



PREPARING FOR POLICE SELECTION

We value what you bring to the job as an individual

While all applicants are expected to meet certain criteria, we aren't looking for cookie-cutter police officers. The strength of our team comes from diverse new recruits with different experiences and skill sets, working towards the same goals.

If your goal is to reduce and prevent crime and victimisation in our communities, then you're applying for the right career. Of course, to do this you'll need to be able to interact with people from all walks of life. Your ability to communicate effectively in English (through reading, active listening, writing, and speaking) is essential. Having an understanding of other languages and cultures is also a big plus.

As you progress through the selection process you will have numerous opportunities to impress our constabulary recruitment staff. One of the ways you can do this is to demonstrate your efforts in a wider community setting. In addition to the suggestions provided in this booklet think about how you can contribute to a community group, coaching sports, mentoring young people, volunteering, or fundraising.

Kia kaha and good luck!



Andrea Swan

National Manager Constabulary Recruitment

Disclaimer

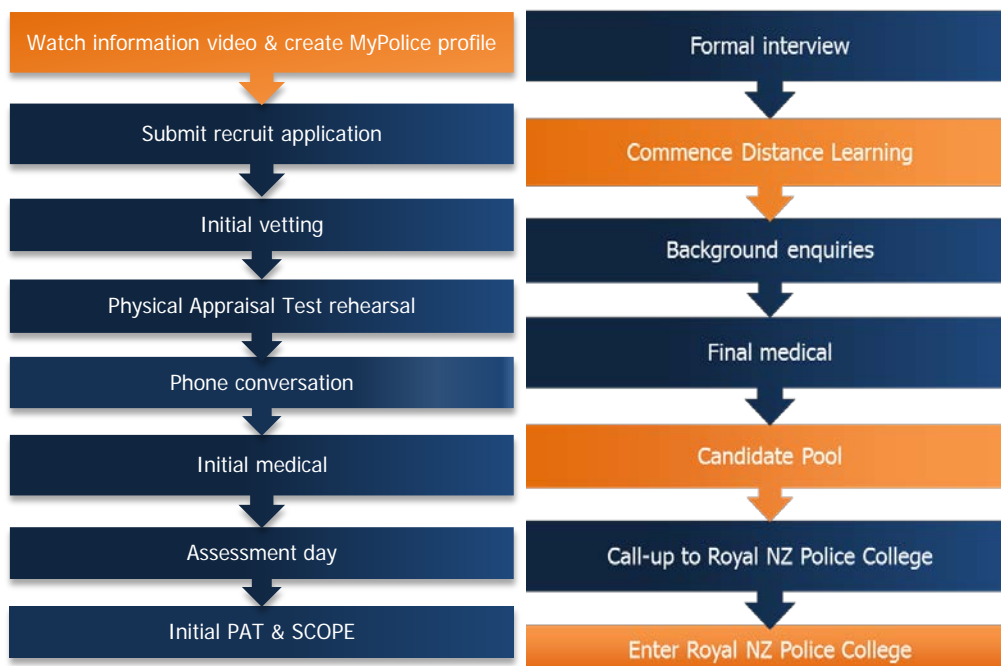
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Constabulary Recruitment Road Map

The following diagram provides an overview of the selection process. This booklet will cover what is required at each step of your journey towards the candidate pool including tips to help you prepare. For further information please visit www.newcops.co.nz.



How long is the selection process?

The amount of time the selection process takes depends upon the district you are applying for and your motivation, preparation and availability. We realise that you may have other work and family commitments so the process also has the flexibility to work around you.

Like any professional career, becoming a police officer doesn't happen overnight. On average, it takes 6-10 months from the time you apply, through to reaching the candidate pool.

Before Assessment Day

Before you attend an assessment day there are some steps you need to complete.

Documents you must bring to assessment day

If you have been invited to attend an assessment day, you will need to photocopy the following documents, and bring the copies and originals with you:

- Full birth certificate (including parents' names)
- NZ driver licence.

Assessment Day

On your assessment day we'll assess your cognitive abilities and your personality preferences. We may also assess your literacy. It can be an intense time but with the right attitude and preparation you will be well on your way to an exciting career with NZ Police.

Are you cleared for assessment?

Once you have been cleared for assessment recruitment staff will invite you to attend an assessment day. For an overview of the different assessments you will need to complete on the day please see the following pages:

- Psychometric Assessment (see below)
- Personality Questionnaire (page 15)
- Literacy Assessment (page 15).

Psychometric assessment

Psychometric assessment consists of THREE separate assessments. These are:

1. **Verbal Reasoning** - Assesses your understanding of words and relationships between words
2. **Numerical Reasoning** - Assesses your ability to understand numbers and the relationships between numbers
3. **Abstract Reasoning** - Assesses your ability to perceive and understand the relationship between abstract shapes and patterns.

Regardless of your academic history we advise ALL applicants to undertake preparation prior to completing the assessments. Be aware that this will be an assessment environment, i.e. time will be tight and you will be under some pressure. However, do not panic if you do not finish the timed exercise questions. Instead, try to work as quickly and as accurately as you can.

How can I prepare for the psychometric assessment?

Prior to assessment day

- It is important to let us know if you become unwell or if there are any other factors which may affect your performance on the day
- If you have any learning disabilities, specific learning needs, or any other learning requirements please notify recruitment staff. Note that a learning disability won't necessarily exclude you from being employed by NZ Police, but we need this information to consider your situation on a case by case basis to determine whether and how best we can accommodate your needs
- Complete the practice assessments available on www.newcops.co.nz as well as the example questions included within this chapter
- Check the email to confirm the location, date and time of your assessment day
- Ensure you have clear directions to the location
- Try to have a restful sleep the night before.

Morning of your assessment day

- It is important to arrive for the assessment day in a calm and relaxed state of mind
- Allow time for transport and parking
- Plan to arrive 15 minutes early
- If you require reading glasses, ensure you take them with you.

During the assessment

- Listen to the instructions carefully
- All assessments will be completed using iPad devices from 29 July 2016. We provide all required materials, including pencils and paper for working out answers. Questions are multi-choice format
- The iPad screen will show you the time. It will also show you the remaining assessment time
- Ask for instructions to be repeated if you have not understood them the first time
- You will be provided with an opportunity to work through example questions
- Read the questions carefully
- Work as quickly and accurately as you can. Assessments are timed
- If you find a question too difficult, move on to the next one and come back to it later if you have time.

Assessment day results

- Results from your assessments will be provided to you within one week. You will have an opportunity to receive feedback on your performance to understand your strengths and potential areas for development
- Once you have met the required standards you can attend an initial PAT. You will need to meet the required PAT standards within 8 weeks of your assessment day.

Example questions

Below are some example questions. This gives you an insight into the types of questions you will be asked and the format in which they will be displayed.

Please be aware these practice questions are designed to demonstrate the kinds of questions you may be asked. They do not necessarily reflect the level of difficulty of the items in the actual assessment.

When you are completing the practice questions consider the logic you applied to work out the answer. This will help you understand the kinds of thinking that you may have to use in the assessment session.

The answers are at the end of this section.

Verbal reasoning

This assessment measures basic vocabulary, verbal fluency, the ability to reason using words and the ability to perceive and understand concepts and ideas expressed verbally. The assessment consists of items, which involve an understanding of vocabulary, class membership and the relationship between words.

Each question has six possible answers. One and only one is correct in each case.

Verbal Reasoning Example

Happy means the opposite of...?

1	2	3
Glad	Sad	Sullen
	X	

Answer: (Happy means the opposite of sad)

NOW, attempt the following practice questions

Verbal Reasoning Practice Questions

1 Sick means the same as ...?

1	2	3	4	5	6
Labour	ill	Healthy	Disease	Evil	Rest

2 Drive is to Car as Fly is to?

1	2	3	4	5	6
Ship	Bird	Aeroplane	Cycle	Float	Jump

3 Which one of the following is the odd one out?

1	2	3	4	5	6
Cheese	Butter	Cream	Yoghurt	Wood	Milk

4 Dark means the opposite of?

1	2	3	4	5	6
Gloomy	Happy	Red	Heavy	Light	Day

Numerical reasoning

This assessment measures the ability to use numbers in a logical and rational way. The assessment consists of items, which assess understanding of such things as number series, numerical transformations, the relationships between numbers and ability to perform numerical computations.

There is a total of 25 questions and you have 10 minutes in which to answer them.

Numerical Reasoning Example

10, 9, 8, 7, 6...What number comes next?

1	2	3
5	3	7
X		

Answer: (5 - The sequence goes down one number each time)

Numerical Reasoning Practice Questions

1 6, 8, 10, 12, ... What number comes next?

¹ 8	² 9	³ 11	⁴ 12	⁵ 14	⁶ 16

2 Which of the following is the odd one out?

¹ $\frac{2}{4}$	² $\frac{6}{8}$	³ $\frac{3}{6}$	⁴ $\frac{4}{9}$	⁵ $\frac{4}{8}$	⁶ $\frac{2}{6}$

3 1 is to 10 as 10 is to ...?

¹ 10	² 100	³ 99	⁴ 98	⁵ 97	⁶ 96

4 Travelling (constantly) at 30km/h, how long will it take to travel 45 kilometres?

¹ 20min	² 30min	³ 50min	⁴ 1hr	⁵ 1hr 30min	⁶ 2hr

Abstract reasoning

This assessment measures the ability to understand abstract logical relationships and use new information outside the range of previous experience. The assessment consists of items, which require the recognition of patterns and similarities between shapes and figures. It also gives an indication as to your ability to learn and pick up new concepts quickly.

There is a total of 25 questions and you have 10 minutes in which to answer them.

This is not an assessment you can study for specifically, although it will help to familiarise yourself with diagrams, sequences of patterns, logical progressions, and to get used to assessment conditions where time is tight. In some books, abstract reasoning is also referred to as non-verbal analogies, spatial ability or IQ assessments.

Abstract Reasoning Example

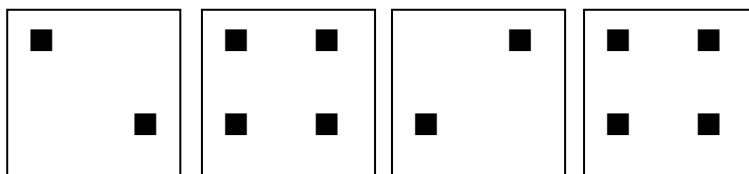
What comes next?

