

Deloitte.



Constable Recruitment

2025 Guidance for Applicants

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Police Service
of Northern Ireland

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N.B. Guidance within this booklet is relevant specifically to the 2025 recruitment process.

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 you are focused, empathetic and a great listener
- If you are willing to step forward for your community
- If you always do the right thing
- If you want to contribute to keeping people safe

...a career in the Police Service of Northern Ireland 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.

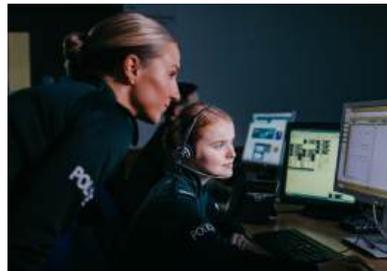
No two days will be the same when you are a constable - your days will vary with a wide range of responsibilities and activities, and you will be supported by a committed team who will help guide you through your early days in training.

The Police Service of Northern Ireland offers 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



Police Service
of Northern Ireland

Recruitment for constables to the Police Service of Northern Ireland is due to take place in early 2025.

The specific dates for each stage of the Deloitte Managed Stages of recruitment will be communicated in advance. Check the 2025 Application Process Flow Diagram on our homepage (www.JoinPSNI.co.uk/police-officer) for updates on the planned timeline.

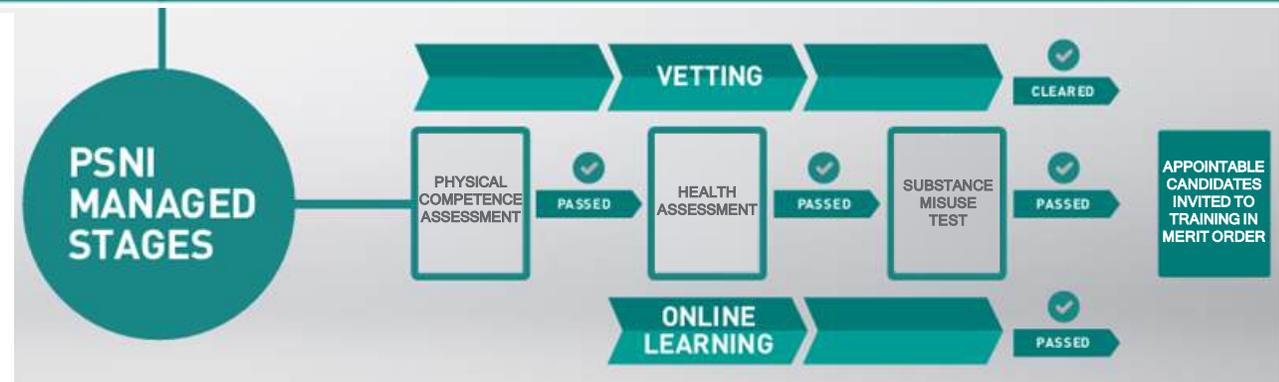
You will be required to submit an online application, which includes an equality monitoring form, during the **online application stage**.



If you meet the basic eligibility criteria, you will then be invited to complete the Online Initial Selection Test (**IST**). Applicants who are successful at IST will be asked to submit evidence of their **education and Right to Work eligibility** via an **online evidence uploader**.

Assessment Centres will take place after the evidence uploader stage.

Successful Assessment Centre candidates will be included on the merit list passed to Police Service of Northern Ireland and will then start the next stages of the recruitment process.



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

**For operational reasons the Police Service of Northern Ireland reserve the right to progress top performing candidates from early assessment centres sooner via interim merit lists.*



CAN I JOIN?

What are the basic requirements to be a Police Officer?

There are 5 basic requirements that you have to meet when applying to the Police Service of Northern Ireland:



CAN I JOIN?

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

- Your 17th birthday should be on or before the closing date of the recruitment campaign.
- Your 57th birthday should be on or before the closing date of the recruitment campaign.

2. Nationality

UK / Irish Nationals (this includes Northern Ireland, Great Britain and the Republic of Ireland) will meet the nationality eligibility criteria, as they automatically have the right to work permanently in the UK.

Being from outside the UK or the Republic of Ireland does not stop you from applying to the Police Service of Northern Ireland, although you must be able to provide evidence that you have the right to work permanently in the UK.

During the recruitment process all candidates, regardless of nationality, will be asked to provide us with original documents to evidence their right to work permanently in the UK.

The evidence will be checked to ensure it is valid and we will take a copy for our records.

The evidence can be supplied in one of the following formats;

- A current or expired British or Irish Passport.
- A current passport stamped by the Home Office confirming that there is no time limit on your leave to remain in the UK.
- A current immigration status document issued by the Home Office confirming your right to remain indefinitely in the UK, together with an official document confirming your National Insurance number.
- Your certificate of registration or naturalisation as a British Citizen, together with an official document confirming your National Insurance number.

Alternatively, you can provide us with a Right to Work Share Code to enable us to confirm your right to work status online using the Home Office Employer Checking Service.

Please note that all candidates who pass the Initial Selection Test will be asked to provide evidence regarding right to work. Guidance on how you can demonstrate your Right to Work is available via; <https://www.gov.uk/prove-right-to-work>.



3. Education

You must have achieved a minimum of 5 GCSEs (or equivalent*) at A*-C grade, including English Language. For each campaign, a specific date will be set by which you must have achieved the necessary qualifications. Details of this date will be communicated in advance. Check the 2025 Application Process Flow Diagram on our homepage (www.JoinPSNI.co.uk/police-officer) regularly for updates.

We recognise that there are a wide variety of routes to gaining qualifications. As such, it should be noted that we do consider alternative qualifications to GCSEs with regard to meeting the Education criteria. **If you do not have GCSEs – equivalents can be considered.**

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

You will be asked to provide evidence of exam certificates via an online Evidence Uploader. Details of the dates that the uploader will be open will be communicated in advance. 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 the process of uploading evidence.

If you do not currently have evidence of your qualifications, you can obtain this now by contacting the relevant examination board who may be able to supply a replacement certificate or a Final Certifying Statement of Results. 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). While candidates may present accredited school reports, 'results-day' information slips or other similar documentation as evidence, we encourage the use of formal certificates or a Final Certifying Statements of Results.

If your qualifications were obtained outside the UK or Republic of Ireland you will be asked to provide a formal comparison of your qualifications. Please refer to **UK ENIC** via <https://enic.org.uk/Qualifications/SOC/Default.aspx>. We suggest you acquire a Statement of Comparability with (if necessary) Translation Waiver Service. Note; it is the responsibility of all candidates to ensure that their education qualifications meet the criteria.

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:

- Through the use of an online application form;
- Through the use of an Evidence Uploader;
- Through an online Initial Selection Test;
- Through completion of online training courses.

5. Integrity

Applicants are expected to have consistently held themselves to the highest standards of integrity. This will be assessed during various stages of the recruitment process including the Initial Selection Test, Assessment Centre, Vetting and Substance Misuse Test.



HOW DO I
JOIN?

**Everything I need to know before
applying**

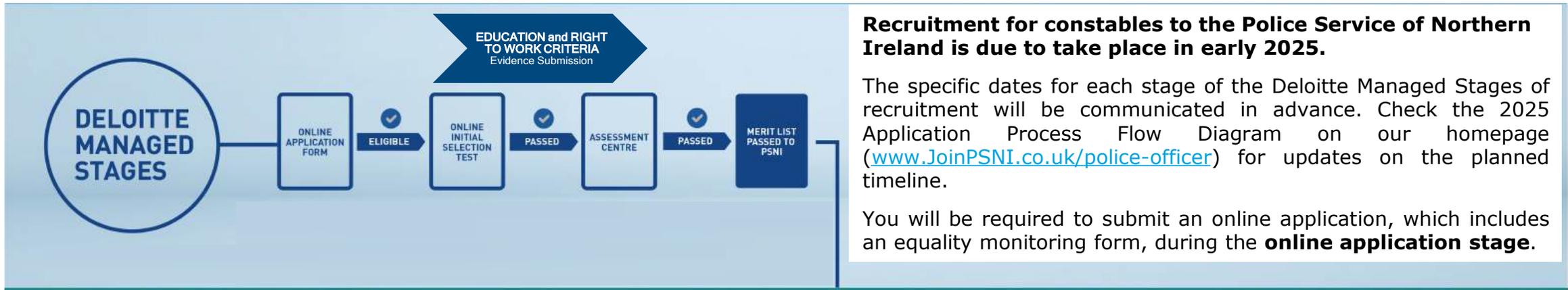
The Deloitte managed stages of the recruitment process



Deloitte is contracted to act as independent recruitment agent for the Police Service of Northern Ireland constable recruitment.

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

- The Online Application stage
- The Initial Selection Test stage
- The receipt and review of evidence in relation to the eligibility criteria for the role, and
- The Assessment Centre stage.



If you meet the basic eligibility criteria, you will then be invited to complete the Online Initial Selection Test (**IST**). Applicants who are successful at IST will be asked to submit evidence of their **education and Right to Work eligibility** via an **online evidence uploader**.

Assessment Centres will begin after the evidence uploader process. Successful Assessment Centre candidates will be included on the merit list passed to the Police Service of Northern Ireland and will then start the **next stages of the recruitment process**.

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

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

**For operational reasons the Police Service of Northern Ireland reserve the right to progress top performing candidates from early assessment centres sooner via interim merit lists.*



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 (or equivalent)
- 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, Computer Literacy and Integrity 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 the Police Service of Northern Ireland.

**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.*



The importance of data accuracy in your application - When completing your application please double-check your data inputting, as the personal details provided will be used for future correspondence. Please pay particular attention to spelling / omissions and bear in mind that auto-correct functionality on some devices can affect data accuracy.

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). 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

In order to minimise the level of risk that you or other people may encounter in applying to join the Police Service of Northern Ireland, you are advised to be **discreet** about your application (in particular, dates and locations relating to assessments, induction and training), and tell only people in whom you have confidence. **This is particularly important when using social networking sites**, and engaging in discussions on online platforms. Please ensure you do not disclose information that could put yourself and others at risk. Similarly, you should keep secure all documents relating to your application.



Disability Discrimination Act

Any applicant with a disability will be considered individually on their merit. The Police Service of Northern Ireland Occupational Health and Wellbeing team will consult 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 requesting reasonable adjustment needs relating to a disability during the Deloitte Managed Stages of the recruitment process

Needs relating to a disability or condition (including hidden disabilities or conditions such as Autism Spectrum Disorder, and specific learning difficulties such as Dyslexia):

If you have any disabilities or conditions, and would like to be considered for an adjustment at the Initial Selection Test or Assessment Centre, you will have the opportunity to note this request in your application form. You may be asked to submit evidence in relation to your request. A date will be set by which you should submit supporting evidence. So please **prepare your paperwork in readiness to submit if required.**

All requests and, where applicable, evidence 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 reasonably facilitated.

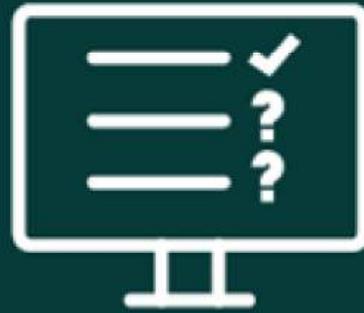
Please note that even if you applied to Police Service before and were granted an adjustment, you will be required to submit evidence again for this campaign. Guidance on this process and details of how to provide evidence is available via the following link:

- [Reasonable Adjustments – Request Process](#)

If you have any queries, please reach out to us via info@joinpsni.co.uk and we will endeavour to support you through the request process.

Any reasonable adjustments offered will apply to the Deloitte Managed Stages of recruitment. Notes on adjustment requests will be included on the merit list passed to the Police Service of Northern Ireland. If your adjustment needs request pertains to the Police Service Managed Stages of recruitment (e.g. PCA), or the role itself, it is recommended that you highlight your request to the Police Service when contacted about progressing through the Police Service of Northern Ireland Managed Stages.

Remember - Candidates are asked to highlight to us any intention to seek an adjustment in the recruitment process within the Test and Assessment Arrangements section of the application form.



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. During this recruitment campaign, **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. In accessing your online IST you are committing to an 'Applicant Agreement', which will outline certain stipulations designed to protect the integrity of the IST, to which you must adhere.

While there are certain system-based safeguards we have in place, you too have a role to play in ensuring that high professional standards are upheld during the selection testing stage of recruitment. In participating in selection testing you are entering an "Applicant Agreement" whereby you are committing to complete testing unassisted and that you will not copy or leak information related to testing. The person who applied must be the person who completes testing.

The IST is made up of two assessments.

- **Global Skills Assessment (GSA)** – A questionnaire which will challenge you to think about how you behave in a work-place setting. The development of this version of the test that we will use has been informed by the Competency and Values Framework for Policing Professionals.
- **Verify Interactive – Deductive Reasoning** – A test of your problem solving and decision-making skills, informed by the Competency and Values Framework for Policing Professionals.

Information on where you can find some familiarisation / practice material is accessible on the following pages ['How Do I Join?'](#) and detailed information regarding the Initial Selection Test can be found by accessing the following page [Initial Selection Test – Candidate Briefing and Instructions](#). Both elements of the IST must be completed in one sitting, and the full assessment must be completed by the deadline given.

For validation and test-security purposes, please be aware that you may be asked to re-take the IST during the Assessment Centre stage of the recruitment process!

Providing Evidence in relation to the Education and Right to Work Eligibility Criteria



Online Evidence Uploader

When completing your application you will be asked to confirm that you can provide full evidence of your eligibility when required.

Later in the recruitment process, you will be asked to upload your evidence via an online Evidence Uploader. Evidence will be required in relation to your education qualifications and Right to Work in the UK. Detailed instructions will be provided by email to guide you on the use of the Evidence Uploader.

During this recruitment campaign, only candidates who are successful in the Initial Selection Test will be required to present evidence using the Evidence Uploader.

A specific timeframe will be set during which the online Evidence Uploader will be open. You must ensure that you submit your evidence within this timeframe as it cannot be accepted after the deadline.

Education Evidence

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 we recommend that you contact your examination board NOW, in order to request either replacement certificates, or a final certifying statement of results.

While candidates may present school reports, 'results-day' information slips or other similar documentation as evidence, we encourage the use of formal certificates or a Final Certifying Statements of Results.

The certification deadline relevant for this campaign will be communicated in advance of the stage. In exceptional cases, where the qualification has only recently been completed (e.g. during late 2024 / early 2025), but not yet certified, exceptions to the certification date may be considered, providing formal supporting evidence is available.

Right to Work Evidence

UK / Irish Nationals (this includes Northern Ireland, Great Britain and the Republic of Ireland) will meet the nationality eligibility criteria, as they automatically have the right to work permanently in the UK. Being from outside the UK or the Republic of Ireland does not stop you from applying to the Police Service of Northern Ireland, although you must be able to provide evidence that you have the right to work permanently in the UK.

During the recruitment process all candidates, regardless of nationality, will be asked to provide us with original documents to evidence their right to work permanently in the UK. Evidence can be supplied in a number of formats. Further guidance is available via [Can I Join?](#)



3. ASSESSMENT CENTRE



The Assessment Centre

If you pass the IST and your eligibility evidence has been accepted, you will be given an appointment to attend an Assessment Centre. Assessment Centres are held in locations in and around Belfast.

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](#).

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

Deloitte reserve the right to ask you to re-take the IST at the Assessment Centre stage for validation purposes.

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

If the name on your ID differs from your current name, that we know you by, be sure to bring documentation to clarify.

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 Police Service of Northern Ireland 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 and Values Framework for Policing Professionals (CVF).

In preparation for your Assessment Centre you should study the information provided by the **College of Policing** in relation to the CVF.

