



Constable Recruitment 2020 Guidance for Applicants



N.B. Guidance within this booklet is relevant specifically to the 2020 recruitment process.

Eligibility criteria and other information is subject to review between recruitment campaigns.

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Eligibility criteria and other information is subject to review between recruitment campaigns.



Why Join?



No doubt you'll be asking yourself, "Is it the career for me?"

- If showing you **care** is second nature
- If you can **listen** to others and help towards solving their issues
- If you're willing to step forward and **act** when others won't
- If you want to contribute to **Keeping People Safe**

...a career in the PSNI could be the career for you.

Why Join? - It's a big commitment – why take that step?

As an organisation, the Police Service of Northern Ireland is aware that you will have lots of career options and other employers to choose from. Therefore, we aim to make your choice to join as worthwhile and rewarding as we possibly can. You'll be joining a team of like-minded colleagues, determined to make a difference in their local communities. **Make it a career.**

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.

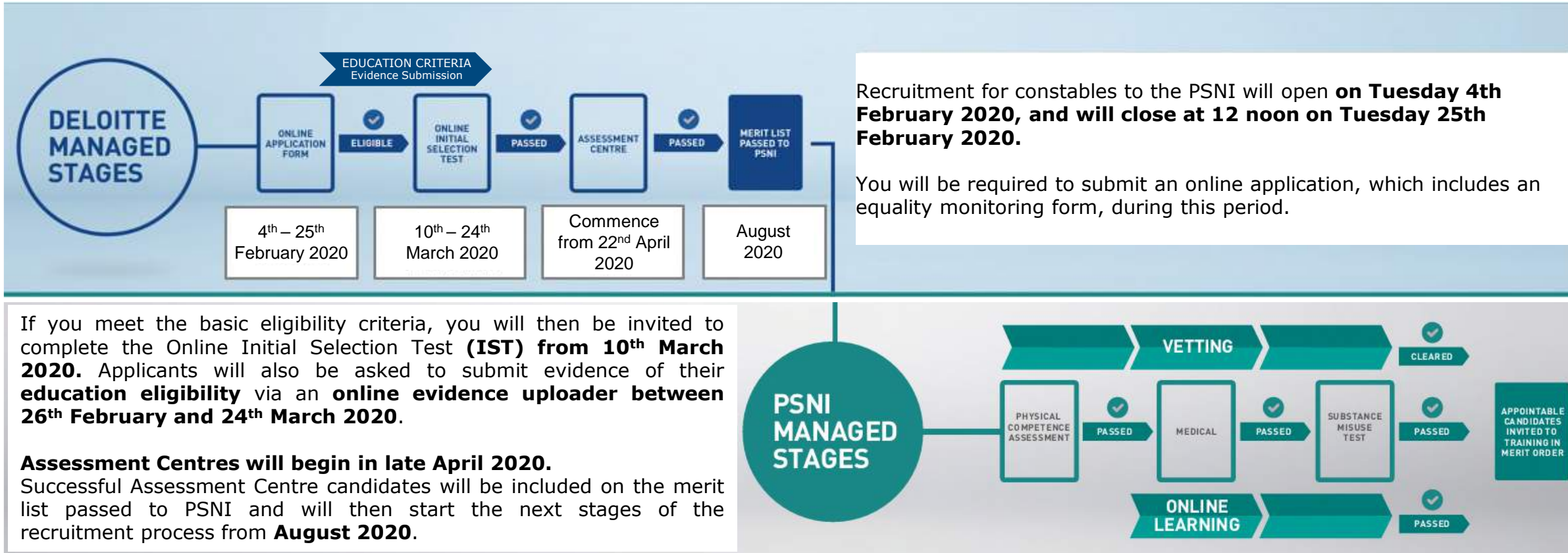
We wish you the best of luck in your application for the Police Service of Northern Ireland and we look forward to receiving your application!

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



The Recruitment Process

Recruitment timeline and the stages you will go through

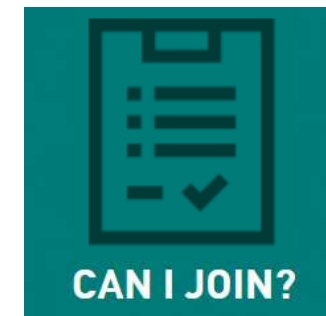


Please note that all timelines are indicative and may be subject to change. If timelines change applicants will be informed.



CAN I JOIN?

What are the basic requirements to be a Police Officer?



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

1. Age

You can apply from the age of 17. However, on appointment, you must have reached the age of 18 years and be no more than 57 years.

- Your 17th birthday should be on or before 25th February 2020
- Your 57th birthday should be on or after 25th February 2020

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.

