

# **High Potential Development Scheme Assessment Process**

## **Stages 2 and 3 2010**

national **AGENCY** POLICING

**Rules, Debrief, Reports and Disqualifications**

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**Rules, Debrief, Reports and Disqualifications  
Processes for the High Potential Development Scheme  
Selection Process  
Stages 2 and 3**

These rules and guidelines have been established to govern the HPDS Selection Process and ensure that it is fair, open and transparent.

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## HPDS SELECTION PROCESS – STAGES 2 & 3

### RULES FOR CANDIDATES

- Candidates must ensure that they are at the Stage 2 assessment/Stage 3 Assessment Centre assembly point of their designated venue/centre at the time shown on their Stage 2/Stage 3 joining instructions for registration and briefing. If Candidates are late they will not be admitted to the Stage 2 assessment/Stage 3 Assessment Centre under any circumstances.
- If a Candidate does not attend their designated Stage 2 venue/Stage 3 centre on the allocated date, they will be deemed to have been unsuccessful. A candidate may be allowed to attend an alternative Stage 2 venue/Stage 3 centre, where possible, with the prior agreement of the NPIA. If offered an alternative date which they unreasonably refuse, the Candidate will be deemed to have been unsuccessful.
- A Candidate who attends the Stage 2 assessment/Stage 3 Assessment Centre briefing and then decides not to continue will be deemed to have been unsuccessful.
- Candidates must not remove any assessment material from the Stage 2 assessment/Stage 3 Assessment Centre venue.
- Candidates must comply with the instructions given by the Invigilator(s) for the duration of the Stage 2 assessment/Stage 3 Assessment Centre.
- Candidates must not leave the Stage 2 assessment/Stage 3 Assessment Centre area during the period of assessment, unless accompanied by an Invigilator or a member of the Delivery Team, with the exception of permitted breaks.

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- Strict silence must be maintained during the preparatory phases and activities unless the activity dictates otherwise. Candidates must not communicate, by any means, with other Candidates or any other person during the preparatory periods.
- Candidates must not gain or attempt to gain any unfair advantage during the Stage 2 assessment/Stage 3 Assessment Centre. Candidates must not obtain or attempt to obtain assistance from another Candidate, or introduce into the Stage 2 assessment/Stage 3 Assessment Centre any unauthorised book or manuscript, or use any electronic copying or audio/recording equipment during the preparation assessment process.
- All alarmed wristwatches, stopwatches, pagers and mobile telephones must be switched off.
- Pagers, mobile telephones and any other electronic devices must be switched off and left away from the assessment area.
- Details of Candidates who are absent from the Stage 2 assessment/Stage 3 Assessment Centre will be provided to NPIA Leadership Services and their HPDS Force Contact. This is to ensure that forces are informed of absentees on the day of the assessment.

### WARRANT CARDS

**Candidates must bring their Stage 2/Stage 3 joining instructions and their warrant card to the Stage 2 assessment venue/Stage 3 Assessment Centre.** If the Stage 2/Stage 3 joining instructions bear a different name to the Candidate's warrant card then written proof of the name change must be brought to the attention of the Invigilator at

registration. Candidates must ensure that their warrant card photograph and personal details are correct and legible.

Candidates who cannot comply with the rules regarding warrant cards are liable to be refused entry into the Stage 2 assessment/Stage 3 Assessment Centre.

## **SICKNESS**

- (i) A Candidate who is either medically or self-certificated sick or is on 'restricted duties', through illness or injury, must provide a certificate from their Force Medical Examiner\*\* (FME), confirming their fitness to attend the Stage 2 assessment/Stage 3 Assessment Centre. Candidates must notify the NPIA, via their Force, before the Stage 2 assessment/Stage 3 Assessment Centre of their circumstances and must hand in the FME's certificate at the time of registration. Contact details for the NPIA are detailed within.

A Candidate who is either medically or self-certificated sick or on 'restricted duties' and is not in possession of an FME certificate of fitness, should not attend the Stage 2 assessment/Stage 3 Assessment Centre as they will be refused admittance.