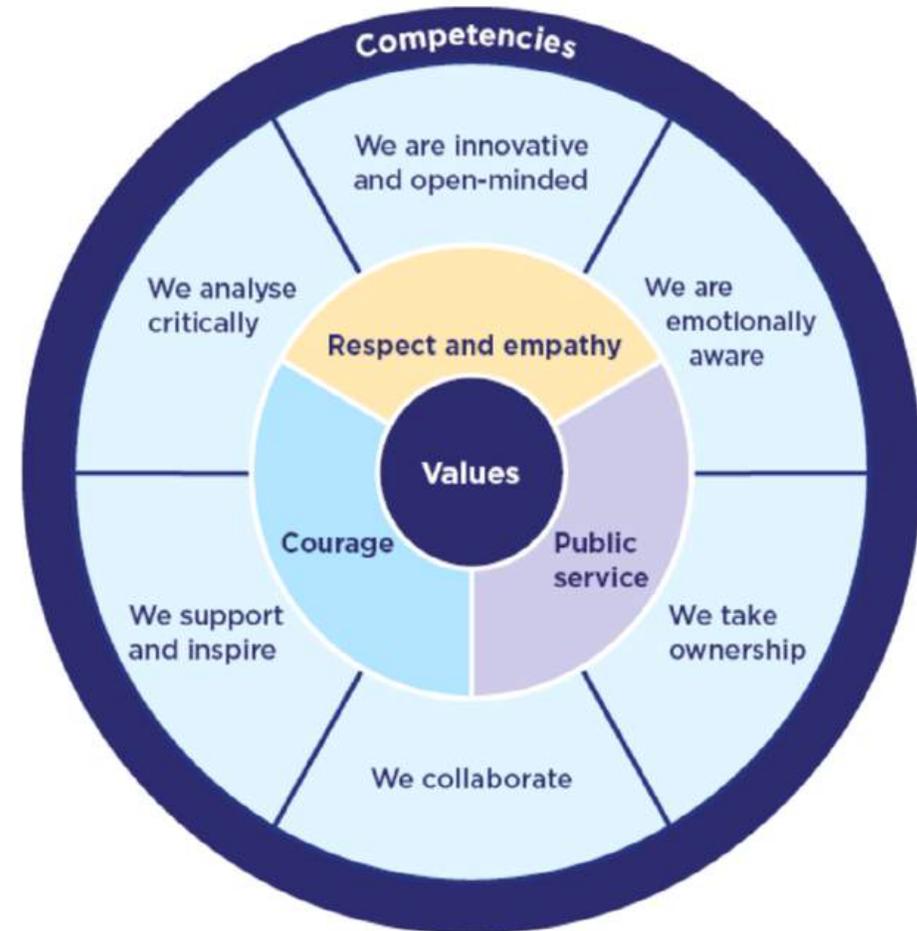
Think about how you will demonstrate the values and behaviours to assessors at your Assessment Centre.

(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: [Competency and values framework \(CVF\) | College of Policing](#).
- The College of Policing's **guidance document** on the CVF is available via [CVF Guidance](#).

The Competency Values Framework

The framework has six competencies. 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 three values that should support everything we do as a police service.



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

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The Values and Competencies of the CVF

The **key elements of the CVF*** against which you will be assessed are listed below.

While preparing, focus your attention on understanding the meaning of each competency and value and think about how you might demonstrate these.

CVF Values:

Values are beliefs which are important to us as individuals, and which motivate particular behaviours and actions. Policing is a deeply ethical profession. Further guidance is available via [College of Policing - CVF Values](#)

- Courage
- Respect and empathy
- Public service

CVF Competencies: [College of Policing - CVF Competencies](#)

Competencies are skills, abilities and practical behaviours that contribute to effective job performance.

- We are emotionally aware
- We take ownership
- We collaborate
- We support and inspire
- We analyse critically
- We are innovative and open-minded

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

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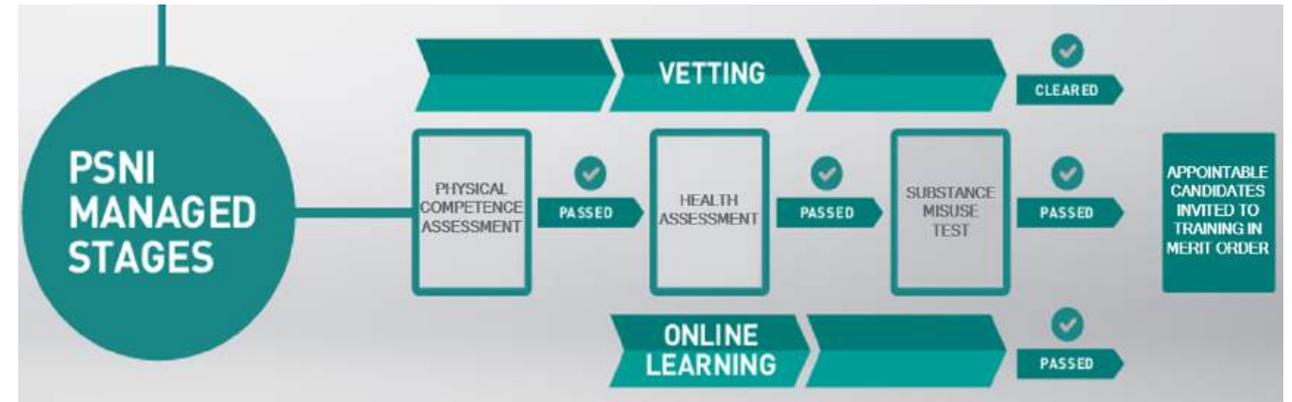
The Police Service of Northern Ireland managed stages of the recruitment process



Police Service
of Northern Ireland

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
- Health Assessment
- 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 Development Programme will last 22 weeks and will be based at the Police College, Belfast.

Read on to find out more information about the Police Service of Northern Ireland 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 vetting questionnaires. You can ensure that the process is as smooth as possible by ensuring that you answer all the questions in full.

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

Part 2: HM Government Security Questionnaire.

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 this timeframe, 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 the time to complete varies dependent on each individual's personal circumstances.

During the vetting process you may be contacted by the Service Vetting Unit in respect of information provided in your vetting questionnaires. It is therefore important that you provide up-to-date contact information when completing your questionnaires and also keep the Police Officer Recruitment team informed. If the Service Vetting Unit require any additional information, they will e-mail you on two occasions (please ensure you check your junk mail) and make one follow up phone call.

If you fail to provide the Service Vetting Unit with the required information your application will be referred to the Police Officer Recruitment team who will discontinue your application as you have failed to comply with the vetting process.



All applicants are required to have a three year checkable history, and if you have spent time in the last three years outside the UK or Republic of Ireland you should be aware that you may be required to provide a copy of your criminal record from the country/countries you have resided in. If the Police Service of Northern Ireland cannot carry out the necessary checks your vetting application may not be processed further.

If you have any queries in respect of the vetting process or would like advice in relation to your individual application, please contact Service Vetting Unit at recruitvetting@psni.police.uk.