N.B. Applicants currently undertaking the process of applying for British citizenship by naturalisation will not be eligible to join the PSNI.

Please note that the **PSNI does not yet have any formal guidance from Government as to the implications of EU Exit on immigration legislation and the possible impact on police recruitment.** Such guidance has not yet been formalised, but it is expected that this will become clear in due course. Any relevant updates will be communicated to applicants when known.



3. Education

You must have achieved a minimum of 5 GCSEs (or equivalent*) at A*-C grade, including English Language before **24th March 2020**.

You will be asked to provide evidence of exam certificates via an online Evidence Uploader. This will be available from 26th February to 24th March 2020. Please make sure that you prepare now and have your paperwork in order so that you can demonstrate eligibility. Detailed instructions will be provided to guide you through uploading of evidence.

If you do not currently have the original certificates for your qualifications, please obtain these now by contacting the relevant examination board who may be able to supply a replacement certificate or a Final Certifying Statement of Results. (school reports or 'results-day' information slips will not be accepted). You should be aware that processing of replacement certificates can take up to 6 weeks (depending on the Exam Board), thus we strongly recommend that you **order replacements now** (if required).

*Please see the guidance on **equivalent qualifications** at <https://www.gov.uk/what-different-qualification-levels-mean>. Additional guidance on equivalent qualifications can also be found [here](#).

If your qualifications were obtained outside the UK or Republic of Ireland we would advise you to refer to **UK NARIC** via <https://www.naric.org.uk/naric/individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx> to obtain formal comparison of your qualifications. Please note that it is the responsibility of all candidates to ensure that their education qualifications meet the criteria required.

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 and Evidence Uploader;
- Through an online Initial Selection Test;
- At the Assessment Centre;
- Through completion of online training courses.



HOW DO I JOIN?

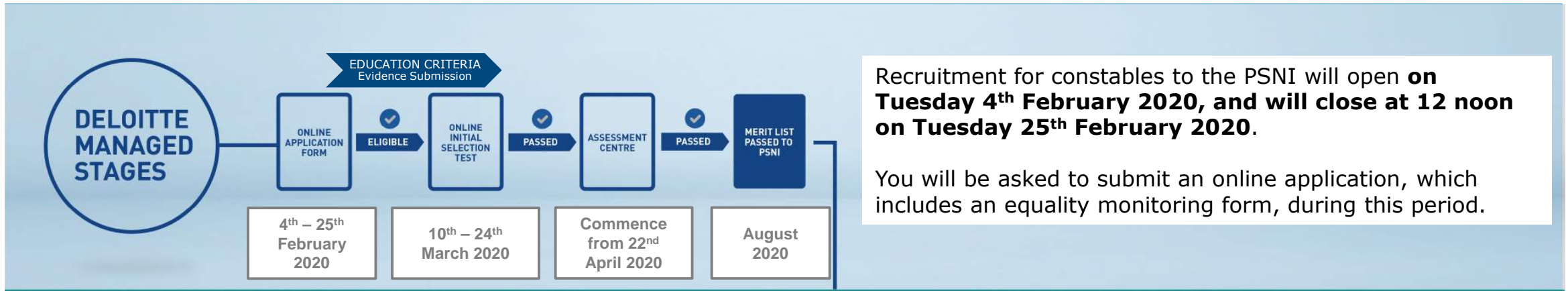
Everything I need to know before applying

The Deloitte managed stages of the recruitment process

Deloitte is contracted to act as independent recruitment agent for PSNI constable recruitment.

Deloitte is responsible for facilitating the following stages of the recruitment process:

- The Online Application stage
- The Initial Selection Test stage, and
- The Assessment Centre stage.



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

If you meet the basic eligibility criteria, you will then be invited to complete the Online Initial Selection Test (**IST**) from **10th March to 24th March 2020**. Applicants will also be asked to submit evidence of their **education eligibility** via an **online evidence uploader** between **26th February and 24th March 2020**.

Assessment Centres will begin in April 2020. Successful Assessment Centre candidates will be included on the merit list passed to PSNI and will then start the **next stages of the recruitment process from August 2020**.

Read on to find out more information on each of the stages noted above.

--Guidance / Information Subject To Review In Advance Of Future Recruitment--



**1 - ONLINE
APPLICATION**



1 - ONLINE
APPLICATION

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 within the 'Can I Join?' section 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).

Before you apply, ask yourself... [Can you commit?](#) You must complete each stage for your application to proceed!

Under the General Data Protection Regulations (GDPR), submitting an application form indicates your consent for your personal details to be processed for the purpose of the recruitment process, and if successful, for your personal details to be forwarded to PSNI.

**When completing your personal details you should provide an email address which is private, accessible from anywhere and which 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

Your application will take up to 10 working days to process. Please do not contact us before this time has lapsed. Should you need to contact the Deloitte Recruitment Team to notify us of errors or changes that may be required to your application, please do so at your earliest convenience.

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 10th March 2020. The invitation will include your personal link to the online test, instructions on how to complete the test, and details of when the test will open and close.

During application stage you will also receive your Unique Identifier (UID). You will need your UID if you are contacting us about your application, and throughout the recruitment 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.



1 - ONLINE
APPLICATION

Disability Discrimination Act

Any applicant with a disability will be considered individually on their merit. 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 by 26th February 2020, 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.

If you applied to the 2018 constable recruitment campaign and provided evidence which was approved for reasonable adjustments, you will be given the opportunity to declare this within the application form. You will not have to resubmit your evidence for approval once again (however evidence may be requested from you for follow up so please be prepared to send this when requested). Please note that all declarations regarding previous approval in 2018 will be verified.

Candidates should highlight to us any intention to seek an adjustment in the recruitment process within the reasonable adjustment section of the application form.



Providing Evidence in relation to the Education Eligibility Criteria

Online Evidence Uploader

As part of your application you will be asked to confirm that you can provide full and final evidence of your eligibility in relation to the Education Eligibility Criteria when required.

After we have reviewed your application form, you will be asked to upload evidence via an online Evidence Uploader.

Detailed instructions will be provided to guide you through this process after the close of applications.

The online Evidence Uploader will be available from 26th February 2020 to 24th March 2020. You must ensure that you submit your evidence within this timeframe as it cannot be accepted after the deadline.

You must be able to provide evidence that you have attained:

- A minimum of 5 GCSEs (or equivalent) at A*-C grade, including English Language

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.

The certification deadline for this campaign will be 24th March 2020 (for the completion of qualifications).

In exceptional cases, where the qualification has only recently been completed (e.g. during late 2019 / early 2020), but not yet certified, exceptions to the certification date may be considered, providing formal supporting evidence is available.



2 - ONLINE INITIAL SELECTION TEST



2 - ONLINE INITIAL SELECTION TEST

Online 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 the Initial Selection Test.

The IST is an online exam that will be available for access for a limited 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 you must adhere.

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

- **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 via the 'How Do I Join?' page of www.joinpsni.co.uk. Both elements of the IST must be completed in one sitting, and the full assessment must be 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!**



3 - ASSESSMENT CENTRE



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). You will be tested against the [Competency Values Framework \(CVF\) for Policing Professionals in a simulated policing environment](#). Your competence in computer literacy will also be checked. The Assessment Centre will include a re-test of the IST.

If you are invited to an Assessment Centre, you will receive an email which outlines the date and time at which you should arrive. The email invitation will include a summary of what documents you will need to bring with you. Visit the Assessment Centre section of [How Do I Join?](#) for more information on what to expect on the day including the different exercises used to assess you. [Please arrive 30 minutes before registration.](#)

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

Electronic devices

Electronic recording or communication devices are not permitted at the Assessment Centre. This includes mobile phones, smart phones, tablets, iPads, wearable technology. You may bring a standard wristwatch to help you keep track of time.

The PSNI selection process (including the IST and Assessment Centre) is a bespoke design which is delivered by and copyright to Deloitte. Please be cautious of unofficial training providers engaged in tutoring potential applicants on elements of the process. These training providers are not endorsed. N.B. no one outside of the Deloitte design team has the appropriate knowledge to help applicants prepare.

The Competency Values Framework*

The Assessment Centre you will participate in will assess you against the Competency Values Framework for Policing Professionals.

In preparation for your Assessment Centre you should study the information provided by the **College of Policing** in relation to the CVF. Think about how you will demonstrate these values and behaviours to assessors at your Assessment Centre. (Please note that your assessment will measure against **Level 1 – Practitioner Level** of the CVF).

- For further **general information** on the Competency Values Framework, please visit The College of Policing's website:

<https://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Pages/Competency-and-Values-framework.aspx>

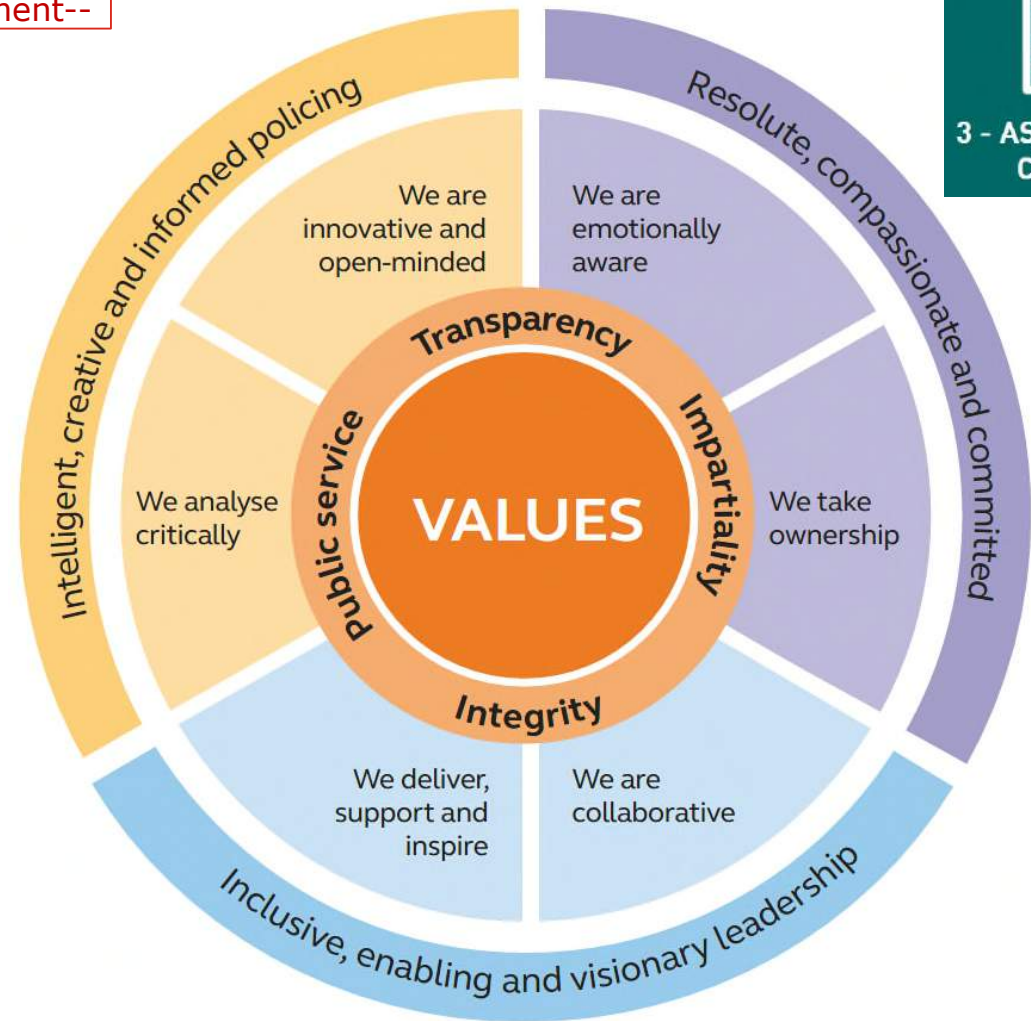
- More detailed information outlining the **key elements of the CVF** against which you will be assessed are included via the following link. The information includes a list of behaviours which you should aspire to and demonstrate during your Assessment Centre:

https://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

- While preparing focus your attention on this document as follows:
 - **CVF Values:** Pages 5-6
 - **CVF Clusters / Competencies:** Pages 7-18

* Source: [College of Policing Ltd](#)

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The Competency Values Framework

The framework has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. (Your assessment centre will measure against Level 1 – Practitioner). All of the competencies are underpinned by four values that should support everything we do as a police service.



The PSNI managed stages of the recruitment process

If you are included in the merit list passed to PSNI by Deloitte you will be required to complete the following pre-employment stages of the recruitment process:

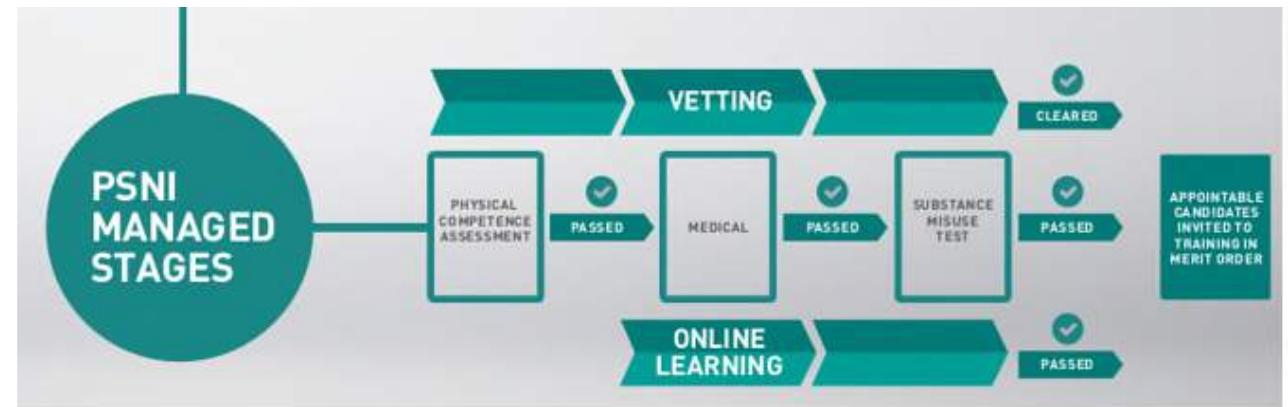
- Vetting
- Physical Competence Assessment
- Online Learning
- Medical
- Substance Misuse Test

