

**Deloitte.**



## **Constable Recruitment**

2017 Guidance for Applicants

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# Thank you for considering a career in the PSNI

## Beginning your journey

### **Thank you for considering a career in the Police Service of Northern Ireland.**

In doing so you have taken your first step towards an important contribution to keeping people safe. Police constables play an important role in a democratic society, upholding the law and protecting the rights of all its citizens.

No two days will be the same when you are a constable - your days will vary with a wide range of responsibilities and activities, and you will be supported by a committed team who will help guide you through your early days in training.

PSNI offer a number of opportunities for you in relation to your career progression and personal development. Your work-life balance is important to us, and you have the option to join a number of sports and social clubs to allow you to interact with your colleagues and take a break from your day-to-day roles.

We acknowledge that you will have many questions as you begin your application. This booklet will help answer any queries that you may have.

**We wish you the best of luck in your application for the Police Service of Northern Ireland and we look forward to receiving your application!**

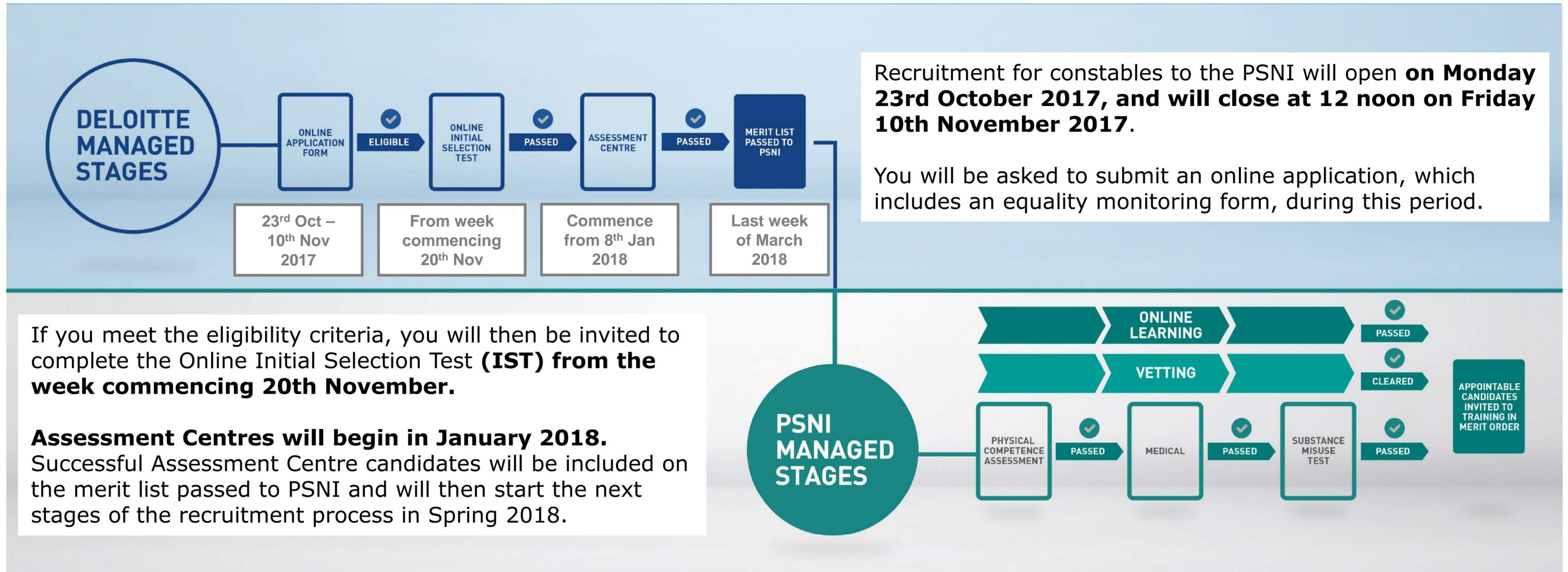
If you have any questions during your application process, please contact the Deloitte Recruitment Team at [info@joinpsni.co.uk](mailto:info@joinpsni.co.uk) who will help you through your journey.



# 1. The Recruitment Process



# Recruitment timeline and the stages you will go through



Please note that all timelines are indicative and may be subject to change. If timelines change applicants will be informed.