Our Vetting Standards

The Police Service invests considerable time in ensuring that only people of the highest standards are recruited. A very significant element of this investment is the vetting process. Quite simply vetting exists to protect the public and the organisation from individuals who might cause harm.

The PSNI is bound by Police (Recruitment) (Northern Ireland) Regulations 2001 and aligns itself with the [College of Policing Vetting Code of Practice](#).

PSNI vetting standards are high and public protection is our primary consideration in decision making. There will be applicants to the PSNI whose previous offending, behaviour and associations, among other things, mean they will be unsuitable to work for the Service

The success of the vetting process depends largely on your honesty. Therefore, absolute honesty is required and any dishonesty at any stage during 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 becomes known during the vetting process or after and is likely to be regarded as evidence of unreliability.

Disclosure and compliance with the vetting process

It is important to disclose all information requested in your vetting application. Failure to disclose relevant circumstances or information can be regarded as evidence of unreliability and will be taken into account when assessing your suitability and may lead to your application being referred to the Vetting Panel.



Previous Involvement with Police and Courts

It is not possible to categorise 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 a custodial sentence or a suspended sentence or a period of detention at a Young Offenders Centre;
- If you have been convicted of causing death or GBH by dangerous or reckless driving;
- If you have received more than one period of disqualification from driving;
- If you have been or are a Registered Sex Offender.

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 any sanction for no insurance;
- If you have been convicted of or committed on three or more occasions, arising separately, any other offences under the Road Traffic Orders or any equivalent offences elsewhere within 5 years from the date of application (Fixed Penalty Notices and Speed Awareness courses may be taken into consideration);
- Regulation 2C of the Police Trainee Regulations (Northern Ireland) 2001 (as amended) states that "Chief Constable may determine the matters which may be taken into account in deciding the suitability of a person for appointment as a police trainee".



You will therefore not be considered for appointment if you have a conviction as an **adult** for one of the below offences:

- Dishonesty;
- Violent (Assault Occasioning Actual Bodily Harm and above);
- Sexual offences. Sexual offences should be defined as those contained in the Sexual Offences (NI) Order 2008;
- Domestic related assault;
- Offences contained in the Domestic Abuse and Civil Proceedings Act (NI) 2021;
- Offences contained in the Protection from Stalking Act (NI) 2022.

Service Vetting Unit will consider all criminal history and involvement with police during the vetting process.



Service Vetting Unit will consider all police determinations. In addition to convictions, this will include cautions (you will not be considered until three years have elapsed since the date of the most recent caution).

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), Court and Discretionary Disposals, Community Resolutions and coercive or controlling behaviour, humiliation and intimidation.

When assessing previous offending, the following will be taken into account -

1. The nature and gravity of the offence(s);
2. Whether a vulnerable person was involved;
3. The extent and nature of the offending; the length of time since the last offence;
4. Your age at the time of the offence(s);
5. Whether you disclosed all relevant information relating to criminal convictions and related matters;
6. Any organisational and or reputational risk to the Police Service of Northern Ireland.

Any indication that your previous behaviour falls into the violence against women and girls category will be viewed with the utmost seriousness when considering your application and will lead to your application being referred to the Vetting Panel for scrutiny.

It is likely your application will be rejected. The term 'violence against women and girls' refers to acts of violence or abuse including coercive or controlling behaviour, humiliation and intimidation that are known to disproportionately affect women and girls.

A similarly serious view will be adopted where there are indications that your previous behaviour has displayed other unacceptable traits including, for example homophobia, racism, sectarianism, domestic abuse and abuse of or disregard of vulnerable people and children.



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.

It is your responsibility to notify the Service Vetting Unit of any ongoing criminal proceedings.

How We Use Police Intelligence

Another element of the vetting process is checking police systems for information or intelligence that might exist about you or your wider family circle, your previous behaviour and associates.

We will assess if there is intelligence, which suggests you may pose a risk to the community or the Service. Equally if you have been arrested at some point the incident will be considered in detail, the nature of the report to police, why a matter may have been discontinued, the frequency of contact with police and the seriousness of the allegations. Any matters not proceeded with or discontinued will be very carefully scrutinised.



Previous Employment History

Any previous misconduct or disciplinary processes in the workplace require an assessment of your suitability. Misconduct is unacceptable or improper behaviour by an potential candidate. Disciplinary proceedings are a formal process for dealing with perceived misconduct. Proceedings include letters from your employer, investigations, meetings or hearings. You should include any misconduct or disciplinary processes you are or have been subject to, even if:

- it was resolved in your favour
- you did not receive a sanction
- you resigned/retired prior to the conclusion of the proceedings
- you were dismissed from your employment
- you were dismissed during a probationary period

As part of your vetting application, you will be asked about your previous employment as above you should ensure that you provide all relevant information.

Personal Finances

If you have any outstanding County Court Judgments (CCJs); are subject to a current Individual Voluntary Arrangement (IVA); in a debt management plan; have significant defaults; have been registered bankrupt and your bankruptcy debts have not been discharged then your financial position will be carefully considered, to ensure that the Service will not be brought into disrepute, or you will not be susceptible to corruption.

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 however you should aim to provide a full explanation of your financial situation as possible as well as any steps taken to resolve outstanding debt.



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. Your outward facing social media presence will be examined. Any information found which is believed to raise concerns regarding your suitability may lead to the rejection of your application. The Service Vetting Unit will consider if your social media includes, for example, misogyny, racism, sexism, sectarianism or homophobia in the same manner as all other information available.

Declarable Associations

The Police Service of Northern Ireland (PSNI) and the Public expect the highest standards from our Officers and Staff both on and off duty.

It is recognised that public confidence in policing can be seriously damaged if Officers and Staff associate with individuals or groups of people who are suspected of being involved in criminality and / or unethical behaviour.

