# NPPF Step One: Confirmation of eligibility form

The line manager and basic command unit/operational command unit (BCU/OCU) commander/head of department (or nominee) are required to complete this form, verifying that a candidate has satisfied the eligibility criteria as set out in section 3.7 in the NPPF operating manual (below). All candidates who meet the eligibility criteria should progress to NPPF Step Two.

## Eligibility criteria

NPPF Step One confirms that candidates have:

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| Please tick |
| Completed their probationary period and, for progression to sergeant only, have completed two years’ service (or three years’ service in the case of the police constable degree apprenticeship (PCDA) programme). |  |
| For sergeant to inspector progression, completed NPPF Step Four work-based assessment (NPPF sergeants only). A candidate seeking to apply for the inspectors’ legal knowledge examination needs to be substantive in rank as a sergeant on or before the day of the inspectors’ examination **and** have completed a mandatory 12-month work based assessment (if NPPF qualified). A candidate cannot be made substantive before this has been completed. |  |
| Demonstrated competence in that rank through their performance and development review (PDR), or Student Officer Learning and Assessment Portfolio (SOLAP)/acceptable equivalent. |  |
| No live written improvement notices issued under the Police (Performance) Regulations 2020 or reduction in rank under those procedures in the previous 12 months, beginning with the date of the notice. |  |
| No live written warning, final written warning or extended final written warning issued under the Police (Conduct) Regulations 2020. |  |
| Adhered to the attendance management policy, taking full account of Police Advisory Board guidance on attendance management. |  |

The above eligibility criteria should remain throughout all steps of the NPPF process.

Candidate’s name:       Date:

Line manager’s name:       Date:

BCU/OCU commander/head  
of department (or nominee):       Date: