and supervised by your tutor, DAO or supervisor. In all cases there will be a de-brief of the incident where you will be encouraged to identify both the reasons for success and any developmental areas of your performance, together with a plan for the best possible application in the future.

During the second year of your programme, you will undertake attachments to some more specialist areas of policing operation – including neighbourhood policing; CID; the Child Abuse Investigation Unit or Domestic Abuse Investigation Unit; the Video Identification Procedure Electronic Recording (VIPER) unit; Crime Scene Investigation; Public Protection Unit; the Force Intelligence Hub; and the Multi-Agency Safeguarding Hub (MASH). Details of each of these attachments will be provided to you once you are on the programme, but will range from between one day and one week in duration.

In your third year, you will undertake an evidence-based policing project which is part of the end-point assessment. You will be allocated a project supervisor from the University's academic staff, to support you through your project. Details of the project, the role of the project supervisor, and the end point assessment process will be provided to you once you are on the programme.



SUPPORT FOR YOU WHILST ON PROGRAMME

Academic support teams are available to help you to get the best out of your studies and achieve your full potential.

Disability Service

Thames Valley Police have their own Workplace Needs Support Service, and you will need to contact them if your require further support with your disability needs.

Learning Development Unit

The Learning Development Unit (LDU) is available to support you to develop your academic writing, presentation and research skills as well as a host of other skills critical for success.

LDU support is available in one-to-one tutorials so input can be tailored to your specific needs. Small group and workshop sessions are also available. The LDU has an Organisation on Blackboard where you can access a range of "Little Guides" to academic and report writing, essential writing skills and referencing. Recommended study support texts and online resources are also listed at the back of this Handbook.

To get in touch, email the LDU via ldu@bnu.ac.uk or phone them on **01494 603 070**.

Library

The University library service is here to offer you a wide range of learning resources including:

Journals – online and print

Books – e-books and print

The Bucks Knowledge Archive – a digital repository of research output from Bucks

Box of Broadcasts – a media archive where you can view or listen to over one million television and radio programmes

To access the full range of library information and resources login to the Library Organisation on Blackboard via my.bnu.ac.uk.

For detailed support you can contact your Subject Librarian. A list of Subject Librarians and the subject areas they cover is available in the Library Organisation on Blackboard.

The National Police Library has a wide range of resources to support your work and personal development. Please click on the link below to find out more.

National Police library

Students' Union Advice Centre / Police Federation

The Students' Union Advice Centre is a confidential and independent advice service staffed by professionals and run for students. It is part of the Bucks Students' Union and advice is available to you if you have any issues with the University. As a student you will be automatically enrolled as a member of the Student Union. Please note, however, the Students' Union is not the same as a Trades Union. This is important, as Police Regulations do not allow serving police officers to be members of a Trades Union.

The Police Federation is the representative body for you as police officers. They offer advice and support to police officers and are available to you if you have any issues relating to your role as a police officer. The Police Federation can be contacted on 01844 261811 or via e-mail at enquiries@tv.polfed.org and their office is open Monday to Friday during normal working hours.

You can contact the Students' Union Advice Centre at the High Wycombe Campus via the offices on the Ground Floor in North Wing (Tel: **01494 603 016**).

At Uxbridge, the Centre is in Room 1.02 on the First Floor (Tel: **01494 605 180**). You can also contact them directly via email suadvice@bnu.ac.uk or visit their website: bucksstudentsunion.org/advice.

TVP Staff Support Networks

Staff Support Networks are available to support individuals from minority groups. They can provide vital face-to-face support and work to share common concerns, issues, experiences and solutions.

TVP staff networks include -

Thames Valley Muslim Police Association (TVMPA)

The TVMPA provide support for Muslim staff, promote understanding of Islam to Thames Valley Police and promote a culture of understanding between the police and the Muslim community. Membership is free and open to all personnel who are employed by, contracted to or volunteer for the Thames Valley Police.

Thames Valley Christian Police Association (CPA)

The CPA is the longest established police association in the world. It believes that faith is an integral part of life and that it's important to share our faith in the workplace. We offer great encouragement to people wanting to explore the Christian faith and to people just beginning their journey of faith. We offer opportunities for members to meet together, and provide prayer support for all members of Thames Valley.

Thames Valley LGBT+ Police Network

Established with the support of Thames Valley Police and the National LGBT Police Network, Thames Valley LGBT+ Police Network aims to provide a local staff support network for both gay and non-gay members of the organisation.

The network is run by an elected executive committee and is governed by its own constitution. Membership is free and open to all personnel who are employed by, contracted to or volunteer for Thames Valley Police.

Women's Network

The aim of the Women's Network is to connect, support and inspire police officers, special constables, PCSOs, police staff and volunteers both male and female. It is for anyone who has a problem or needs to talk with someone away from their normal working environment, the Women's Network has members at all levels of the organisation to give help and support to their colleagues.

Gypsy Roma Traveller Police Association (GRTPA)

The GRTPA was founded as a support network for police personnel from a GRT background. The GRTPA aims to unite and support all police officers and staff from GRT backgrounds and to foster good relationships between the police and GRT communities. Many staff members from GRT communities are anxious and concerned about revealing their identities, the GRTPA is here for you. GRTPA membership is open to anyone, regardless of background, to help our organisation work with all our colleagues and partners. Our dedicated email address is TVPGRTPA@thamesvalley.pnn.police.uk

Disability Support Network (DSN)

The Thames Valley Police DSN supports officers, staff, volunteers and families affected by all aspects of disability, illness and injury. We will also support the Force to provide the best possible service to members of public who identify as disabled

We maintain a network of officer and staff representatives across the Force who can offer confidential support on a wide range of disabilities and other conditions, based on their personal experience and knowledge. To access one of our representatives, email us.

The DSN is represented at the Force Diversity Board, and champions the interests of disabled, injured and ill employees and volunteers at Force level.

You can get in touch with the DSN by e-mailing the Disability Support Network mailbox.

Support Association for Minority Ethnic Staff (SAME)

SAME is the support network working towards helping the organisation become more representative of its diverse communities. SAME seeks to promote fairness and equality for all. One of its key functions is to support colleagues from ethnic minorities and help them maximise their individual potential. Membership is free and open to everyone who supports the aims and objectives of our group.

To access and join any of the Thames Valley Police Staff Support Networks please click on the link below. Please note that this link can only be accessed when using a TVP computer.

The Positive Action and Engagement Team (PAET)

The PAET is made up of 7 police officers who focus on the recruitment, retention and progression of officers and staff from underrepresented groups. We work towards ensuring the makeup of TVP is reflective of the communities we serve by improving diversity across all departments and ranks. This is important as diversity leads to different perspectives which allows TVP to develop through new ideas and solutions to the challenging social issues we face on a daily basis. The team offer coaching and guidance, as well as support for promotion/development opportunities.

If you are a Black, Asian or Minority Ethnic student officer, the PAET also give you the opportunity to be allocated a mentor to support you throughout your probation via the Student Mentoring Programme.

To get in touch please email us positiveactionteam@thamesvalley.police.uk or tweet us [@TVP_PAET](https://twitter.com/TVP_PAET).

Men's Network

TVP's Men's Forum has been established in response to requests for information, help and support around male-specific health and wellbeing issues. These can be issues directly specific to men such as prostate cancer or vasectomy. They could be issues affected both men and women but which may impact on each differently such as miscarriage, bereavement, divorce or mental health. They could also be issues that affect men indirectly such as menopause. In summary, they could be health related or linked to anything else that has an effect on men in the organisation. The Men's forum links with national work on male gender-related issues and has already received help from our colleagues in Hampshire Constabulary who initiated the idea and led the way in establishing the first Men's Forum nationally.

The forum consists of a core steering group and wider network that any male officer, staff member or volunteer is very welcome to join.

mens.forum@thamesvalley.pnn.police.uk

TVP Staff Support Networks:

Thames Valley Muslim Police Association
thamesvalleymuslimpoliceassoc@thamesvalley.pnn.police.uk

Christian Police Association
cpauk.net

LGBT
lgbt@thamesvalley.pnn.police.uk

Womens Network
womensnetwork@thamesvalley.pnn.police.uk

Disability Support Network
disabilitysupportnetwork@thamesvalley.police.uk

SAME
same@thamesvalley.pnn.police.uk

SAFEGUARDING & PREVENT

Safeguarding

We are committed to ensuring that all our students have a fulfilling experience of University life, in a safe and healthy environment in which they can learn and study. Which is why we have created a number of safeguarding policies and procedures as well as instituting a 'zero tolerance', to support the safety and wellbeing of our students.

Our aim is to embed a culture of putting learners' safety first throughout all areas of the University, for more information visit: <https://www.bnu.ac.uk/study/apprenticeships/safeguarding-student-welfare>

Prevent

Prevent is an important part of the Government Counterterrorism Strategy which is called CONTEST. CONTEST has four main parts:

Prevent – to stop people being radicalised to become terrorists, or to support them.

Pursue – to stop terrorist attacks

Protect – to protect against a terrorist attack

Prepare – to limit the impact of a terrorist attack.

Promoting British values

Fundamental British values are part of the Prevent strategy within our Safeguarding policy. At Buckinghamshire New University, we promote British Values to reflect life today in modern Britain.

There are four values outlined in the strategy: Democracy, Rule of Law, Individual Liberty and Respect and Tolerance of all religions/faiths or none.

We encourage and discuss the importance of tolerant behaviours, such as sharing and respecting each other's opinions.

The Prevent Duty

The Counter-Terrorism and Security Act 2015, places a duty on certain organisations, such as the University, to have 'due regard to the need to prevent people from being drawn into terrorism'. The Prevent programme helps to do this by:

Helping to stop people from being drawn into terrorism. This is a process called radicalisation and certain terrorist groups have used various methods to pull and push vulnerable individuals into supporting terrorism.

Working with organisations to address the risk of radicalisation.

Respond to the ideological challenge and threat of terrorism and those who promote it.

Why do I need to know about Prevent?

Someone you know might be at risk of being vulnerable to being drawn into terrorism and you might be able to help them by sharing your concerns with your course leader or employer. The Prevent Duty is about keeping you, other learners - and staff safe.

What are the signs of someone being vulnerable?

There isn't a single way of spotting someone who might be vulnerable to being drawn into terrorism, but this might include someone changing their appearance, not turning up to university, work or placements, being very vocal about politics, handing out extremist material and spending lots more time online.

What should I do?

There are a number of ways you can help or find out more information. If you have any concerns, about someone, or if you have any questions, you can contact your course leader, or email prevent@bnu.ac.uk

You can complete the online awareness course: elearning.prevent.homeoffice.gov.uk

UNIVERSITY REGULATIONS AND PROCESSES

Every university has its own academic regulations. These set out the rules, processes and practices relating to all parts of your life at university and tell you exactly what you need to do to progress and ultimately pass your programme and what to do if you don't.

Some of the more common processes you may encounter are listed below with a brief explanatory note. A full listing of all formal documents is available on the University's website. For more information or guidance please contact your School Registrar.

Academic Appeals Process

This document describes the institution-wide process for the management of academic appeals for students on taught and research programmes.

Academic Misconduct

The University has a duty to maintain the standards of its awards by ensuring the integrity of all aspects of the assessment process. Academic misconduct occurs when a student fails to comply with University regulations relating to assessment. Cheating, plagiarism, collusion and impersonation are all categories of misconduct recognised by the University.

Assessment of Students

The University requires that all student assessment conforms to its policies, procedures and regulations on the setting of assessments and the marking and moderation of these assessments as detailed in this and related documents.

Boards of Examiners

These guidelines refer specifically to the roles and responsibilities of Boards and their members; they will be applied in conjunction with the University Framework and Assessment Regulations and with any specific professional/programme requirements, which include details of the academic framework for Boards.

e-Submission, Marking, Feedback and Moderation Policy

This document outlines the University Policy for the electronic submission of assignments and their marking and moderation.

Examination Handbook

This document details the University's examination process and the regulations that are applied.

Fitness to Study Procedure

A student is fit to study when they have the capacity to engage satisfactorily in relation to their academic commitments and in life generally at the University. The University may determine, in accordance with this procedure that a student is unfit to study and this may result in suspension or termination of their registration with the University.