→	↓	←	↑	
↑	↙	→	↓	←
		X		

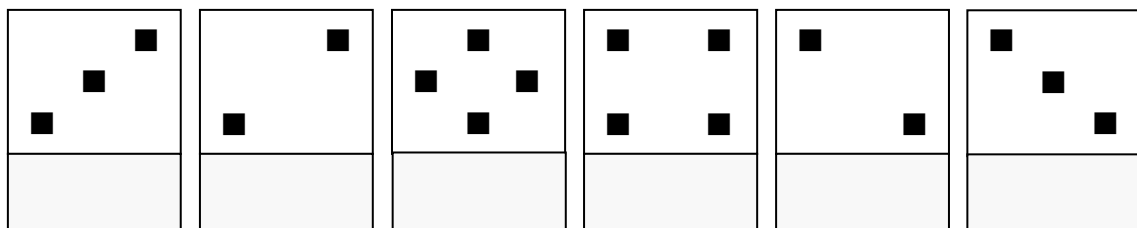
Answer: (The arrow is rotating in a clockwise direction)

Abstract Reasoning Practice Questions

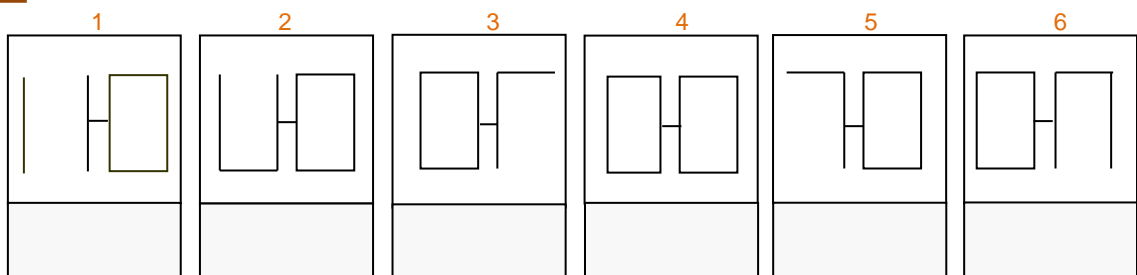
1 What comes next?



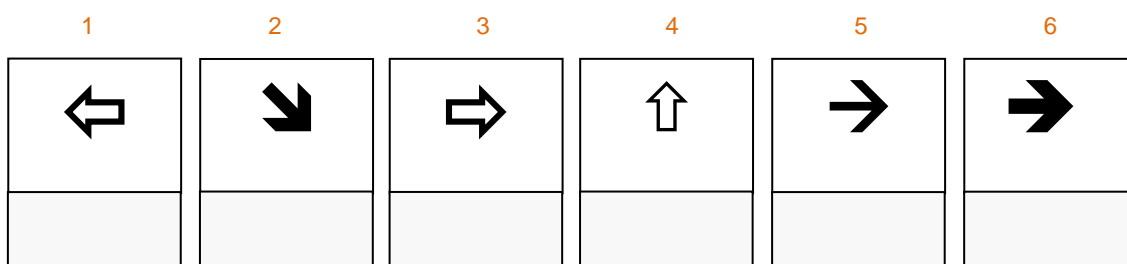
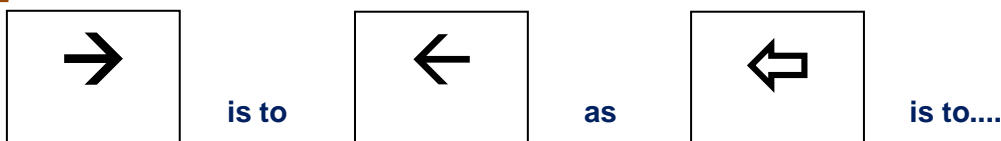
1 2 3 4 5 6



2 Which of the following is the odd one out?



3 Complete the following:



Other preparation tips:

- There are further online practice assessments available at www.newcops.co.nz
- Get familiar with the types of questions, understand the underlying assumptions or logic and use the practice questions
- To prepare for a verbal reasoning exercise, you may find it beneficial to do crosswords or other deduction puzzles. You might also spend time exploring words in the dictionary that you do not understand
- We recommend that you read books that extend your vocabulary and assess your knowledge of words. Read non-fiction material to get used to large amounts of factual text and improve speed of reading, as well as vocabulary
- Our assessments do not allow you to use a calculator. To prepare for a numerical reasoning exercise, you may find it beneficial to practice basic subtraction, addition or multiplication problems. Other basic calculations that may be worth reviewing include; number sequences, ratios, percentages, fractions and decimals
- To prepare for an abstract reasoning exercise, you may find it beneficial to do puzzles that involve diagrams and play games which involve thinking out a problem visually and in a logical sequence (e.g. chess, labyrinth, computer freecell)
- Become familiar with assessment under time pressure - It may be a good idea to simulate our assessment environment as closely as possible. Do this by completing the same number of questions in the same allocated time. For example, choose 35 verbal reasoning questions and time yourself for 8 minutes. Get a feel for how much time you can afford to spend on each question.

Useful sites to help prepare for psychometric assessments

The following websites may be useful:

- www.newcops.co.nz (practice assessment)
- www.opra.co.nz
- www.opragroup.com/index.php/practice-ability-assessment
- www.shldirect.com
- www.morrisby.com (useful for abstract reasoning questions)
- www.allthetests.com
- www.psychometric-success.com

Alternatively search the Internet for further practice questions by using the keywords “psychometric assessments”, “practice questions”, “IQ Tests”.

Books

A relevant book to help you revise, containing vocabulary, numerical and abstract patterns is *Joosten, V. (2000) "Preparing for Career Selection Tests - Numeracy and General Ability"*, 2nd and 3rd editions. You may find this book in your local library or purchase the book from Pathfinders (0800 554 455), or online bookstores.