If you subsequently pass all 5 PSNI managed stages, you will be considered appointable.

You will be contacted with an offer in merit order when a place becomes available.

Before starting training you will be invited to an Induction Day at the Police College to learn more about your training, meet your new colleagues, and chat to other officers about their experiences. You will also be fitted for your uniform. The Student Officer Training Programme will last 23 weeks and will be based at the Police College, Belfast.

Read on to find out more information about the PSNI managed stages of the recruitment process.





4 - VETTING



Understanding the Vetting Process for the Police Service of Northern Ireland

As part of the recruitment process, you will be required to complete the vetting questionnaires. You can ensure that the process is as smooth as possible by ensuring that you complete the vetting questionnaires and answer all the questions in full.

Part 1: Vetting Questionnaire for the Police Service of Northern Ireland;

Part 2: HM Government Security Questionnaire;

Part 3: PSNI Student Officer Supplement.

You will be required to complete and return these questionnaires within **two weeks** of receipt. If you fail to return your completed vetting questionnaire within two weeks your application may be discontinued.

There are two distinct types of vetting: Police Vetting and National Security Vetting (NSV). Both types of vetting are separate processes and can take time to complete dependent on your personal circumstances.

During the vetting process you may be contacted by the Service Vetting Unit in respect of information provided in your vetting questionnaire. It is therefore important that you provide up-to-date contact information when completing your vetting questionnaire. Failure to respond to the Service Vetting Unit within two weeks will result in your vetting application being discontinued and the Recruitment Team will be informed that you have failed to comply with the vetting 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 vetting application may not be processed further.



Interview

If during the vetting process there is information that requires further clarification, you may be invited to attend an interview with the Service Vetting Unit. The success of the vetting interview, as with other aspects of vetting, depends largely on your honesty. Therefore, absolute honesty is required and any deceit at any stage of the process may affect your application. Lying, concealing the truth, or deliberately withholding information when completing your vetting questionnaire or during a vetting interview is a very serious matter, whether it comes to light immediately or at some later stage.

Disclosure and compliance with the vetting process

It is necessary to disclose all information as stated in your vetting application. Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your suitability.

Risk Management Agreements

As part of the vetting process there may be occasion you will be asked to enter into a Risk Management Agreement (RMA). These agreements are designed to help mitigate against the identified risk created by your personal circumstances. Failure to agree to an RMA may result in your vetting being discontinued.



PSNI Recruit Vetting Panel

If during the vetting process there is information that gives cause for concern with regard to your suitability, your application will be referred to the Panel who will decide on your suitability.

Independent Assessor

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 established under the Police (Recruitment) (Northern Ireland) Regulation 2001.

The Independent Assessor will review your case. The Independent Assessor may request additional information from the Panel following your appeal. This may delay any vetting decision as your application may have to be returned to the Panel to be re-considered.

The Independent Assessor's review will be forwarded to the Chief Constable's Representative (Assistant Chief Constable) who is the final arbiter. There is no further appeal mechanism.

If you have any queries in respect of vetting please forward your query to recruitvetting@psni.police.uk



General Offences

It is not possible to categorize and define succinctly every criminal conviction which would make you unsuitable for employment with 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 or GBH by dangerous or reckless driving or if you have received more than one period of disqualification from driving;

Furthermore, you may not be considered

- Until 10 years has elapsed since conviction for any of the following: Dangerous Driving; 'Hit and Run Accident' offences involving injury; Drink Driving offences (including drugs); Driving Whilst Disqualified;
- Until 5 years has elapsed since conviction for no insurance;
- 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).

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

- Violent offences;
- Public Order offences;
- Drugs offences;
- Dishonesty related offences.



