Initial Police Application and Structured Entrance Assessment for Recruiting Constables Holistically – (S.E.A.R.C.H) Assessment Centre Training Course

Course Prospectus

Police Pass

Blue Light Publishing Limited
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Police Pass – Our Background

Police Pass (Blue Light Publishing Ltd) is the largest police training organisation in England & Wales. We specialise in delivering training to:

- **Police applicants** - via our face to face SEARCH training and e-learning course for candidates undertaking the Certificate in Knowledge of Policing – (CKP); and

- **Serving police officers** - via our National Investigators Examination and OSPRE Part 1 Sergeant and Inspector examination training products.

Our vastly experienced team of tutors consists of a Superintendent who was formerly head of training in his force; a number of Detective Chief Inspectors, several serving police trainers, a solicitor and university law lecturer, and an expert SEARCH trainer who was awarded the prestigious Queens Police Medal (QPM). They possess BEd (Hons), DTLTS, PGCE and A1 assessor and V1 verifier qualifications.

We have over a decade’s experience of designing unique bespoke training products that have been utilised by over 30,000 officers and police applicants to progress their careers in the police service. Our product range includes face to face courses, e-learning and textbook products that are devised by police officers for police offers.

How We Can Help – Intensive 1 Day Training Courses For Police Applicants

If you have downloaded this prospectus you are considering a career as a police officer – you may well be feeling confused or daunted by the application process.

The process is extremely competitive and the selection criteria that you need to satisfy are prescriptive and rigorous. A lack of understanding of the process will inevitably result in the rejection of your application – **failure rates are very high – 90% of applicants fail to secure a post.**

Police Pass (Blue Light Publishing Limited) offer intensive 1 day training courses lead by our SEARCH expert David Morgan QPM at venues throughout England and Wales to offer applicants guidance on:

- The completion of the initial police application form;
- The SEARCH® assessment centre process.

The course fee is £120 and will radically improve your prospects of being offered a position as a police constable. A full list and dates and venues can be obtained by clicking the SEARCH link on our web shop – [www.policepass.co.uk/webshop](http://www.policepass.co.uk/webshop)

Please refer to our separate CKP prospectus for further information on our unique e-learning CKP course that is delivered online via our Virtual Learning Centre – [www.policepass.co.uk](http://www.policepass.co.uk)
Police Recruitment – The Current Environment?

Following a moratorium on recruitment caused by the credit crunch – the positive news is that position has altered and forces are currently actively recruiting new constables.

The Metropolitan Police Service alone is recruiting 5,000 officers over the next 3 years and many other forces are also actively recruiting at present.

In the light of the current recruitment drive – now is a good time to apply to the police service.

What Challenges Do Police Applicants Face?

You have had the good news that forces are currently actively recruiting – now for the reality check.

The bad news is that for each available post there are 40 applicants – i.e. the number of candidates far outweigh the number of available posts.

As the level of competition is so high, forces are in a position to be selective in their recruitment decisions and will filter out candidates who are unable to meet their assessment criteria.

Even minor errors will result in your application being unsuccessful – there is no margin for error.

This is evidenced by Home Office data that only 10% of candidates are successful in the application process and are offered positions as serving police officers.

The majority of candidates do not even make it through the paper sift of their application form to progress to the Assessment Centre.

It is therefore imperative that you understand exactly what is being asked of you in the recruitment process and that you eradicate basic errors and produce the requisite evidence to meet the criteria of Policing Professional Framework (PPF).
Police Recruitment - How Does The Process Operate?

Police Services across Wales & England utilize a standardized national application and assessment centre process. In order to successfully complete the recruitment process candidates must:

- Progress through the paper sift of their initial police application form;
- Pass the assessment centre; and
- Obtain the Certificate in Knowledge of Policing (CKP) – (for forces who have adopted this mandatory pre join qualification e.g. - Met, Thames Valley etc) – please see force recruitment policy for further details.

The Initial Police Application Form

Completion of the Initial Police Application is the first stage of the application process.

The application is generally undertaken online via individual police service websites – please refer to the HR pages of individual forces for specific information of their application policy.

The Initial Police Application form is divided into sections including:

- Personal details;
- Antecedent history;
- Education;
- Employment history;
- Medical history; and
- Personal qualities section – consisting of questions that require candidates to respond with examples that evidence the requirements of the Policing Professional Framework (PPF) covering such qualities as:
  - Professionalism;
  - Working with others;
  - Decision making;
  - Serving the public;
  - Openness to change; and
  - Service delivery.
The Police SEARCH® Recruit Assessment Centre

The face to face process to select Police Constables is known as the Police SEARCH® Recruit Assessment Centre. The standardised process has been designed by the College of Policing on behalf of the police service to assess your attitude, behaviour and personal qualities via a variety of exercises that take place during the course of the assessment centre. Assessment centres are usually conducted over a period of approximately five hours and follow a strict timetable.