## 2. Eligibility Criteria

# Can I Apply to the PSNI?



**There are 4 basic requirements that you have to meet when applying to the PSNI:**

## **1. Age**

You must be at least 18 years old and be no more than 57 years on appointment, this means that:

- Your 18th birthday should be on or before 10th May 2018
- Your 57th birthday should be on or after 10th May 2018

## **2. Nationality**

Being from outside the UK does not stop you from applying to the PSNI, although you must have the right to remain in the United Kingdom for an indefinite period.

If you are a national of a member state of the European Economic Area\* then you do not need to provide evidence of your right to remain in the United Kingdom.

However, if you are ***not a national of a member state of the European Economic Area*** then you must be able to provide evidence that you have the right to remain in the United Kingdom for an indefinite period. This evidence has to be supplied in the following format:

- A copy of a passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay;
- Or a letter issued by the Home Office confirming that you have such status.

***\*Countries in the European Economic Area:***

Austria, Belgium, Bulgaria, \*Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

\*Applicants from Croatia do not have the automatic right to work in the United Kingdom. However, we understand that this is currently under review. For further information please visit the Home Office website <https://www.gov.uk/croatian-national>

# Can I Apply to the PSNI?



## 3. Education

You must have achieved a minimum of 5 GCSEs (or equivalent\*) at A\*- C grade, including Maths and English Language before 7th January 2018

You will be asked to provide evidence of exam certificates at the Assessment Centre stage. Please make sure that you prepare now and have your paperwork in order so that you can demonstrate eligibility when asked.

\*If your qualifications were obtained outside the United Kingdom, please see the guidance on equivalent qualifications at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>. Please note if your qualifications are not comparable under this guidance, it is unlikely that your application will proceed beyond Assessment Centre. Detailed guidance on equivalent qualifications can be found at <https://www.joinpsni.co.uk/faqs#pod=2&tab=1>

## 4. Computer Literacy

While no formal IT qualification is needed, you must be able to demonstrate that you have the level of basic computer literacy required to effectively perform the role of a constable. This will be tested at different stages of the recruitment process, including:

- At application stage through the use of an online application form;
- Through an online Initial Selection Test;
- At the Assessment Centre; and
- Through completion of online training courses.

# 3. The Application Process

# Beginning your application form



**The application form is split into two stages, and begins with some Guidance Notes that should help you with your application.**

These notes explain that:

- You must complete the form within one sitting
- You must complete the form within a maximum of **90 minutes**
- You will need your National Insurance number
- You are required to complete the Equality Monitoring section of the application form

**You must agree to the principles outlined above before you can proceed to Stage 1 of the application process!**

**Stage 1** requires you to confirm that you meet the minimum requirements to apply for the role. Please ensure you have read and can meet the Age, Nationality, Education and Computer Literacy requirements detailed on pages 7 and 8 of this booklet.

**Stage 2** is where you enter your personal details\*, and complete the Equality Monitoring Form (Part A) and Recruitment Efficiency Monitoring Form (Part B).

**You must complete each stage for your application to proceed!**

*\* When completing your personal details you should provide an email address which is private, accessible from anywhere and you intend to use for the foreseeable future. This email address must be unique to you i.e. do not allow a relative or friend to make an application using your email address as all future correspondence associated with the recruitment process will be sent to this email address.*

# Processing your application form



## **Processing your Application Form**

Your application will take 10 working days to process. Please do not contact us before this time has lapsed.

You will receive an email from us (within the 10 working days timeframe) indicating that your application form has been received and is being processed.

All applicants who submit a successful application form will then receive an invitation to complete the online Initial Selection Test (IST). This invite will be issued by week commencing 20<sup>th</sup> November 2017. The invitation will include the link to the online test, instructions on how to complete the test, and details of when the test will open.

In this email you will also receive your Unique Identifier (UID). You will need your UID if you are contacting us about your application, and throughout the selection process.

## **Security**

Working within any police service involves a number of risks. You are advised to be discreet about your application (in particular, information relating to test dates / sessions) and tell only people in whom you have confidence.

**In particular, appointment details should not under any circumstances be shared on social media sites such as Facebook or Twitter.**

# 4. Testing and Assessment

# The Online Initial Selection Test



## Initial Selection Test (IST)

All fully completed applications will be reviewed, and provided that you meet the eligibility requirements you will receive an email with instructions on how to complete your first test, the IST.

The IST is an online exam that will be available for access for a one week period. You will receive a unique link to your individual IST. This link is unique to you and must not be shared. **You will have ONLY ONE opportunity to submit a fully completed IST!** The online IST will be closed promptly and if you fail to meet that deadline you will not be able to progress. When you access your online IST you will be required to commit to an 'Applicant Agreement' which will outline certain stipulations, designed to protect the integrity of the IST, to which must adhere.

