



START

- Prior to undertaking PPST at an RLC the JRFT (Multi Stage Shuttle Run (MSSR) Test 1) must be successfully completed annually in line with a bi annual PPST training event or as a standalone test at ESB or as a 1-1 test female centric test with a female PPSI
- **Officer**
Complete the HSQ via COHORT or as a HARD COPY if test 1 is completed as a standalone test at ESB (including the Alternative Fitness Test (AFT) - booked via OH Referral).

Pass Test 1

- **RLC based test;** PPSI completes the PPST SSCL return as required, the result is then uploaded onto PSOP via SSCL Training Admin
- **ESB based test;** OH PTI Team upload the result on the Officer's COHORT record (SHS JRFT Q V6.1) & issue a pass slip

Fail Test 1

PPST Instructor RLC PS/Designated PPST JRFT SPOC

- Refers the Officer via email to the OH PTI Team (Physical Education Mailbox) and emails the Officer's LM with details of the fitness test failure & issues the failure letter. If test 1 is completed at ESB the OH PTI Team will assume the role of the PPST RLC PS, a 1-1 consultation can be completed at this stage if required
- **OH PTI Team**
Electronically issue a Training Programme (TP) if remote or issue hard copy if officer attends ESB, issue date for test 2 in approx. 6 weeks time & emails the LM & HR Case Management Team (HR Case Mgt Mailbox – JRFT) retest details and a copy of the Informal Action (IA) template document & complete the COHORT SHS JRFT Q's V6.1 & V2 (only complete V6.1 if test 1 was completed at ESB) & the JRFT Excel Tracker
- **Officer**
Attend ESB for a consultation post issue of the TP within 2 weeks if required - this is not mandatory LM
Complete the IA process and issue the IA document prior to test 2
Responsible for managing the officer through the JRFT retest process

Pass Test 2

Officer attends Test 2

Officer attends PPST event

- Officer will have to evidence JRFT pass if completed as a standalone event (including AFT) or retest. **FINISH**

Fail Test 2

OH PTI Team/Officer

- Complete entry onto the COHORT SHS Q.V2 and JRFT Excel Tracker and issue date for test 3. The officer will need to cancel the PPST event and liaise with their BOCU PPST SPOC to rebook PPST training. OH PTI will update LM and HR Case Management Team via email
- **LM:** Raise a request with HR Case Management Team re. UPP1 if deemed applicable
- **HR Case Manager:** Liaise with LM regarding potential for UPP1

NOTE

- Officers get 4 official attempts and should be given a minimum of 6 weeks between retests with an option to extend to 10 weeks. Any further extensions should be managed and approved by the LM. All retests are conducted by the OH PTI Team at ESB
- Aerobic capability generally begins to decline after 2 weeks of inactivity, however there is some significant variability within the human population as to the impact and rate of this decline therefore if the JRFT is undertaken as a standalone event including the AFT, retest or a 1-1 type test then the officer should book a PPST event ASAP and on attendance to PPST they will need to evidence they have an in date JRFT pass. If a test result cannot be evidenced by an official pass slip or an up to date PPST white record card then the PPST Instructor(s) will not allow participation of PPST
- Failure to complete an official test once started due to injury or refusal to continue will result in the test being treated as a fail. Only 1 attempt in any 24 hour period.
- If the officer states they cannot attend the retest for a personal reason then this will need to be agreed by the LM via email to the Phys. Ed Mailbox
- If the officer states they cannot attend the retest for a medical issue then the LM will be responsible for managing this process which may include a referral to OH
- If an officer is on active assignment and cannot maintain an in date JRFT and PPST status they will be restricted from operational public facing deployment. It will be the responsibility of the LM to manage this process
- Female officers can attend the female only JRFT workshop on the last Sunday of each month at ESB > 1000 -1500 or book a 1-1 test with a female PPSI via HRL2 Mailbox - Female Only 121 JRFT, the female PPSI will then update the officers PPST white record card and ensure SSCL training admin are update.
- OH PTI Team to issue & stamp JRFT/AFT pass slips/PPST white record cards as required. All pass slips/cards must be clearly dated, stamped and signed
- Mock fitness testing is only available at ESB. The result of a mock test is invalid. If you have a current and up to date fitness test status, then take a new fitness test and then fail, this new result will override the previous test result

Pass Test 3

Officer attends Test 3

Fail Test 3

OH PTI Team/Officer

- Complete entry onto the COHORT SHS Q. V2 and JRFT Excel Tracker and issue date for test 4. The officer will need to cancel the PPST event and liaise with their BOCU PPST SPOC to rebook PPST training. OH PTI team will update LM and HR Case Management Team via email
- **LM:** Raise a request with HR Case Management Team re. UPP2 if deemed applicable
- **HR Case Manager:** Liaise with LM regarding potential for UPP2

Pass Test 4

Officer attends Test 4

Fail Test 4

OH PTI Team

- Complete entry onto the COHORT SHS V2 and JRFT Excel Tracker
- Update LM and HR Case Manager
- **HR Case Manager & LM**
Liaise with 2nd LM regarding UPP3 if deemed applicable or if further fitness testing is warranted and if so in what format. This should be discussed with the Head of the Physical Education Branch **FINISH**