

## **Frequently Asked Questions – September 2016.**

### **1. How do I join An Garda Síochána?**

Applications for the position of Garda Trainee are made by way of an online application process which is managed by the Public Appointments Service. To receive notifications of Garda Trainee recruitment campaigns as they arise you must register as a member of <http://www.publicjobs.ie>

### **2. Is there a height requirement?**

The requirement to be of a specific height has been removed and replaced with a physical competence test.

### **3. Is there an age limit?**

Applicants must be 18 years of age but not yet 35 years of age on midnight of the closing date for the competition e.g. 29th September, 2016, therefore you must have been born between 28th September 1981 and 29th September 1998.

### **4. What are the Conditions for Entry?**

In addition to the eligibility criteria at sections 3, 5 and 7, applicants must be;

- a) Of good character;
- b) Be certified by a Registered Medical Practitioner (nominated by the Garda Commissioner after consultation with the Minister) to be of good health, of sound constitution and fitted physically and mentally to perform the duties of a member of the Service.
- d) Have passed a Physical Competence Test;

### **5. What are the Educational requirements?**

Applicants must have obtained

- (a) an Irish Leaving Certificate with a grade D3 minimum in five subjects at ordinary level\*, or
- (b) a Level 5 Certificate (Major award) on the National Framework of Qualifications (NFQ), or
- (c) a recognised qualification (at level 5 or greater), deemed comparable to the above in terms of both level and volume of learning as determined by Quality and Qualifications Ireland (QQI)

### **AND**

(d) Must have a proven proficiency in **two languages**; one of which must be Irish or English. Such competency may be proven by achieving the relevant grades in an Irish Leaving Certificate or for English or Irish through such assessments as set out by the Public Appointments Service. The contents and scoring mechanism to be used at the

assessments (written and oral) will be determined by the Public Appointments Service (PAS).

Please [click here](#) for further information.

\*Subjects taken at Foundation Level Leaving Certificate are not considered equivalent for entry to this competition. In certain cases a Pass in the Applied Leaving Certificate may be deemed equivalent to an Ordinary Leaving Certificate. In addition, applicants must also have proven proficiency in two languages as set out in 3 (vi) (d) above.

The Public Appointments Service may verify the validity of qualifications other than the Leaving Certificate with Quality and Qualifications Ireland (QQI). Applicants should not contact QQI directly. Candidates may however refer to [www.naric.ie](http://www.naric.ie) which offers advice on the academic recognition of foreign qualifications in Ireland.

#### **6. Can a police officer from another country transfer in?**

No, there is no internal transfer process. You must go through the normal recruitment process.

#### **7. Can a citizen from any country join?**

To join applicants must:-

- a) Be a national of a European Union Member State, or
- b) Be a national of an EEA State or the Swiss Confederation, or
- c) Be a refugee under the Refugee Act, 1996, or
- d) Have a period of 1 year's continuous residence in the State on the closing date of the advertisement for the competition for the vacancy to which the admission relates, and during the eight years immediately preceeding that period, has had a total residence in the State amounting to four years, or Have been granted subsidiary protection, or
- e) is a family member of such a person, in compliance with the Admissions and Appointments Regulations, 2013.

#### **8. How do members get into a more specialist area?**

Ordinarily new members of the Service must spend at least 3 years on normal uniformed policing duties. After that, they are free to apply for any vacancies which may arise in specialist areas. Each section will have its own unique selection procedures.

#### **9. What does the Physical Competence Test involve?**

##### **Physical Requirements Pre Entry Tests**

- (1) Fitness Test
- (2) Physical Competence Test

## **Fitness Test**

There are three parts to the fitness assessment;

- (a) Progressive shuttle run,
- (b) sit-up test (one minute time limit)
- (c) press-up test (no time limit)

The objective of the progressive shuttle run test is to run as long as possible there and back along a 20m track, keeping to the speed indicated by the bleeps on the CD. The student will hear these bleeps at regular intervals. The test is maximal and progressive. At first the speed is slow, but the speed will increase at the end of each minute. The applicant should stop running when they can no longer keep up with the rhythm of the bleeps. **You are advised to access/download the ‘Loughborough 20 Meter Shuttle Run – Fitness Assessment’.**

Each applicant must attain the level of fitness indicated on the marking guidelines below.

### **Minimum Standards for the Shuttle Test**

Age	Males	Females
18-25yrs	Level 8.8	Level 7.6
26-35yrs	Level 8.1	Level 6.6
36-45yrs	Level 6.6	Level 5.4

### **Minimum Standards for the ‘Sit Up’ Test (one minute)**

Age	Males	Females
18-25yrs	35	30
26-35yrs	32	27
36-45yrs	29	25

### **Minimum Standards for the Press Up Test (no time restriction)**

Age	Males	Females
18-25yrs	25	20
26-35yrs	22	18

## **Physical Competence Test**

The test consists of the following,

- (a) A competency based timed circuit (3 laps)
- (b) A push / pull machine assessment.