Cautions

If you have received an official recorded caution, whether as a juvenile or adult, the caution will be the subject of further consideration. Furthermore, if you have received two or more recorded cautions arising out of separate incidents, you will not be considered until 3 years has elapsed since the date of the most recent caution.

Other Police Determinations

The following may also 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.

Following are some of the considerations that the Panel will take into account -

1. The nature and gravity of the offence(s);
2. The extent and nature of the offending; the length of time since the last offence;
3. Your age at the time of the offence(s);
4. Whether you disclosed all relevant information relating to criminal convictions and related matters;
5. Any associated information in relation to the offence(s) which may suggest an unsuitability to hold vetting clearance;
6. Any organisational and/or reputational risk to PSNI.

The Panel will also thoroughly examine the nature of the above in terms of the level of dishonesty, deceit, indecency, violence, hate crime, sectarianism and/or disregard for the police, policing or the safety of police personnel.



Ongoing Criminal Proceedings

If you have been arrested, have an outstanding charge or summons or are subject of a police investigation your vetting application will not be progressed until the case has been concluded. If your vetting has been completed and you become subject to any of the aforementioned your vetting will be suspended and you will not be considered for appointment until such time as an outcome has been determined.

Personal Finances

If you have any 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 then your application will be considered by the Panel.

Careful consideration will be given when a Credit Reference Check reveals you have defaulted on accounts, had credit card, personal loan applications declined or withdrawn or had a default or termination notice issued by a bank or creditor. The Service Vetting Unit may contact you to provide further information regarding your finances.

Social Media Activity

As part of your vetting application you will be asked to provide all details of your email accounts as well as details of all social media accounts. Any information found which is believed to raise concerns regarding your suitability will be considered in the same manner as all other information available.

Inappropriate Associations

It is essential to ensure public confidence and protect the information that the Police Service of Northern Ireland holds. The public should receive the highest standards from all representatives of the organisation which includes not only their actions, but the company they keep. These associations will therefore be considered as part of the vetting process.

An association with an individual or group will be considered inappropriate and will not be acceptable where it has potential to compromise a member of the organisation, compromise the operations of the Police Service of Northern Ireland or compromise the reputation of the Police Service of Northern Ireland.

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.

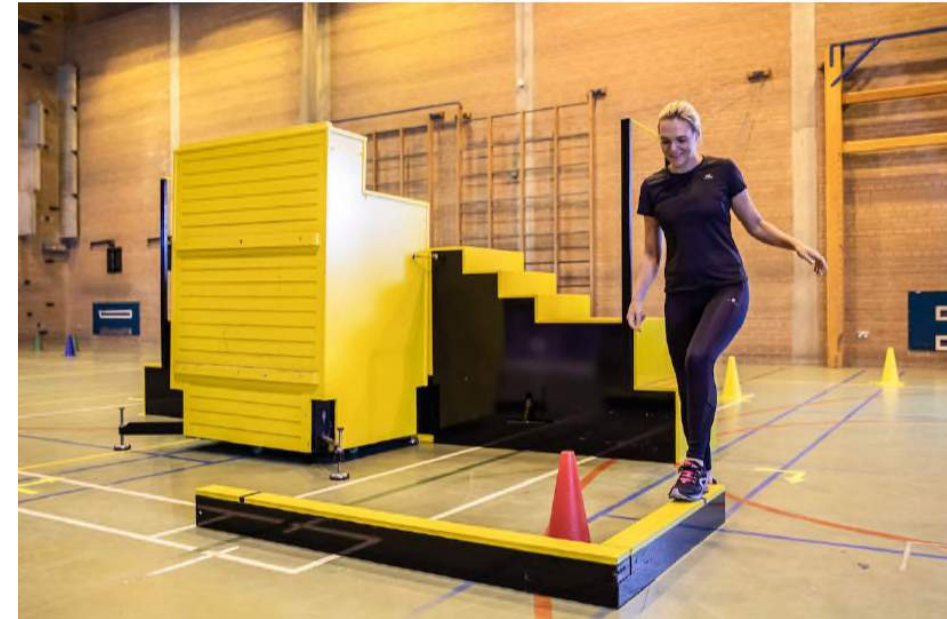


5. PHYSICAL COMPETENCE ASSESSMENT

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 4 minutes and 30 seconds during recruitment*. (*4 minutes within PSNI).



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 have passed the PCA prior to being appointed as a Student Officer and are expected to maintain the level of fitness throughout Student Officer training and your probation period.

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

Candidates who do not pass the PCA are invited to complete one PCA re-test twelve weeks after the initial PCA. In addition, candidates not passing 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





6. ONLINE LEARNING



You will be required to **undertake and successfully complete approximately 16 hours of eLearning** material within a 4 week period.

The modules you will cover in the eLearning package include:

- Observation and Experience
- Understanding Community Relationships
- Communicating in your Community
- Problem Solving and Decision Making



7. MEDICAL EXAMINATION

What happens at your medical?

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 circumstances 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*

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



8. SUBSTANCE MISUSE TEST



You will be required to undergo a pre-employment Substance Misuse Test. This is normally completed at the same time as your medical assessment.

The biological material to be sampled as part of the pre-employment process will be hair. You will be expected to provide two 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. On occasion (such as cases of inability to grow head hair) armpit, chest, back, leg, arm hair may be used.

If you are unable to provide the necessary length and amount you should inform the **Substance Misuse Manager by e-mail at substancemisuse@psni.police.uk two weeks before your appointment** and provide a reason why you are unable to provide the appropriate sample (please note that cosmetic reasons for having short hair is not an acceptable reason). This also includes any medical or religious reasons that would prevent you from completing the test. Deliberately attempting to obstruct the process will be treated as failing the test, and no re-test will be provided in these circumstances.

If you are on any prescribed medication, you should bring proof of prescription to your pre-employment test.

If you attend your appointment and have insufficient hair for your pre-employment test to be completed and you have not contacted the Substance Misuse Manager prior to your appointment, you will not be tested. A new test will not be offered until such times as you are able to provide a sample.

If you have a positive test result you will not be offered an appointment with the Police Service of Northern Ireland. Where you consider that the process was not correctly applied, you can appeal this decision and can opt to have your second sample tested at your own cost.



INDUCTION &
TRAINING

Your Learning & Development in the Police College

The Course and Induction



The Student Officer Training Programme

This takes place at the Police College, Belfast over a 23 week period. The Programme is university accredited and results in the award of an Advanced Diploma in Policing. 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 the Student Officer Training Programme, you will be formally attested as a Probationary Constable.

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 required. 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 in the Police College, you will be invited to attend an induction event where you will meet with your training team and representatives from the university who will explain course requirements and support services available to you.

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. You will also be informed which Policing District you will be attached to on completion of the Student Officer Training Programme.

Online learning



Learning Between Induction and Your First Day in the Police College

After Induction you will be required to **undertake and successfully complete the Pre Entry Knowledge Course before commencing the Student Officer Training Programme.** This material takes **approximately 20 hours and must be completed in order to commence the 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.

23 weeks at the Police College



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

During the 23 week programme, you will learn about:

- The Criminal Justice system
- Problem solving and investigative skills
- Personal safety
- Harassment, domestic abuse, missing persons
- Stop and search, dishonesty offences such as theft, burglary & robbery
- Road safety, collision investigation and drink driving
- Vulnerability, neurodiversity and safeguarding
- Communication, de-escalation and interpersonal skills

You will also visit the courts and take part in multiple operational policing simulations.

Finally there is Attestation, when you attest as a probationary police constable in the PSNI.

Make sure you watch the 'Learning & Development in the Police College' video on 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.

Probationary Officer Development Programme



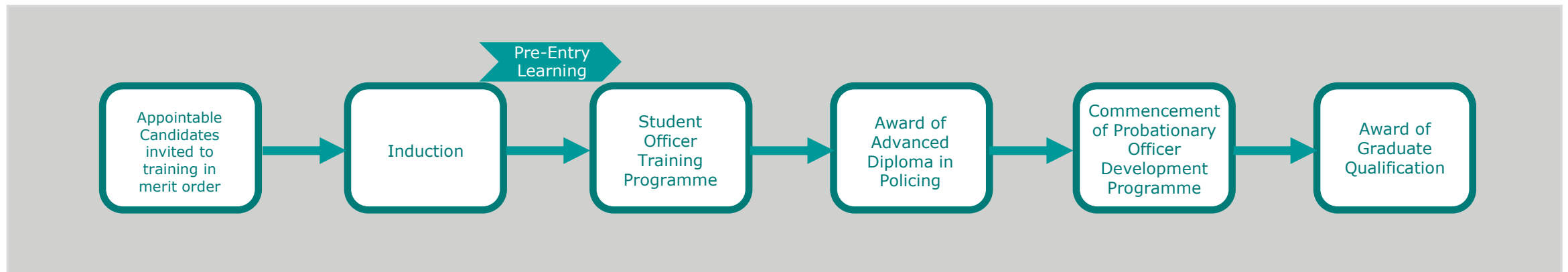
On successful completion of the Student Officer Training Programme, you will commence the Probationary Officer Development Programme. This programme will take place over a two year period and will develop your learning and competence in the operational policing environment.

