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Day One Assessment Centre (Tech Lite)

Information for Candidates

Version 1.1

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The College of Policing have developed this candidate information document to support forces' local delivery of a new recruit assessment centre, Day One. It does not imply that the College supports or endorses the supplier or their products. Candidates should seek further guidance from their local recruitment department.

Any-enquiries regarding this publication please contact the College on 0800 4963322 or contactus@college.pnn.police.uk.

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1. Introduction

Congratulations on reaching this stage of the Police Constable Recruitment Process

This booklet will provide Police Constable applicants who have been invited to take part in the Day One Assessment Centre with all the information they need to know about the assessment centre. This booklet sets out what the assessments will involve, how you will be assessed and how you can prepare. It can also be used to help people who have a general interest in the process or are considering applying to become a Police Constable to find out more information on the assessment centre and what to expect.

We recommend you take the time to read this document before you come to the assessment centre and wish you the best of luck with the process.

2. What is an assessment centre?

An assessment centre is a process where we look at how you perform in a variety of exercises.

We include the following processes in the assessment centre:

- We assess **what** you do and **how** you do it.
- Trained assessors measure how you perform in exercises which relate to specific competencies and values.
- We use information from all of the exercises to determine whether or not you have met the standard by how well you demonstrated evidence across the competencies and values being assessed.

3. What is the Day One Assessment Centre?

Day One is a half day assessment process for the recruitment of Police Constables. It is an immersive experience placing you in the position of a Police Constable on Day One of your new team.

The Day One Assessment Centre is a new approach to Police Constable recruitment. Currently a small number of forces are delivering this new approach to recruitment with further forces expected to join in 2019 and 2020. When arranging your assessment centre your recruiting force will let you know whether you are sitting the Day One Assessment Centre.

If your force has informed you that you are sitting the Police SEARCH® Recruit process you should read the Information for Candidates booklet associated with this assessment centre which can be found here: http://recruit.college.police.uk/Officer/after-I-apply/Documents/SEARCHinfo_for_candidates_012v1.1.pdf.

4. What does the Day One Assessment Centre involve?

Day One is a half day assessment and requires you to assume the role of a Police Constable and complete seven exercises which have all been designed around realistic policing scenarios. Day One has been designed so that no prior knowledge of the role of a police officer or any policing knowledge is required in order to successfully complete the exercises. Further information on the role profile of a Police Constable can be found here: <https://profdev.college.police.uk/professional-profile/police-constable/>

Candidates are assessed against Level 1 of the Competency and Values Framework for Policing. Each exercise is designed to assess a specific set of behaviours required to deal effectively with that particular exercise and which have been identified as being particularly relevant to the role of Police Constable. Further information on the Competency and Values Framework can be found in Appendix A.

All candidates will be tested across the same areas and we will assess each exercise equally. Other people will take the assessment centre at the same time as you. However, they may take the exercises in a different order. You will be informed at the start of the day the order in which you will complete the exercises.

In order to ensure all candidates are provided with an equal and fair opportunity, the Day One Assessment Centre needs to follow a strict timetable. Therefore please allow sufficient travel time to arrive ahead of the time your force has set for your assessment centre. If you arrive late you will not be able to take part in the assessment centre at that time. You may be able to take part in another assessment centre later that day or week, but only in exceptional circumstances as to be determined on a case by case basis.

5. What do I need to bring to the Day One Assessment Centre?

Please remember to bring the following documents with you to the assessment centre to confirm your identity.

- A full 10-year passport or your police warrant card
- or two** of the following:
- British driving licence
 - P45
 - Birth certificate (issued within six weeks of your birth)
 - Chequebook and bank card (with three statements and proof of your signature)
 - Credit card with your photo on it
 - Proof of where you live (for example, a council tax bill, gas bill, electricity bill, water bill or phone bill).

If you do not bring the documents as listed above you will not be able to take part in the assessment centre as we will not have been able to verify your identity.

6. What will happen when I arrive at the Day One Assessment Centre?

When you arrive at Day One you will be greeted and registered by the assessment centre staff. We will check your identification and you will then receive a briefing explaining what you should expect from the day and the exercises you will be sitting. You will have the

opportunity to ask questions and sort out any concerns you may have about the assessment centre.

As part of the briefing you will be told that for the two interactive exercises, the two video based assessments and the written and collaboration exercises you will assume the role of a Police Constable. For the interview exercise you will be asked to provide examples which demonstrate evidence of the competencies and values being assessed, you will therefore not be required to assume the role of a Police Constable when providing your evidence for this exercise.

