**How to Apply**

* The following information is provided to assist with your application:

• Applicants are not permitted to apply to more than one force at a time.
• An assessment centre pass mark is valid for 1 year before a candidate would have to re-sit.
• Transferring Police National Assessment Centre (SEARCH) scores to South Wales Police
You are able to request to transfer your Assessment Centre score but only when we are advertising a recruitment campaign.
As part of the national recruitment process, South Wales Police consider applications from individuals who achieve an overall pass mark of 50% across each competency at the national assessment process (SEARCH). Please note that when you request to transfer your score you are still required to complete and submit an application form and complete any other sections of the recruitment process that you are guided to. (You will not receive confirmation on whether your AC score has been accepted or not until after the campaign has closed).
• Using mobile device to complete application

It is not advisable to use hand held devices such as tablets or mobile phones as they are not compatible with the on-line tests that have to be completed. We are only able to re-set tests on one occasion per candidate.

• Use of laptops/PCs to apply

It is advisable to complete the whole application process on the same device as the IP addresses will conflict if you decide to swap devices once you have commenced and this could prevent you continuing with your application. It is therefore not advisable to complete your application in work.
Applicants are also advised to check their “junk” box for email updates from the system.

**Proof of Qualification**
You will be required to upload and attach your relevant Degree or Level 3 or equivalent Certificate before you submit your application. If you do not have a copy of this you will need to obtain one from the appropriate educational establishment. If your Degree (or Level 3 qualification) was achieved outside of the UK, you must achieve ratification from a Higher Education Establishment within the UK to evidence your qualification is recognised at Degree standard (or level 3 standard).

Candidates who do not possess either of these qualifications are able to sit an on-line verbal reasoning and maths calculation test prior to submitting an application. This test form forms part of the electronic application process.

Separately and outside of the application process – Individuals who do not possess a Level 2 (GCSE – Grade A to C or equivalent) in English or Maths will be required to complete the Essential Skills element during the course.

**Online Tests**
If you do not have a Level 3 qualification or above you must also successfully pass a verbal reasoning and maths calculation test. This will test your academic ability to Level 3. If you successfully complete the above tests, but fail in another part of the recruitment process, you will not be required to retake these tests again, should you wish to re-apply after 6 months.

There are 2 tests that every applicant must complete (regardless of qualifications), these are a Situational Judgement Test and a Behavioural Style Questionnaire. Both of these must be passed in order to continue in the application process.

You may wish to go to the websites of these online testing organisations if you wish to find out additional information on the types of tests used; but 3rd party information is not endorsed by South Wales Police.

**Assessment Centre**
Information on the assessment centre process can be found [here](https://recruit.college.police.uk/Officer/after-I-apply/Pages/Constables-Assessment-Centre.aspx)

**Gwenud Cais**

The following information is provided to assist with your application:Darperir y wybodaeth ganlynol i’ch helpu gyda’ch cais:

• Ni chaniateir i ymgeiswyr wneud cais i fwy nag un heddlu ar y tro.
• Mae marc llwyddo o’r ganolfan asesu yn ddilys am flwyddyn cyn y byddai angen i ymgeisydd ailsefyll.
• Trosglwyddo sgoriau gan Ganolfan Asesu Genedlaethol yr Heddlu (SEARCH) i Heddlu De Cymru
Gallwch wneud cais i drosglwyddo eich sgôr gan y Ganolfan Asesu, ond dim ond pan fyddwn yn hysbysebu ymgyrch recriwtio.
Fel rhan o’r broses recriwtio genedlaethol, mae Heddlu De Cymru yn ystyried ceisiadau gan unigolion sy’n cael marc llwyddo cyffredinol o 50% ym mhob maes cymhwysedd yn y broses asesu genedlaethol (SEARCH). Noder pan fyddwch yn gwneud cais i drosglwyddo eich sgôr, y bydd yn ofynnol i chi gwblhau a chyflwyno ffurflen gais o hyd, a chwblhau unrhyw adrannau eraill o’r broses recriwtio y cewch eich cyfeirio atynt. (Ni fyddwch yn cael cadarnhad o ran p’un a yw eich sgôr o’r Ganolfan Asesu wedi cael ei derbyn ai peidio nes bod yr ymgyrch wedi cau).
• Defnyddio dyfais symudol i gwblhau’r cais

Fe’ch cynghorir i beidio â defnyddio dyfeisiau symudol, megis llechi neu ffonau symudol, gan nad ydynt yn gydnaws â’r profion ar-lein y mae’n rhaid eu cwblhau. Gallwn ond ailosod profion unwaith i bob ymgeisydd.

