



# Academy Recruit Training

**E-learning**

**Recruit  
Assessment**

**Course  
Prospectus**

**Updated to include  
latest changes to the  
assessment  
introduced in  
September 2015**



**Please note that we also provide training in the Certificate of Knowledge and Policing (CKP). We are College of Policing approved providers for the CKP and we are a Skills For Justice approved Awarding Organisation for Level 3 Qualifications.**

**You can get more information on our CKP training by using the link below**

<http://www.ckpelearning.co.uk>

**Please see recruit assessment training prospectus below.**

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## Contact Details

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# Foreword from John Maher

Director of Academy Recruit Training



Welcome to our E-Learning course for the police recruit assessment process known as SEARCH.

We provide training on the application form and how to pass the police recruit assessment centre known as SEARCH. Securing a position as a Police Constable has never been so competitive. Forces are seeing unprecedented numbers applying for a small number of positions. Academy Recruit Training Ltd are specialists in the police recruit assessment centre and our training will prepare you to pass at the first attempt.

I am John Maher. I am a retired Police Inspector. I served 30 years with Greater Manchester Police. During that Time I received two Chief Constables Commendations for bravery as an Operational officer. I also received 4 Branch Commanders Commendations for Excellence while serving in the Learning and Development branch. I have over 20years experience helping people to join the Police and training people how to pass police assessment centres. This interactive e-learning course has been designed and is delivered personally by me. This course is a complete course that covers the application process and all the exercises assessed at the SEARCH police recruit assessment centre.

I am so confident in our product and service that I offer a money back guarantee the details of which are outlined later in this prospectus.

I am passionate that our course is as good as it possibly can be. There are three very important reasons why you should choose our training. The reasons are expertise in the police assessment, expertise in police training and Quality course content. You can see my rationale for these reasons throughout this prospectus.

If you are considering joining the Police and would like advice about the best possible route please feel free to call me without any obligation.

Thank you for taking the time to look at our course, and I wish you all the very best in your studies and future career.

*John Maher*

John Maher

Director

Academy Recruit Training

## Assessment Process

There are many people applying for the role of Police Constable and the recruitment process is challenging. The assessment centre for the selection of constables is known as the Police SEARCH Recruit Assessment Centre.

The First stage of the process is the application form. Those successful at the application stage move onto the Police SEARCH Recruit Assessment Centre. The assessment consists of the following:

Four interactive exercises (Role Plays). In these exercises you are playing the role of a Customer Service Officer. In each exercise you are given written information about an incident. You are given 5 minutes to read and make notes on the information. You then spend 5 minutes interacting with a role actor. It is the interaction with the role actor that is assessed.

Two written exercises.

Written exercise one: You will be asked to read typed instructions before using this information to complete an incident report form. Written exercise two: You will be asked to make notes while watching a DVD of a person being interviewed about an incident that they have witnessed. You will then use these notes to complete an incident report form. The notes will NOT be assessed

A Competency Based Structured Interview. You will be asked 4 questions, two questions about motivations and values that relate to the Police Service and two questions about how you have dealt with specific situations in the past. You will have a maximum of 5 minutes to answer each question.

Two psychometric tests, a numerical reasoning test and a verbal reasoning test.

## Course Syllabus

**Introduction Module.** In this module we will cover exactly what is involved in the assessment process including the initial application and the assessment day. We will show you the format of the e-learning course and explain how to get the most out of the course

**Module 1** In this module we will cover the interactive exercises from the assessment centre or as they are commonly known, the Role Plays. We will provide you with 6 Role plays along with role actor lines and marking guides. We will show you a tried and tested system for dealing with the Role plays. We will show you how to prepare notes from the written material you are provided and a system for interacting with the role actor. There will be instructional videos showing examples of how to do the role plays and how not to. We will explain the marking guide and show you exactly how to score points as this is generally misunderstood. We will even show your techniques to deal with exam nerves using Neuro Linguistic Programming techniques

**Module 2** In this Module we will show you how to deal with the written exercises. We will provide 2 written exercises along with marking guides. We will show you a system for reading the material, making notes and writing a high scoring answer in the 30 minutes allowed for each exercise. The exercises have been updated to reflect the latest College of Policing exercises.

