



Training Attendance Management Policy (Surrey and Sussex) (1253/2026)

Abstract

This document details how Surrey Police and Sussex Police will provide mandated and additional training for their officers and staff and the expectation on those employees to attend all appropriate and relevant events in a timely manner.

Policy

1. Introduction

1.1 This policy is required to ensure that Surrey Police and Sussex Police (hereafter referred to as the Forces) officers and staff are aware of their responsibilities regarding attending training, including mandatory and critical training.

2. Scope

2.1 This policy explains the expectations of both officers and police staff when booking onto and attending training events.

The training attendance policy and subsequent procedures include information for both officers and staff for ease of reference. Where information is specific to either officers or staff this is referenced.

The policy should be considered in conjunction with Public and Personal Safety Training and Equipment Policy (Surrey and Sussex) (586) which is specific to Public and Personal Safety Training (PPST).

3. Policy Statement

3.1 The Forces support this policy to ensure both officers and staff responsible for providing effective operational policing to the communities are trained effectively. All individuals must be familiar with, and follow this policy, including any accompanying procedures and guidance.

Procedure

1. Introduction

1.1 This policy is designed to support officers and staff in understanding their personal responsibility in booking onto training events and attending, or cancelling, off training courses.

2. Responsibilities

2.1 It is the responsibility of the individual to ensure:

- They book on and attend training that is deemed mandatory to carry out their role, any failure to do so may be a breach of the 'Orders and Instructions' and 'Duties and Responsibilities of Professional Standards of Behaviour.
- To ensure they inform L&PD of any required adjustments at least 48 hours prior to attending the training session.
- Where an officer or member of staff does not attend the required operational mandated or compliance training, they will be regarded as 'not authorised for operational deployment' until such time as they do attend training and requalify. For Surrey officers consideration will be given to withdrawing the fuel card for further information refer to Fuel Card, Season Ticket guidance and Detective Retention Payments Surrey for non-attendance on mandated training without having adhered to the cancellation policy. There is also the scope for the withdrawal of additional benefits, including police progression standards or pay increments for officers in both Forces.
- Officers will not be considered suitable for promotion unless they are up to date with all of their training requirements and are 'in ticket' with their PPST / First Aid and Job Related Fitness Training (JRFT).
- They attend all mandatory training courses they are allocated.
- They are punctual when attending training and are available for the duration of the training.
- They complete any course evaluation.
- They engage with and complete any mandatory Work Based Assessments assigned to them within the allotted time.
- They notify the Learning and Professional Development (L&PD) team of any external training undertaken so it can be updated on their training record.
- That the work that they submit when completing L&PD products, assessments or learning is not completed with the assistance of AI products such as 'Co-Pilot' and 'Chat GPT' and is therefore their own work.
- It is the responsibility of an individual attending any training course to book on via Learn or Origin (SYP Only), to ensure they have been booked on via duties or to book on via the L&PD administration desk (SXP Only). Unless the course is one where an individual is automatically booked on by the duties team.

- It is the responsibility of any individual attending a training course to ensure they have access to any joining instructions, and all relevant pre-course literature reads and to ensure they have completed any work required prior to attending the course. Failure to do so will result in them being asked to leave the course and return to normal duties.
- Where an officer or staff member does not complete the full course for any reason, they will be recorded as 'Non-Attendance' and required to reattend at the earliest possible opportunity.
- If an individual does not attend a mandated course where attendance is automatically booked by duties, then the individual will be automatically booked onto the next available course to attend. If the individual then fails to attend the second allocated course, duties will no longer automatically allocate them a third course, the individual concerned must book themselves onto the next suitable course.
- Where an officer, or member of staff has been booked to attend any training the booking will only be changed / cancelled with the authority of an e-mail from their Supt or M2 / Band 2 manager (barring sudden illness or urgent operational requirements). If this change is less than 24 hours prior to the start of the course, they will be shown as 'not attending' rather than 'cancelled'
- Any officer or staff member who fails to attend any planned training course without reasonable cause (e.g., maternity leave, long term sickness etc) will be referred to their line management for appropriate action. Currently this is only available for courses hosted on Learn.
- Where an officer or member of staff is excused attendance for any reason, they must book onto the first available training session thereafter.
- It is the responsibility of line managers to ensure they are fully aware of the potential legal ([Police \(Health and Safety\) Act 1997](#)) and disciplinary (Standards of Professional Behaviour / [Code of Ethics](#) / unsatisfactory performance procedures (UPP) Performance and Gross Incompetence Management Policy (Surrey and Sussex) (1228)) consequences of allowing an individual who has not met the required level of attendance or competence to carry out their duty role without placing appropriate control measures in place.

2.2 It is the responsibility of Learning and Professional Development to ensure:

- Training is only being delivered by accredited and suitably qualified or experienced staff. The service delivery manager has professional management of all department trainers in their portfolio.
- The relevant Team Leaders for each training delivery team provide sufficient trainers for any scheduled training event to ensure all control measures set by any relevant risk assessment are met.
- During any training event the training staff have overall authority for any matter connected with the training irrespective of rank.

- Training staff have the authority to withdraw or exclude any individual where the training staff believe that undergoing training would put that person or anyone else at unnecessary risk of injury or ill health.
- Training staff have the authority to exclude any individual who attends training with insufficient or unsuitable personal equipment to undertake the training.
- Training staff have the authority to terminate the training, or any individual's participation in it, if they consider it necessary for reasons of safety.
- Where there is scenario-based training as part of any training delivery, all attendees are required to actively participate. To be adequately assessed individuals cannot merely spectate.
- Where an individual does not take a full part in the training session for any reason, the training staff may exclude the individual and direct them to return to their normal workplace.
- Where an individual is excluded the lead trainer at the event will submit a report outlining the circumstances to the individual's line manager and the Team Leader of the appropriate training delivery team.

2.3 It is the responsibility of the individual's line manager to ensure:

- They approve the training request where appropriate and where Duties allow.
- They notify the People Resolution Centre (PRC) when officers are restricted in their duties and unable to complete their PPST refresher.
- They follow up on any non-attendance in the absence of the individual attending the training and if the individual has not attended two pre-booked sessions they must ensure they book themselves onto, and attend, the next suitable session.

3. Exemptions

3.1 The list below contains some of the exemptions to mandated training, further guidance should be sought from People Services / L&PD.

- Any operational officer or staff who is unable to undergo any mandated training required due to a medical condition (including pregnancy) will not be required to attend until it is safe for them to do so.
- Any operational officer or staff claiming a medical exemption may be referred to the Occupational Health Unit (OHU) by their line manager for further advice.
- Line managers will decide regarding an individual's fitness to attend training on OHU guidance and/or other relevant information, as well as any relevant Risk Assessment.

Official

- It is the responsibility of the Operational Officer or Staff returning after any absence to ensure they attend missed mandated or compliance training at the earliest opportunity.

Team: People Services. Learning and Professional Development