PLEASE NOTE that this book contains an indication of the style and level of the assessments. None of the questions in our assessments can be found in this book.

Re-completing psychometric assessments

- If you do not meet the standards of all three assessments the first time, your application will be declined. After 12 months, you may be eligible to re-apply
- Should you re-apply, you will need to complete all three assessments again
- Before you complete the assessment/s again you should up-skill in that area. We will be able to give you advice during your feedback session.

Answers to the practice questions

Verbal reasoning answers

Question	Correct Answer	Explanation
1.	2 = ill	Sick means the same as ill.
2.	3 = Aeroplane	You Drive a Car and Fly an Aeroplane.
3.	5 = Wood	All the others are dairy products.
4.	5 = Light	Dark means the opposite of Light.

Numerical reasoning answers

Question	Correct Answer	Explanation
1.	5 = 14	The sequence goes up in twos.
2.	4 = 4/9	All the other fractions can be reduced further.
3.	2 = 100	10 is ten times 1, 100 is ten times 10.
4.	5 = 1hr 30min	If a vehicle travels 30 kilometres in one hour, it will travel 45 kilometres in 1hr 30mins.

Abstract reasoning answers

Question	Correct Answer	Explanation
1.	5	The top four boxes alternate 2, 4, 2, 4 dots respectively. The orientation of the two-dot boxes alternates also.
2.	4	This is the only answer in which both boxes are closed. All the others have one open box.
3.	3	The relationship is one of symmetry. Just as the first two items are symmetrical to each other, answer 3 is symmetrical to the third item

Personality profile

You will then complete a Personality Questionnaire. This profiles the type of person you are and your preferred work style. It is not possible to prepare for the Personality Questionnaire. Although it is not timed, it should take you approximately 25-30 minutes to complete.

Please note that there are no correct or incorrect answers. The way in which you answer the questions simply enables us to gain a picture of you as a person. We suggest that you do not spend too long on any one question, as the answer that first comes to mind is likely to most accurately reflect your personality.

Remember that we are all individuals and we differ from each other in many aspects of our personalities. While we may have dimensions of personality that are similar to someone else's, differences do exist. It is these differences we are interested in. You will have the opportunity to discuss your profile with constabulary recruitment staff after assessment day.

Literacy assessment ¹

If you know you will need to complete the Police Officer Selection Test (POST) there is further information and practice questions available on www.newcops.co.nz. Below are a few answers to common questions.

Who will need to complete POST?

If you do not have a minimum education level of NZ UE English Language Literacy or equivalent, you will need to complete the POST. This is completed after the psychometric assessment on assessment day. For more information about NZ UE English Language Literacy standards please [click here](#). You need to bring a copy of your highest educational qualification to your assessment day.

What does POST assess?

The POST assesses language literacy and the content is specifically relevant to police officers.

What happens after you complete the POST?

Once we have marked your POST we will provide you feedback and let you know the next steps.

What happens if you do not meet the required POST standard?

You will need to be assessed by an NZQA accredited provider. They will provide you with a report which will allow us to determine your upskilling needs. Based on your upskilling needs, we will advise you if your application can continue or if your application is declined and you need to re-apply after upskilling.

¹ applicable from 29 July 2016

Physical Appraisal Test (PAT) and Physical Competency Test (PCT)

Required physical standards for police applicants

It is important that applicants meet the police fitness requirements to enable them to complete defensive tactics training at RNZPC and to cope with the myriad of potentially dangerous and random events that confront them every day in an operational setting as a police officer.

To carry out the duties of the rank of constable, certain functional abilities are required and therefore tested during our two stages of physical testing.

You will be assessed by a Physical Education Officer (PEO) who is professionally qualified and is trained in administering and assessing the required physical standards for recruit applicants.

The two physical components of your recruiting process are the:

- PAT: Physical Appraisal Test
- PCT: Physical Competency Test.

Progression to the PCT will only occur AFTER you successfully complete the Initial PAT.

It's no secret that you need to be physically fit to get into RNZPC. If you play a sport or have a fitness regime already, that's a great start. Although you may find that your usual activities don't prepare you for the very specific requirements of the PAT and PCT. It is therefore essential that you prepare yourself for each of the physical tests.

Physical Appraisal Test (PAT)

This consists of four physical components that correspond to the following functional abilities. Police officers are required to be able to:

- Run quickly and on occasion for prolonged periods
- Jump and climb
- Grip and hold objects or people firmly
- Utilise aerobic fitness for lengthy physical struggles with resistant offenders
- Pursue fleeing suspects on foot.

Please note that these physical standards represent the minimal acceptable physical levels that NZ Police are looking for. Aim to exceed these standards in training to give you full confidence that you can pass come assessment day.

PAT is based on a points system where you receive a number of points for each component of the test, based on your specific performance. All applicants need to achieve a total of at least 11 points across the four test. You must achieve at least **one** point on each of the four tests.

Run component

The 2.4 km run is administered on a flat, hard, even surface. Applicants will be given ample time to warm up and complete stretching exercises. Below are the minimum standards by gender. Attempt to reach the best standard you can to make the physical components of the RNZPC course easier when you get there.

Run 2.4 km

Males

Body Mass Index	<19	19-30	>30
Times (min)	Points	Points	Points
Over 12:00	0	0	0
11:16 - 12:00	0	0	2
10:15 - 11:15	2	3	4
Under 10:15	4	5	6

Females

Body Mass Index	<19	19-30	>30
Times (min)	Points	Points	Points
Over 13:00	0	0	0
12:16 - 13:00	0	0	2
11:15 - 12:15	2	3	4
Under 11:15	4	5	6

Standing vertical jump

This measures your leg strength and power. Below are the minimum standards by gender.

Vertical Jump (cm)

Males

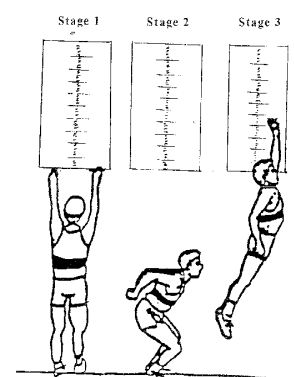
Jump (cm)	Points
48 & over	3
40-47	2
32-39	1
Under 32	0

Females

Jump (cm)	Points
40 & over	3
33-39	2
26-32	1
Under 26	0

Technique

- You are required to stand facing the wall with your toes touching the wall
- You then raise both arms with shoulders in a relaxed position and place your palms against the scale marker. The maximum reach is then recorded by the PEO
- Turning side on to the scale you should take a further half step sideways to move away from the wall slightly
- You should then jump as high as possible from a stationary standing position touching the scale marker at the top of the jump with the tips of your fingers
- This procedure is then repeated three times to get your best score
- The difference between the standing reach and jump height is taken as the maximum vertical jump, from the best of three attempts.



Press ups

Attendance at a PAT rehearsal is recommended to ensure you have the correct technique for your press ups. Incorrect technique is one of the main reasons people do not meet the required standard for this aspect. Below are the minimum standards by gender.

Press ups (number)

Males

Number	Points
34 & over	3
25-33	2
Under 25	0

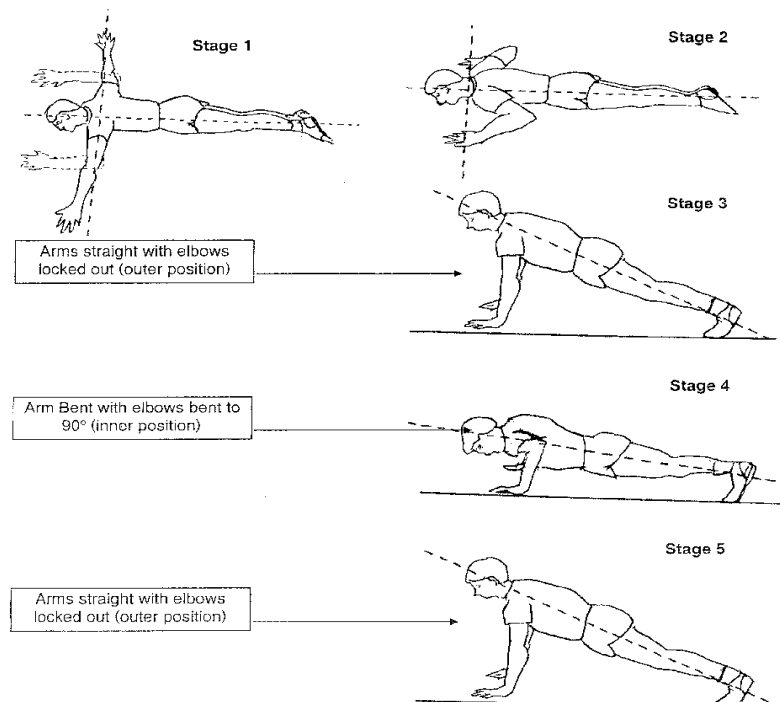
Females

Number	Points
20 & over	3
15-19	2
Under15	0

Technique:

- Lie on the ground with arms perpendicular (90 degrees) to the body
- Without moving the upper arm, bend your elbows to 90 degrees
- With fingers facing forward slide hands back to where elbows were previously located
- Once in this position extend arms to assume starting position
- Keeping the body flat and rigid, bend at the elbows until 90-degree angle is attained at the elbow joint
- Return to the starting position to complete one press up
- Be aware that, in the testing situation, the physical education officer (PEO) will mark the point of your elbow joint on the floor where you place your middle fingers to gain the correct width of your hand spacing for the test.

- Press-ups must be performed continuously; no resting is allowed. The number of continuous press-ups is then recorded.



NB: This completes one press-up and these are then carried out continuously.

Grip strength

This is carried out on each hand for evaluating your ability to competently restrain offenders, use firearms and handcuffs.

Technique

Stand with arm fully extended in front and grasp the dynamometer as hard as possible. There must be no movement of the arm, and the dynamometer must not touch the body or any other object. The best score from your right and left hand are then added together to give the combined grip strength.



Below are the minimum standards by gender.

Grip strength (kg total both hands)

Males

Number	Points
120 & over	3
105-119	2
90-104	1
Under 90	0

Females

Number	Points
70 & over	3
60-69	2
50-59	1
Under 50	0

BMI (Body Mass Index)

The correlations between your height and your weight will measure your BMI. Your BMI provides an indication of your health and fitness. A BMI test may be conducted at the discretion your PEO and is taken into consideration as part of your medical clearance.

BMI categories

- Underweight = <18.5
- Healthy weight = 18.5 - 24.9
- Overweight = 25 - 29.9
- Obesity = 30 or greater.

A BMI is just one of many variables that are considered when assessing an individual's current and future health risks and medical fitness.

