

Welcome to the West Yorkshire Police Recruitment Information

This information is designed to assist you in the process of applying for a career with West Yorkshire Police and answer some of the questions you may have.

1 Community and The Role of the Police

Equality & Diversity

West Yorkshire Police employ people from all cultures and backgrounds to enable us to effectively represent our local community. The people of West Yorkshire come from different backgrounds and cultures and it is important that everyone is treated fairly, with dignity, respect & understanding. These qualities are crucial in today's society. To understand the needs of local people the Police service needs to represent the diversity of its local communities. West Yorkshire Police is an equal opportunities employer and firmly believes in diversity at every level. We believe this is the best way to provide an effective and quality service to everyone. An understanding and belief in a diverse and equal Police Service is a necessity for each and every member of West Yorkshire Police.

2 Conditions of Service

Promotion Opportunities

Ambitious and progressive people will benefit from the West Yorkshire Police promotion policy. Everyone has equal opportunities and help is provided with training and encouragement at every stage in climbing the promotional ladder. 'Fast Track' opportunities are available for candidates with the right aptitude through the High Potential Development Scheme (HPDS). This is available to anyone at either PC or Sgt rank, though many find the first two years challenging enough without the extra pressures of the HPD scheme. A small number of exceptional candidates may also be invited to apply following the assessment centre stage of recruiting. For an outline of the scheme visit <http://www.policecouldyou.co.uk/officers/hpds/overview.html> , or for more information on the selection process visit <http://www.npia.police.uk/en/8563.htm> . Alternatively, contact our HPDS co-ordinator once you've joined us.

Pension Scheme

Membership of the Police Pension Scheme is usually automatic, although it is not mandatory and you may choose to make your own pension arrangements. The Police Pension Scheme contribution is currently 9.5% of your pensionable pay and a full pension is payable after 35 years service. Details of the provisions will be made available to you on joining. Any pension contributions paid through your previous job may be transferred to the Police Pension Scheme. It would be advisable however, to seek independent financial advice before making any decision about your Pension.

The Working Week

Although a standard working week is based on 40 hours with two rest days, Police Officers are usually expected to work a repeating shift pattern that provides 24 hours emergency cover, 7 days a week including Public Holidays. Shift patterns do vary within West Yorkshire Police, depending on the role you perform and shift patterns and variance are publicised on a rolling 3 month basis.

3 Leave Entitlement and Career Breaks

Annual Leave

All ranks below Superintendent are entitled to periods of annual leave on full pay as shown in the table below. These leave days may be requested to suit officers needs but will only be authorised subject to local demands at the relevant time. No leave will be allowed when officers are detailed to court duty or a scheduled training course, including your initial training.

All Officers below the rank of Superintendent:	
Relevant Service	Entitlement
Under 2 years	22 days (176 hours)
2 years or more	25 days (200 hours)
10 years or more	27 days (216 hours)
15 years or more	28 days (224 hours)
20 years or more	30 days (240 hours)

Maternity and Paternity Leave

Female Officers are entitled to maternity leave. This can be for the whole (or part) of the period between 6 months before and 9 months after the expected date of birth. Female Officers are entitled to 3 months paid maternity leave if they have served continuously for a year or more by the start of the 11th week before the expected birth date. All Officers have the right to return to work following maternity leave. West Yorkshire Police is committed to allow the opportunity for Officers to return into part time or job share positions if so required. Male Officers are entitled to paid maternity support leave. Adoptive parents are entitled to five days paid adoption leave at or around the time of adoption.

Careers Breaks

Anyone who has completed their probationary period is entitled to apply for a career break up to a maximum of 5 years. The process of Approval will take into consideration matters such as health, attendance, the purpose of the break and conduct of the applying Officer.

Sick Leave

You are entitled to full pay during the first 6 months of any absence due to sickness or injury with entitlement to half pay for a further 6 months. Please note West Yorkshire Police operates an Attendance Criteria Policy (see Section 4).