**(A) Physical Competence Test**

1. Sprint start
  1. Weave through cones
  2. Walk along a balance beam
  3. Lift a car wheel and carry it 3 metres
  4. Go underneath a barrier
  5. Jump over a mat (one metre wide)
  6. Drag a 45kg mannequin 2 metres
  7. Run up and down a stairs
  8. Climb over a gate
  9. Sprint 10 metres
  10. Complete circuit 3 times in fastest time possible
- Pass standard is 3 mins and 20 secs

**(B) Push Pull Machine Test**

The objective of the test taken is to measure the maximal force you are capable of exerting in pushing and pulling. This test is intended to relate to the physical strength requirements of a Garda in a range of typical situations

1. Stand on platform
2. Grip handlebars (simulates chest height of average height of a person)
3. Feet apart one foot in front of the other
4. Push and pull the handlebars through the required stroke continuously (indicated by bleeps at the start and end of each stroke) for 20 secs
5. If three bleeps are missed the test is invalid and the candidate must repeat the 20 sec test again, immediately
6. During the test the force you are exerting will be continually measured and recorded on the computer system
7. In order to achieve your **maximal force** you will need to use your entire body and concentrate on pushing and pulling hard throughout the entire stroke

A video detailing the Physical Competence Test can be found here.

<https://www.youtube.com/watch?v=uXo3roYoCUw&feature=youtu.be>

## **10. What is the Recruitment process?**

### **Practical Matters**

- Applications should be made online through [www.publicjobs.ie](http://www.publicjobs.ie). It is recommended that applicants do not use a tablet/iPad or mobile device to apply.

- To apply, candidates must have a “User Account” on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must register as a ‘*New User*’ to create your Profile (register a New Account).
- If you cannot remember your profile details from before, please do not create a second profile as this could invalidate your application.

### Username / Password issues

#### ***Forgotten your username or password?***

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

#### ***How to contact Public Appointments Service?***

*If you continue to have ‘User Name’ or ‘Password’ difficulties please email Public Appointments Service at [gardatraineeseptember2016@publicjobs.ie](mailto:gardatraineeseptember2016@publicjobs.ie) outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.
- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. Public Appointments Service will only communicate application information with the candidate and not with any third party.
- ***Username and Password***  
It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- ***Publicjobs Messageboard***  
Interaction with candidates during the selection process will primarily be conducted online. Public Appointments Service will send most communication through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or ‘Promotions’ in the case of gmail). You are also advised to check all these folders regularly.

- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the Public Appointments Service.
- The Public Appointments Service accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the Public Appointments Service.

### **How to Apply**

Access the job posting by clicking on the '*Garda Trainee 2016*' link on the home page of [www.publicjobs.ie](http://www.publicjobs.ie). This document, *Notes for Applicants and Conditions of Service*, is also available with the job posting while the competition is advertised.

Click on the button '*Apply now*' to access the application form. This button is located at the end of the job posting page. You must complete the application form in full and click the submit button.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via '*My Applications*'. At this point you should consider adding [www.publicjobs.ie](http://www.publicjobs.ie) to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email [gardatraine2016@publicjobs.ie](mailto:gardatraine2016@publicjobs.ie).

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service or the Garda Commissioner is satisfied that such a person fulfils the requirements.

**Only one application per person is permitted. Remember, you must include your PPS number when applying.**

### **Equality Monitoring**

Public Appointments Service is committed to an equal opportunities policy in accordance with the Employment Equality Acts (1998 to 2011). In order to ensure that the policy is effective Public Appointments Service monitors its selection processes. To do this, a small number of equality monitoring questions is included at the application stage. While completion of this form is completely voluntary, we would encourage applicants to assist in equality proofing our processes by completing it. Any responses given will have no bearing on the way in which your application is considered.

<p><b>Closing Date for receipt of applications is:</b></p>
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**Thursday 29<sup>th</sup> September, 2016**

It is suggested that you apply well in advance of the closing date  
in case you experience any difficulties.

## **The Selection Process**

### **Overview**

The competition for the selection of Garda Trainees attracts a very high number of applicants. Accordingly the selection process to become a Garda Trainee is comprehensive, with candidates required to undertake a range of relevant assessment tests and exercises over a number of selection stages. The tests and exercises are designed to identify candidates suitable to be a Garda Trainee, with potential to become an attested member. Therefore only the highest performing candidates at each particular stage will progress to the next stage. The numbers called forward to each stage of selection will be determined from time to time having regard to the number of places to be filled in the Garda College.