You will also be reminded that for the interactive, written and collaboration exercises you will be provided with all the information you need to deal with the situations and you should therefore not introduce any extra information.

It is important to remember that you will be under assessment conditions for the duration of the assessment centre, even between exercises. You are expected to act in line with the Code of Ethics at all times and it is therefore in your best interests to behave appropriately at all times during your assessment centre. Failure to do so could result in you receiving an automatic fail at the assessment centre under the Red Flag policy. For further details on this policy please see page 9 of this document. Further information on the Code of Ethics can be found here: http://www.college.police.uk/What-we-do/Ethics/Documents/Code_of_Ethics.pdf

There are seven exercises within the Day One Assessment Centre and you will receive a full briefing on the day of your assessment before taking part in each exercise. Further details of the exercises can be found on the next page.

7. Exercises at the Day One Assessment Centre

Interview	Interactive 1	Interactive 2
<p>The interview is a 20 minute structured interview.</p> <p>There will be four questions assessing both competencies and values relevant to the role of a Police Constable.</p> <p>As your interviewer asks you each question, you will also be able to read the question in front of you.</p> <p>The interviewer may ask you further probing questions to help you provide a full response.</p> <p>When you consider your responses to the interview questions, please only choose examples that you feel comfortable discussing with the person interviewing you.</p>	<p>This interactive exercise is split into two parts. The first part is the preparation and the second is the activity, where you will meet a role player.</p> <p>Preparation</p> <p>You will receive information and have five minutes to prepare for your meeting with the role player. You can make notes and you may refer to them during your meeting with the role player. We will not assess you on your preparation. After five minutes an assessor will take you to your meeting.</p> <p>Meeting the role player</p> <p>You will have ten minutes to interact with the role player.</p>	<p>This interactive exercise is split into two parts. The first part is the preparation and the second is the activity, where you will meet two role players.</p> <p>Preparation</p> <p>You will receive information and have five minutes to prepare before you meet the two role players. You can make notes and you may refer to them during your interaction with the role players. We will not assess you on your preparation. After five minutes an assessor will take you to the interaction.</p> <p>Meeting the role players</p> <p>You will have ten minutes to interact with the role players.</p>

Video Exercise 1	Video Exercise 2	Written Exercise	Collaboration
<p>This exercise is a video based assessment and you will assume the role of a Police Constable.</p> <p>You will be presented with three video clips and your task is to watch each video and pay attention to what you can see. Following each video clip you will be presented with a number of multiple choice questions related to the video you have just watched. Your task is to respond to the questions by choosing the correct answer. Some of the questions may have more than one correct answer which you can select.</p> <p>You will not be able to make any notes during the exercise.</p>	<p>This exercise is a video based assessment and you will watch an interaction between two officers and members of the public.</p> <p>You will be presented with three video clips and your task is to watch each video and pay attention to what is happening. Following each video clip you will be presented with a number of questions and you will need to choose the answer that is most appropriate for you.</p> <p>You will not be able to make any notes during the exercise.</p>	<p>You will have 30 minutes to complete the written exercise.</p> <p>You will be asked to read candidate preparation material which contains information from a number of sources.</p> <p>Using the information provided you will write a response to a letter sent by a concerned member of the public regarding the issue.</p> <p>All of the information that you require to complete the exercise will be provided.</p> <p>We will be testing your ability to comprehend information accurately and structure an appropriate response. Your use of spelling and grammar will also be assessed.</p>	<p>This is a 10 minute exercise and you will be working with another candidate. Both of you will have access to different information.</p> <p>We will be looking to see how you can understand and analyse information, communicate and make sense of a situation when working with another Police Constable.</p>

8. How will I be assessed?

Interactive and Collaboration Exercises

Your assessor will make written notes of what you say during the exercise. At the end of the exercise the assessor will then use their written notes to assess how you have scored on the competencies and/or values being assessed within that exercise. We will award your performance a score on a scale of 1 - 5 in each competency and/or value area being assessed. We give a score of 5 to the highest performing candidates and a score of 1 to the candidates who do not perform so well and have significant development areas. The evidence you provide in these exercises, both in what you did and how you did it will determine these scores.

Interview

Your interviewer will ask you the questions and write notes on the answers you provide. At the end of the exercise, the interviewer will then use their written notes to assess how you have scored on the competencies and/or values being assessed within the interview. We will award your performance a score on a scale of 1 - 5 in each competency and/or value area being assessed. We give a score of 5 to the highest performing candidates and a score of 1 to the candidates who do not perform so well and have significant development areas. The evidence you provide in the interview, will determine these scores.

Written Exercise

Assessors will mark the written response you provide and assess it against the values and/or competencies being assessed within this exercise. We will award your performance a score on a scale of 1 - 5 in each competency and/or value area being assessed. We give a score of 5 to the highest performing candidates and a score of 1 to the candidates who do not perform so well and have significant development areas.

Video Based Exercises

You will provide your answers to the multiple choice questions on an answer sheet. These sheets will then be scanned and marked automatically by computer software. Depending on the number of questions you have got right this will determine your score for each of the competencies and/or values being assessed in these exercises. We will award your performance a score on a scale of 1 - 5 in each competency and/or value area being assessed. We give a score of 5 to the highest performing candidates and a score of 1 to the candidates who do not perform so well and have significant development areas.

You will not be able to see how many questions you answered correctly.

9. How can I prepare?

Firstly reading this Information for Candidates booklet will help you know what to expect on the day.

It may also be useful for you to consider your ability in relation to each of the competencies and values being assessed.

You may find it useful to carry out a self-assessment in order to think if there is anything you could improve. You may also consider talking to your colleagues, family and friends about the assessment centre.

The Day One Assessment Centre will take approximately five hours. There will be opportunities for short breaks in between exercises to have a small snack or drink so you may wish to bring something with you. However, this may not always be possible so we would recommend you eat before attending the assessment centre so you are prepared and able to perform to the best of your ability. If you have special requirements and need to eat then please see our reasonable adjustments and accommodation policy to find out further information: http://recruit.college.police.uk/Special/after/Documents/College_of_Policing_Selection_Assessments%27_Policy_on_Accommodations_and_Reasonable_Adjustments_Version_1.1.pdf

10. How should I approach the Day One Assessment Centre?

- Be professional.
- Stay relaxed.
- Have an open mind.
- Be yourself.
- Behave as naturally as possible.
- Remember that all the information you will need is provided to you.
- Read and listen to instructions carefully.
- Enjoy the experience and your opportunity to demonstrate what you are capable of.

11. How to plan for your attendance at the Day One Assessment Centre

- Read relevant documents sent to you by your recruiting force.
- Read the Competency and Values Framework and think about how you can demonstrate the competencies and values being assessed.
- Check your journey to the assessment centre site and make sure you will arrive in enough time.
- Get a good night's sleep.
- Eat some food and bring some snacks and a drink to the assessment centre.
- Bring the contact details for the force representative in case you have any difficulties finding the location/are running late.
- Remember your identity documents.

12. Frequently Asked Questions

- **Can you recommend any training I should attend prior to my Day One Assessment Centre?**

We do not endorse any training companies providing training or training materials in relation to the Day One Assessment Centre.

- **What is the Red Flag policy?**

You are expected to act in line with the principles and standards of behaviour as set out within the Code of Ethics at all times during the assessment centre. A copy of the Code of Ethics can be found here: http://www.college.police.uk/What-we-do/Ethics/Documents/Code_of_Ethics.pdf

If you are believed to have acted in contravention of the Code, been inappropriate to others inside or outside of exercises, or acted in a way which would provide you an unfair advantage over other candidates, the Quality Assurance (QA) team at the assessment centre will be notified. The QA team will independently review any evidence in relation to your behaviour and decide if there is sufficient evidence to award you an automatic fail. The independent verification by the QA team allows us to be confident of the decision made and so you are not able to appeal against an automatic fail received at the assessment centre.

You should treat all exercises at the assessment centre as you would any other tests or examination. Once you arrive at the assessment centre you should **not** refer to any notes that you have made outside of the exercises, and should not use personal mobile phones, smart watches or other electronic devices. Please listen carefully to and follow instructions which are given to you by assessment centre staff such as finishing an assessment when asked. Failure to do so may be interpreted as an attempt to gain an unfair advantage, in breach of the Code of Ethics, and result in you receiving an automatic fail.

- **How am I assessed during the exercises?**

A fair and transparent recruitment process is important to us and our assessors will assess you solely on your performance in the exercises on the day. Assessors and interviewers can only give you credit for what you say and do. They are not trying to trip you up but give you an opportunity to show what you are capable of.