The IST is made up of two assessments especially designed by Deloitte for this recruitment process; a Verbal Reasoning Assessment and a Situational Judgement Test.

- **Situational Judgement Test** – The Situational Judgement Test will assess your ability in exercising judgement and making decisions in work-based scenarios. Within a set time period you will be presented with a series of passages depicting certain scenarios and a series of response options. You will be asked to choose which of the response options is 'most effective' and 'least effective' in relation to the scenario outlined
- **Verbal Reasoning Assessment** - The Verbal Reasoning Assessment will assess your ability to understand and accurately interpret written material. Within a set time period you will be presented with a series of passages and a series of statements. For each statement you will be required to choose whether you believe it to be 'true', 'false' or 'cannot tell-not enough information', based on the information provided in the passage.

You will be able to find a practice test for the IST on [www.joinpsni.co.uk](http://www.joinpsni.co.uk). You can opt to do both tests in one sitting or you can complete the Situational Judgement Test first, then do the Verbal Reasoning Assessment at a later stage, providing the IST is fully completed by the deadline given. **Please be aware that the IST will be re-tested during the Assessment Centre stage of the recruitment process for validation purposes!**

# Assessment Centre (1)



## The Assessment Centre

If you pass the IST, you will be given an appointment to attend an Assessment Centre. Assessment Centres are held in locations in and around Belfast. These sessions are held during weekdays with separate morning and afternoon sessions.

The Assessment Centre consists of a number of different exercises (including written exercises and role plays), is designed to assess you against the core Personal Behaviours for a constable. The Assessment Centre will include a re-test of the IST and your competence in ICT will also be assessed. The personal behaviours are outlined below and overleaf – you should familiarise yourself with these, and think about how you will demonstrate these behaviours to assessors:

### Accountability

**Serving the public** - Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints, share what we are doing and break down barriers between them and the police. Welcomes being held to account, understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

**Openness to change** - Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

**Service delivery** - Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

# Assessment Centre (2)



## Courtesy, Fairness and Respect

**Professionalism** - Acts fairly and with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrates courtesy, respect and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

## Collaborative Decision Making

**Decision making** - Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

**Working with others** - Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances

If you are invited to an Assessment Centre, you will receive a detailed breakdown via email of what to expect on the day including the different exercises used to assess you. **For your Assessment Centre you should act professionally, turn up 30 minutes before registration, and make sure you bring your ID. Also at Assessment Centre stage be ready to provide original evidence of your education qualification certificates!**

# Assessment Centre - Documentation Required



## Photographic Identification

You must bring photographic identification to your Assessment Centre, otherwise you will not be allowed to participate in the centre. The only forms of photographic identification accepted are outlined below:

- Passport
- Driving licence (with photograph)
- Northern Ireland electoral identity card
- EU National identity card
- HM Forces identity card
- Citizen card

## Education Certificates

If you are invited to attend an Assessment Centre you will be asked to provide copies of your educational qualifications for verification by our administration team. You must be able to prove that you have attained:

- A minimum of 5 GCSEs (or equivalent) at A\*-C grade, including Maths and English Language (detailed guidance on equivalent qualifications can be found on our recruitment website [www.joinpsni.co.uk](http://www.joinpsni.co.uk))

**If you have lost your original GCSE (or equivalent) certificates you should contact your examination board NOW, in order to request either replacement certificates, or a final certifying statement of results.**

# Disability Discrimination Act



## **Disability Discrimination Act**

Any applicant with a disability will be considered individually on their merit. This does not mean that people will be recruited who are not fit for the job. Consultation will take place with any individual who has a disability that might prevent them from undertaking the role of constable and consideration will be given to whether there are reasonable adjustments that can be made to enable them to do the job now and for a reasonable time.

## **Policy on Dyslexia or Other Specific Learning Difficulty**

If you have dyslexia, or another specific learning difficulty, and would like to be considered for an adjustment at the Initial Selection Test or Assessment Centre, you must declare this in your application form and be ready to submit your most recent report from a qualified Educational Psychologist or other suitably qualified professional (e.g. certain chartered psychologists or in some circumstances specialist teachers with a current Practising Certificate in SpLD Assessment). This must be provided to us within a very short time period, so please **get your paperwork in order now in readiness to send when requested!**

Your report will be reviewed by our specialist team and we will then notify you in advance of your assessment event about any adjustments (if any) that can be allowed.

