



Joining instructions for your programme

Police Constable Degree Apprenticeship (PCDA)

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Welcome to Thames Valley Police and Bucks New University

We are looking forward to you joining our Police Constable Degree Apprenticeship course at Thames Valley Police Training Centre this November.

At Bucks, we pride ourselves on the support we offer our students to succeed in their academic learning and creating graduates ready for employment. This information pack has been created by the Bucks Welcome Team and your Programme Leader, John Nesbitt, to provide you with information that you will need for a successful start at Bucks. Please read it carefully before you join us.

The essentials...

About your course

You are about to start on a three year degree apprenticeship in Professional Policing. At the start of your programme of study, you will be given an outline of the whole three 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 trainer and lecturer-led workshops, individual and group activities, and self-directed learning, all of which will be delivered through a blend of face-to face and online delivery.

Arriving on Day 1

The location for face-to-face training will be the **Thames Valley Police Force Training Centre Sulhamstead, Reading, Berkshire RG7 4DX**. Please look at the attached Training Centre Location Map for further details.

Sulhamstead is the main training site for the Thames Valley Police. Please park in the Main Car Park, then sign in at Reception in the White House.

- You will be given a temporary fob which will give you access to the buildings at Sulhamstead.
- Details of your classroom will be on the screen in Reception. Please make your way to the classroom in good time; your first day will start at 0930 hrs.
- Please bring photographic identification with you (e.g. passport, driving licence) for the trainer to check.

Uniform

Uniform is usually issued during the first week. Until then, please wear smart business dress (jeans are not allowed). You will also need fitness clothing and trainers for the fitness sessions.

If you are residential, it may be a good idea to bring enough clothes for the week, in case there are any issues with the uniform.

Upon issue, this will become your standard classroom dress.

Footwear

You will need to buy your own footwear before you start, ready for when you are issued with your uniform. Please note you are unable to wear your uniform without your footwear.

For guidance on what is acceptable, please see the 'Foundation Training Standards of Dress' information on Moodle. Suggested retailers include:

- <http://www.patrolstore.com/>
- <http://www.niton999.co.uk/>
- <http://www.police-supplies.co.uk/>

Key contacts

- John Nesbitt, Programme Lead – john.nesbitt@bucks.ac.uk
- TVP People Services - peopleserviceshelpdesk@thamesvalley.pnn.police.uk
- TVP Foundation Learning Team – Foundation.Learning@thamesvalley.pnn.police.uk

Enrolment

Now that you have your student ID you can get yourself set up on our systems. Please follow the instructions below to get started before you arrive.

1. Familiarise yourself with guidance to complete the process here as part of our dedicated Bucks Welcome page - <https://bucks.ac.uk/pcda>
2. Activate your IT Account. Your Bucks IT account username is made up of your student ID followed by @bucks.ac.uk. For example 20905674@bucks.ac.uk.

You must activate your IT account by resetting your password and following the instructions available at <https://mypassword.bucks.ac.uk>

3. In order to get an Bucks Student ID Card you will need to email a photo directly to the Student Centre at Bucks. You will need to ensure that this is sent 2 weeks prior to the first class so that it can be brought to your first session by the Bucks team.

Photo guidelines:

- The photo must show your full face, without any covering (unless for religious or medical reasons).
- The following formats are accepted for ID photos – JPEG, PNG, BMG, GIF or Microsoft documents saved as a .docx. format.

Please send this as an attachment quoting your 8 digit Student ID Number to student.centre@bucks.ac.uk

IT and Systems access

Throughout your programme you will be using a variety of different systems to support your learning. During your first week you will be issued with a mobile phone and laptop, there are also workstations at Sulhamstead which can be used to access the systems.



Blackboard

Blackboard Learn is the Virtual Learning Environment (VLE) used at Bucks New University. Here you will find all your course materials and other important information about university services. You will also use Blackboard to join online workshops and discussion forums, and to undertake other learning activities. To submit course work you will need to use TurnitinUK which is also accessed from Blackboard. All students and staff have access to Blackboard and once you have received your Bucks username and you have activated your account by resetting your password, you are ready to log in. You can access Blackboard at <https://my.bucks.ac.uk> and login using your Bucks username (studentID@bucks.ac.uk e.g. 12345678@bucks.ac.uk) and your password. Training will be given early in the programme, so that you can make best use of its features to support your learning. Learn more about Blackboard [here](#).



Aptem

Aptem is your Learning Management System (LMS) and is used for two different functions.

1. Aptem is a compliance tool which ensures you are correctly onboarded onto the apprenticeship programme and funded through the Education Skills Funding Agency (ESFA). Don't worry; you will only need to onboard once with Aptem, the Apprenticeship Hub does all the logistics of ensuring you are correctly funded behind the scenes. It is worthwhile noting that any personal information stored on Aptem is solely used for funding you as a learner and is never shared with any third parties.
2. The second function Aptem is used for is your E-Portfolio. Throughout your apprenticeship you must evidence everything you do as part of your 20% off-the-job.

The Aptem team will be in touch with you to set you up properly and take you through any training and support.