Failure to disclose medical or self-certificated sickness or 'restricted duties' through illness or injury, in accordance with paragraph (i), will render Candidates ineligible to submit their medical condition as extenuating circumstances.

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\*\* in the Metropolitan Police Service the Occupational Health Medical Officer will provide this facility

Attendance and participation with the approval of the FME will mean that the medical condition cannot be submitted as extenuating circumstances.

- (ii)** If a Candidate has an illness/injury, which has only become apparent to them on the days of their scheduled attendance, then they should refer to the later section, 'Declaration Notice'. It will then be their decision as to whether they attempt the Stage 2 assessment/Stage 3 Assessment Centre as a tour of duty, or report sick and not attend.
  
- (iii)** If a Candidate becomes unwell during the Stage 2 assessment/Stage 3 Assessment Centre they should inform one of the invigilation or delivery team staff at the venue.

## **SUSPENSION**

Candidates who are suspended from duty will be required to provide written authority from their Chief Officer allowing them to attend the Stage 2 assessment/Stage 3 Assessment Centre. This written authority must be provided to the NPIA at the time of registration at the Stage 2 assessment/Stage 3 Assessment Centre venue and prior notification of the suspension must be given to NPIA. Such Candidates will have to be escorted to and from the venue by officers from their own force. Contact details for the NPIA are detailed within.

## **CANDIDATE WITHDRAWALS**

Where a Candidate withdraws from any stage of the selection process, having been successful at any previous selection stage, they will be treated as having been unsuccessful in their attempt to become a HPDS

member and will be required to submit a new application at the next process.

Where a Candidate is unable to complete the selection process due to unforeseen and exceptional circumstances, such as attendance at court of sickness, their application and performance in completed selection stages can be carried forward to the following year. This will be subject to continuing support from their force, which will be required to resubmit their application. Where a Candidate has passed a stage of the selection process, their results may, in exceptional circumstances, be carried over to next time, but this will depend on factors such as the consistency of the selection process from year to year. Each case must be submitted to NPIA Leadership Services.

## **STAGES 2 & 3 DEBRIEF PANEL**

Following both the Stage 2 assessment and Stage 3 Assessment Centre, prior to the results being issued, a Debrief Panel will consider the design, delivery or administration of the Stage 2 assessment/Stage 3 Assessment Centre. The purpose of the panel is to declare the assessment process valid, to ratify and confirm the results and decide what course of action to take regarding any issues that have arisen in relation to the design, delivery or administration of Stage 2/Stage 3.

The Debrief Panel do not consider any reports of special consideration or extenuating circumstances. These are considered by the Reports and Disqualifications Panel.

Please refer to Appendix 1 for further details on the Stages 2 & 3 Debrief Panel held after Stages 2 and 3.

## **DISQUALIFICATION PROCEDURE**

Any Candidate found to be in breach of the rules will be liable to disqualification.

If a Candidate's behaviour reduces the reliability of their Assessment Centre scores, their result may be nullified by the marker notwithstanding any disqualification decision.

## **DECLARATION NOTICE**

The decision to take the Stage 2 assessment/Stage 3 Assessment Centre is that of the Candidate and all Candidates must sign the Declaration Notice before being permitted to participate in Stage 2/Stage 3.

Candidates should note that prior to the start of the Stage 2 assessment/Stage 3 Assessment Centre, they will be asked to sign a declaration. Please refer to Appendix 2 for a copy of the Declaration Notice.

## **EXTENUATING CIRCUMSTANCES**

Extenuating circumstances are likely to be a serious event or series of events, such as the death or serious illness of a family member.

If a Candidate is aware of any extenuating circumstances prior to, or on the days of the Stage 2 assessment/Stage 3 Assessment Centre, it will be the decision of the Candidate as to whether they sign the 'Declaration Notice' and attempt the Stage 2/Stage 3 or decline to sit the Stage 2 assessment/Stage 3 Assessment Centre.

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Lack of preparation and/or a heavy workload prior to attendance at Stage 2/Stage 3 are not considered to be extenuating circumstances, and will therefore not be considered by the Reports and Disqualification Panel.