4 Recruitment Process

Application Form

You may apply to join West Yorkshire Police from the age of 18 years. There is no upper limit for applying and older applicants are encouraged. You will be required to complete a 2 year probationary period. The normal retirement age for a Police Officer is 60 years. Additionally, there are no height restrictions; it is your abilities that are important.

The application form is very in depth and must be filled in completely and correctly. Make sure you read the requirements of each stage thoroughly as failure to pass each section will see the end of your application. When completing your answers follow these hints –

- Relevant - relates to your use of any relevant skills
 - Action - what you did and said at the time
 - Personal - what 'YOU' did personally, not what 'we' did
 - Positive - what worked well
 - Appropriate - examples must be appropriate
 - Specific - examples must relate to a specific occasion, do not generalise
- If you have applied to join the Police within the last 6 months, your application will be automatically rejected.

Sickness and Attendance Criteria

We have an Attendance Criteria that relates to SICKNESS, to which we strictly adhere. Details are as follows -

- It applies to both internal and external candidates.
- It is about the availability for work and not about ascertaining whether the illness was genuine / certified.
- The intention is to recruit, retain, select, and promote staff that the Service can depend upon to work.
- There can be no more than 10' working days' sickness per year over the previous three years.
- There can be no more than 5 occasions of sickness during these three years
- There can be no more than 10 days sickness in the previous twelve months.

Convictions & Cautions

Applications will be rejected from those who have been convicted or cautioned for serious crimes such as murder, rape, kidnapping. Other offences resulting in prison sentences, recordable offences and cautions could also result in your

application being rejected. There are many occurrences that may lead to a rejected application, so if you are unsure, please check with our recruiting office as to your eligibility.

Tattoos

Tattoos are not uncommon in today's society and having 'body art' will not, in itself, cause a rejection of your application. However, West Yorkshire Police will not allow an applicant with tattoos if they undermine the dignity and authority of the Office of Constable, are garish, numerous or particularly prominent. Tattoos should not cause offence to members of the public or colleagues, or invite provocation.

Health

Due to the nature of Police work, good health and fitness is paramount. However, applications are welcome from people with disabilities and every effort will be made to make reasonable adjustments if required. If you are successful at an assessment centre you will complete a medical questionnaire and undertake a medical examination and eyesight test.

Political Membership

West Yorkshire Police prohibits any Officers or staff from being members of the British National Party or similar organisations whose aims, objectives or pronouncements may contradict promotion of race equality and diversity. On appointment of Constable you may become a member of the Police Federation. Police Officers may not join a trade union but existing union members, on joining West Yorkshire Police, may be allowed to remain a member of that union, though consent from the Chief Officer must be obtained.

Business Interests

You may not be eligible for appointment as a Police Officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a Police Officer) or you carry on any business;
- Your spouse or relative living with you keeps a shop or similar in the West Yorkshire area;
- You, your spouse or any relative living with you holds or has a financial interest in, any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the West Yorkshire area.

However, the Chief Officer may decide to allow the business interest if it is deemed to be compatible with being a member of the Service.

Finance

Police Officers are potentially vulnerable to corruption. Applicants should therefore be able to manage loans and debts sensibly. You will have to answer questions on your finances in respect of the last 6 years. These questions will

focus on any credit or loan arrangements you have and enquire as to whether you have had any Court action taken against you.

Family

It is important, for screening purposes, that the Police know whether any close family member or associate is involved in criminal activity. A search for any criminal convictions or cautions will be undertaken against your family. You must advise them that these enquiries will be made. The results of these enquiries cannot be disclosed to you.

Employment

You will be required to provide details of your previous employment, both full time and part time, and your reasons for leaving.

References

You will need to provide the names and addresses of 2 referees. These should include your present or most recent employer. References can also be taken from H.M. Services and other Police Forces.

HM Forces

Applications from service personnel are only accepted if you have 12 months or less to serve. It is at the discretion of the Chief Officer as to whether successful applicants are allowed to remain on the Reserve List. Enquiries will not be made with your current employer until you are recommended for appointment or if you have agreed to let us approach them now.

