**Police Constable Recruitment Process**

There are seven stages to the recruitment process for police constables:

* [**Certificate in the Knowledge of Policing**](http://www.college.police.uk/What-we-do/Learning/Certificate/Pages/CIK.aspx)
* **Application form**

South Wales Police only accept application forms at certain times, namely, when we open our books for recruitment.

The application form is a comprehensive document with guidance notes attached. We require information about you and your family for vetting purposes and to ensure that you meet our eligibility criteria.

The application form also contains a competency section. There are a range of questions to complete covering four out of six competencies relevant to the role of police officer.

The answers you provide will help us to determine whether you are likely to have the skills and abilities necessary to become a good police officer. If successful, you will be invited to the next stage of recruitment – the assessment centre.

Here are some top tips for completing the form:

Answer all of the questions to the best of your ability. If you leave a question blank, it is highly unlikely you will move on to the next stage.

Follow the prompts given in each question. They will help to give your answers a clearer structure. Use examples from your work, social, domestic or educational life to answer the questions. In these examples, we are looking for evidence of specific behaviours which research has shown to be essential to police work.

Be specific: we want to know what YOU said or did on a given occasion to deal with the situation. It’s therefore important that the examples you provide are your own experiences and as detailed as possible.

Try to use examples that you found difficult or challenging to deal with. These answers tend to achieve better marks.

Write clearly and concisely. We expect your answers to be focused, succinct and fluently written, as any police report or statement would need to be. This means writing in complete sentences rather than notes or bullet points.

Pay attention to your handwriting, spelling, punctuation and grammar. Remember this is a formal application so the use of jargon and slang is unacceptable.

There is a limit of 360 characters per question on the competency section which will automatically count down as you type information.

Remember, if you are unsuccessful, you will not be able to re-apply for a period of six months.  The six month rule is to facilitate development of the candidate and will include:

•    Failure at short-list (Competency Based Questionnaire) or CBQ  
•    Failure at the psychometric tests (Pre-assessment Tool)  
•    Failure at the Assessment Centre.

**Pre-assessment centre**  
If you are successful in the application stage of the recruitment process you will be required to complete online psychometric tests (pre-assessment tool) to confirm you are suitable to continue to the Assessment Centre stage of the recruitment process.  This will consist of a Behavioural Style Questionnaire and a Situational Judgement Test. N.B. You will be invited to sit these tests at the appropriate time.

* **The Assessment centre**

If you pass the initial application stage (eligibility criteria) and are successful at the on-line assessment stage (pre-assessment tool) you will be invited to participate in stage 3: the assessment centre.

You will receive an information pack around two weeks before your assessment, which will include details on how the assessment is structured and background material relating to the exercises.

During the assessment, you will undertake a competency based structured interview, four interactive exercises, two written exercises, a numerical ability test and a verbal ability test.

**The interview**

This will be 20 minutes in total. You will be asked four questions based on how you have dealt with specific situations in the past, and you must answer each during a timed five minute period.

The timing will be monitored by the interviewer, who will stop you if you run over the five minutes allocated. The questions will relate to the key competencies needed to be a successful police officer; for example, good communication skills.

**The interactive exercises**

These exercises take the form of role play, where you will assume the role of a newly-appointed Customer Services Officer at a fictitious retail and leisure complex.

There will be four exercises in total. For each role-play, you will be given five minutes to study information on the upcoming scenario. You can also make notes to use during the actual exercise.

Once the five minutes is over, a buzzer will sound and you will move to the ‘activity room’, where you will act out the scenario with an assessor. You will take the initiative and they will respond to you using a strict set of lines, which they will have rehearsed beforehand.

A trained assessor will be in the room making notes on how you deal with the situation. An independent observer may also be in the room.

**The written, numerical and verbal ability tests**

In the next stage of the assessment, you will complete two written exercises which will last 20 minutes each. Before you start you will receive a thorough briefing.

The numerical ability test lasts 23 minutes, and the verbal ability test lasts for 30 minutes.

Samples will be sent prior to the assessment centre and further information is also provided on the [College of Policing website](http://www.college.police.uk/Pages/Home.aspx).

* **Medical Assessment/Drugs and Biometric Vetting**

Police Officers need to be physically healthy in order to carry out their duties, so you will undergo an examination to ensure you have no serious health problems. If you are successful up to this stage, we will then ask that you complete a health clearance form and undertake an assessment which will require you to meet the intrinsic functions of the role applied for.  This will include an eyesight test currently minimum standard 6/36 unaided vision (without your glasses/spectacles/contact lenses)..

**Body Mass Index (BMI)**  
Your weight range will be assessed during your medical assessment

The healthy weight range is based on a measurement known as your body mass index (BMI). This can be determined if you know your weight and your height. The actual calculation is your weight (in kilograms) divided by your height (in metres squared).

Guidance and easy to use charts on how to calculate your BMI can be found on the [NHS website](http://www.nhs.uk/Tools/Pages/Healthyweightcalculator.aspx)

The NHS advises that a BMI of 18.5 to 24.9 suggests a normal healthy weight. This means your body is not at risk of weight-related disease.

BMI standards for police officers are set by the Home Office. The current Home Office circular 59/2004 outlines this as between 18 and 30. Applicants who do not meet this standard may find their application delayed and / or will not be appointed.

Inaccuracies in BMI can occur if you are athletic or very muscular as this can give you a higher BMI even if you have a healthy level of body fat. In these cases, as part of the recruitment process, we will be able to provide a simple test to assess the percentage of your body fat.

* **Drugs test and biometric vetting**

You will also be asked to undertake a drugs test and provide information about any medication you may be taking.

Legislation has been introduced that requires applicants to undergo biometric vetting. Please refer to NPIA Circular 03/2012 which can be viewed on [College of Policing website](http://www.college.police.uk/What-we-do/Support/Recruitment/Pages/Police-recruitment-Standards.aspx).

On the day we will be asking you to sign a consent form to take your fingerprints and a sample of your DNA for the purposes of a speculative search and for your fingerprints and DNA profile to be retained on the Police Elimination Database (PEDb).

The purpose of obtaining fingerprints and DNA samples is to allow for a speculative search to be made against the local and national databases prior to your appointment to the police force. This is to ensure that you have not previously come to adverse police attention, which you have not informed us of, and also that you are not linked to any outstanding crime scenes.

We will ask you to take these tests after we have we have successfully completed all your background checks.

* **Fitness Test**

Policing can occasionally be physically demanding, so you will need to be in fairly good physical condition to pass the fitness test.

The test will basically measure whether your fitness levels are high enough.

For the endurance test, you will be asked to run back and forth a 15 metre track in time with a series of bleeps. As the test goes on, the bleeps become increasingly faster.

If you don’t meet the standard first time around, you can take the test again up to a maximum of three times, with six weeks in between each attempt in order for you to develop and improve.

* **Training**

There are three phases involved in police officer training:

**Phase one** takes place at a central location.  
**Phase two** takes place at your allocated policing division and consists of operational duties.  
**Phase three** consists of an independent patrol at your allocated policing division.