

**COMPETITION
FOR SELECTION OF GARDA TRAINEES
2017**



**NOTES FOR APPLICANTS
AND
CONDITIONS OF SERVICE**

***WITH THE COMPLIMENTS
OF THE
COMMISSIONER, AN GARDA SÍOCHÁNA***

INTRODUCTION

Organised Policing commenced in Ireland in 1822 with the foundation of the Irish Constabulary. The title Royal Irish Constabulary was applied in 1867. In 1922 the Royal Irish Constabulary was disbanded with the foundation of the Irish State. An Garda Síochána was formed in February 1922. The Dublin Metropolitan Police, which had been founded in 1836, was amalgamated with An Garda Síochána in 1925.

1. Structure & Organisation

The Headquarters of An Garda Síochána is based in the Phoenix Park, Dublin 8. The general direction and control of An Garda Síochána is the responsibility of the Garda Commissioner who is appointed by the Government. The Commissioner is responsible to the Minister for Justice and Equality who in turn is accountable to the Government for the security and policing of the State. The Commissioner is assisted by two Deputy Commissioners and a Chief Administrative Officer. In addition, there are a number of Assistant Commissioners in command of Regions with others who have responsibility for critical portfolios such as Security and Intelligence, Special Crime Operations, Roads, Policing and Major Event Management, Governance and Accountability, Executive Support and Corporate Services, Community Engagement and Public Safety. There are also a number of civilian Executive Directors with responsibility for Human Resource and People Development, Finance & Services and Information & Communication Technology.

An Garda Síochána is a community based organisation with over 15,200 Garda and Civilian employees. It has police officers located in every county in Ireland, listening to, acting and working with the community.

The ranks in descending order from Assistant Commissioner are as follows:

Chief Superintendent
Superintendent
Inspector
Sergeant
Garda
Reserve Garda

For operational effectiveness the organisation is structured on a regional basis, of which there are six. Each Region is sub-divided into Divisions, each commanded by a Chief Superintendent. Each Division is sub-divided into Districts with a Superintendent in charge.

2. Garda Trainee Recruitment Competition 2017

Following a review of manpower requirements, the Commissioner has decided, in agreement with the Minister for Justice and Equality to ask the Public Appointments Service (PAS) to organise a recruitment campaign to select Garda Trainees. On completion of the process, successful candidates may be invited to undertake a training programme in the Garda Training College, Templemore, Co. Tipperary.

3. Conditions for Entry - Eligibility

Entry to An Garda Síochána is governed by the Garda Síochána (Admissions & Appointments) Regulations, 2013 (click <http://www.irishstatutebook.ie/eli/2013/si/470/made/en/print>)

An overview of the eligibility criteria is outlined below, however, please refer to the Regulations for detailed requirements.

To be eligible for selection as a Trainee, an applicant must:

- (i) Be of good character.
- (ii) Be certified by a Registered Medical Practitioner (nominated by the 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.
- (iii) Have passed a Physical Competence Test
- (iv) Be 18 years of age but not yet 35 years of age on midnight of the 1st June, 2017, therefore you must have been born between 31st May 1982 and 1st June 1999.
- (v) (a) Be a national of a European Union Member State, **or**
(b) Be a national of a European Economic Area State or the Swiss Confederation; **or**
(c) Be a Refugee under the Refugee Act, 1996; **or**
(d) Have had a period of one 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 preceding that period, has had a total residence in the State amounting to four years;
(e) Has been granted subsidiary protection, or is a family member of such a person, in compliance with the Admissions and Appointments Regulations 2013.
- (vi) Have by the closing date:
 - (a) obtained an Irish Leaving Certificate with a grade D3 minimum in five subjects at Ordinary Level*, or
 - (b) hold a Level 5 Certificate (Major award) on the National Framework of Qualifications (NFQ), or
 - (c) hold 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 which offers advice on the academic recognition of foreign qualifications in Ireland.

- (vii) All applicants must have relinquished all previous employment prior to entry to the Garda College and may not be on a career break from any such employment upon entry.

4. Application Streams

As part of this recruitment campaign there will be three application streams i.e.:

- (i) General;
- (ii) Fluency in the Irish Language and,
- (iii) Eligible Serving Garda Reserve Members

If eligible, candidates may opt to apply for one or more streams.

5. Iarrthóirí atá líofa don tSraith Ghaeilge **(Applicants with fluency in the Irish language Stream)**

The Garda Commissioner and An Garda Síochána are fully committed to fulfilling their obligations under the Official Languages Act. In this regard the Garda Commissioner is pleased to announce that fluent Irish speakers (who also fulfil all other eligibility criteria) may also apply for consideration to a specialist Irish language stream.

Candidates in this stream who are invited through to the final stages of the selection process will be required to undergo certain selection elements through Irish e.g. competency based interview and written Irish test. They must achieve the required level i.e. [demonstrate a minimum Level B2 on the Europass self-assessment framework](#).

Candidates appointed from this stream must be able to provide a full range of services in Irish. If successful, candidates will be allocated to Gaeltacht areas for a period of time as determined by the Garda Commissioner.

6. Serving Garda Reserve Members Stream

Members of the Garda Reserve give their time on a voluntary basis to support the work of An Garda Síochána within the community. They have undergone training in many of the skills required to be an effective full-time member of An Garda Síochána and have gained experience in operational policing. In recognition of this a separate stream is being held for serving Garda Reserve members who, by the closing date have:

- (i) completed their probationary period,
- (ii) performed their role to a satisfactory standard,
- (iii) served a minimum of 120 hours per year for two of the last four claim years, **and**
- (iv) fulfil the Conditions for Entry as set out at paragraph 3 above.

Eligible applicants should apply in the usual way and indicate on the application form that they wish to apply for the *Serving Garda Reserve Stream*. In order to be considered for this stream, when completing your application form you must include

- 1) Garda Reserve Registration Number
- 2) Division in which you are currently serving.

Further information regarding a *Garda Reserve Verification Form*, will issue directly to applicants by email shortly after the closing date. Applicants will be required to complete and return this form, which has been signed by their District Officer, to the Appointments Office in Garda Headquarters within a specified timeframe.

Failure to return the Garda Reserve Verification Form in the timeframe specified will result in your application for the *Serving Garda Reserve Member Stream* not being considered further.

7. **The Application Process**

Practical Matters

- The Public Appointments Service will manage the application process and the initial selection stages of the campaign on behalf of the Garda Commissioner.
- Applications should be made online to the Public Appointments Service through their website 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. 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.
- Persons, who do not meet the conditions set out for this competition, should not apply, as it will put them to unnecessary trouble and expense.

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 gardatraine2017@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.
- Should you change your email address or mobile phone number in the course of this recruitment campaign, you should login to your publicjobs folder and update your profile as soon as possible. If it becomes necessary to send an email/text message notification to you, this will be sent to the email address/telephone number on your profile.
- **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 2017*' link on the home page of 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 to your safe senders or contact list within your email account to avoid not receiving emails 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 gardatraine2017@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

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.

Closing Date for receipt of applications is:

3pm Thursday 1st June, 2017

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

8. 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

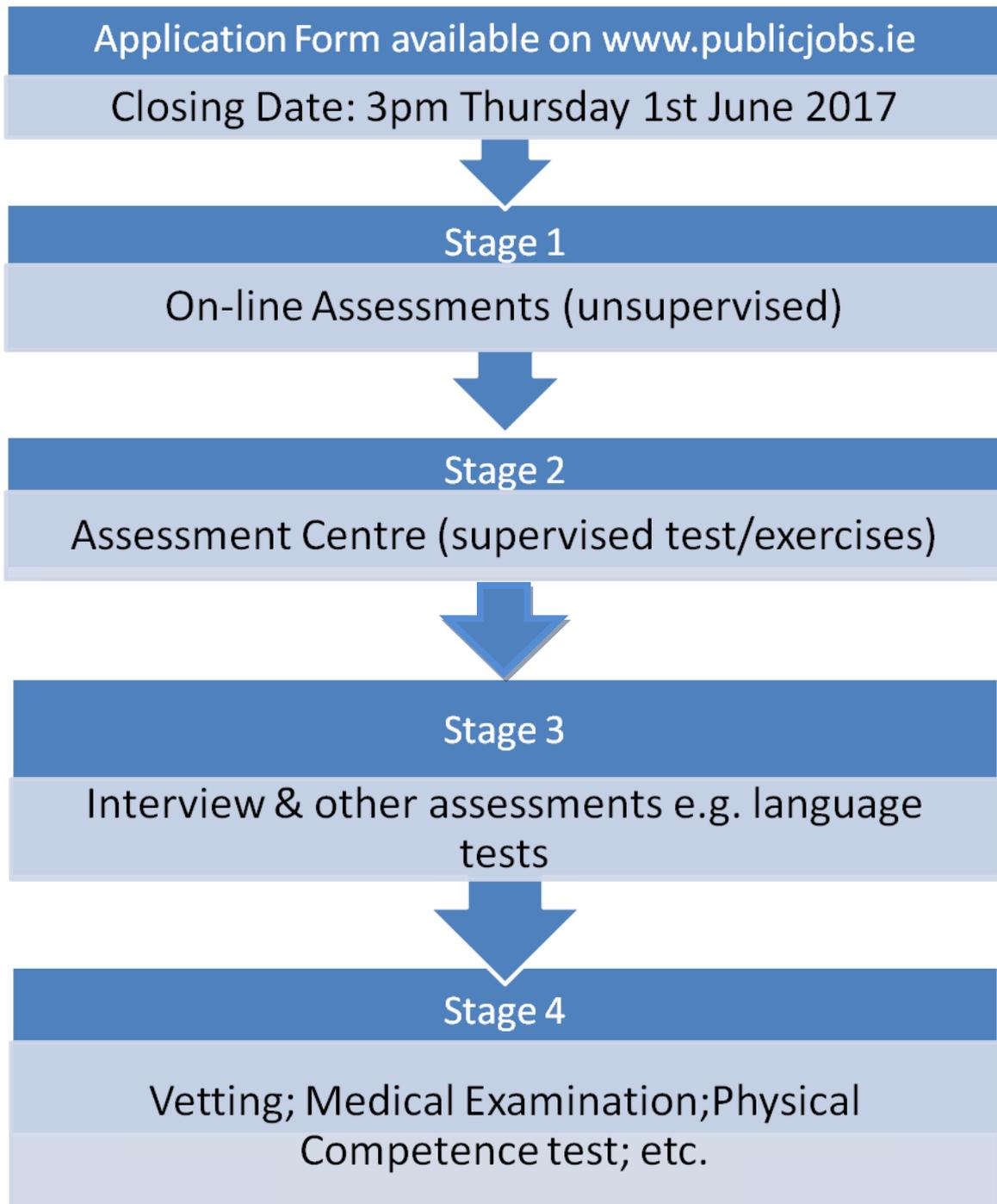
Candidates will be required to take a number of tests which are designed to identify their potential to become a Garda Trainee. More detailed information in relation to the selection methods e.g. tests, exercises, etc., and confirmed dates will be made available to candidates as they progress through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

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

- Assessment questionnaire(s)
- Tests and Exercises e.g. reasoning and ability tests
- Interview(s)
- Language test(s) e.g. in the case of fluency in Irish stream
- Medical Examination
- Physical Competence Test
- 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 |
|--|--|
| 1 st June | Closing Date |
| 8 th – 27 th June | Stage 1 On-line Assessments Part A – 8 th – 14 th June Part B – 21 st – 27 th June |
| 31 st July - 4 th August | Stage 2 Assessment Centre Initially the top group of candidates from Stage 1 will be invited to Assessment Centre between 31 st July and 4 th August. Further groups may be invited from time to time as required. |
| September 2017 | Stage 3 to commence – Interviews and other assessments |

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.

STAGE 1

On-Line Assessments (applicable to General and Irish Fluency Streams only).

To facilitate candidates' availability and circumstances, Stage 1 of the process will be conducted on-line, with later stages requiring attendance at an Assessment Centre/Interview Venue. Detailed information on each stage will be made available at the appropriate time to candidates being invited to that particular stage of the process.

Initial on-line assessments will be unsupervised and candidates may take them in a venue of their choice, anywhere in the world, wherever they have access to a computer and a reliable internet connection. It is advised to take the tests on a PC or Laptop. Candidates should not attempt to take the test on a smart phone, mobile or tablet device.

Online Test Taking Environment

Please be aware that taking these tests within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your tests in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. Candidates should ensure that they can complete the tests in a quiet environment where they can concentrate without being disturbed for the duration of the tests.

Please note that while candidates complete these tests on-line in an unsupervised environment, those who qualify and are placed highest on the order of merit may be required to sit similar tests in a supervised environment at a later stage in the process. If a candidate's performance at a supervised test is outside the expected scoring range from their unsupervised test, they may be excluded from subsequent stages of the selection process.

Links to the on-line Stage 1 Assessments

Following the closing date and before Stage 1 commences, a link to the actual on-line assessment tests will be sent to candidates' Message Boards in advance of the test-taking window. It is anticipated that candidates will receive the first link (to Part A - Assessment Questionnaire) by the **8th June 2017**. A further link (to Part B – Aptitude Tests) will be sent by the **21st June 2017** to those candidates who completed Part A within the specified timeframe.

Preparing yourself for the selection process

Familiarisation material will be made available in advance of each assessment stage. Please note that the assessment tests require no other special preparation and that past papers are not available.

Stage 1: On-line Assessment

Candidates will be ranked based on their responses to the assessments. Those ranked highest will be invited to undertake the next stage of the selection process.

Subsequent Stages of Selection Process

More detailed information will be made available to the relevant candidates as they progress through the process.

Preparation Courses

The Garda Commissioner wishes to make it clear that neither the Public Appointments Service nor An Garda Síochána have a function or involvement in the provision of, and do not endorse any preparation courses relating to the selection process for the role of Garda Trainee.

9. Medical Examination

Subject to undergoing a comprehensive screening process by the Public Appointments Service to establish their general suitability, successful applicants shall also be required to undergo a detailed medical examination by a Registered Medical Practitioner nominated by the Commissioner of An Garda Síochána.

Where candidates are aware of suffering from any current or pre-existing health condition(s), it would be NECESSARY to have available relevant clinical reports from your treating doctor(s) on the day. This shall facilitate the medical assessment and hence your application. Candidates shall be required to provide contact details for their doctors on the day.

General requirements are as follows:

- A good standard of general mental and physical health (full disclosure of medical history is necessary and shall be reviewed as part of the medical examination)
- Weight within normal (non-obese) limits (ideal BMI is less than 25). Overweight (BMI >25 and <30) shall be considered with other measures to exclude significant obesity
- Eyesight - good levels of vision (minimum distance vision of 6/18 on both eyes that can be corrected to 6/9 and 6/12 with glasses or contact lenses if necessary)
- Hearing - good level of hearing without a hearing aid
- Applicants are expected to be aerobically fit in order to safely undergo training and to subsequently carry out the duties assigned to them

The following tests shall also be carried out on the day:

- Eyesight test – An unaided eyesight test will be carried out on the day (glasses/lenses to be removed one hour prior to testing)
- Hearing test – air conduction audiogram (unaided i.e. testing without hearing aid)
- Urine testing for routine clinical screen
- Manual peak flow reading

No blood tests will be taken on the day.

Current, pre-existing and previous medical and mental health conditions may be a bar to meeting the required medical fitness standards but this shall be assessed on a case-by-case basis by the examining doctor; this may require provision of additional reports or clarifications from the treating doctors.

Tattoos

Tattoos on the face, or visible above the collar, are not permitted. In order to retain a professional image all other tattoos will be covered.

10. Physical Competence Test (PCT)

Subsequent to successful medical examination, applicants will be required to undergo a Physical Competence Test. A demonstration video and detailed information regarding the Physical Competence Test are available on the Garda website www.garda.ie.

Applicants are required to be aerobically fit in order to safely undergo training and to subsequently carry out the duties assigned to them. There is strictly no deviation from the format of the test.

An Garda Síochána has a derogation under Part 5 of the Disability Act 2005.

11. Eligibility

Success through to any stage of the selection process is not to be taken as an indication that the Garda Commissioner considers a person as fulfilling the full range of essential requirements, and is not a guarantee of acceptance as a Garda Trainee.

In accordance with the provision of Article 5(2) of An Garda Síochána (Admissions & Appointments) Regulations, 2013, and notwithstanding any other provision of these Regulations, the Commissioner shall not admit a person for training as a member of the Garda Síochána with a view to his or her subsequent appointment and enrolment as a member unless it appears to the Commissioner that the person is generally suitable for such admission.

Success at all stages of the recruitment process does not guarantee an offer to commence training. Failure to fully declare information as requested at various stages in the selection process will render an applicant ineligible to commence training.

It is important therefore for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before undertaking assessments. If you do not meet these essential entry requirements but nevertheless attend for assessment you will be putting yourself to unnecessary expense.

Applicants who do not, when requested, furnish such evidence as the Public Appointments Service/An Garda Síochána require in regard to any matter relevant to their candidature, or do not complete the obligatory selection test(s)/Medical and/or PCT at the time(s) and place(s) appointed shall, unless the Public Appointments Service/An Garda Síochána in their absolute discretion decide otherwise, be deemed to have withdrawn their candidature.

Expenses incurred by an applicant participating in any of the selection procedures, or on first reporting for training, are not borne by public funds.

12. Trainee Gardaí / Probationer Programme

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 will be for a period of 32 weeks or for such shorter or extended 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. The Irish language and Physical Fitness are mandatory parts of the various modules and programme. 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. Any person seeking accommodations in respect of learning or other issues must declare same immediately upon arrival at the Garda College to commence Phase 1 training.

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.

13. Contract

The conditions of service of a Trainee are governed by the contract entered into between the Garda Commissioner and the Trainee. 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 training assignment may be extended for longer periods than 32 weeks, as the Commissioner so directs.

The Trainee's suitability in all respects for continuation of the training assignment will be under review throughout that period.

The assignment may be terminated:

- (a) by either side, in accordance with the Minimum Notice and Terms of Employment Act, 1973 to 1991, **or**
- (b) by the Commissioner
 - (i) where she/he has decided that the Trainee is not fitted physically or mentally to perform the duties of a member of An Garda Síochána or is not likely to become an efficient and well-conducted member of An Garda Síochána;
 - (ii) at any time, if, in her/his opinion, the Trainee is unsuitable for continued employment as a Trainee by reason of misconduct.

Service as a Trainee will not count for pay or pension purposes should the Trainee subsequently become a member of An Garda Síochána and does not give an entitlement to any superannuation allowance or gratuity on termination of the assignment.

The assignment will terminate on his/her appointment as a member of An Garda Síochána. If, on the expiration of the period of the assignment, the Trainee is not accepted as a member of An Garda Síochána, the assignment will terminate automatically.

14. Conditions of Service

Hours of Duty

Hours of duty will be determined by the requirements of the training programme.

Duties

Such training and work as may be directed from time to time by the Garda Authorities.

Annual Leave

"Members of An Garda Síochána at the rank of Garda have an annual leave entitlement of 34 days (which includes public holidays and Good Friday) with a pro rata entitlement for periods of service less than one year. For members on operational duties, public holidays and Good Friday are to be regarded as normal working days except where they happen to be rostered as rest days."

Discipline

All lawful orders, given either in writing or verbally, by those in authority, must be obeyed. A Trainee must at all times conform to the standard of conduct and discipline required and is obliged to study the '*Garda Trainee and Probationer Handbook*' and abide by its provisions. Penalties for breaches of any of the provisions of that Code may range from a caution to a termination of programme.

Sick Leave

After three months training – full payment of allowances for a period of up to four weeks may be allowed.

The amount of any benefits payable under the Social Welfare Acts is deducted from the payment during illness.

Uniform and Equipment

The uniform and equipment supplied to the Trainee will remain at all times the property of An Garda Síochána. The Trainee will be responsible for its care and must return it in good condition when required to do so. It must not be used except for authorised purposes and the Trainee will be liable to pay any charge imposed for articles lost or damaged.

Outside employment

The assignment is whole time and the Trainee may not engage in, or be connected with, any outside business or activity which would interfere with the performance of the assignment.

15. Pay and Allowances

The pay of all public servants is determined by the Minister of Public Expenditure and Reform in consultation with relevant parties. The rates of pay and allowances are indicative and are therefore subject to change.

Garda Trainees will receive an allowance of €184 per week for the 32 weeks leading to attestation. Accommodation and food is provided by the Garda College.

Garda Trainees attest after 32 weeks and move onto the first point of the Garda incremental pay scale of €28,405.30. The incremental scale rises to €46,793.30 per annum after 8 years with two further increments after 13 and 19 years' service which bring the maximum of the pay scale to €50,448.30 per annum after 19 years. Other allowances may also be payable, including for unsocial hours, as may overtime.

Trainees who do not reach the standard required for progression into each Phase will be required to repeat the Module/Phase, as the case may be, in its entirety. Trainees who fail to reach the standard for progression having been afforded the opportunity to repeat once during any of the Modules/Phases, will be deemed unsuitable for a career in An Garda Síochána.

16. Code of Practice

The Garda Commissioner and the Public Appointments Service will conduct the competition for Garda Trainee in compliance with the Commission for Public Service Appointments' (CPSA) Code of Practice for *Appointment to Positions where the Garda Commissioner has Statutory Responsibilities*

This competition is being held under the CPSA Code of Practice – Appointments to positions where the Garda Commissioner has statutory responsibility. The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to an appointment process. Issues relating to Stages 1, 2 and 3 of the process should be addressed to the CEO, Public Appointments Service and issues relating to further stages should be addressed to the Garda Commissioner, Garda HQ, Phoenix Park, Dublin 8.

The code reflects the following core principles:

- Probity
- Merit
- Best Practice
- Fairness and Consistency
- Openness, Accountability and Transparency

Under the Code of Practice An Garda Síochána and the Public Appointments Service are obliged to:-

- Provide all eligible candidates with a reasonable opportunity to apply for the post
- Ensure that the eligibility requirements are appropriate to the duties and requirements of the post
- Treat all candidates in a fair, impartial and equal fashion and ensure that their applications are dealt with in confidence
- Select candidates according to merit using sound, objective and appropriate selection techniques
- Ensure there is appropriate expertise among the board selecting candidates
- Comply with all relevant legislation, for example Equality, Employment Law, Data Protection and Freedom of Information
- Provide a review and appeals mechanism.

Review Procedures

Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice -*Appointments to Positions where the Garda Commissioner has statutory responsibilities* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

The Codes of Practice are available on the website of the Commission for Public Service Appointments, www.cpsa.ie.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.

On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

Section 9

Where a candidate believes that an aspect of the process breached the CPSP's Code of Practice, he/she can have it investigated under **Section 9** of the code.

There is no obligation on the PAS to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Candidates' obligations:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed, and
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Applicants should note that under Section 5 of the Code of Practice anyone engaging in Personation is liable on summary conviction to a fine and/or imprisonment. Any attempt, direct or indirect by an Applicant to use influence by way of canvassing in connection with his/her application will cause him/her to be disqualified from the competition.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

17. Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the

selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

18. Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

19. Data Protection Acts 1988 & 2003

When your application is received, the Public Appointments Service creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and, should you be successful certain information you provide will be forwarded to An Garda Síochána. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. It will be necessary for your information to be shared between Public Appointments Service and these parties in order for your application to be processed. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:

In the case of the Public Appointments Service:

The Data Protection Co-Ordinator,
Public Appointments Service,
Chapter House, 26-30 Abbey Street Upper,
Dublin 1

In the case of An Garda Síochána:

The Data Protection Co-Ordinator
National Vetting Bureau,
Racecourse Road,
Thurles,
Co Tipperary

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the "Public Appointments Service" or "An Garda Síochána. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

APPENDIX A

Self Assessment Questionnaire

This short questionnaire encourages you to review how your interests, skills and experiences match the challenging requirements of a Garda Trainee.

Please work through the statements below, and decide on the answer that best reflects your level of agreement with each statement in the context of where you are in your current career, and decide whether you:

(a) Strongly Agree (b) Agree (c) Disagree (d) Strongly Disagree with each statement below.

Use your current and past experiences and your expectations for the future to help you decide on your response. You may feel that some of the statements are not relevant to you or you may find it difficult to choose an appropriate answer, however try to choose the most relevant option presented. While this questionnaire will not form any part of the selection process you are advised to answer all statements in advance of proceeding with your application.

| Could you: | Strongly Agree | Agree | Disagree | Strongly Disagree |
|--|-----------------------|--------------|-----------------|--------------------------|
| Work in a role with incredible variety | | | | |
| Confidently use IT packages & software | | | | |
| Develop a range of New Skills that you can apply in your role | | | | |
| Tell a parent that their child has been killed | | | | |
| Understand the complexities of relevant legislation and apply it in your role | | | | |
| Perform CPR on a critically injured person | | | | |
| Maintain a good level of fitness | | | | |
| Enforce legislation that you personally disagree with | | | | |
| Arrest someone who you know to be a fundamentally honest and decent person, but who has broken the law | | | | |
| Do tasks that you have been assigned that you don't particularly want to do | | | | |
| Cope with large amounts of blood and other severe injuries | | | | |
| Understand that in the role you will have to deal with a huge amount of negativity, crime & suffering but need to maintain a positive perspective. | | | | |
| Physically tackle someone resisting arrest | | | | |
| Work for one organisation for your whole career | | | | |
| Build close working relationships with your colleagues | | | | |

| Could you: | Strongly Agree | Agree | Disagree | Strongly Disagree |
|---|-----------------------|--------------|-----------------|--------------------------|
| Obey a lawful order that may put you in danger | | | | |
| Build strong links with a community | | | | |
| Go through the possessions of a body to try to find ID | | | | |
| Maintain your composure, even when severely provoked | | | | |
| Be the first port of call for someone who has been sexually assaulted | | | | |
| Always carry your Garda ID, even when off duty | | | | |
| Build strong links with the community where you work | | | | |
| Work holidays including Christmas, Easter and Weekends | | | | |
| Appreciate that not everyone who joins will be promoted through the ranks | | | | |
| Deal with life and death situations, sometimes on a daily basis | | | | |
| Adopt the shift work pattern used in An Garda Síochána, which means having to work throughout the night where, unlike some roles, sleeping is not permitted on duty | | | | |
| Maintain your resilience in the face of negative coverage and unfair criticism | | | | |
| Appreciate that even in social situations, you are likely to be introduced to others as a Garda and some people will instantly make up their mind about you | | | | |
| Carry out an arrest in a public place where you may be filmed on mobile phones | | | | |
| Remain dispassionate and carry out your duties, even in very different circumstances | | | | |
| Appreciate that your friends/family may worry about you and your career choice | | | | |
| Go on the beat alone | | | | |
| Provide help and assistance to people who need it | | | | |
| Make a huge difference to the lives of others | | | | |