Important: Notify the Medical Clearance Co-ordinator if any changes to your health

During the selection process, if you are prescribed medicines (apart from antibiotics or oral contraceptives) from your Doctor or suffer any medical or health issues (however minor), you are required to notify the medical clearance coordinator immediately. It may not prevent you from continuing with the selection process, but we need to be aware to ensure there is no associated risk and you are fit and healthy for the job.

Tips to scoring well on the PAT

- Commit yourself to a training programme to ensure the maintenance of individual fitness, focusing on the weakest aspects of your general physical condition as a priority
- It is **COMPULSORY** to attend at least one PAT rehearsal before you attend an initial PAT. This will give you a good indication of your fitness level in relation to our standards, allow you to ask the PEO's any questions, and check your technique before you complete the initial PAT
- If you do not meet the required standards or do not feel ready, **DO NOT TEST**
- You should not attempt the initial PAT if you are sick or injured in any way. Please advise us if you are not physically fit, and we will re-schedule you for another day.

PAT rehearsals

To give you a chance to practice for the initial PAT, free rehearsals are run regularly by PEO's. These rehearsals allow you to practise the PAT in the company of other applicants and our helpful Physical Education staff. It's an opportunity to gauge where you are at in terms of your fitness and to get training tips for areas where you need to improve. Although this session is not formally assessed, you will need to demonstrate your ability to meet the PAT standards before you attend the initial PAT. You can attend a maximum of three rehearsals.



Please call **0800 NEWCOPS** to find out where & when these rehearsals are happening in your local district.

It is compulsory to attend a PAT rehearsal before you attend an initial PAT. You must call 0800 NEWCOPS to book into a PAT rehearsal once you have received initial vetting clearance.

Training advice and programme for fitness

As with the rest of the selection process, it's important to start preparing for the physical assessments as soon as possible. If you're relatively unfit, start with a walking programme and slowly build up a regular running program to improve your cardiovascular fitness.

You should also do press-ups regularly and train for the vertical jump test by doing step-ups and one-legged squats. To prepare for the grip test, try squeezing a tennis ball or soft ball, or use one of the many grip-strengthening devices on the market.

- Building up a good base fitness and running endurance is the first point of focus for recruits
- For some they may only choose to start with 2-3 training sessions a week and build it up to 4 sessions a week
- Recommended to have at least 2 rest days each week for the body to recover, prevent injury and over training.

Do's and Don'ts of the PAT

- DO bring your drink bottle and a small snack for after your run
- DO bring something warm to put on after your PAT
- DO bring appropriate running gear, especially your shoes! If it looks as though it may rain bring a towel and clothes to change into afterwards
- DON'T go for a big run the day before your PAT
- DON'T undertake the rehearsal unless you are medically fit to do so.

Physical Competency Test (PCT)

This physical evaluation further assesses your suitability to successfully negotiate activities police officers encounter on front-line duty. You can only attempt the PCT once you have met the required PAT standards.

The test requires you to:

- Carry and push heavy weights
- Be agile
- Have good hand eye co-ordination
- Jump and climb
- Negotiate obstacles while pursuing offenders on foot.

The PCT consists of:

1.	Pushing a large trailer for 10 metres and stopping it
2.	Taking a tyre from the trailer and carrying it for 10 metres
3.	Running 200 metres
4.	Walking along a 5 metre 'L' shaped beam one metre above ground level
5.	Long jump of 1.8 metre
6.	1 metre vault
7.	An agility run around cones for 30 metres
8.	Go under two low hurdles (getting up between each hurdle)
9.	Climbing through a window
10.	Climbing over a 1.8 metre solid wooden wall
11.	Dragging a 75 kg 'body' for 7.5 metres
12.	Climbing over a 2.2-metre-high wire mesh fence
13.	Sprinting to the finish

PCT video: Go to newcops.co.nz/recruitment-process/selection-process for a demo of the PCT in action.

Scoring: The PCT is scored on an age and gender basis.

How to score well on the PCT

- Sprint training
- Plyometrics - explosive power training
- General resistance training.

Traditionally the aspect most people struggle with is the wall climb. We recommend you do exercises that target upper body strength. A PEO will instruct you the entire way around the obstacle course on the day. You will have the opportunity to do a practice run.

Tip: Show your community spirit

Being a police officer requires more than just physical fitness. You'll also need to be community-minded and display a positive attitude.

No doubt you're wondering how to make yourself a better applicant. So, whilst you're training, why not increase your chances of being accepted into NZ Police by doing some work in your community. This could include:

- Working with a community group
- Coaching sports
- Mentoring young people
- Volunteering
- Fundraising.

Water competency

During your time at RNZPC we will teach you how to operate safely in water of varying levels of risk so that you can establish a safe way to operate in marine and fresh water environments based on your own skills and confidence levels. These will be water based activities that teach you the hazards presented by moving and dark water, ocean movement and currents, as well as risks relating to vehicles in water and of course your uniform with all its attached equipment and its performance when immersed. The aim will be to leave RNZPC with an advanced understanding of all hazards involving water you may come across as a police officer, so you can be safe and feel safe when making decisions to act in these environments.

To be successful as a police officer we want you to be safe and confident around water. To help you in your new role we recommend working to improve your water confidence. Police uses the following tasks to determine how confident you are in and around water:

- Submerge in water
- Remove clothing while in water
- Scull 10 metres
- Swim 50 metres freestyle
- Swim 25 metres side-stroke
- Swim 25 meters breast-stroke.

When you get to college there will be an evaluation during the first couple of weeks to determine how water confident you are. Don't worry if you can't do all the items on the list – your training at RNZPC will equip you with the skills and tools to work safely in and around water.

SCOPE

SCOPE stands for:

- **S**urroundings
- **C**onditions
- **O**rganisation
- **P**eople
- **E**ffects

It is a chance for you to experience first-hand what being a police officer all is about. You will get to go out on the beat and experience frontline policing.

SCOPE requires you to spend around 40 hours (4 x 10 hour shifts) at a police station. Here you will observe as many different aspects of police work as possible. The officers who work with you during the 40 hours will evaluate you in relation to the core competencies required to be a police officer. It also provides you with an opportunity to ask any questions you have, like the lifestyle, the challenges and the expectations about being a police officer.

SCOPE sessions are arranged by constabulary recruitment staff as part of the selection process.

Competency Interview

What is a competency-based interview?

Competency-based interviewing is a structured interview technique based on the assumption that past behaviour predicts future behaviour.

What types of questions will I be asked?

You will be asked to describe a range of opportunities / experiences where you have had to demonstrate in each of the competencies being assessed. Specific examples will be explored by the interviewer in depth. You must provide full details of work or non-work examples and explain the context of the situation, the behaviours you demonstrated, and your contribution to the outcome.

The interviewer will ask follow up questions for further clarification, particularly in relation to your specific actions or behaviours. Behaviour is an action or reaction in a specific situation with a known result. It is not what you would like to do; think should be done, or should have done. It is what you actually did.

Competency based questions will not always ask about positive situations. Some questions may require that you reflect on how you have dealt with negative situations or outcomes.

If you cannot think of actual examples in your current or past work experience, try to think of examples when you demonstrated the competency outside of work (e.g. in an educational setting, club setting, sporting setting).

What will the interview assess?

The interview will assess several NZ Police's core competencies and values. The full NZ Police Competency and Values Frameworks can be found on the New Cops website - www.newcops.co.nz

Specifically, the following competencies will be explored:

Communicate	Two-way communication is an essential part of what we do as an organisation. We listen carefully and convey information in a clear, constructive, and professional manner at all times.
Partner	We actively create and maintain relationships that inspire the trust of others. We seek to understand and appreciate our differences, and work cooperatively to share information and achieve desired outcomes.
Solve	We consider situations from different perspectives, explore alternatives and assess their consequences before taking action. We take responsibility for our decisions and are prepared to review and change our approach when required.
Deliver	We are committed to delivering a high standard of service. We take personal responsibility for our performance – setting clear expectations, planning and prioritising our work, and seeking feedback from others to achieve our objectives.

You should also be prepared to respond and answer questions based on the NZ Police core values. Specifically, the following values will be explored:

Professionalism	Our employees take pride in representing police and making a difference in the communities they serve. Looking and behaving professionally, in combination with expertise, is essential to ensuring colleagues and communities feel safe and are safe. In short we want to “look the part, and be the part”.
Respect	Police should treat everyone with dignity, uphold their individual rights and honour their freedoms. We treat others as they would want to be treated. Being respectful of colleagues and the communities we work with builds trust and confidence in the organisation.
Integrity	Police employees need to be honest and uphold excellent ethical standards. Our integrity as individuals, and as an organisation, is critical to building the trust and confidence of our colleagues and the communities we serve.

Commitment to Māori and the Treaty	Police act in good faith of, and respect, the principles of Te Tiriti o Waitangi. The principles are “partnership”, “protection” and “participation”. Working with Māori is essential to success. Police and Māori stand together, because only together can we build the support and relationships that will reverse the over-representation of Māori in the criminal justice system.
Empathy	All police employees seek to understand and consider the experience and perspective of the people we serve. It’s about walking in other people’s shoes. Better results will be achieved when we appreciate situations from the point of view of all those we serve and work alongside.
Valuing diversity	We recognise the value which different perspectives and experiences bring to making us better at what we do. Reflecting the people we serve and appreciating different thinking will lead to better problem solving and better results.

How should I answer competency based interview questions?

- Listen carefully. If you are unclear of a question, ask for it to be repeated or for clarification
- Take some time to consider your response before answering
- When asked to describe a specific example:
 - Provide a brief overview of the context (i.e. the situation, the problem, the relationship, the project)
 - Describe your role and responsibilities within the context of the example you are presenting
 - Concentrate on describing the actions you took and your behaviour in detail
 - Explain the results or outcomes of your actions (i.e. your contribution)
 - You should ensure you refer to what you personally did, referring to ‘i’, rather than discussing the actions of the collective (‘we’), when answering the questions.
- It is very important when answering questions that you describe what you actually did, not what you feel, think (opinion), could, would or should have done.

How should I prepare for the interview?

Preparing and practicing examples

It would be beneficial to consider the experience and opportunities you have had to demonstrate each of the competencies above. You should consider at least three examples that you can discuss in detail for each competency. The examples should be as recent as

possible (within the last 1-2 years). The examples can be from either a work or non-work setting depending on your experience.

Practice discussing your examples with someone who is familiar with competency based interviews. Focus on discussing what you did, why and how you did it and describe your specific actions and behaviours.

Before the interview

- Remember the more prepared you are, the less nervous you will be
- Make sure you know where and when the interview will take place and plan your journey
- Plan what to take with you - anything you have been asked to bring
- Write down any questions you would like to ask
- Consider the reasons why you want to become a police officer
- Think about your past experience that is relevant to the NZ Police competencies
- Review your CV and be familiar with it
- Identify transferable skills, key accomplishments, work style, and personal and professional strengths and development areas
- Be prepared by reviewing your list of examples before the interview.