**Candidates should highlight to us any intention to seek an adjustment in the recruitment process at the outset of applying.**

# Vetting (1)



You are required to be vetted as part of the recruitment process. If you have spent any time in the last three years outside the United Kingdom or Republic of Ireland you may have to provide a copy of your criminal record from the country / countries you have resided in. The process for checking varies from country to country. Where it is not possible to carry out necessary checks your application may not be processed further. you receive a request for vetting information you will be required to complete:

- The Police Service of Northern Ireland Part 1: Vetting Questionnaire for the PSNI; and
- Part 2: HM Government Security Questionnaire including Part 3: PSNI Recruit Supplement.

You will be required to complete these questionnaires within two weeks of receiving them (or you risk your application being discontinued).

There are two distinct types of vetting: Police Vetting and National Security Vetting (NSV). Police Vetting and National Security Vetting are separate processes both of which can take time to complete dependent on your personal circumstances. We are unable to specify how long someone's vetting will take but endeavour to ensure that there are no unnecessary delays.

**You can help by ensuring that you complete the vetting forms in full and answer all the questions in full!**

# Vetting (2)



## General Offences

**It is not possible to categorise and define succinctly every criminal conviction which would make you unsuitable for employment in the Police Service of Northern Ireland. However you will not be considered for appointment if you have served any of the following;**

- A Custodial Sentence;
- A Suspended Sentence;
- A period of detention at a Young Offenders Centre.
- If you have been convicted of causing death by reckless (or dangerous) driving;
- If you have received more than one period of disqualification from driving;
- Until 10 years has elapsed since conviction for any of the following: Dangerous Driving; 'Hit and Run Accident' offences; Drink Driving offences (including drugs); Driving Whilst Disqualified; Taking a Vehicle Without Authority; Vehicle Interference and associated forging or fraudulently altering documents;
- Until 5 years has elapsed since conviction for no insurance;
- Until 5 years has elapsed since conviction for two or more convictions for regulatory offences; and
- If you have been convicted on three or more occasions arising separately of any other offences under the Road Traffic Orders or any equivalent offences elsewhere within 5 years from the date of application. (Fixed Penalty Notices may be taken into consideration when the attendant circumstances indicate a disregard for the law).

# Vetting (3)



**Below are examples of some of the offences that will be considered during the vetting process and may make you unsuitable for employment in the PSNI**

## **Violent offences**

Violence related offences, including any domestic violence offences; grievous bodily harm (GBH) and Actual Bodily Harm (ABH), assault on Police

## **Public Order offences**

Involvement in riot, violent disorder, affray, threats to kill, causing fear or provocation of violence, causing intentional harassment, alarm or distress

## **Drugs offences**

Involvement in drugs including possession of a Class A, Class B and C drugs and/or supplying drugs of any kind.

## **Dishonesty related offences**

Offences which involve elements or acts of dishonesty, corruption, financial gain, loss, fraud and deception; burglary/theft by housebreaking.

# Vetting (4)



## Cautions

- If you have received an official recorded caution whether as a juvenile or adult, the caution will be the subject of further consideration. The final decision will be based on the nature of the offence and the period which has elapsed since the caution was administered.
- If you have received three or more recorded cautions, you will not be considered further until 3 years has elapsed since the date of the last administered caution.

## Other Police Determinations

The following may be taken into account during the vetting process: Fixed Penalty Notices (non-motoring offences), Juvenile / Adult informed warnings, Penalty Notice for Disorder (PND), Discretionary Disposal and Community Resolutions.

## Financial

You will also be referred to the Vetting Panel if you: have outstanding County Court Judgments (CCJs); are subject to a current Individual Voluntary Arrangement (IVA); have been registered bankrupt and your bankruptcy debts have not been discharged. Careful consideration will also be given when a Credit Reference Check reveals you have defaulted on accounts, had credit card, personal loan applications declined or withdrawn, had a default or termination notice issued by a bank or creditor.

## Social Media Activity

As part of your vetting application you will be asked to provide details of your email accounts as well as details of your various social media accounts. These accounts may be looked at during the vetting process. Any information found as a result of these checks which is believed to raise concerns regarding your suitability will be considered in the same manner as all other information available to PSNI in ensuring that appropriate personnel and decision-makers within PSNI have all relevant information available to them.