Education & Skills

Qualifications are not a requirement for appointment but for training and development purposes you will be required to produce examination certificates if recommended for appointment. If you are still in, or have recently left, full-time education, we may also ask for a referee from the relevant institution.

Competency Assessment

You will need to provide evidence of the qualities you already have or may develop to enable you to carry out the role of a Police Officer. You must give specific examples of what you said or did on a given occasion. Generalisations about what you usually do are not specific enough; it must be a specific event and what part you played. Situations and examples that were challenging or difficult are better than those that are easy to deal with.

Examples can be from everyday settings and do not have to be serious or critical situations. If possible, a different example should be used for each question. It is important that the form is all your own work as you may be questioned on examples given at a later date.

5 Training Process

Phase 1 (3 Weeks)

The first two weeks are an induction into the organisation at Bishopgarth, Wakefield. During this time you will be given more information about what your two years as a student officer will be like.

On week 3 you will change location to the University of Huddersfield where you'll begin to develop the knowledge and understanding required by the modern Police Officer by looking at wider social issues affecting policing.

Phase 2 (4 Weeks)

You will continue at the University for a further three weeks covering such areas as: Equality, Diversity & Rights; Professional Development and delving further into Social & Community Issues. The final week of this phase consists of a five-day community placement, based in the Division (area) to which you'll be posted. You will not be wearing a uniform at this stage, as you're there to observe and learn about a section of the community that you are likely to encounter and be expected to engage with, when on patrol. This will allow you the opportunity to interact with the communities outside the policing context.

Phase 3 (24 Weeks)

This phase begins with 13 weeks of Legislation, Procedures and Guidelines training back at Bishopgarth. This is achieved through a combination of classroom-based training and practical exercises. It includes 2 weeks of detailed IT training in the key computer systems in general use within West Yorkshire Police. During this fortnight, one day is set aside for Public Order training at our dedicated training site. By the end of this part you'll look forward to a week of annual leave. On your return from leave you will be gaining practical experience with a tutor constable in a Professional Development Unit (PDU) at an Operational Division for at least 10 weeks. This may be extended if necessary, to accommodate your individual development needs.

Phase 4 (Up to the End of Year 2)

Once you are judged as fit for independent patrol, which is measured against set criteria, you commence Phase 4 and head out on your own for the first time. This doesn't mean you are alone; you are part of a team. You will be monitored and assisted by your colleagues and supervisors throughout the rest of your 2 years and beyond. During the second year you also receive a further 5 weeks of formal training which is split between Bishopgarth and the University; with a further community placement week. These will be grouped into 3 fortnights, spaced through the second year.

All in all you'll actually spend 75% of the first two years working at division, gaining practical policing experience.

Paperwork

There will inevitably be some paperwork to do as you would expect with any training course or vocational qualification, but much of it is based upon your experiences and how you have used those to develop. As the programme progresses you will build a portfolio (Student Officer Learning & Assessment Portfolio - SOLAP) which catalogues your learning and development, both in the training establishments and the workplace. You will also complete a handful of assignments for the University drawing on your experiences of the programme. We believe the work is well within your capabilities as someone who has been successful at the selection process and don't forget - you will be supported and guided at every stage.

6 Frequently Asked Questions

Why did the training programme change?

A report was produced in 2002 called 'Training Matters' which looked at how Police Officers were trained and made a number of recommendations, as it was felt that Police Training at the time didn't adequately prepare officers for the demanding role of policing in 21st Century Britain. As a result, a new programme was drawn up centrally, under the direction of the Home Office. This set a number of clear standards, as well as allowing a degree of flexibility on some issues to cater for local needs.

Some of those standards are:

- Local non-residential training delivery – to make training more inclusive, and accessible to people with families for whom residential training would not be possible.
- An increased emphasis on community engagement – through exploration of social and community issues, and an increased exposure to communities during training, in order to make the officers more effective when they arrive in their communities
- More rigorous assessment and more reflective practice – to increase the professionalism of the training and afford officers more chances to learn through their experiences.

