

**COMPETITION
FOR SELECTION OF GARDA TRAINEES
2019**



**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.

An Garda Síochána is the national police service of Ireland with approximately 14,000 Garda members, 2,500 Garda staff and 500 Garda Reserve members with a total workforce of 18,000. The mission of An Garda Síochána is “*To deliver professional policing and security service with the trust, confidence and support of the people we serve*”. An Garda Síochána is directed and controlled by the Garda Commissioner. An Garda Síochána is unique among policing services internationally as a unitary body responsible for the security of the State *and* the provision of policing services. The two functions are united by an underpinning philosophy: the protection of the individual and the safety of communities. An Garda Síochána is in and of the community and community policing is the key and core to what the organisation does.

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 one Deputy Commissioner 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 & Intelligence, Special Crime Operations, Roads Policing & Major Event Management, Governance & Accountability and Community Engagement & Public Safety. There are also a number of Executive Directors with responsibility for Human Resource & People Development, Finance & Services, Information & Communication Technology, Executive Support & Corporate Services, Legal & Compliance and Strategy & Transformation.

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 2019

The Government has approved an overall vision for the Garda workforce to bring the strength of the Service to 15,000 Garda members, 4,000 civilian staff and 2,000 Garda Reserves by 2021. As well as investing in its people, the organisation will invest in ICT infrastructure and equipment.

An Garda Síochána is a dynamic organisation in which staff members can enjoy a rewarding and worthwhile career of service to the communities and people of Ireland.

Commission on the Future of Policing

The Report of the Commission on the Future of Policing in Ireland (CoFPI) was published in September 2018 and is the output of significant consultation with public representatives; government officials; academics in Ireland and abroad; officials from other jurisdictions; Gardaí of all ranks; Garda staff; and the public. The CoFPI Report outlines the drivers for change and presents a clear vision for the future of An Garda Síochána. The consultation by the Commission led to the development of 10 key principles for the future of policing in Ireland, and a comprehensive set of recommendations to meet not just current, but also future challenges. These are set out in the 'A Policing Service for the Future' Implementing the Report of the Commission on the Future of Policing in Ireland.

Reflecting the Diversity of Irish Society

The CoFPI calls for a reflection of the diversity of Irish Society within the Irish Police Service, “diverse not only in gender and ethnicity, but also in socio-economic, educational and geographical background”. In terms of educational background you don't need Irish to apply to be one of our new Garda Trainees, however, you must have proven proficiency in 2 languages one of which must be English or Irish. There is no requirement to have a degree prior to entering the police service as a trainee, however if you are in the final year of completing a degree when offered a place in the Garda College we can be flexible with your start date to enable you to complete your final year. We welcome applications for Garda trainees that represent any or all of these categories and that represent our nation in 2019 and beyond.

Our campaign welcomes people who might not have previously considered a career as a Garda member. They may have the skills we need, but might not have thought they could transfer those to being a Garda. Policing is a highly rewarding career where every day you can make a difference to the lives of individuals and communities. We want to encourage people from all walks of life to join us – ethnic, religious, socio-economic. We are looking for diversity not only in background, but also in skills.

An Garda Síochána is embracing our diverse society and will consider, subject to operational, health and safety requirements alterations to the Garda uniform to take account of religious and ethnic requirements.

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>) or any amendments to those Regulations for the duration of the campaign.

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 in good health, of sound constitution and suited physically and mentally to performing 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 24th April, 2019, therefore you must have been born between 25th April 1984 and 24th April 2001.
- (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.

Determining eligibility requirements

You should note that candidates' qualifications/eligibility may not be confirmed until the latter stages of the selection process, therefore, those candidates who do not possess the essential requirements on the closing date for the competition and who proceed with their application are putting themselves to unnecessary expense and will not be offered a position from this campaign. Candidates who are unable to show that they hold the required qualifications may be withdrawn from the campaign at any stage. An invitation to test, interview or any element of the selection process is not acceptance of eligibility by the Public Appointments Service and /or An Garda Síochána.

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.

Applicants must be a member of the Garda Reserve at the time of appointment as a Garda Trainee to continue to be eligible under the Garda Reserve Stream. Applicants no longer a member of the Garda Reserve will not be offered an appointment from this Stream.

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 its 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 gardatraine2019@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 2019' 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. Please consider saving this document for future reference.

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 gardatraineec2019@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 should include your PPS number when applying.

Equality Monitoring

Public Appointments Service is committed to an equal opportunities policy. In order to ensure that the policy is effective the 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 these questions is completely voluntary, we would encourage applicants to assist in equality proofing our processes by completing them. Any responses given will have no bearing on the way in which your application is considered.

Closing Date for receipt of applications is:

3pm on Wednesday 24th April, 2019

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, it 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
- Physical Competence Test
- Medical Examination
- Any other assessment tests/exercises deemed appropriate

Candidates with Disabilities

Candidates who have indicated on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide Public Appointments Service with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to liam.sinclair@publicjobs.ie by post to Liam Sinclair, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 **by the closing date of 24th April 2019.**

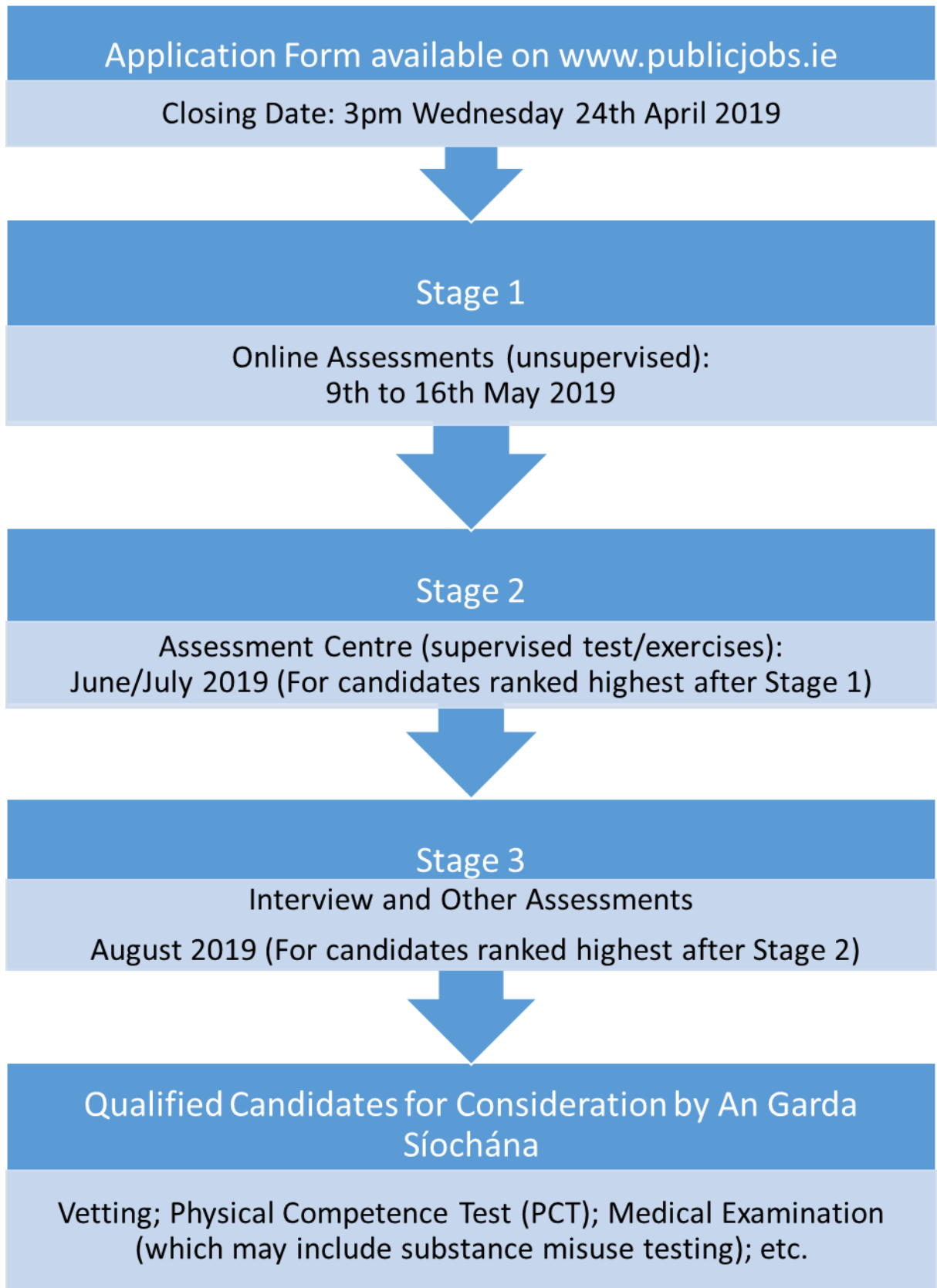
If you have recently applied for any campaign with the Public Appointments Service then your report may be on file, please contact Liam at the email address above to confirm.