# Vetting (5)



## Vetting Panel

If during the vetting process there is information that gives cause for concern with regard to your suitability, the matter will be referred to the Vetting Panel. The Vetting Panel will consider each application, taking into account the individual circumstances, before making a decision. The following are some of the considerations that the Vetting Panel will take into account if you have a criminal conviction: the nature and gravity of the conviction(s) Fixed Penalty Notices, Juvenile / Adult informed warnings, Penalty Notice for Disorder (PND), Discretionary Disposal and Community Resolutions; your age at the time of the offence(s); did you disclose all convictions/cautions, Fixed Penalty Notices, Juvenile / Adult informed warnings, Penalty Notice for Disorder (PND), Discretionary Disposal and Community Resolutions; organisational and reputational risk; the extent and nature of the offending; the length of time since the last convictions/cautions.

If the Panel is of the opinion that you are unsuitable, you will be informed of this by letter and told that you may seek (in writing) to have the decision reviewed by the Independent Assessor.

## Independent Assessor

The Independent Assessor will review all appeals received against the decision of the vetting panel. The Independent Assessor is established under the Police (Recruitment) (Northern Ireland) Regulation 2001. The Independent Assessor will review all material made available to the vetting panel. The Independent Assessor's recommendations will be forwarded to the Chief Constable's Representative who is the final arbiter with regard to vetting appeals. There is no future appeal mechanism.

# Tattoos



**We recognise that having a tattoo does not necessarily prevent you from serving in or joining the Police Service of Northern Ireland. However, certain tattoos and their visibility may not be acceptable.**

All officers are required to adhere with the Corporate Uniform Standard. Therefore careful consideration will be given by the organisation to any tattoos on the head, face, neck and hands or tattoos which cannot be covered by uniform. This includes the size, nature and prominence of the tattoos in question.

1. Tattoos will be unacceptable if they are contrary to any of the equality areas identified in Section 75 of the Northern Ireland Act 1998 or are in contravention of the PSNI Good and Harmonious Working Environment.
2. Whether visible or not, tattoos will be unacceptable where they could reasonably be interpreted as offensive to members of the public or colleagues due to their content or alignment with a particular group.
3. The Police Service of Northern Ireland regularly engages with some of the most vulnerable members of society. Therefore, tattoos which conceal the identity of an officer to the extent where it would potentially inhibit their ability as a police officer to undertake their duties or which may make a member of the public feel uncomfortable, intimidated or threatened will be unacceptable.

**All applicants to the Police Service of Northern Ireland will be required to supply photographs of tattoos as a condition of the recruitment process. Tattoos must be described giving size, location and nature. A verifiable translation must accompany any tattoos containing non-English words, characters or representations.**

# Online learning



You will be required to **undertake and successfully complete approximately 10 hours of eLearning** material within a 4 week period.

The modules you will cover in the eLearning package include:

- Introduction to the PSNI
- Role and Standards of a Constable
- Policing with the Community
- Human Rights

# Physical Competence Assessment (PCA)



**There are many and varied roles within the PSNI, each requiring a certain level of physical and mental wellbeing and resilience.**

For safety and effectiveness, a level of physical competence is necessary to carry out the role of a constable. Consequently, the PSNI uses the Basic Physical Competence Assessment (PCA) to assess you. The Basic PCA reflects the physical operational requirements of a constable and is comprised of a number of activities such as running, crawling, climbing, balancing, lifting, carrying, dragging and weaving. These activities are incorporated into a circuit or obstacle course.

**In order to be successful, three laps of the PCA need to be completed within the required threshold of 3 minutes and 54 seconds!**

If you are successful at Assessment Centre, firstly you will be invited to a PCA familiarisation session. This gives you information about the test that you will have to complete.

You will be required to pass the PCA prior to being selected as a trainee constable and expected to maintain the level of fitness throughout Student Officer training and your probation period.

Candidates who fail the PCA are invited to complete one PCA Re-test twelve weeks after the initial PCA. In addition, candidates failing the initial PCA are given the opportunity to attend five PCA Support Sessions prior to completing their PCA Re-test. Candidates are also offered the opportunity to complete their PCA Re-test at any stage during the twelve week period.

PCA Support Sessions include:

- Warm up - 20m Shuttle Run
- PCA Familiarisation
- A practice of all elements of PCA
- One or two timed laps of the PCA
- Training advice provided by PSNI's Physical Training Instructors

**You can view a video demonstration of the PCA at [www.joinpsni.co.uk](http://www.joinpsni.co.uk) as well as view an indicative training plan. We would highly recommend all candidates read and follow this guidance!**

# Medical Assessment



## What happens at your medical assessment?

You will be assessed by an Occupational Health Nurse who will explain the process and request your consent to complete the following:

- Review of your Medical Health Questionnaire
- Height & Weight
- Lung function test
- Vision tests
- Hearing test
- Urine test

If appropriate you may also be seen by an Occupational Health Medical Adviser, who may in some circumstance carry out a physical examination.