Why has West Yorkshire Police chosen to accredit the programme to Foundation Degree level?

This supports the Home Office's desire to professionalise the service and its training. By working in partnership with the University of Huddersfield we are seeking to give officers a better understanding of the broader social issues and address the criticism that police training is traditionally too inward looking. It also helps us address the requirement for more rigorous assessment and promotes a deeper understanding as well as affording the students an opportunity to achieve an externally recognised qualification.

I haven't been in education for a while, will it be too difficult?

There is inevitably some academic work but it is linked to policing and aims to give you that broader perspective. The assignments will be as practical as possible and draw on your experiences throughout the programme. A large proportion of the credits awarded are based around your practical performance. Help is available at every stage to guide you through the process.

Is it compulsory to do the Foundation Degree?

Whether you have a degree already or feel that you may not be up to the level of study involved, it is a requirement of West Yorkshire Police that you submit assignments and are assessed in this way. This process is driven by our Chief Constable and is supported by the Police Federation. Ultimately, we want you to develop into an effective and efficient Police Officer and have designed the programme to achieve this. While the styles of University teaching may differ from Foundation Training at Bishopgarth, both provide the underpinning knowledge you require to be able to develop and ultimately perform to the National Occupational Standards that all Police Officers must reach.

Will I have to do work in my own time?

As with any other vocational qualification there will be a need to study outside work time, indeed some people will have family members who are currently doing that. For some, this may seem a little harsh but bear in mind that time invested now will result in successful completion of the programme and a rewarding career in the Police Service.

What happens if I fail?

Don't worry - it is our aim to guide you through the programme and see you succeed but we do accept that some people will find it more taxing than others. Above all we want to see 100% effort. The first thing to realise is that this is a packed course, the majority of which is workplace based. It is important that you find time to complete the necessary study and work, as leaving things to the last minute will lead to huge problems. If you are unsure of anything you must ASK. We can't help if you don't speak to us. Standards are set throughout the course, though 'pass' marks may vary from one aspect to another. Extra support is available at every stage and we aim to focus your development based upon your own needs. You must respond positively to feedback.

If you don't pass a University assignment, you may be 'referred'. This is your chance to review your feedback and resubmit the assignment for further consideration. If you fail a module then you will be failing to meet our standards, as you must reach West Yorkshire Police's standards in order to pass many of the University modules.

What happens at the end of the 2 years?

When you have successfully completed the programme you will be awarded the Foundation Degree. In terms of further study, you could, at your own expense, seek to turn this into a full degree in a suitably linked subject. There may also be the possibility in the future of being awarded further credits for work related study which could eventually lead to a full degree.

Also, you will now be eligible to apply for one of the many diverse job opportunities that exist within the Organisation. Whether it's working on patrol or looking to specialise, staying as a PC or aiming for promotion; you can begin to shape your own career.

Will I have to wear my uniform at all stages?

Not always. When you attend University and your community placement you are permitted to wear clothing suitable for the purpose. You will be given further guidance before each part, but you must always bear in mind that those you interact with know that you are a student police officer and as such you must look and act appropriately at all times.

Is transport provided between training centres?

You are expected to make your own way to whichever site you are scheduled to attend that day, unless otherwise directed. Our usual sites are Bishopgarth and the University of Huddersfield. You will be given a map before being required to attend the University.

What do I do if travelling daily isn't possible?

Our policy is to offer accommodation only to those student officers who have extreme and unique difficulties which make residing at home temporarily unacceptable. If you feel this may apply to you, either apply in writing with your reasons to the Training Manager at:

Training & Development Centre

Bishopgarth

Westfield Road

Wakefield

West Yorkshire

WF1 3QZ

Reception Telephone: 01924 208092/3

or send an email to:

training@westyorkshire.pnn.police.uk.