MicroSoft Teams

Microsoft Teams allows you to collaborate with your teacher and other fellow Bucks students through instant messaging, online meetings (audio calls, video calls and screen sharing) and sharing of documents (create, share and store files). MS Teams will be particularly useful if you're doing research work/projects as a group and you have a need to collaborate often.

All Bucks students can access Teams on the web through Office 365 but you have no permission to create Teams. Only your teacher can create a Team.

You must always ensure you are sharing personal data only with those who have a strict need to know. Please refer to the University's Data Protection Policy for further information.

Accessing MS Teams:

You can access MS Teams using your web browser on <https://teams.microsoft.com> and sign in using your Bucks username (studentID@bucks.ac.uk e.g. 12345678@bucks.ac.uk) and password.

For full details and help guides go to <https://bucks.ac.uk/students/ist/software>



Moodle

Like Blackboard, Moodle is also a virtual learning environment. TVP have used Moodle for a number of years to provide Police Officers and Police Staff with learning opportunities across a multitude of different subjects. Whilst Blackboard will be used as the primary tool for learning on this programme, there will still be a need for you to use Moodle for more generic police related learning. On Moodle you will find many useful police related documents, e.g. a map of the training facilities at Sulhamstead and information relating to the police pension, standards of dress, employee and the police federation.

You will be given access to Moodle prior to your start date. A username and password will be sent to your personal email address.

Email forwarding

The University will be sending important communication, including emails from tutors and receipts from Turnitin submissions, to your allocated Bucks email address. This is not an email you can log into (no mailbox to send and receive emails), but rather an email address of the format <studentID>@bucks.ac.uk i.e. 20905674@bucks.ac.uk.

To receive all communications, you need to ensure your University email address is setup to forward emails to your personal mailbox. For all new students, this has already been setup to forward emails to your personal mailbox you gave us before enrolment. If you want to change to a different email forwarding address, visit <https://bucks.ac.uk/students/ist/email>.

Free software & IT Services

While you're studying at Bucks, you have access to a wide range of IT facilities and services. You can download free software like Microsoft Office 365 on your personal devices. You also have access to onsite free Wi-Fi, print, copy and scan services and Microsoft OneDrive cloud file storage, etc. You can find out more about the IT services available to you at <https://bucks.ac.uk/students/ist/info-new-students>

Your timetable and programme overview

Your timetable will be published on BlackBoard identifying which sessions will be taking place throughout your year of study. The timetable will help you to identify periods of face to face and remote learning, as well as operational commitments and annual leave where appropriate.

Accommodation and Catering

Accommodation is available during the week to all student officers who live in excess of 20 miles from the Force Training Centre at Sulhamstead for all parts of the initial training that is delivered in person. Please note that there are limited links to public transport directly to the Force Training centre.

Accommodation is not provided for the elements of the initial training that is delivered remotely by way of virtual delivery. It is recommended that all students make use of this free accommodation during the in house training, however it is not mandatory and students can choose to return to their home address during the training courses.

Travel expenses for mid-week commuting will not be covered. It is also worth being aware that the days can be long and tiring and therefore you should bear in mind the additional impact of driving home mid-week. Staying at Sulhamstead also allows students to focus on their programmes of learning without distraction as well as build camaraderie with the other student officers, an essential part of joining the Police family. If you qualify, please fill in the Accommodation at Sulhamstead Booking Form here - <https://bucks.ac.uk/pcda> and return to Reception as stated.

Rooms are booked for Monday night through till Thursday night. Accommodation is not available on Sunday nights. Room keys will be available to collect from Reception lunchtime onwards.

Please note that:

- All rooms are single, with en-suite facilities and a TV. Bed linen is provided. Towels and toiletries are NOT provided.
- If you wish to leave the site in the evening, please sign the book in the Laundry room.
- You must vacate your room by 0900 hrs on Friday. Please ensure that you strip your bed and hand your key in to Reception, leaving the room clean and tidy. Please take all your belongings with you.
- There is a financial penalty system in place for abusing the rooms.

- On the rare occasion that we are full, students may be placed in a local, external hotel. You will be contacted if this is the situation.
- PLEASE NOTE - It is not permitted for any bedrooms to be entered until after 1500 hrs (on the initial day of arrival). This also includes decanting of luggage into rooms.

Meals – Residential Students

Residential students are entitled to free breakfast and evening meals (excluding breakfast on Monday and evening meal on Friday). Lunch is not included.

Meals – Non-residential Students

No meals are included – lunch is available to purchase in the Canteen.

Canteen

- Tea and coffee can be purchased, with a vending machine for soft drinks.
- You may eat your own food in the canteen; there are two fridges and microwave ovens available for use.

Further information - Sulhamstead

Library

The library at Sulhamstead is situated on the second floor of the Training Block within the Learning Zone and is open during working hours. If you have any issues or questions regarding the library facilities, you can contact the librarian on librarian@thamesvalley.pnn.police.uk

Local amenities

There are pubs, restaurants and shops a short drive from the site if you wish to use them.

Please note that access to public transport is limited from the site.