The Public Appointments Service will conduct the initial selection stages on behalf of the Garda Commissioner. Names and details of candidates who are successful and are placed highest on the order of merit following the selection stages conducted by the Public Appointments Service will be forwarded to An Garda Síochána for further consideration.

Neither An Garda Síochána nor the Public Appointments Service will be responsible for refunding any expenses incurred by candidates in relation to the recruitment process.

### **Job Preview Self Assessment Questionnaire**

A realistic job preview questionnaire is included in this booklet (see Appendix A) which you should consider before making an application. This is not a part of the selection process but rather is for your own use to assist you in deciding if a career in An Garda Síochána is right for you.

### **Selection Methods**

Candidates will be required to take a number of tests which are designed to identify their potential to become a Garda Trainee. More detailed information in relation to the selection methods e.g. tests, exercises, etc., and confirmed dates will be made available to candidates as they progress through the process.

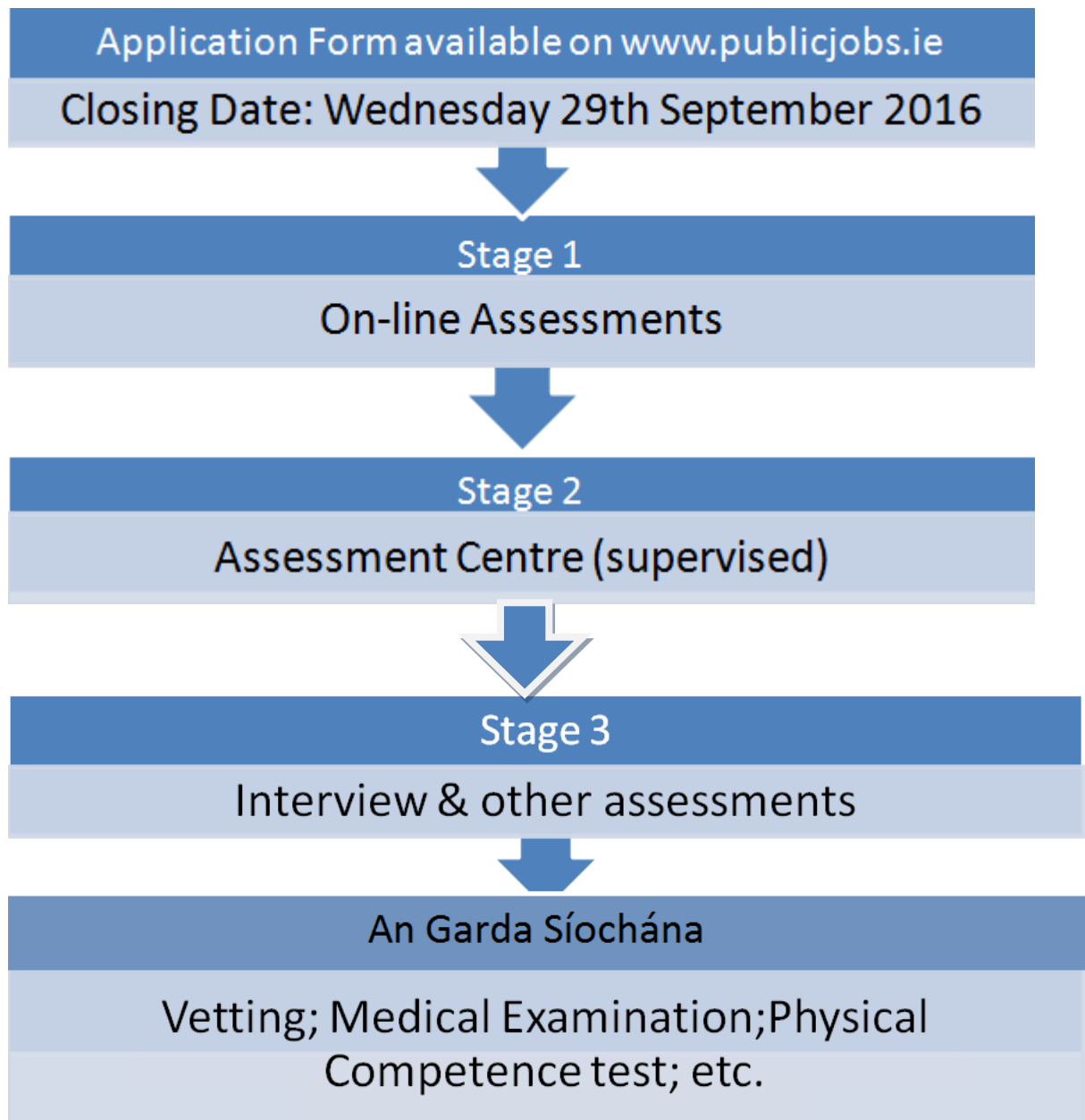
The methods used to select the successful candidates for this role may include:

- Assessment questionnaire(s)
- Psychometric tests e.g. reasoning and ability tests
- Job simulation exercises
- Report writing exercises
- Assessment Centre i.e. use of a variety of assessment exercises & tests
- Personality questionnaire
- Interview(s)
- Language test(s) e.g. in the case of fluency in Irish stream

- Physical competence test
- Medical examination
- Any other assessment tests/exercises deemed appropriate

### **Overview of the Garda Trainee selection process**

The chart below outlines the selection process that candidates can expect to participate in, should they apply for the General and Fluency in Irish Garda Trainee streams.



### **Key Dates**



Date	Stage
<b>29<sup>th</sup> September</b>	<b>Closing Date</b>
<b>From 7<sup>th</sup> October</b>	<b>Stage 1 On-line Assessments</b>
<b>7<sup>th</sup> to 25<sup>th</sup> November</b>	<b>Stage 2 Assessment Centre</b> The top group of candidates to be invited from Stage 1. Further groups will be invited in the new year.
<b>From 8<sup>th</sup> December</b>	<b>Stage 3 to commence – Interviews and other assessments</b>

## Notes

- (a) Stages 1 to 3 of the selection process will be conducted by the Public Appointments Service. Candidates who qualify following Interview & other assessments, and whose place on the order of merit is reached, will go forward for consideration by An Garda Síochána.
- (b) **Serving Garda Reserve Members Stream**  
Applicants for the *Serving Garda Reserve Members Stream* will undergo an alternative selection process to that outlined in the Selection Process Overview above. This will involve attending supervised tests at the first stage. Further details will be made available directly to applicants closer to the time.
- (c) As candidates progress through the various stages of the process they should make themselves available for any dates communicated to them as it may not be possible to reschedule.

## 11. What does the training involve?

The Trainee Garda/Probationer programme is the bedrock of the organisation learning development strategy, the foundations on which all other learning in the organisation is built on.

The Trainee Garda/Probationer training programme is delivered over 104 weeks leading to a BA in Applied Policing. The initial period of 34 weeks which includes two reading weeks comprises a block period at the Garda College. The training assignment is temporary and will be for a period of 32 weeks or for such shorter periods as the Commissioner of An Garda Síochána may determine. The remainder of training takes place predominately at selected Garda Divisions with specific periods of tuition built in and annual leave included at specific times. The programme will be delivered using a problem based learning approach. For the duration of the programme and beyond, trainees enter a contract of employment with An Garda Síochána.

Training is divided into three phases;

Phase I:

Phase I is 32 weeks duration plus 2 weeks leave.

During 32 weeks training on Phase I of the training the Trainee Gardaí will reside at the Garda College, Templemore. Co. Tipperary - Monday to Friday inclusive. They will receive a training allowance of €184 per week. Trainee Gardaí will sign a Training Contract that will be valid for the period of their Phase I training. This training period may be extended for longer periods as the Garda Commissioner so directs. On successful completion of Phase I training the Trainee Garda will be attested and will progress to Phase II of their training. The Trainee Garda will now be a Probationer Garda and will be appointed as a member of An Garda Síochána.

#### Phase II:

Phase II is 34 weeks in total (17 weeks assisting and 17 weeks assisted)

Phase II will be an operational phase where the newly appointed Probationer Garda will commence training in the operational field at a designated Garda Station. He/she will work alongside a Garda assigned to assist them. The Probationer Garda will be on a permanent contract of employment and pay.

#### Phase III:

Phase III is completely autonomous. In this phase of the training, the Probationer Garda will work independently.

The modules studied during the two year training programme are:

- Foundations of Policing
- Professional Competence I
- Crime & Incident Policing I
- Policing with Communities I
- Road Traffic Policing I
- Station Roles and Responsibilities I
- Officer and Public Safety
- Professional Competence II
- Crime / Incident Policing II
- Policing with Communities II
- Road Traffic Policing II
- Station Roles and Responsibilities II
- Professional Competence III
- Law and Procedures
- Policing with Communities III

#### **Academic and Professional Assessment**

Throughout the programme Trainee Gardaí/Probationers shall be subject to academic examinations and professional assessments. Participation in all examination subjects and professional assessments is mandatory. Trainee Gardaí/Probationers are required to pass all examinations and assessments during their respective phases in order to progress to the conclusion of the programme.

**Candidates should note that members of An Garda Síochána are required to serve at any station or centre within the State at the discretion of the Commissioner.**

**12. How can I find out more?**

Visit the Website of the Public Appointments Service, [www.publicjobs.ie](http://www.publicjobs.ie)