Any requests for reasonable accommodations in respect of those candidates who are successful in Stage 3 below must be made in writing to Colette Corrigan, Appointments Office, Garda Headquarters, Phoenix Park, Dublin 8. Such applications must be accompanied with supporting medical or appropriate psychological reports. The purpose of the report is to provide An Garda Síochána with information to act as a basis for determining reasonable accommodations where appropriate.

Please note: Applicants who have an exemption from languages in school will still need to have documentary evidence of two languages (one to be Irish or English) to be eligible for this competition.

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/or the Fluency in Irish Garda Trainee streams*.



Key Dates

DATE	STAGE
3pm on 24 th April 2019	Closing date for receipt of application forms
9 th May to 16 th May 2019	Stage 1 On-line Assessments
June / July 2019	Stage 2 Assessment Centre Initially the top group of candidates from Stage 1 will be invited to Assessment Centre in late June. Further groups may be invited from time to time as required.
August 2019	Stage 3 – Interviews and other assessments. Initially the top group of candidates from Stage 2 will be invited to Interviews and other assessments in August 2019. Further groups may be invited from time to time as required.
September 2019	An Garda Síochána Clearance stage to commence for those successful at Stage 3 in PAS in August 2019.
Mid-2020	It is envisaged that successful applicants from this campaign may be considered for intakes into the Garda College from mid-2020 however, this is subject to change*

* There are a number of applicants still being processed from previous campaigns that will be considered first for intakes into the Garda College (subject to their files being approved).

Note

- (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 on previous page. 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.

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.

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 that 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 Pre-test Information Booklet will be sent to your Message Boards.

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 this link will be sent by Thursday **9th May 2019**. This link will allow you access to all 3 tests.

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.

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. Physical Competence Test (PCT)

Applicants are expected 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. **Failure to maintain the levels of fitness required during all phases of training will be a breach of their contract and constitute a termination of contract.**

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 <https://www.garda.ie/en/Careers/Why-should-I-join-An-Garda-Siochana-/What-are-the-physical-requirements-.html>.

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

10. Medical Examination

Subject to undergoing a comprehensive screening process by the Public Appointments Service to establish their general suitability and successfully completing the Physical Competence Test (PCT), 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 expedite the medical assessment process and hence the progress of your application. Candidates shall be required to provide contact details for their doctors on the day to facilitate communications as necessary.

General medical 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-underweight and non-obese) limits (ideal BMI is 18.5 to less than 25). Underweight (BMI <18.5) and overweight (BMI >25 and <30) shall be considered with other measures to exclude significant weight abnormalities.
- 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.

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
- Blood pressure and pulse check

Substance misuse testing may also form part of the process.

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 applicant's treating doctors.

11. Vetting

Security and Vetting checks is an essential part of the process for Garda Trainee applicants. Applicants successful at Stage 3 (Interview & other assessments) will be required to provide detailed information to enable Security & Vetting checks to be completed. Where it is not possible to carry out necessary checks, your application may not be processed further.

12. 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 (or any amendments to those Regulations for the duration of the campaign), 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.

13. 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 training programme commences when a successful applicant is accepted by the Commissioner as a Garda Trainee and continues into the probationary period when the Trainee is successfully appointed a member of the Garda Síochána in accordance with the provisions of the Regulations.

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 weeks leave 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. Please note, the two weeks leave is subject to operational demands and the exigencies of the Garda Organisation at that given time. 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 34 weeks including two weeks leave (as above).

During 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.

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 including Irish
- 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 requests for reasonable accommodations in respect of the training programme requirements must be sought prior to commencing Phase I training to Director of Training at the Garda College in writing. Such applications must be accompanied with supporting medical or appropriate professional reports.

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.

14. 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 longer or shorter periods as the Commissioner of An Garda Síochána may determine.

