



# **GUYANA POLICE FORCE ACADEMY POLICY ON AUDITING POLICE INSTRUCTORS' PERFORMANCE**

## **1. Preamble**

1.1. The Guyana Police Force Academy has implemented this policy to audit instructors' performance to ensure quality education and accountability within educational programmes.

## **2. Objective**

2.1. The Guyana Police Force Academy will utilize a comprehensive this policy for auditing Police Instructors' performance to promote accountability, foster continuous improvement in teaching quality, and ultimately enhance the educational experience for students.

## **3. Policy Statement**

3.1. This policy seeks to contribute to quality assurance and continuous improvement of the Academy's by ensuring adherence to curriculum standards, promoting effective teaching methodologies, and maintaining high educational standards.

## **4. Procedures:**

4.1. **Audit Criteria:** specific criteria against which instructors will be evaluated such as teaching effectiveness, student engagement, communication skills, knowledge of the subject matter, responsiveness to student needs, adherence to Academy's policies, and professional conduct.

4.2. **Audit Frequency:** outlines the frequency of audits. Audits will be conducted annually, biannually, or quarterly.

- 4.3. **Audit Methodology:** outlines the methodology for conducting audits. This involves a combination of classroom observations, student evaluations, peer reviews, self-assessments, and examination of course materials such as syllabi, assignments, and exams.
- 4.4. **Auditor Selection:** specifies who will conduct the audits. This is a dedicated auditing team of auditors from external learning institutions who the Academy has established Memorandum of Agreements. The auditors possess the necessary expertise to evaluate teaching performance effectively.
- 4.5. **Feedback Mechanism:** outlines a structured feedback mechanism for communicating audit results to instructors. Feedback is constructive, highlighting strengths as well as areas for improvement, and includes actionable recommendations for professional development.
- 4.6. **Support for Improvement:** provides resources and support for instructors to improve their performance based on audit feedback. This includes access to professional development opportunities, mentoring programs, teaching workshops, and resources for instructional design.
- 4.7. **Accountability Measures:** outlines accountability measures for instructors who consistently fail to meet performance standards despite support and intervention. This includes additional training requirements, performance improvement plans, or ultimately, disciplinary action if warranted.
- 4.8. **Confidentiality and Fairness:** Ensure confidentiality of audit results and fairness in the auditing process. Instructors can respond to audit findings and provide context or additional information as needed.
- 4.9. **Continuous Improvement:** Regularly review and refine the auditing policy based on feedback from instructors, students, and other stakeholders to ensure its effectiveness in promoting quality teaching and learning.
- 4.10. **Mechanism for student to report violations without adverse recourse:**

- 4.10.1. **Anonymous Reporting Platform:** There is an anonymous reporting platform where students can submit reports of violations confidentially. This is an online form accessible through the Academy's website or a designated email address.
- 4.10.2. **Third-Party Reporting Service:** There is a third-party reporting service to ensure anonymity and impartiality.
- 4.10.3. **Clear Policies and Procedures:** Have clear policies and procedures in place outlining the reporting process, including how reports will be handled, investigated, and resolved.
- 4.10.4. **Educational Campaigns:** There are regular conduct educational campaigns to inform students about the reporting mechanism and encourage them to use it.
- 4.10.5. **Protection Against Retaliation:** Guarantee protection against retaliation for students who report violations in good faith. It is clearly communicated that any form of retaliation will not be tolerated and will be dealt with seriously.
- 4.10.6. **Independent Investigation:** All reported violations are thoroughly investigated by an independent party or committee to maintain objectivity and fairness.
- 4.10.7. **Follow-Up and Support:** Follow-up and support to students who submit reports, including updates on the status of investigations and access to counseling services if needed.
- 4.10.8. **Continuous Improvement:** Regularly review and assess the reporting mechanism to identify any weaknesses or areas for improvement. Solicit feedback from students to ensure that the mechanism remains effective and responsive to their needs.

## **5. EFFECTIVE DATE**

5.1. This policy was approved and has come into effect as of November 22, 2023.

## **6. REVIEW PERIOD**

6.1. A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

## **7. REVISION PERIOD**

7.1. This Policy was revised by the Training Board in February 2024.

## **8. APPROVAL OF POLICY**

8.1. This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.