Any Candidate who wishes to report any extenuating circumstances or unscheduled incidents that they believe may have adversely affected their performance must do so in the form of a written report. It is the responsibility of the Candidate to provide all of the supporting evidence in the submitted report.

The report must be submitted by the Candidate, and received by NPIA, within five days of their scheduled attendance date, and must be countersigned by their line manager or above. The report can be sent to the NPIA by post, fax or e-mail. Contact details for the NPIA are detailed within. E-mail submissions must be forwarded to NPIA by the line manager from their official force e-mail account.

A copy of the endorsed report should also be sent to the Candidate's Force HPDS Contact. This is the responsibility of the Candidate.

NPIA will acknowledge submitted reports, to Candidates, via the Force HPDS Contact.

Reports sent to NPIA after results are notified will not be considered.

Reports from successful Stage 3 Candidates will not be considered further. Only unsuccessful Candidates will have their reports considered unless there is a fundamental issue that could affect the Stage 3 process as a whole.

## **UNSCHEDULED INCIDENTS**

Unscheduled incidents during the Stage 2 assessment/Stage 3 Assessment Centre, such as fire alarm activation, are reported as a matter of course to the Debrief Panel. Where there is supporting evidence, the Candidate's performance will be checked pre and post the occurrence of the incident.

## **REPORTS AND DISQUALIFICATION PANEL**

A Reports and Disqualifications Panel will consider any reports after the results have been notified. Once a decision has been reached, the Chair of the Panel will notify the Candidate of the decision within seven days.

Please refer to Appendix 2 for further details on the Reports and Disqualification Panel.

## **RIGHT OF APPEAL**

Candidates have the right of appeal to the Director of the HPDS Selection Process (Chief Constable Sara Thornton), against the decision of the Reports and Disqualification Panel, where there are reasonable grounds for believing that:

- the Panel did not act in compliance with its rules; or
- there is fresh evidence, not available at the time of the original report, for further consideration.

Appeals must be made in writing to NPIA for onward transmission to the Director within 14 days of the date of the letter in which the Candidate is notified of the decision of the Reports and Disqualification Panel. The Director will consider whether there are adequate grounds for appeal and will notify the Candidate and relevant Chief Officer in writing as soon as possible. The Director cannot convert a fail into a pass but can vary or confirm the decision of the Reports and Disqualification Panel.

**NPIA CONTACT DETAILS**

To notify the NPIA of any certified sickness, FME certificates or suspension please contact:

Senior Selection Team  
Examinations & Assessment  
NPIA  
Yew Tree Lane  
Pannal Ash  
Harrogate  
North Yorkshire  
HG2 9JZ

Tel: 01423 876759

Fax: 01423 876800

Email: [SeniorSelection@npia.pnn.police.uk](mailto:SeniorSelection@npia.pnn.police.uk)

or to submit extenuating circumstances or appeal please use the following contact details:

**Gordon Ryan**

Principal Psychologist

[Gordon.Ryan@npia.pnn.police.uk](mailto:Gordon.Ryan@npia.pnn.police.uk)

Tel: 01423 876606

## APPENDIX 1

### TERMS OF REFERENCE FOR THE DEBRIEF PANEL FOR THE HPDS SELECTION PROCESS STAGES 2 AND 3

The remit of the Debrief Panel is to consider any issues arising out of the design, delivery or administration of the HPDS Selection Process for Stages 2 and 3.

Before issuing the results, the Debrief Panel will:

1. consider the impact of unscheduled events which occurred during the Stage 2 assessment/Stage 3 Assessment Centre; and
2. inform any Candidate who is suspected of irregular behaviour (for example: attempting to take unfair advantage in the Stage 2 assessment/Stage 3 Assessment Centre, breaching confidentiality) that their results will be withheld until the Reports and Disqualifications Panel has investigated the circumstances.

The Debrief Panel can:

- declare the Stage 2 assessment/Stage 3 Assessment Centre valid, ratify the results and confirm all results to stand,
- declare the Stage 2 assessment/Stage 3 Assessment Centre valid, ratify the results, decide no further action is required in respect of Candidates affected by 1 above and confirm all results to stand and/or
- declare the Stage 2 assessment/Stage 3 Assessment Centre valid, ratify the results, recommend feedback letters be sent to Candidates affected by 2 above and confirm all results to stand and/or
- declare the Stage 2 assessment/Stage 3 Assessment Centre valid, ratify the results, recommend feedback letters be sent to the chief officers of Candidates affected by 2 above and confirm all results to stand and/or

- declare the Stage 2 assessment/Stage 3 Assessment Centre valid, ratify the results, pass the results of Candidates affected by 2 above to the Reports and Disqualification Panel and confirm all the remaining results to stand or
- declare the Stage 2 assessment/Stage 3 Assessment Centre partly or wholly invalid.

The Debrief Panel consists of:

- HPDS Programme Lead, NPIA Leadership Services
- Psychologist, NPIA Examinations and Assessment
- Business Manager, NPIA Examinations and Assessment
- The Acting Operations Manager, NPIA Examinations and Assessment

NPIA Examinations & Assessment will act as Secretariat for the debrief process.

**APPENDIX 2****TERMS OF REFERENCE FOR THE REPORTS AND DISQUALIFICATION  
PANEL FOR THE HPDS SELECTION PROCESS STAGES 2 AND 3**

The Reports & Disqualifications Panel will consider reports after Candidates receive their results from HPDS Stages 2 and 3. All reports must be countersigned by the Candidate's line manager. Candidates who wish to appeal on the grounds of extenuating circumstances must do so by registering their appeal within five days of their attendance at the Stage 2 assessment/Stage 3 Assessment Centre.

The Reports & Disqualifications Panel has a responsibility to ensure fairness to all Candidates, to preserve the integrity of the Stage 2 assessment/Stage 3 Assessment Centre and to promote the overall aims of the HPDS Selection Process. Within a standardised assessment process it is not possible to convert a fail into a pass. The Panel will decide what, if any, accommodation or provision should be made in relation to Candidates in the relevant Stage 2 assessment/Stage 3 Assessment Centre.

**Candidate Result Review**

There are three categories of Candidate whose results may need to be reviewed;

- those claiming extenuating circumstances
- those who claim that the conditions of the Stage 2 assessment/Stage 3 Assessment Centre were in some way unfair to them
- those who attempt to gain unfair advantage by, for example, cheating or using confidential information.

## **Extenuating circumstances**

It is difficult within this document to provide a prescriptive list of what might constitute extenuating circumstances, though examples could include a serious event or series of events, such as the death or serious illness of a family member or illness, accident or injury to the Candidate. The Reports and Disqualifications Panel will need to use its discretion and judgement in weighing up the Candidate's special circumstances to ensure that Candidates have not been disadvantaged.

Candidates are reminded that by agreeing to take the Stage 2 assessment/Stage 3 Assessment Centre, they certify that they are in a fit state to do so by signing the declaration before participating.

Candidates who are medically or self-certified sick or on recuperative duties either through illness or injury are informed that they must provide a certificate from the force medical examiner confirming their fitness to attend the Stage 2 assessment/Stage 3 Assessment Centre. The certificate must be handed to the Senior Invigilator or member of the Delivery Team at registration after prior notification to the NPIA. A Candidate failing to disclose medical or self-certified sick or that they are on recuperative duties through illness or injury will render any grounds for special consideration or appeal ineligible.

A heavy workload prior to the Stage 2 assessment/Stage 3 Assessment Centre is not sufficient grounds for reviewing results.

If the Panel believes that a Candidate has been subject to extenuating circumstances, it can agree to waive the current attempt, treating it as if it has not happened.

**Unfair conditions**

Candidates can complain that a procedural flaw e.g. fire alarm has adversely affected their performance. The Panel needs to be aware that this contention is not necessarily true: comparisons show that some Candidates' performance seems to be better following a break in their concentration. Where there is supporting evidence of a procedural flaw, a Candidate's scoring is checked to identify whether there are discrepancies in performance pre and post event.

Some Candidates submit appeals based upon their own assessment of performance. This is an inadequate basis for review of a Candidate's result and such appeals will not be considered.

Where a Candidate bases their appeal upon alleged comparable performance by the Candidate and their peers, unless the Candidate names the other Candidate with whom he or she has tried to make a comparison, no action will be taken. If the person making the appeal does name the Candidate, the Panel will formally review the overall performance of all named Candidates to satisfy itself that the results are sound.

In the case of procedural flaws during the Stage 2 assessment/Stage 3 Assessment Centre, the Panel can waive the current attempt, treating the attempt as if it has not happened.

**Irregularity & misbehaviour**

Candidates attending the Stage 2 assessment/Stage 3 Assessment Centres are considered to be on duty for the duration of the process and are expected to conduct themselves according to the Code of Conduct for Police Officers. Circumstances surrounding an alleged breach of the Code of Conduct will be the subject of a police investigation in which the Candidate will have the right to state their case. Reports of breaches of the Code of Conduct will be considered

by the Reports and Disqualifications Panel and a report will be submitted to their Chief Officer of Police for any action he or she chooses to take.

Candidates are reminded of the requirement to maintain the confidentiality of the Stage 2 assessment/Stage 3 Assessment Centre materials and information. Candidates should not divulge any Stage 2 assessment/Stage 3 Assessment Centre information or remove Stage 2 assessment/Stage 3 Assessment Centre materials. Breaches of confidentiality will be treated as *prima facie* "on the face of it" discipline offences.

Candidates who attempt to gain unfair advantage in a Stage 2 assessment/Stage 3 Assessment Centre by, for example, copying from another Candidate, getting assistance from or giving assistance to another Candidate or introducing into the Stage 2 assessment/Stage 3 Assessment Centre room any unauthorised material, will be reported to the Debrief and Reports and Disqualification Panel. Candidates are advised that cheating can be detected and any Candidate found to be in breach of the rules is liable to disqualification. If a Candidate's behaviour reduces the reliability of their Stage 2 assessment/Stage 3 Assessment Centre scores, their results may be nullified by the Reports and Disqualification Panel.

In cases of irregular behaviour by a Candidate, the Panel can:

- Fail the Candidate
- Disqualify the Candidate from this attempt and bar them from further attempts for a period of several years.
- Refer the Candidate to their Chief Officer
- Decide to take no further action.

Candidates whose appeals are heard by the Panel will have the right to state their case either in person or in writing to the Panel and may be supported by the Police Federation if they choose.

NPIA Examinations & Assessment will act as Secretariat for the Reports and Disqualifications Panel.

### **Right of Appeal**

Candidates have the right of appeal to the Director of the HPDS Selection Process (Chief Constable Sara Thornton) against the decision of the panel where there are reasonable grounds for believing that:

- the panel did not act in compliance with its rules; or
- there is fresh evidence available for further consideration.

Appeals must be made to the Director in writing and within 14 days of the Candidate being notified of the decision of the Reports & Disqualification Panel. The Director will consider whether there are adequate grounds for the appeal to proceed and consider the appeal.

The Director cannot convert a fail into a pass but can vary or confirm the decision of the Reports & Disqualifications Panel and will notify the Candidate and the relevant Chief Officer in writing.



**HIGH POTENTIAL DEVELOPMENT SCHEME CANDIDATE  
DECLARATION NOTICE**

<p><b>Stage 2 assessment/Stage 3 Assessment Centre</b></p>	
<p style="text-align: center;"><b>DECLARATION NOTICE</b></p> <p>“I wish to undertake the HPDS Stage 2 assessment and the Stage 3 Assessment Centre and in doing so, agree to the following criteria:</p> <ul style="list-style-type: none"><li>• I will abide by all of the rules of the HPDS Selection Process</li><li>• I am fit to take the Stage 2 assessment/Stage 3 Assessment Centre.</li><li>• I am suitably prepared to tackle the Stage 2 assessment/Stage 3 Assessment Exercises that constitute the HPDS Selection Process.</li></ul> <p>I am aware that any factors which should have been apparent to me at the time of signing this document cannot be used later to support a challenge to either the fairness of the assessment process or the assessment of my performance.”</p> <p><b>Signed:</b> .....</p> <p><b>Print Name:</b> .....</p> <p><b>Print Candidate Number:</b> .....</p>	