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.
 - (iii) at any time, if, in his/her opinion, the Trainee is unlawfully residing in the state or where entitlement to reside in the State was obtained by any illegal or unlawful means.

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.

15. Conditions of Service

Code of Ethics

In a democratic society, the role of the police is to protect and serve society, keep the peace, enforce the law and ensure the safety of the community. In order to achieve this, An Garda Síochána must enjoy the trust and confidence of the society which it serves. It will gain and maintain this trust by acting, and being seen to act within the law and by applying the law fairly towards others. For anyone working in An Garda Síochána this is the starting point for all other commitments.

An Garda Síochána Code of Ethics is a statement of the ethical requirements for everyone working in An Garda Síochána and a clear indication to the public of the norms of behaviour that they are entitled to expect. Policing is an honourable profession of which the public expect the highest standards of conduct and practice. Absolute commitment to the Code of Ethics is a requirement for all members of An Garda Síochána, to ensure the trust and support of the public. You will be required to sign a formal commitment to the Code of Ethics when you join An Garda Síochána. For more information click <https://www.garda.ie/en/about-us/publications/policy-documents/code-of-ethics-english-1-5-18.pdf>

DNA Testing

Candidates should note that An Garda Síochána is bound by the provisions of the Criminal Justice (Forensic Evidence & DNA Database System) Act 2014

Section 41 of that Act states that DNA Samples shall be taken from Trainee Gardaí who started their training at the Garda College following the commencement of the Act on 20th November 2015.

Section 41 4 (c) of the Criminal Justice (Forensic Evidence & DNA Database System) Act 2014 outlines that ***'the sample will be used to generate a DNA profile in respect of the person to be entered in the elimination (Garda Síochána) index of the DNA Database System and the effect of such an entry'***.

The taking of such samples is for the purpose, in relation to the investigation of offences, of ascertaining whether that person has contaminated a crime scene sample.

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.

Tattoos and Body Art

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

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.

16. 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 €30,296. The incremental scale rises to €48,754 per annum after 8 years with two further increments after 13 and 19 years' service which bring the maximum of the pay scale to €52,482 per annum after 19 years (1st January, 2019 rates). 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 assessments in line with the Garda College Academic Regulations during any of the Modules/Phases, will be deemed unsuitable for a career in An Garda Síochána.

IMPORTANT NOTICE

The above is indicative of conditions of service as a Trainee Garda and is not intended to be a comprehensive list of all terms and conditions governing service as a Trainee Garda which will be set out in the contract to be agreed with the successful candidate(s).

17. 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' (Commission) Code of Practice for *Appointment to Positions where the Garda Commissioner has Statutory Responsibilities*

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.

There is no obligation on the PAS or An Garda Síochána 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 or 8 of this Code of Practice, a complainant may not seek a further review of the same process under Section 9, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

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

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.

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 request for review may be taken by a candidate should they be dissatisfied with an action or decision made in relation to their candidature reviewed by the Garda Commissioner in respect of those aspects of the recruitment and selection process carried out by An Garda Síochána. 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.

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 5 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 Garda Commissioner, 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 Garda Commissioner.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Section 9

A candidate may believe there was a breach of the Code of Practice by the relevant licence holder (the Chief Executive, Public Appointments Service or the Garda Commissioner) which compromised the integrity of the decision reached in the appointment process he/she can have it investigated under **Section 9** of the Code. The complaints process enables candidates (or potential candidates) to make a complaint to the licence holder in the first instance, and to the Commission subsequently on appeal if they remain dissatisfied.

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 cannot support their allegations by setting out how the Public Appointments Service or An Garda Síochána has fallen short of the principles of this Code.

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. Receipt of feedback is not required to invoke a review. 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.

18. 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.

19. 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.

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

- Where they have not been appointed to the post they will be disqualified as a candidate; and
- Where they have been appointed subsequently to the recruitment process in question they shall forfeit that appointment.

20. General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. 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. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of www.publicjobs.ie.

Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

To make a request to access your personal data please:

In the case of the Public Appointments Service: please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

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

In the case of An Garda Síochána: please submit your request in writing to

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).

APPENDIX A - Self-Assessment Questionnaire

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

Please work through the statements below and decide on the response that best reflects your level of agreement with each statement. This questionnaire will not form any part of the selection process you are encouraged to consider all statements in advance of proceeding with your application.

Could **YOU**:

