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**WORK EXPERIENCE PLACEMENTS
FORCE REFERENCE DOCUMENT**

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POLICY

1. Northern Constabulary is committed to the development of future potential in individuals who show an interest in working for the Force as either police cadets, police officers or support staff. The Force is therefore committed to offering young people work experience placements arranged through their own schools as part of a programme to provide real experience of the working environment.

STANDARDS

1. All work experience placements will be co-ordinated through the Human Resources Service Unit. This is to ensure that consistent information is provided and that evaluations are carried out. The responsibility for implementation and supervision of the placements lies at a local level. Individuals and schools should contact the Human Resources Co-ordinator who will provide a basic information pack on what type of experiences are available within the Force at Area Commands and within Headquarters Service Units.
2. All Service Unit Managers will be responsible for completing an annual return on the number of work experience placements they are able to accommodate for both police and support staff. In addition, each Service Unit will nominate a local point of contact for liaison with Human Resources and the local schools.
3. Work experience programmes for young people interested in support roles will be the responsibility of the local Service Unit to develop as they will require to cover specialist skills. A risk assessment should also be prepared for each role.
4. The work experience placement for young people interested in becoming a police officer is set out in the guidance section. It will be the responsibility of the local co-ordinator to establish local contacts to provide the support and assistance suggested in the programme.
5. All work experience students will be required to complete an evaluation of the programme. These evaluations will be issued locally and will be collated centrally by Human Resources.
6. All work experience students will require to undergo a standard vetting check prior to commencing the programme.
7. Students (and accompanying teachers/staff) are not permitted unaccompanied access to secure areas or to have sight of data or documentation relating to cases.
8. The safety of students and accompanying staff should be kept in mind at all times.

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9. The programme will be reviewed after the first 12 months.

GUIDANCE

WORK EXPERIENCE PROGRAMME

DESIGNED FOR YOUNG PEOPLE INTERESTED IN BECOMING POLICE OFFICERS

Day 1

- Welcome and introduction
- Preparation of student biography on why he/she has chosen the police for a work experience placement
- Tour of police station
- Observation test (based on viewing a video)
- Questioned on visual and oral information contained in the video
- Lunch
- Presentation on Police Report writing system.

Day 2

- Presentation and demonstration of Intoximeter procedure
- Explanation of custody system using appropriate forms
- Students are split into groups and given topics to research and asked to prepare a 10 minute presentation for delivery in the afternoon. Topics include for example road safety, drugs etc.
- Short interviews with Area Command Management team. This is based on the information previously submitted in the autobiography
- Lunch
- Delivery of presentations. External guests are invited to listen to presentations along with teachers from their school.

Day 3

- The first part of the morning is spent with CID officers where students are shown different aspects of Scenes of Crime examination. The Area Drugs officer also delivers a presentation
- The remainder of the morning is spent providing a demonstration of officer safety from an approved instructor

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- Lunch
- Focus on the final part of the report writing system and statement taking.

Day 4

- A scenarios exercise is run where students are asked to respond as police officers and to follow the procedures previously explained to them
- Lunch
- Following completion of the scenarios students are asked to complete all the relevant paperwork associated with this and to prepare crime reports and full statements in the same way as police officers would be required to complete the process.

Day 5

- Reports and statements are completed and checked and students are then taken to the court where they are given a tour. The statements are given to the Procurator Fiscal who then demonstrates how a real court case would operate
- Lunch
- Completion of evaluation sheets
- Closing address

MANAGING THE PROGRAMME

1. This fairly extensive programme is a template for guidance for young people interested in becoming police officers. Individual Service Units can amend the programme to suit their Service Unit or to provide a placement for those interested in specific support staff roles.
2. It is recommended that to maximise the value of the programme and the resources required to run it that 8 students take part at any one time.
3. It is recommended that at least two instructors are allocated to students at any one time and that other members of staff should be co-opted to provide additional support/inputs.

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