## Following the medical assessment you will be considered to be one of the following:

- Medically fit, having met the required standards for the role and for entry to the police pension scheme; or
- Medically unfit, having not met the required standards\*; or
- Medically fit, but requiring an adjustment in the role which will be considered by the Police Service of Northern Ireland DDA Panel; or
- Medically fit, having met the required standards for the role but not eligible for the Police Pension scheme ill health benefits.

*\*Details of the Medical Appeal process will be provided to candidates declared unfit for the role or pension*

# Medical Standards



**You should be aware of the main medical standards that will likely impact on your medical assessment:**

## Body Composition Standard

It is expected that you will already have been adopting a healthy lifestyle with regard to diet and exercise before the medical assessment. You may not meet the medical standard if you are clinically obese.

## Hearing

Hearing loss of more than a total of 84 dB over 0.5, 1 and 2 kHz range, or more than a total of 123 dB over the 3, 4 and 6 kHz range in both ears, is unlikely to be suitable. When one ear is affected or when aids may overcome the difficulty, further assessment will be required to identify possible adjustments.

## Vision

You must meet the following eyesight requirements:

- Bilateral visual acuity, using corrective lenses if necessary of at least 6.6 (6/7.5 in the better eye and 6/12 in the other eye)
- Unaided acuity 6/36 binocularly
- Near vision N6 aided or unaided
- Normal visual fields
- Severe colour deficiency not acceptable

***NB: The medical standards are subject to ongoing review and therefore may change. You will be made aware of the medical standards that you are required to meet before your medical assessment***

# Substance Misuse Test



**You will be required to undergo a drug-screening test prior to being offered an appointment as a student officer. This is normally completed at the same time as the medical assessment.**

The biological material to be sampled as part of the pre-appointment process will usually be hair. You will be expected to provide 2 samples of hair of 3cm in length and containing at least 50 -100 strands of hair per sample. This will primarily be taken from your head, however on occasion, armpit or chest hair may be used.

If you have concerns regarding provision of three centimetres of hair, or have medical or religious reasons that would prevent you from completing the test, contact should be made in writing to the:

*Substance Misuse Manager*

Anti Corruption & Vetting

Police Service of Northern Ireland Headquarters, Brooklyn

65 Knock Road

Belfast

BT5 6LE

**Those who return a positive result from the drugs test will not be offered an appointment with the Police Service of Northern Ireland.**

This will not prevent you from applying for future recruitment programmes for the PSNI.

Deliberately attempting to obstruct the process will be treated as failing the test, and no re-test will be provided in these circumstances.

# **5. Induction, The Student Officer Training Programme and Off Duty Standards**

# The Course and Induction



## The Student Officer Training Programme

**Training takes place at the Northern Ireland Police College, Garnerville over a 23 week period.** The Programme is university accredited and results in the award of an Advanced Diploma in Policing (Level 5). The Programme incorporates a range of classroom teaching, practical exercises, online learning, written assignments and continuous assessment to develop the understanding, knowledge and skills required of a Police Constable. On successful completion of student officer training you will be formally attested as a Probationary Constable and will continue to develop your learning and competence in the operational environment over a two year period.

The training schedule is demanding and requires full attendance. Whilst there is a set amount of time off during the programme, this is pre-allocated and therefore you should not plan to take time off in advance for holidays etc. There will be study requirements outside of timetabled hours and occasional evening and weekend working may be timetabled. There is limited accommodation at the Police College which is available on application, based on travelling distance and other exceptional circumstances.

## Induction Day

Before you start your training you will be invited to an Induction Day at the Northern Ireland Police College, Garnerville where you will meet with your training team and representatives from the university who will explain course requirements and support services.

You will receive a tour of the Police College and will be measured for your uniform and other items of police equipment. Information will be provided on a number of topics relevant to your future career as a police officer including Occupational Health and Wellbeing, Personal Security and Human Resources. Importantly, you will be introduced to the standards and ethics which apply to everyone in the PSNI. There will be an opportunity for you to ask any last minute questions you may have.