Lost Property

Any items left at Sulhamstead will be handed in to Lost Property. Please email SulhamsteadReception@thamesvalley.pnn.police.uk for more information.

Sport and Fitness

There are sporting facilities on site, including a gym in the Personal Safety Training Centre (PSTC). All TVP officers and staff are entitled to use the gym once they have completed an induction. Further information will be provided once you have started.

Wi-Fi Access

A Wi-Fi code will be emailed to you prior to your start date. The code will be for you to use whilst on site at the training centre.

Quiet Room

A quiet room is available for students who require one for religious, health or personal reasons. Please speak to a member of the Reception Team at the start of your training course and they will be able to provide you with further information.

Bucks welcome webpage

The Bucks Welcome Page for new apprentices is a useful source of information on the different resources available to you. We will keep this page regularly updated to ensure that you get the right information for you and your programme. Go here to understand more about student support, how your apprenticeship works, financial offers available to you, learning and development, IT and library resources. <https://bucks.ac.uk/pcda>

Disability service

The University Disability Service aims to help ensure that you get the most from your experience on the programme, in an inclusive learning environment.

It offers a wide range of continuing advice and support for those with dyslexia, medical conditions, mental health difficulties and other disabilities. It can also help you with applications for the Disability Students' Allowances (DSAs) and can provide dyslexia screening.

Offices are available at both University campuses (the High Wycombe helpdesk is in North Wing; the Uxbridge helpdesk is on floor two) or you can phone on 01494 605049 or email them on disability.service@bucks.ac.uk. You can also find more information via the Disability Service organisation on Blackboard.

Thames Valley Police have their own Workplace Needs Support Service, however we encourage students requiring disability support whilst on programme to contact the University Disability Service in the first instance.

Your Students' Union

As a student of Bucks New University you are automatically a member of Bucks Students' Union, widely recognised as one of the best students' unions in the UK, and thanks to unique initiatives like The Big Deal you can access one of the broadest and most diverse extracurricular programmes in the university sector, completely free of charge.

To find out more about how your Student's Union (ranked in the top 3 in the UK) can help support and inspire you through your studies at Bucks visit <https://www.bucksstudentsunion.org/>

Induction

The timetable below gives you an idea of what your first week will typically look like. Please keep in mind that this may be subject to change.

Day 1

09:30–12:00 – The official welcome and introduction to your new programme. If you have any needs, concerns or expectations they will also be explored during this time.

13:00–17:00 – Within this period you will start to explore some of the Information Technology that you will use within the programme and your police role. You will also be issued with your own work laptop and mobile phone.

Day 2

09:00–11:00 - 'Attestation Practice and Ceremony'. Before being sworn in as a Constable and receiving your police powers, all police officers including Special Constables must be formally attested before a Justice of the Peace. You will have the opportunity to practice the attestation before taking part in the ceremony.

11:00–15:00 - The most important lesson of your new career 'The Code of Ethics and Standards of Professional Behaviour'.

15:00–17:00 – The last subject of the day is 'Understanding the Police Constable Role Part 1'

Day 3

09:00–10:00 – For the first part of the day you will take part in a fitness test which is conducted by our Physical Development Services (PDS) department.

10:00–12:00 – The first subject of the day is 'Understanding the Police Constable Role Part 2'.

13:00–14:00 – After lunch you will learn about the 'Police Federation' and how they can support you.

14:00-16:30 – The next lesson is an introduction to ‘Investigative Thinking’.

16:30–17:00 – The final part of the day is Self-Directed learning. There are periods of this learning throughout your timetable. These have been incorporated to ensure that you have enough time to complete any E-Learning that’s required, as well as providing time for you to digest or explore subjects you’ve already be educated in further.

Day 4

09:00-17:00 – It is key that as a police officer you have the knowledge, understanding and skill to not only protect yourself but to protect your colleagues and the public too. In order to achieve this you will cover an array of subjects delivered by our PDS department throughout your programme, but it starts here!

Day 5

09:00-16:30 – What a great way to finish your first week! The learning continues with the PDS dept. covering subjects such as ‘Control, Restraint, Handcuffing and Limb Restraint application’

Recommended Reading:

There is a reading guide available [here](#) designed to help those who are new to the police environment and/or higher education to lay some useful academic foundations before your course starts. It is not a compulsory activity, indeed it is entirely optional, but if you choose to work through the guide it will give you confidence that you are well prepared to start your studies.

Before You Join Us:

There are a few things that we’d like to encourage you to complete before you join us. Should you have any queries on these activities please contact your Programme Lead, John Nesbitt john.nesbitt@bucks.ac.uk

- Read through the Programme Handbook – this contains information about all aspects of your course and academic study - <https://bucks.ac.uk/pcda>
- Activate your IT account and set up email forwarding to ensure that you start to receive messages from us and can access useful information.

Look out for emails from Aptem to activate your account and check out the training guides to familiarise yourself

- Participate in the Bucks Virtual Welcome Week activities – these can be found in BlackBoard when you log into your programme area.

4. Check out the Bucks Welcome page to familiarise yourself with the support available to you as a Bucks student - <https://bucks.ac.uk/pcda>