It is accepted that the vast majority of Officers and Staff behave honestly and with complete integrity. However, there is a risk that associating with or being seen in the company of certain individuals, groups/organisations, may inadvertently or otherwise, compromise our own reputation, the operational activity of the PSNI and the reputation of the PSNI.

Declarable Associations

A declarable association is anything that has the potential to, or is likely to compromise:

- The individual reputation and safety of an Officer or Staff member;
- Police operations and activities of the Police Service;
- The reputation of the Police Service.

The association could stem from a family connection, childhood acquaintance or attending locations where criminal elements frequent.

The following are examples of associations that you MUST detail as part of your vetting application.

Individual(s) you know or suspect to:

- Have a criminal conviction;
- Have been charged with or reported for a criminal offence;
- Be subject to a criminal investigation;
- Have previous or current links to criminal or paramilitary activity;





- Be journalist/s or members of the media;
- Be Private Investigators;
- Have been allowed to resign from a Police Service or other law enforcement agency whilst being under investigation for gross misconduct;

Also individual(s):

- Employed or engaged in any business or activity where there is a potential conflict of interest with a law enforcement agency;
- Dismissed or required to resign from a Police Service or other law enforcement agency for gross misconduct.

Please note that the above is not an exhaustive list. It remains your personal responsibility to reflect on any association you have and consider if this may affect your vetting application.

Inappropriate Associations

An 'Inappropriate Association' is when the association is incompatible with the high standards expected of an employee of the Police Service.

It is recognised that there is a significant overlap between a declarable association and an inappropriate association. It is important to note that an inappropriate association MAY include an unavoidable relationship with a close family member or partner.

The Service Vetting Unit will review all information received on your vetting questionnaire or obtained from interview, or as part of the vetting process and determine if the declared association is an 'Inappropriate Association'.

The PSNI vetting process is a comprehensive tool to provide an appropriate level of assurance to the PSNI as to the trustworthiness, integrity and probable reliability of all Police Officers and Staff. It is therefore imperative that the Service Vetting Unit objectively determine the degree to which your circumstances could be successfully managed.



Interview

If during the vetting process there is information that requires further clarification or an area of concern is identified, 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 dishonesty at any stage of the process may result in your application being referred to the Vetting Panel.

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 becomes known during the vetting process or after and is likely to be regarded as evidence of unreliability and will lead to your application being referred to the Vetting Panel.

Risk Management Agreements

As part of the vetting process there may be occasions where 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.

The Service Vetting Unit will assess information on a case-by-case basis, taking into account the exact circumstances of the case and nature of the information. While each case needs to be considered on its own Merits an RMA will consider the following areas:

- Providing false or deliberately misleading information, or omitting significant information from the vetting questionnaires;
- Association with people with previous convictions or who are reasonably suspected of being involved in crime;
- Other identified areas of concerns (e.g. drug and alcohol misuse);
- Adverse intelligence;
- Financial vulnerability;
- Other inappropriate behaviour that impinges on a person's suitability to serve as a police officer.

Failure to agree to an RMA may result in your vetting being discontinued.



Vetting Panel

If during the vetting process there is information that gives cause for concern, your application will be referred to the Panel who will make a decision regarding your suitability for appointment.

Independent Assessor

If during the vetting process there is information that gives cause for concern with regard to an individual's suitability, the matter will be referred to the Vetting Panel for a decision. If the Vetting Panel is of the opinion that you are unsuitable, you will be informed and told that they may seek, in writing, to have the decision reviewed by the Independent Assessor.

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

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

Tattoos

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.

- 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.
- 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 Police Service of Northern Ireland Good and Harmonious Working Environment.
- 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.
- All applicants will be required to supply individual photographs of tattoos with matching descriptions as a condition of the recruitment process. Tattoos must be described giving size, location and nature to include the full wording of any transcripts, names or quotations. 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 Police Service of Northern Ireland, 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 Police Service of Northern Ireland uses the Recruitment Physical Competence Assessment (PCA) to assess you. The Recruitment 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 Recruitment PCA need to be completed within the required threshold of 4 minutes and 30 seconds during the recruitment process.



If you are successful at the 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 Recruitment 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.

Please note, all Student Officers are required to complete the In-service PCA within the required threshold of **4 minutes** prior to attesting as a Probationary Constable and at approximately 12 months and 18 months post attestation, during the Probationary Officer Development Programme.

You can view a video demonstration of the Recruitment PCA at www.joinpsni.co.uk/police-officer/how-do-i-join 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 Recruitment PCA are invited to complete one Recruitment PCA re-test twelve weeks after the initial Recruitment PCA. In addition, candidates not passing the initial Recruitment PCA are given the opportunity to attend five PCA Support Sessions prior to completing their Recruitment PCA Re-test. Candidates are also offered the opportunity to complete their Recruitment PCA Re-test at any stage during the twelve-week period.

Recruitment PCA Support Sessions include:

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





6. ONLINE LEARNING

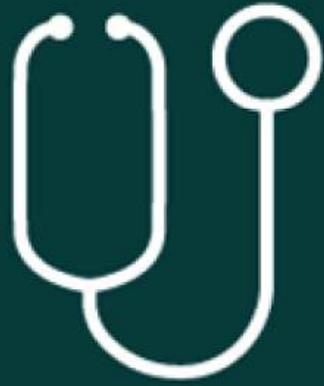


You will be required to **undertake and successfully complete approximately 16 hours of eLearning** material within a 4 week period.

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

Upon successful completion of this eLearning you will be required to forward the Statement of Participation to the Police Officer Recruitment Team who will record this as completion of the Online Learning stage of the recruitment process.



7. HEALTH ASSESSMENT

What happens at your health assessment?