• Defnyddio gliniadur/cyfrifiadur personol i wneud cais

Byddai’n ddoeth cwblhau’r broses ymgeisio gyfan ar yr un ddyfais gan y bydd y cyfeiriadau IP yn gwrthdaro os ydych chi’n penderfynu newid dyfeisiau ar ôl i chi ddechrau a gallai hyn eich atal rhag parhau â’ch cais. Felly, fe’ch cynghorir i beidio â chwblhau eich cais yn y gwaith.
Cynghorir ymgeiswyr hefyd i gadw llygad ar eu blwch post “sothach” am negeseuon e-bost yn rhoi’r newyddion diweddaraf gan y system.

**Prawf o Gymhwyster**
Bydd yn ofynnol i chi lanlwytho ac atodi eich Gradd berthnasol neu Dystysgrif Lefel 3 neu’ch Tystysgrif gyfatebol cyn i chi gyflwyno’ch cais. Os nad oes gennych gopi ohoni, bydd angen i chi gael un o’r sefydliad addysgol priodol. Os enillwyd eich gradd (neu gymhwyster Lefel 3) y tu allan i’r DU, mae’n rhaid i chi gael cadarnhad gan Sefydliad Addysg Uwch yn y DU i roi tystiolaeth bod eich cymhwyster yn cael ei gydnabod ar lefel Gradd (neu ar Lefel 3).

Gall ymgeiswyr nad ydynt yn meddu ar y naill neu’r llall o’r cymwysterau hyn gwblhau prawf rhesymu a chyfrifo mathemateg llafar ar-lein cyn cyflwyno cais. Mae’r prawf hwn yn rhan o’r broses ymgeisio electronig.

Ar wahân i’r broses ymgeisio – Bydd yn ofynnol i unigolion nad oes ganddynt gymhwyster Lefel 2 (TGAU – Gradd A i C neu gyfatebol) mewn Saesneg neu Fathemateg gwblhau’r elfen Sgiliau Hanfodol yn ystod y cwrs.

**Profion ar-lein**
Os nad oes gennych gymhwyster Lefel 3 neu uwch, mae’n rhaid i chi hefyd lwyddo mewn prawf rhesymu a chyfrifo mathemateg llafar. Bydd hyn yn profi eich gallu academaidd hyd at Lefel 3. Os byddwch yn llwyddo yn y profion uchod, ond yn methu mewn rhan arall o’r broses recriwtio, ni fydd yn ofynnol i chi ailsefyll y profion hyn eto os byddwch am wneud cais eto ymhen chwe mis.

Rhaid i bob ymgeisydd gwblhau dau brawf (ni waeth beth fo’i gymwysterau), sef Prawf Barnu Sefyllfa a Holiadur Ymddygiad. Mae’n rhaid llwyddo yn y ddau ohonynt er mwyn parhau â’r broses ymgeisio.

Mae’n bosibl y byddwch am fynd i wefannau’r sefydliadau hyn sy’n cynnal profion ar-lein os ydych chi’n awyddus i gael rhagor o wybodaeth am y mathau o brofion a ddefnyddir; ond ni chaiff gwybodaeth trydydd parti ei chymeradwyo gan Heddlu De Cymru.

**Assessment Centre**
Ceir gwybodaeth ar broses y ganolfan asesu yn:[here](https://recruit.college.police.uk/Officer/after-I-apply/Pages/Constables-Assessment-Centre.aspx)

**Meddygol
O ganlyniad i natur gwaith yr Heddlu, mae bod yn iach a bodloni’r safonau ffitrwydd yn hollbwysig. Fodd bynnag, croesweir ceisiadau gan bobl ag anableddau a gwneir pob ymdrech i wneud addasiadau rhesymol os bydd angen.**

Os byddwch yn llwyddiannus yn y Ganolfan Asesu, byddwch yn cwblhau holiadur meddygol ac yn cael archwiliad meddygol.

Mae rhai cyflyrau ac anhwylderau meddygol a allai gael effaith andwyol ar eich gallu i gyflawni’r rôl yn effeithiol; ystyrir pob achos yn ofalus fel rhan o’r broses feddygol