We have designed the assessment centre to make sure that we assess each of the competencies and values relevant to the role of a Police Constable at least twice. You should not be concerned if you feel that you have not done well in any one particular exercise as you will have at least one other exercise where we will assess the same competencies and values again. We would therefore encourage you not to let a perceived bad performance in one exercise affect you for the rest of the assessment centre.

You do not need to know about the law or procedures relating to police work in order to be successful at the assessment centre.

- **Who are the assessors?**

The assessors are either police officers, police staff or people who have been specifically chosen from the community. All the assessors are specially trained and they are continually monitored throughout the assessment centre.

A visitor might accompany the assessors to observe the process but they will not take part in your assessment. If you have any questions about this please ask a member of the assessment centre team on the day.

- **Who are the role players?**

The role players are either professional actors or people who have been specifically chosen from the community. All the role players are highly trained and they are continually monitored throughout the assessment centre to ensure a consistent delivery of their role.

- **What information do the assessors have about me?**

The assessors will only know your name and candidate number, which we will give you when you arrive. They will have not seen any other information about you and they will not know whether you have applied before.

- **What accommodation or reasonable adjustment can be provided?**

Should you have any condition, temporary or otherwise (e.g. pregnancy, injury, disability, including dyslexia etc.) that might cause you to be disadvantaged during the assessment centre you **may** be entitled to an accommodation or reasonable adjustment. If you believe you may have a condition that could disadvantage you at the assessment centre, please contact the force you are applying to, who will be able to assist you with your application for accommodation or reasonable adjustment.

Any accommodation or reasonable adjustment provided for the Day One assessment centre will be based on the information provided to us in a relevant report produced by an appropriately qualified professional. Reasonable adjustments may include additional time, use of coloured overlays or having material presented in a different font or other adjustments as recommended by a specialist. A copy of the reasonable adjustments policy can be found here:

http://recruit.college.police.uk/Special/after/Documents/College_of_Policing_Selection_Assessments%27_Policy_on_Accommodations_and_Reasonable_Adjustments_Version_1.1.pdf

Please ensure that you review the adjustments offered against the exercises outlined in this document and let your police force know if you do not feel they meet your needs.

- **How will you give me my results?**

You will receive a 'Candidate Feedback Report' providing detailed information on how you performed in the assessment centre. The aim of the report is to show how you performed in each of the exercises. Your force will provide you with your report.

- **How do I give feedback about the assessment centre?**

As part of the monitoring and development of the Day One Assessment Centre, we would like to hear your views on your experiences of the process. Following the assessment centre you will be given a link inviting you to take part in a candidate feedback questionnaire.

Any feedback you can provide will be valuable but please note we are not able to count any feedback you provide in this questionnaire as a formal appeal. You therefore should not expect a response to issues raised through this channel.

- **What is the appeals procedure?**

Our aim is to ensure that you have a very positive experience at the Day One Assessment Centre and that you are provided with the opportunity to perform at your best. However, if you have a concern about an issue that occurs at your assessment centre then you should raise it with a member of the assessment centre team on the day in the first instance.

If you feel it has not been resolved after speaking with the team at the assessment centre and you still wish to report any extenuating circumstances or procedural concerns that you believe may have negatively impacted your performance, you must do so in the form of a written appeal to the force you are applying to. In order to support your appeal you will need to provide supporting evidence.

You must submit the appeal to the force recruiting department within 24 hours of attending the assessment centre. Reports received after this date will not be considered. You are therefore not able to appeal having received your result from the assessment centre.

If you have met the standard in the assessment centre your appeal will not be considered further. Only if you have not met the standard will your appeal be considered. Procedural issues, however, will still be investigated as they may have important implications for the assessment centre as a whole.

Extenuating Circumstances

Extenuating circumstances are likely to be a serious event or series of events, such as illness, accident or injury, or the death or serious illness of a family member. We recognise that lack of preparation and/or a heavy workload prior to attendance at the assessment centre may not allow you to perform at your best. However these are not considered to be extenuating circumstances.

If you are aware of any extenuating circumstances prior to, or on the day of the assessment centre, you should report any problems that may affect your performance to a member of the assessment centre team before your assessment centre commences. As these will not be grounds for appeal after the assessment centre. You will be given the opportunity to raise any issues with the assessment centre team prior to the start of your assessment centre. It will be your decision as to whether you continue with the assessment centre or withdraw and attend a later assessment centre.