Applicants recruited during this campaign will have the benefit of a new and enhanced Probationary Officer Development Programme which incorporates problem solving, community policing and accredits applied policing practice, aimed at better meeting the development needs of the modern day police officer.

The programme will be jointly delivered with Ulster University and will lead to the award of a **BSc (Hons) Policing and Criminology (Applied Practice) for undergraduate applicants or other graduate level award for those applicants who already hold a recognised qualification.** Before your 2 year probationary period ends, you must successfully complete the Probationary Officer Development Programme.

This programme is challenging but achievable. Our learning and development programme is a modular programme which will build upon your existing knowledge (from GCSE level or equivalent). We will support your development throughout the Student Officer Training Programme through to the award of the Advanced Diploma in Policing. Following completion of the Advanced Diploma in Policing, you will be continually supported to enable you to complete your probationary period and achieve the graduate level award.

Your learning and development journey



Supporting you throughout your learning and development journey



There are a number of academic and pastoral support arrangements available to you during your time as a Student Officer and Probationary Constable which include –

- PSNI and University led tutorials
- Examination Study Clinics
- Modular Examination Practice Questions
- An allocated Student Support Officer and single point of contact (SPOC)
- Student Support and Development Panel which monitors individual student performance, identifying developmental and supportive intervention requirements
- A range of Occupational Health & Wellbeing Services
- A range of educational support services including reasonable adjustments to facilitate additional educational requirements or specific learning needs
- Fully funded access to a visual stress clinic



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 for 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.psnipoliceukglobalassets/advice--information/our-publications/policies-and-service-procedures/off-duty-standards-280818.pdf



MY SALARY AND
BENEFITS

Salary and Benefits

Your Salary



Salary

The starting salary for student officers appointed from this competition will be £20,673.

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

On completion of two year's satisfactory service as a Constable (probationary period) an officer will move to point 2 of the pay scale.

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 were attested as a Probationary Constable.

Pay Point	With effect from 1/9/2019
On commencing service as a PSNI trainee	£20,673 (a)
On commencing service as a probationary PSNI constable	£24,177 (b)
2	£25,269
3	£26,370
4	£27,471
5	£29,670
6	£34,098
7	£40,128

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 will be placed on a pay point based on their confirmed reckonable service dates.

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 2019 is £3,372 per annum.

These pay scales are reviewed on an annual basis.

Your Pension



Pension Scheme

Police Officers who join the PSNI through the recruitment process and who are currently active 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 automatically enrolled into the Police Pension Scheme (NI) 2015. Officers will be able to transfer their pensionable service into the PPS (NI) 2015 scheme. Previous service in either the PPS 1988/2006 scheme can also be transferred upon receipt of application to transfer.

Further information is available via <https://www.psni.police.uk/inside-psni/pension-information/>.

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 the potential for a further 13 days for the remainder of your first year, dependent on the date of entry into the leave year, which runs from April to March.

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 permission of the Inspector Foundation Training*

** *In 2020 this Public Holiday will move to Friday 8th May 2020*

Other benefits



Newforge Sports Complex

Newforge Sports Complex is home to the Athletic Association and is where many PSNI sports and social clubs are based. PSNI Officers may become members of the Athletic Association and avail of the modern recreational facilities with family and colleagues in relaxed, comfortable and friendly surroundings. The Complex has a well-equipped Leisure and Fitness Club offering personal training and Cryospa services, as well as a range of grass sports pitches. In 2019 Newforge began an £8 million development of the complex which will be finished in 2021. This includes new artificial sports pitches for football, five-a-side, rugby and hockey; courts for tennis; artificial bowling green and an indoor sports arena with a state of the art fitness centre and strength & conditioning suite.

The Complex also hosts a variety of services for members (often at preferential rates), including Credit Union, Physiotherapy, Podiatry, Car Sales, Insurance Services, Independent Financial Advice, Travel Agency Services, Restaurant, Banquet/Conference Facilities and a Gift Shop. For more information please visit <https://www.newforge.com>

Sports hall and fitness room facilities

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 Unit.

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 a 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.



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. 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 5 working days. If we cannot deal with your email within 5 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 www.joinpsni.co.uk.

Of particular note, you should be aware that if you have a concern or complaint, you must raise the matter immediately (e.g. in person at an assessment venue) and by email. With reference to the IST/Assessment Centre stages, a **full appeal/complaint** must be lodged in writing by email **within 7 calendar days of any incident**. Matters raised outside of this timeline cannot be considered.

Contact Us



- **Email us at:** info@joinpsni.co.uk
- **Visit our website:** <https://www.joinpsni.co.uk/>

If you are successful at Assessment Centre stage you will be provided with contact details for the Police Recruitment Team, PSNI.