# Online learning



## Learning Between Induction and Your First Day in the Police College

After Induction you will be required to **undertake and successfully complete further online learning material**. This material takes **approximately 20 hours and must be completed in order to commence the Student Officer Training Programme**. You will be given access to this information at your Induction Day. This will provide you with information and context to support your development as a student officer within the Police College.

*NB: There will be ongoing changes to the content of student officer training over the next number of months, and it is likely that this may result in minor amendments to the detail above. This booklet will be updated accordingly.*

# 23 weeks at the Police Training College



**In your first week at the college you will be introduced to Policing in the Community. You will have your first district visit where you will meet your new team and be introduced to the local area.**

Throughout the duration of the 23 weeks you will receive training in the following areas:

- The criminal justice system
- Problem solving and investigative skills
- Personal safety training
- Harassment, domestic abuse, missing persons
- Stop and search, what to do in the case of burglary, and robbery training
- Roads policing, drink driving, collision investigation
- Cordons legislation, cordon practical
- Tactical training

You will also have a visit to the courts.

Finally there is Attestation, when you graduate as a probationary police constable in the PSNI!

**Make sure you watch the 'Training at Garnerville Police College' video on [www.joinpsni.co.uk](http://www.joinpsni.co.uk) which helps bring your training to life!**

# Fitness and Firearms Competence



## Fitness

The Student Officer Training Programme requires a minimum of 3 training sessions to be completed each week.

Physical training is delivered by staff within the course timetable and additional sessions must be completed by student officers outside of timetabled hours. Physical training is focused on:

- Promoting personal responsibility towards physical fitness
- Developing skills for job related activity and promoting awareness of health and fitness
- Promoting an understanding of the relationship between physical and psychological wellbeing, personal fitness and operational policing.

**Student officers are required to successfully complete a Physical Competence Assessment at the end of the Student Officer Training Programme!**

## Firearms

Police officers are required to be trained to use and to carry a firearm whilst on duty. This means that they have:

- A requirement to attend and pass a Police Service of Northern Ireland accredited firearms course; and
- A requirement to attend and pass a Police Service of Northern Ireland firearms refresher training every six months for operational officers or yearly for non-operational officers.

# Off Duty Standards



All members of the PSNI are expected to maintain the highest standards of conduct in their personal life. In order to maintain these standards, the PSNI has a number of procedures in place, such as a requirement to abstain from political activity, requirements on police officers to disclose information about memberships of certain organisations, and guidance requiring officers to be circumspect on their use of social media, and in some cases, their relationships with social contacts.

Whilst Police officers are expected to be primarily focused on their police role, there may be some occasions where an officer may be permitted to hold a second job or business interest. This is subject to it not posing a conflict of interest, and not having a negative impact on an officer's ability to perform their police role to a high standard. Anyone seeking to hold a second job or business interest is required to apply for approval, and any approval will be subject to annual review.

All of these matters are contained in the 'Off Duty Standards Service Instruction' which can be found on the PSNI web-page here:

[www.psni.police.uk/inside-the-psni/our-policies-and-procedures/corporate-policy/off-duty-standards](http://www.psni.police.uk/inside-the-psni/our-policies-and-procedures/corporate-policy/off-duty-standards)

# 6. Your Benefits

# Your Salary



## Salary

The starting salary for student officers appointed from this competition will be £19,773.

All student officers enter at point (a) and remain on point (a) until graduation from the 23 week programme. After graduation, student officers become Constables and move on to point (b).

On completion of two year's satisfactory service (probationary period) the constable will then move to point 2.

Thereafter the officer moves up the pay scale in line with their incremental date and subject to satisfactory performance as assessed in their individual performance reviews. An officer's incremental date is normally the anniversary of the date that they joined the service.

With regards to serving officers from other Police Services it should be noted that in terms of starting salary at time of offer, the pay and conditions of candidates with previous police service would be reviewed by PSNI in regard to considering the offer of a comparable salary within the Constable pay scale and the starting pay point on graduation.

In addition to the above, the Northern Ireland Transitional Allowance (NITA) is also payable to all PSNI officers. The current rate of NITA with effect from 1 September 2017 is £3,225 per annum.