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

- Review of your Medical Health Questionnaire and history taking
- Height & Weight
- Blood Pressure and pulse
- Spirometry Questionnaire
- Lung function test if required
- Vision tests
- Hearing test
- Urine test

On completion of the Health Assessment, the outcome will be forwarded to an Occupational Health Medical Adviser for review. If appropriate, you may also be seen by the Medical Adviser, who may in some circumstances carry out a physical examination.

Following your Health Assessment, and Medical Examination (if required), one of the following outcomes will apply;

- Meets the required standard and is considered medically fit for the role and for entry into the full Police Pension Scheme; or
- Meets the required standard for the role, but does not meet the standards required to be eligible for the Ill Health Benefits component of the Pension Scheme*; or
- Does not meet the current medical standards.

If you do not meet the current medical standards your case will be considered by the Police Service of Northern Ireland's Pre-Employment Adjustment Panel who will determine whether you may be able to perform part of the role with adjustments*. Candidates who do not meet the current medical standards will not be eligible for the ill Health benefit component of the Pension Scheme.

**Details of the appropriate Appeal process will be provided to candidates who are declared ineligible for Police Pension Ill Health Benefits, or who cannot reasonably be facilitated with adjustments.*





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

It is expected that you will already have been adopting a healthy lifestyle with regard to diet and exercise before the health 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 Health 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 health assessment.

You will be required to attend a Substance Misuse Re-Test after 12 months of your initial result, if at that stage you have not been appointed.

The biological material to be sampled as part of the pre-employment process will usually 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, however, on occasion armpit, back, leg, arm or chest hair may be used.

If you have any 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 immediately with substancemisuse@psni.police.uk explaining the reasons why you are unable to provide a sample. If necessary you will also be required to provide medical evidence as to why you may be unable to provide a sample. If you are on any prescribed medication, you should bring proof of prescription to your pre-employment 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 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.



Confirmed Positive Results

- If you have a confirmed positive result you will be written to by PSNI. You will have 7 calendar days to notify PSNI that you wish to have your retained second sample analysed by an independent laboratory.
- If so, this is done at your instruction and expense and you should also identify the laboratory you wish to be used and arrange same. A list of accredited UKAS laboratories will be supplied to you on confirmation of your positive result.

Negative Result of Second Sample

- Where analysis of your second sample results in a negative result, a further hair test will be arranged. Should this return a negative result, the initial positive result will be regarded as a false positive.
- Where a false positive is recorded, the PSNI will reimburse any costs associated with analysis of the second sample.

Positive Result of Second Sample

- If the analysis of the second sample is positive you will not be offered appointment with the Police Service of Northern Ireland.
- You will have no further right of appeal and any offer of appointment will be rescinded.



Your Learning & Development in the Police College

The Course and Induction



The Student Officer Development Programme

This takes place at the Police College, Belfast over a 22 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. You will also be assessed on your physical competence throughout the course. On successful completion of the Student Officer Development 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 Police Service of Northern Ireland. 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 Development 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 Development 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.

22 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 22 week programme, you will be taught a range of modules which includes lessons on topics such as:

- Foundations of Policing – ethics and core values, vulnerability, neurodiversity
- The Criminal Justice System – stop and search, arrest powers, cautions
- Road Policing – collision investigation, drink driving, road safety
- Investigative Skills – theft, burglary, robbery
- Public Protection – missing persons, domestic abuse, safeguarding vulnerable adults, child protection
- Officer Safety and Wellbeing – personal safety, de-escalation, firearms, first aid
- Suicide Intervention Training – ASIST (Applied Suicide Intervention Skills Training)

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/police-officer/why-join which helps bring your training to life!

Fitness and Firearms Competence



Fitness

The Student Officer Development 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 within the threshold of 4 minutes at the end of the Student Officer Development 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

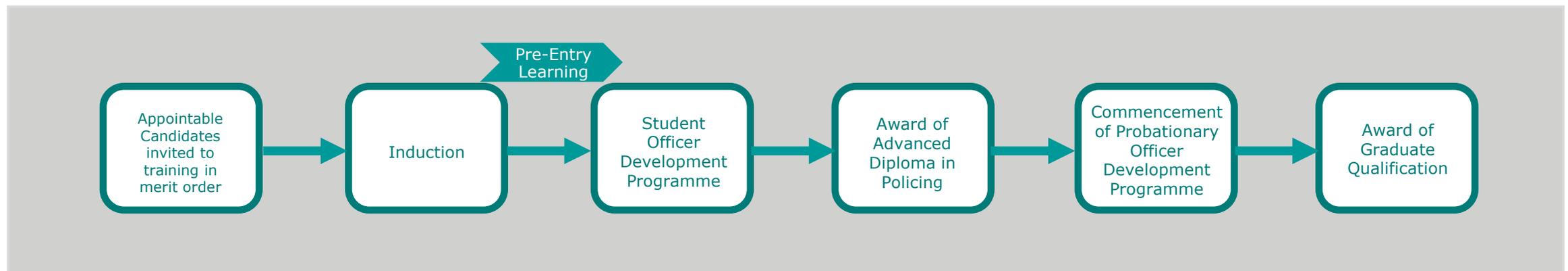


On successful completion of the Student Officer Development Programme, you will commence the Probationary Officer Development Programme. This programme will take place over a two year period and will develop your learning and competence in the operational policing environment.

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 a Graduate Certificate in Policing and Criminology (Applied Practice) for those applicants who already hold an honours degree.** (All honours degrees will be reviewed for eligibility on commencement of Student Officer Training). Before your 2 year probationary period ends, you must successfully complete the Probationary Officer Development Programme. This includes successfully completing the in-service Physical Competence Assessment within 4 minutes. This is assessed at approximately 12 months and 18 months post attestation.

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 and beyond). We will support your development throughout the Student Officer Development 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.