**Module 3** This Module is in two parts. Part 2 has been specifically designed to cover the latest changes to the assessment that began in September 2015. In Part 1 we will show you how to prepare and develop answers for a competency based interview. We will show you what scores and what doesn't. We will show you a technique for structuring your answers. The session will be interactive. We will show you videos of a person giving a competency based answers and you will be tasked with marking those answers using the marking guide we provide. We will provide you with written copies of answers that score well and answers that don't. At the end of this session you will understand exactly what is required to produce a good answer so you can use this knowledge to develop answers from your own life experiences. Part 2 will build on Part 1 and we will show you how to develop answers for the four questions that will be asked as part of the new assessment.

**Module 4** In this module we will show you how to prepare and develop answers for the application form. This will relate to many issues covered in Mod 3 as the application form contains competency based questions. The answers will be structured slightly differently for the application form and we will show you how to do that. We will also provide advice and guidance on the rest of the application form.

**Module 5** In this module we will cover Psychometric testing. We provide advice, guidance and top tips for dealing with Psychometric tests. Using our interactive Learn-dash platform you will be able to practice tests the same as those in the assessment centre. We have provided over 100 Numerical reasoning questions and 175 verbal reasoning questions. Verbal Reasoning Test 1 questions are to match the type of question you will get in section A of the assessment centre verbal ability test. Test 2 questions are to match the type of question you will get in section B of the assessment centre verbal ability test. Numerical test 1 questions cover all the numerical operations needed in the assessment centre test. Test 2 we introduce charts and graphs and tables to develop your ability to use numbers in a rational way. The questions are completed on Line. We have provided the answers for the tests in a PDF document to enable you to check your answers more easily.

## Assessment centre Expertise

The course designer and trainer John Maher is a highly qualified and experienced recently retired Police Inspector. John has a broad range of operational policing experience and most importantly is an Assessor for the Police Recruit Assessment. John has been involved in Police assessment centres for over 20 years and knows exactly how the assessment process works.

## Training Expertise

John Maher is a skilled experienced Police Trainer. Whilst a serving Officer John had a business permission from the Chief Constable of Greater Manchester Police to provide assessment centre training. John has been doing this for over 20 years and has successfully trained thousands of people. This course is not just about telling you what is involved in the assessment centre John will train you how to pass.

## Quality Course content

A great deal of effort has gone into the course development to ensure that you have a quality learning experience. The course covers all 4 elements of the assessment centre as well as the application process. We have a wide range of our own materials which we have developed to maximise your learning .Our website is designed so that you will be able to control and access the materials very easily. The whole course is managed from a very simple learning platform, to which you will have a personal login account. The system will record and direct your transition through the course.

Our blend of resources includes Short introduction videos, Instructional videos, informative written material, realistic role plays, realistic written exercises and quizzes.

## Timescales

On payment you will receive instant access to Academy Recruit Training Learning Platform. You will have access for 4 months, this can be extended on request free of charge. Most of the course materials can be downloaded in PDF format.

## Technical Requirements

All you need is a device that will allow you access to the internet.

All our materials have been developed specifically to run on all internet capable devices. We have particularly ensured the best possible experience whilst using smaller mobile technology such as mobile phones and tablets.

## Course Costs

The total amount for the course is £120 which is payable on signing up for the course. The fee is reduced to £55 for anyone who is booked on or has completed a CKP course with Academy Recruit Training Ltd.

## Money Back Guarantee

### Recruit Assessment Centre 100% Refund

The normal pass mark for the Recruit Assessment is %50. In the unlikely event that having completed our course you do not achieve %50 we will refund your money. You need to have attempted 2 assessment centres to claim the refund.