How Is the Course Structured?

Our course is divided into two sessions:

Morning Session – Completing The Initial Police Application Form

During this session guidance will be offered on how to complete the application form.

Whilst this sounds like a relatively straightforward task – the majority of candidates are paper sifted for a variety of reasons including basic typographical errors; grammatical errors; omitting to complete mandatory fields; as well as a lack of understanding of what evidence is required to meet the key competencies of the Policing Professional Framework.

All of these barriers to success can be eradicated once clear guidance is obtained on the do’s and don’ts of the initial application process. Adopting the guidance offered will radically enhance your prospects of safely progressing to the SEARCH® assessment centre.

The morning session covers:

- Introduction to police applications – ethics, standards of completion, language/commentary, spelling, legibility, factual information and truth;
- The Home Office guide to becoming a police constable – overview and its use to assist with the application process;
- Guidance on the Application Form / Online Application – overview, sections, guide to completion, word/character constraints, additional notes;
- Guidance on Police Constable Qualities (from the Policing Professional Framework PPF) – obtaining evidence from applicant’s current personal and professional life to support this section; and
- Sample applications - dos and don’ts.
Afternoon Session – Preparing For The SEARCH® Assessment Centre

The afternoon session deals with preparing for the SEARCH® Assessment Centre. Our team offers guidance on:

- The structured personal interview;
- The numerical test;
- The logical reasoning test;
- Guidance on the completion of the 2 written exercises; and
- Guidance on the completion of the 4 interactive exercises.

The assessment centre is designed to assess candidates on what they do and how they do it against the requirements of the Policing Professional Framework (PPF) qualities.

The training will cover guidance, tactical models, ideas and solutions to tackle the elements of the assessment centre. We will examine:

- Introduction to SEARCH®;
- Elements of the assessment centre;
- Policing Professional Framework (PPF) qualities;
- Tactical models to deal with questioning, managing conflict, rapid information recording, attitude/behaviour cycle, proposal writing; and
- Interview skills.

How Much Does The Course Cost?

The course fee is £120.

A full list and dates and venues can be obtained by clicking the SEARCH link on our web shop – www.policepass.co.uk/webshop
Customer Endorsements

Here are a selection of endorsements from satisfied customers who have attended our training:

David Morgan is an exceptional development coach. David supported and provided me with the necessary guidance which helped me pass the police recruitment process. I personally found David's coaching ability beneficial. His experience and knowledge is exceptional and his workshops provided me with an insight into the process which helped prepare me for the challenge. David is also easily approachable and will adapt his sessions to suit your individual learning styles. Thank you for providing me with the tools and belief to forth fill my ambition in becoming a police officer. It is very much appreciated.

Applicant Successful in 2013

I was recommended to David at the start of my Police Constable application by a friend. With only 7 days to complete and return the application I found the communication and commitment from David to be excellent. It was clear that he had a lot of passion in helping others achieve their goals and I would have no hesitation recommending David to colleagues and friends.

Applicant successful in 2013

Before I completed my application form, I wanted some advice on how to complete the form as a few people I had spoken to mentioned the application form was "very comprehensive" and there was a strict selection and assessment process. With this advice, I contacted David who provided invaluable tips on "key words" to make my application look more appealing and professional. With professional advice and guidance, I was fortunate to get through to the assessment centre stage.

Applicant successful in 2010

I received coaching which focused my thoughts on what is required for the assessment centre. The sessions gave a detailed view of what the assessment centre entails and highlighted numerous techniques to use when confronted with the assessment centre processes. The session provided a variety of practice assessment material and these were particularly helpful. I would recommend these sessions to everyone who is new to the assessment centre process as they seem to diminish my pre-assessment nerves and provide me with more confidence in my ability to be successful.

Applicant successful in 2008
David’s exceptional training took me through the whole process step by step. I was informed on what to expect on the day of the assessment centre, tips on how to look professional and how to speak “using correct terms”. I was given me excellent tips, especially for the role play assessment, where I was advised on how to capture all information in preparation for the role play, in the form of diagrams. This information proved invaluable as on the day, we only had 5 minutes preparation time before each role play began. If I hadn’t had the advice I would have panicked about remembering all the information, but with my diagram I managed to capture the information and could easily refer to it during the role play. As an outcome of the assessment centre, I was successful in being offered a post. I would like to thank David for his excellent advice and guidance but most of all the continued support, before, during and after the assessment.

Applicant Successful in 2007

Contact Us

We hope that the information contained in this prospectus has been of assistance.

If you have any further queries about the Initial Police Application and SEARCH Assessment Centre please feel free to ring us on 0774 999 8922 (Monday to Friday 9am – 5pm) or email us 24 hours a day at info@policepass.co.uk and our team will be happy to assist.

We wish you the very best of luck with your application.

Adrian Williams & Greg Williams – Directors Police Pass