Off Duty Standards



All members of the Police Service of Northern Ireland are expected to maintain the highest standards of conduct in their personal life. In order to maintain these standards, the Police Service of Northern Ireland 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, prior to engaging in the business interest 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 Police Service of Northern Ireland web-page here:

<https://www.psni.police.uk/sites/default/files/2023-11/Off%20Duty%20Standards%2028%20November%202023.pdf>



Career Progression and Ongoing Training

Career Progression and Ongoing Training



Throughout your learning and development journey you'll be encouraged to maximise your potential.

Within the Police Service of Northern Ireland you will have the opportunity to progress in your career and continually develop in the longer term. A range of processes and programmes are in place to help facilitate this:

Leadership Training and Organisational Development (L&OD) Faculty

The Leadership Training and Organisational Development (L&OD) Faculty at the Police College NI supports the development of both individuals and teams, across the organisation. Programmes and products have been designed to deliver the ambitions of the PSNI People and Culture Strategy 2020-25 and are underpinned by the Competency & Values Framework (CVF) and the PSNI Management and Leadership Framework (MLDF).

More details of the programmes on offer are available in our prospectus: [L&OD Faculty Prospectus](#).

Professional Development Review

The Police Service of Northern Ireland has an established culture of continuous professional development linked to the Internal Professional Development Review (PDR) system. Individuals will use the PDR platform as a means to strive for continuous performance development. Within the PDR, which is led through line management, continuous performance conversations will be held on a regular basis to reflect your progress, achievements, support needed and identify any development requirements.



**Supporting you throughout 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:

- Police Service of Northern Ireland 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



We also have in place the following internal Support Networks – Disability Support Network, Autism Support Group, Ethnic Minority Police Association, Women in Policing Association, Catholic Police Guild, LGBT+ Network, Christian Police Association and Cancer Support Association.

These support networks offer advice and support, internal and external networking opportunities and mentoring to their members and aim to create a working environment where their members feel valued and respected. Information is also provided to family and friends of officers on how to best support their loved one with a career in policing.





Salary and Benefits

Your Salary



Salary

All Student Officers appointed after 1st September 2024 will enter at point 1 on the salary scale. All Constables receive their first incremental progression to pay point 2 after twelve months from joining the service.

Regarding recognition of previous continuity of service and pension / salary consequences, you should note that discussion on this matter can only take place at point of offer and each case will be considered on an individual basis. In the meantime, general information on the pension scheme on offer is available [here](#).

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. The increased rate of NITA, with effect from 1st September 2024, is £4,110.

These pay scales are reviewed on an annual basis.

Pay Point	Salary
On commencing service as a trainee PSNI Constable (1)	£29,907
2	£31,164
3	£32,427
4	£33,690
5	£36,216
6	£41,304
7	£48,231

Your Pension



Pension Scheme

Police Officers who join the Police Service of Northern Ireland through the recruitment process and who were members of the Police Pension Scheme (PPS) 1988 in NI and 1987 in GB or the Police Pension Scheme 2006, will have their pension rights in that legacy scheme retained provided they make contact with the Police Service of Northern Ireland Pensions Branch prior to joining the Police Service of Northern Ireland.

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 will accrue 9 days annual leave over the 22 week training period*. During this time, your annual leave is pre-allocated as per the requirements of the student timetable. If the allotment of 9 days is not allocated prior to attestation, any unused days will be carried forward.

Upon attestation, you will be allocated the remainder of your first year's leave entitlement. The number of days allocated will depend on your 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 25 days annual leave (based on an 8 hour working day).

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 exceptional circumstances.

Other benefits



Newforge Sports Complex

Newforge Sports Complex is home to the Athletic Association and is where many Police Service of Northern Ireland sports and social clubs are based. Upon joining the Police Service of Northern Ireland, Police Officers and Police Staff may become a member of the Athletic Association and avail of the modern recreational facilities with family and colleagues in relaxed, comfortable and friendly surroundings.

In 2024, Newforge completed a £9 million development of the complex. This includes new artificial sports pitches for football, five-a-side, rugby, and hockey; courts for tennis; and an artificial bowling green. An indoor sports arena with a state of the art fitness centre and multi-purpose rooms has been built on site. Newforge can now also cater for indoor sports such as basketball, netball, badminton, futsal, boccia and pickleball. The facility is built to an Inclusive Sports Facility standard and includes ample parking on site.

The Complex also hosts a variety of services for members (often at preferential rates), including Credit Union, Physiotherapy, Sports Massage, Car Sales, Insurance Services, Independent Financial Advice, Travel Agency Services, Restaurant, Banquet/Conference Facilities and a Gift Shop. For more information on the facilities please visit <https://www.newforge.com>. For more information on Athletic Association membership and benefits, please visit <https://www.aa1928.com>.

Sports Hall and fitness Room Facilities

Police Service of Northern Ireland is committed to supporting front line policing by providing sports hall and fitness room facilities at major sites in Belfast, Newry, Enniskillen, Portadown, Maydown and Antrim. Some other police stations are equipped with smaller fitness rooms containing high quality training equipment which is provided and maintained by the Physical Health and Wellbeing services.

Other benefits



Harp and Crown Credit Union

The Harp and Crown Credit Union (HACCU) has been providing “safe secure flexible” financial services to the wider Police Family in Northern Ireland since 1998. Made up of a secure workforce we seek to support all members to achieve their desired financial stability.

They provide savings accounts and lower cost loans to serving and retired police officers, police staff and their families (this includes Junior Savings accounts from birth to 15 years and Spouse/Partner accounts).

Members can now avail of an online banking APP with Faster Payments facility (accessing their savings 24/7).

More detail can be found here: <https://harpandcrown.co.uk>.

Police Mutual

Police Mutual offers a wide range of products and services. Police Service of Northern Ireland 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 [here](#).

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 Officer Recruitment Team, PSNI.