What are some tips for during the interview?

- Relax and think of the interview as a structured conversation (not an interrogation)
- Listen carefully to the questions before you answer
- Reflect before answering questions you find difficult and seek clarification where necessary
- Answer in a clear manner focusing on describing what you did and how you did it (i.e. your actions and behaviours)
- Be honest and resist the temptation to exaggerate your skills or experiences
- Focus your answer on the competency you are being asked about.

What should I do after the interview?

It is always beneficial to undertake some self-evaluation after the interview. Think about:

- Questions you feel you answered well
- Questions you could have answered more effectively
- Any gaps in your skills or experience that you noticed when answering the questions
- What you learned from the interview experience and what you would do or say differently next time.

Typing Assessment

The evolution of technology in society highlights the importance of police officers possessing well-rounded computer skills. Police officers need to be able to competently use computers and mobility devices such as an iPhone or iPad.

General PC skills such as email, researching online and formatting documents in Microsoft Office should be at a level where you can successfully operate in a tertiary and business environment.

This 10-minute assessment is designed to assess your ability to quickly and correctly type information. A minimum speed of 25 words per minute is the required standard. You will be provided with a hard copy text that you will then type into a Word document. If you are concerned about your typing speed, we recommend that you prepare by typing passages from hardcopy onto a computer. You may like to use newspapers, magazines or books for this practice or there are numerous typing assessments that you can practice online.

DISTANCE LEARNING

Crime in the 21st Century is becoming increasingly sophisticated and the environments in which police operate are increasingly diverse. To ensure that recruits continue to be well prepared for future front line duties we have made changes to our police training before, during and after attendance at the Royal NZ Police College (RNZPC).

You will need to complete a Distance Learning course before you get to RNZPC. This Distance Learning course is part one of a wider Career Foundation Initial Training Programme (CFIT) which is explained in the sections below.

The number of enrolments on each course is limited, so constabulary recruitment staff will invite you to enrol for a pre-police college Distance Learning course after completing your formal interview. There are no specific minimum educational requirements for entry. However, students need to show a certain level of language, numeracy and digital competency. This will be assessed by the tertiary education provider at the commencement of their programme of study using the National Assessment Tool (NAT).

Pre-police college distance learning course

This 12-week part-time Distance Learning course is a pre-requisite before you can start at RNZPC. The course will run alongside (in parallel with) the remainder of the selection process including SCOPE and reference checks – so it will not delay you from getting into the candidate pool. The 12-week long course will require students to study part-time for approximately 12-15 hours per week.

There will be 4 modules. These begin with an orientation, followed by course work which broadly covers:

1. Orientation/induction
2. Why we're here – police's purpose, vision and mission
3. What we do – key operational strategies
4. How we do it – our values, code of conduct and the future of policing excellence.

The Distance Learning course provides a base level of knowledge and understanding about policing and is delivered by Unitec. The benefit of this course is that it means less emphasis on class work and more applied real-world training once you get to RNZPC. The cost of the Distance Learning course from 2018 is \$715.

CFIT – what is it?

Those who complete the Distance Learning course will effectively have completed the first stage of the training process that leads towards becoming a fully-fledged police officer. This training process, known as Career Foundation Initial Training, or CFIT, carries on through the RNZPC and then two years beyond Police College, while you are still a probationary constable.

CFIT is designed to prepare you for the realities of the operational environment and frontline processes:

Stage #1: Pre-police college distance learning

This training will provide you with a common base level of knowledge and understanding before you get to RNZPC. The 12-week part-time course will be delivered by Unitec.

Stage #2: Police college

This 16-week training course will take place at RNZPC in Porirua. You will build on your Pre-Police College Distance Learning to develop an in-depth and applied understanding of the course material. You will also learn staff safety defensive tactics and will undertake real-world operational training. Police College is designed to provide realistic learning contexts and experiences to help you to better integrate theory and practice. A greater level of situational awareness will be extremely valuable after graduation, when you are deployed to a police station as a probationary constable.

Stage #3: After police college

In your first two years on the job you will undertake workplace assessments and qualifications. These will support and enhance your police college learning as it applies to the “situational realities” of policing in your new district. There will also be a programme of workplace standards and assessments to demonstrate your competencies in core policing tasks.

Stage #4: Qualifying

At the end of your first two years on the frontline you will undertake a two-week qualifying course. This will extend your knowledge in key areas of investigation as well as “command and controls”. You will receive advice on career development pathways and how you can specialise into other police roles. The course is an opportunity for us to assess core policing knowledge and skills to ensure you have mastered what is required of every General Duties Constable. Once completed, you will graduate as a fully-fledged constable.

Background enquiries

The role of a police officer is no ordinary career. As such we need to make sure that you are a person suitable to uphold the law and serve the community. To aid this, police will speak to three referees to check your suitability. Remember to check with your nominated referees first to ensure they are happy to be your referee. In addition, we will also conduct further vetting enquiries.

Final medical

For those who successfully complete the selection process, there is one last check: a physical medical examination by a Medical Practitioner and a visual review by a NZ Police approved optometrist. This is paid for by NZ Police.

Candidate pool

Being accepted into the candidate pool means you have successfully met all the recruitment requirements. Once you've received confirmation that you are in the candidate pool you'll be considered for selection for upcoming RNZPC wings.

Depending on your preferred postings, the demand for new recruits, and the number of people who have chosen the same posting, you may be in the candidate pool for a few weeks or up to 12 months. So, don't quit your current job yet!