

## 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:

	Please tick
Completed two years' service (progression to sergeant only), and have completed their probationary period.	<input type="checkbox"/>
For sergeant to inspector progression, completed NPPF Step Four work-based assessment (NPPF sergeants only).	<input type="checkbox"/>
Demonstrated competence in that rank through their performance and development review (PDR), or Student Officer Learning and Assessment Portfolio (SOLAP)/acceptable equivalent.	<input type="checkbox"/>
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.	<input type="checkbox"/>
No live written warning, final written warning or extended final written warning issued under the Police (Conduct) Regulations 2020.	<input type="checkbox"/>
Adhered to the attendance management policy, taking full account of Police Advisory Board guidance on attendance management.	<input type="checkbox"/>

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: