

## **Step up to Sergeant**

*This is based on modules from the Skills for Justice Work Based Assessment Qualification Handbook.*

### **Continuous Professional Development – CPD itself to be marked alongside the PDR**

- Evidence of self-knowledge and understanding your strengths/areas for development and what you have done to address these and prepare for promotion.
- What motivates you as a police officer aspiring to the next rank?
- What do you bring to the role as an individual? What distinguishes you from others?
- If this is a second attempt at promotion, what have you done specifically to address feedback from last time?

#### **❖ Why Me?** (Give the panel an insight into you as an individual)

**Provide Leadership and Management** (*WBA module of the same name points 2 and 3, Supervise police investigations and investigators 2 and 3, Manage Team Performance 2 and 3.4*)

- Be able to engage and inspire stakeholders and colleagues
- Be able to deliver results considering problem solving and demand management and the Force Strategic Plan
- Understand and ensure compliance with National Crime Recording Standards
- Be able to supervise police investigations in line with legal and organisational requirements. Understand and deliver against Operation Endeavour principles.
- Be able to allocate and assure the quality of work
- Provide support to team members as needed
- Provide ethical leadership

#### **Diversity and Inclusion**

- Proactively support TVP's aim to increase the diversity of the workforce: recruitment, retention and progression

#### **❖ Why Now?**

#### **Operational Competence**

**Conduct evidence based information briefings, taskings and debriefings** (*WBA module of same name point 2*)

- Be able to conduct briefings and tasking using evidence based information
- Be able to conduct evidence based information debriefings in accordance with legal, organisational and operational requirements

**Prepare for, monitor and maintain police operations** (*WBA module of the same name points 2 and 3*)

- Be able to prepare for police operations
- Be able to monitor and maintain police operations in line with legal and organisational requirements. This includes day to day operational incidents not just pre-planned events, large or small scale.

**Supervise the response to incidents, including critical incidents** (*WBA module Supervise the response to critical incidents point 2*)

- Be able to supervise the response to incidents, including critical incidents

## **Further Information**

Candidates often ask who can give them advice about their letter. While it is always valuable to have someone read through the letter to check that it makes sense and is grammatically correct etc. Any advice given is only an opinion and is no guarantee that the panel will see the letter the same way. Candidates would be well advised not to over think and to concentrate on picking the evidence of their work they are most proud of and presenting it in a way which is personal to them. Again, we are not looking for a particular style or particular “buzz” words or phrases.

Using the CARL approach to present evidence is very useful:

**C**ircumstance

**A**ctivity – and in the letter make sure actions are in line with the Core Values Framework at level 2

**R**esults – what was the outcome and impact

**L**earning

And considering how the situation affects ITOP in your answers:

**I**ndividual

**T**eam

**O**rganisation

**P**erformance

Evidence given by candidates in the letter may well span more than one section of the Step Up framework and more than one competency. Candidates do not need to “sign post” their evidence against sections in the letter.

The Step Up competencies are based on the Skills for Justice Qualification Handbook for Police Management. This includes the WBA modules that Temporary sergeants and Inspectors are assessed on. Candidates will find it helpful to look at this handbook prior to writing their letter. It is also useful in that it shows officers what they will be working towards if they are successful and perhaps help them understand fully what being a sergeant or inspector entails. This handbook can be found on the Intranet.

The letter must be formatted as a properly written standard letter, addressed to the Chief Constable and signed ‘Yours Sincerely’, with your work address in the top right side, and proper paragraphs/sentences and good spelling and grammar. It should be submitted as a word document, in font Arial size 12, using the default margins of 2.54cm.

These rules are to ensure fairness to all candidates, so applicants must make sure their application complies. Applications are randomly checked, and if it is noticed that any part of an application does not meet the required standards, it will be returned to the applicant for amendment. If an application is not spot checked and goes to the assessing panel, this may impact the assessment score.