Interruption, Withdrawal or Transfer of Studies Procedure
This policy articulates the expectations of the University with regards to interruption of studies (voluntary academic suspension), withdrawal or transfer of studies (either internally or externally).

Mitigating Circumstances

The University recognises that sometimes events happen to students over which they have no control and which can have a serious effect on their capacity to sit examinations, attend prescribed placements, and complete the assessment to their usual level of achievement or to published deadlines. These regulations set out the processes through which students can ask the University to take such events into account.

Placement Learning Policy

This policy articulates the University's approach to, and core principles of placement learning as offered within its courses.

Reasonable Adjustments for disabled students

The University is committed to ensuring that disabled students have an excellent student experience in an inclusive learning environment. Where possible, equity of access is achieved through inclusive design. Additional access for individuals may be arranged and funded by the university. Refer to the policy for example areas where adjustments may be applied and contact the Disability Service for further support and guidance.

Student Complaints Procedure

All Bucks New University enrolled students have the right to complain to the University and to have their complaint taken seriously. These guidelines are primarily aimed at helping students to understand the complaints process and outlining how and what a complaint can be submitted about.

Student Participation Support Policy

The University believes that you are more likely to complete your studies successfully when you fully participate in their studies and actively encourages you to do so. The University is also required to monitor participation in order to fulfil its legal obligation to inform relevant external agencies of the status of its students on a regular basis.

University Academic Framework and Assessment Regulations

These regulations apply to all the University's taught academic programmes delivered in the UK or overseas by whatever mode or regime. Variations to these regulations for specific modules or programmes are detailed in Programme Specifications and approved at validation.



A woman with long, curly brown hair, wearing a black blazer and a blue lanyard, is standing in a library. She is reaching up to a shelf labeled 'Education Research' to pick up a blue book. The shelves are filled with books, and the background shows more library shelving under bright lights.

INTRODUCTORY READING LIST

A digital reading list will be available for your programme, and will include details of core books, recommended reading and details of study and support texts as well as other on-line support material.

Harvard Referencing

The LDU have developed the University's definitive guide to Harvard Referencing. It is free to download via the Learning Development Unit Organisation on Blackboard (under the Referencing tab). If you require a hard copy version, you can also purchase a professionally bound and printed version from the BNU online store.

You can also find add-ons for Microsoft Word 2007 and 2010 which will make a bespoke BNU version of Harvard Referencing available as part of Word's Citation and Bibliography tool, again via the LDU Organisation on Blackboard.

LEARNING PARTNERSHIP AGREEMENT

Our commitment to you

- Everyone working at or for the University will treat students and colleagues with courtesy and respect.
- Our staff will be punctual and well-prepared
- We will offer a stimulating physical and virtual learning environment.
- We will provide high-quality teaching and supervision.
- We will engage students in all aspects of curriculum design, development and evaluation.
- We will provide access to appropriate information, advice and guidance services.
- We will provide opportunities for one-to-one contact to help you review and plan your progress.
- We will provide regular opportunities for student feedback across all areas of University life.
- We will let students know how feedback has led to change and improvement
- We will offer opportunities to develop your employability and personal development.
- We will provide guidance and feedback on good academic practice for University study.
- We will provide effective and timely feedback on your assessed work.
- We will provide advance notice of cancelled and re-scheduled classes.
- We will make available information about all course costs including additional expenses.

Your commitment to us

- To treat all staff and fellow students with courtesy and respect.
- To take personal responsibility for your learning and development.
- To fully contribute to an effective and enjoyable community of learning.
- To be punctual and well-prepared for all scheduled learning activities including examinations.
- To submit assessed work on time.
- Never to submit work for assessment which is not your own.
- To understand your responsibility to comply with guidance and regulations set out in your student handbooks and the University's rules and regulations, and seek help when required.
- To give your module tutor advance notice, whenever possible, of any absences.
- To interact with your student representatives and participate in feedback processes.
- To take responsibility for your personal and skills development by using the information, advice, guidance and support available to you.
- To respect the physical environment of the University and surrounding area and behave respectfully towards the local community.





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