We provide all candidates with this opportunity as we recognise that it is important candidates feel ready and able to take the assessment centre so they are able to perform to the best of their ability.

Procedural Concerns

Our aim is to ensure that all assessment centres are delivered correctly and in line with our procedures in order to ensure the process you attend is fair and is a positive experience.

Procedural concerns will be investigated by the organisation responsible for managing the assessment centre.

Force recruitment representatives should respond directly to you to acknowledge receipt of the appeal. If the appeal has not been resolved within six weeks from the receipt of the appeal, the force representative should write to you to explain that your appeal is still being considered.

Successful appeals will not result in a fail result being changed into a pass. However, if upheld, you will be permitted, where possible, to attend another assessment centre without reapplication.

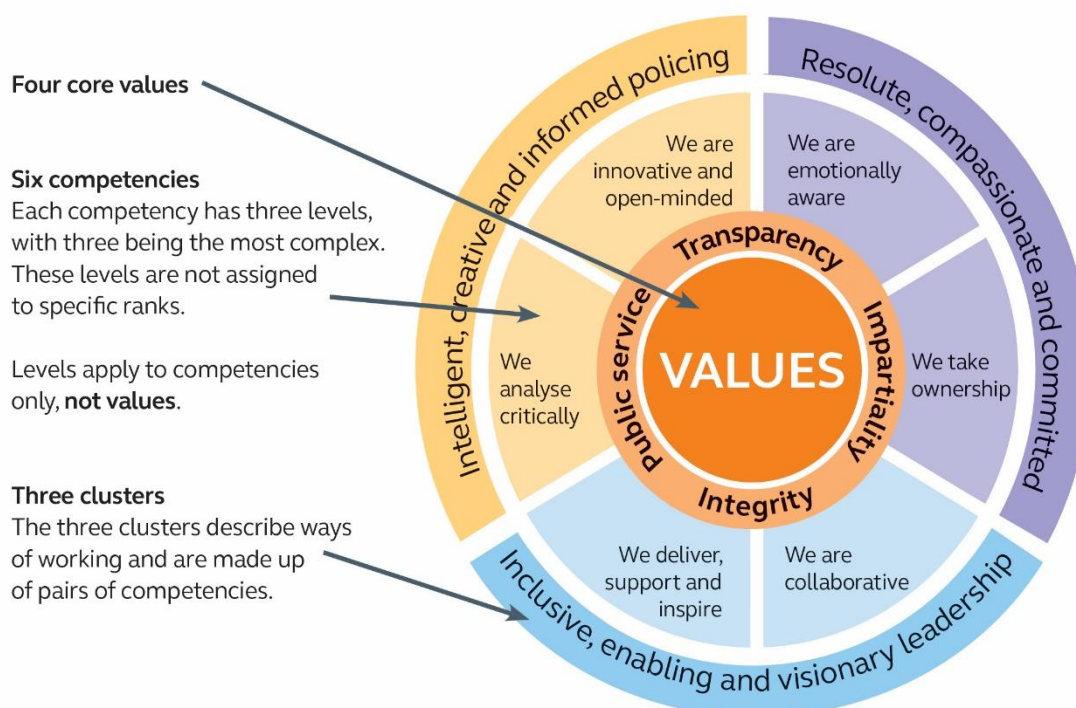
We hope this information is helpful and we would like to take this opportunity to wish you the best of luck at your upcoming Day One Assessment Centre.

Appendix A: Competency and Values Framework (CVF) for Policing

What is the CVF?

The CVF has been designed to support all people working within policing. It sets out nationally recognised behaviours and values, which will provide a consistent foundation for a range of local and national processes.

The framework has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. All of the competencies are underpinned by four values that should support everything we do as a police service.



How will the CVF be used at the Day One Assessment Centre?

Candidates will be assessed against all four values in the CVF:

- Integrity
- Transparency
- Impartiality
- Public Service

Candidates will also be assessed against all six competencies in the CVF:

- Emotionally Aware
- Take Ownership
- Collaborative
- Deliver, Support and Inspire

- Analyse Critically
- Innovative and Open Minded

Candidates are expected to demonstrate all four values in the CVF and will be assessed against Level 1 in the competencies. Each exercise is designed to assess a specific set of behaviours required to deal effectively with that particular exercise and which have been identified as being particularly relevant to the role of Police Constable.

Further information in regards to the values and competencies being assessed and the Level 1 indicators can be found here: http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

If you are unable to access a copy of the CVF then please contact the force to which you applied.