Pay Point	With effect from 1/9/2017
On commencing service as a PSNI trainee	£19,773 (a)
On commencing service as a probationary PSNI constable	£23,124 (b)
2	£24,171
3	£25,224
4	£26,277
5	£28,380
6	£32,616
7	£38,382

# Your Pension



## **Pension Scheme**

Current Police Officers who join the PSNI through either the recruitment process or transfer and who are already members of the Police Pension Scheme (PPS) 1988 in NI and 1987 in GB or the Police Pension Scheme 2006, will remain in that Police Pension Scheme until the date awarded to them by their previous police service under the 2015 Police Pension Reforms, provided they make contact with the Police Service of Northern Ireland Pensions Branch prior to joining the PSNI.

Those officers re-joining or joining the Police Service of Northern Ireland for the first time will be required to join the Police Pension Scheme 2015. Officers will be able to transfer their pensionable service into the 2015 scheme. Previous service in either the PPS 1988/2006 scheme can also be transferred upon receipt of application to transfer.

# Your Holidays and Other benefits



Whilst in the College you are entitled to 9 days annual leave spread throughout the 23 week training period\*, with a further 13 days to take in the remainder of your first year.

Officers below the rank of Superintendent and with less than 2 years relevant service are entitled to 22 days annual leave.

In addition to annual leave entitlement Police Officers are entitled to 8 Public Holidays on New Year's Day, St Patrick's Day, first Monday in May and last Monday in May, 12th July, last Monday in August, Christmas Day and 26th December and in addition in any year where New Year's Day, Christmas Day or 26th December falls on a Saturday or Sunday any substitute day.

*\*Leave shall be taken only on the days outlined in the Student Timetable or with the express permission of the Inspector Foundation Training*

# Other benefits



## **Newforge Country Club**

Newforge Country Club is home to the Athletic Association and is where the majority of the PSNI social and sporting clubs are based. PSNI Officers are automatically entitled to become members of Newforge Country Club. You will be able to avail of the modern and comfortable recreational facilities and will be encouraged to socialise with family and colleagues in the relaxed and friendly surroundings. The Country Club has a well-equipped Leisure and Fitness Club offering therapy and spa services, as well as a range of sports pitches.

Newforge Country Club hosts a variety of services for members (often at preferential rates), including Travel Agency Services, Car Sales, Insurance Services, Independent Financial Advice, Conference / Wedding Facilities and a Gift Shop.

PSNI is committed to supporting front line policing by providing sports hall and fitness room facilities at major sites namely Antrim Road, Ardmore, Enniskillen, Garnerville, Mahon Road, Maydown and Steeple. Most other police stations are equipped with smaller fitness rooms containing high quality training equipment which is provided and maintained by Physical and Health Education.

## **Police Mutual**

Police Mutual offers a wide range of products and services to meet the needs of serving or retired Police Officers, Police Staff and their families. Whether you're looking to set up regular savings or investments product with a built-in guarantee, value for money insurance, high-quality healthcare or advice on finding a mortgage all of these facilities will be available to you. PSNI Officers serving or retired, Police Staff, Part-Time Reserves, partners and families are eligible to become members of the Police Mutual. For more information and more details of the benefits refer to [www.policemutual.co.uk](http://www.policemutual.co.uk).

# 7. Contact us

# Contact Us



During this recruitment process, our primary form of communication with you is via email. This is so we have a detailed written record of communication between you and the Deloitte Recruitment Team, and for security purposes. When you apply you will be asked to provide a valid, working email address, to which you have ongoing access. Failure to provide an accurate, working email address may lead to your application being rejected.

If you have a query, please use the contact details below. Please do not telephone Deloitte reception as they will not be able to transfer your call. You should also note that we will only communicate with you about your application. (We cannot communicate with any third party, e.g. parent, guardian, relative or friend, about your application unless we have your written permission to do so).

When you contact us please include as many personal details as possible. Where possible please include your Name and UID Number when you contact us. Please let us know of any changes in personal details by email.

If we receive an email we will reply to you within 10 working days. If we cannot deal with your email within 10 working days of receiving it, we will tell you why, and let you know if there is anything further you need to do.

Please remember that it is your personal responsibility to check your email folders for communication from us. This includes 'junk' folders, as some email providers filter emails from us. Once an email has been sent, it is your responsibility to ensure that you read it, and take appropriate action. Please check your email folders frequently, bearing in mind that we may contact you at short notice.

For more information on what you can expect from the recruitment team during the recruitment process you should read the 'Candidate Charter' which you can find via <https://www.joinpsni.co.uk/uploads/1506031937-candidate-charter-2017-09-21.pdf>.

**Email us at:** [info@joinpsni.co.uk](mailto:info@joinpsni.co.uk)

**Visit our website:** <http://www.joinpsni.co.uk/>