



# Guide to Registration Application and Assessment

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# 1 About registration

## 1.1 PROFESSIONALISATION OF VICTORIA POLICE

*The professionalisation of policing has become a central concern across jurisdictions globally and is a key part of the Commonwealth Ministers' Directions in Australia New Zealand Policing 2012-2015. The pursuit of a more professional status for police is being driven primarily through the development of national practice standards for policing and discussion around the right mix and level of professional development for police. At the Victorian level, it is being supported through the establishment of a Police Registration and Services Board (Victoria Police Education Master Plan, 2013).*

## 1.2 CAREER MOBILITY

Career mobility is a hallmark of any profession and registration is a key enabling tool. Leaving Victoria Police may not be a permanent decision. Registration allows you to keep the door open while taking a break from policing for career, family or personal reasons. Prior police experience and skills will be recognised. Newly gained capabilities, experience and qualifications will be independently assessed and valued. You may be eligible to apply for positions at a higher rank than held when you resigned. The Community and Victoria Police both benefit from former members who return with newly acquired skills, capabilities, work systems and different perspectives and mindsets.

The registration scheme allows to police experience diverse career options. Through registration, police can join other police services or work in other sectors and come back to Victoria Police. This reduces the permanent loss of capable police officers from Victoria Police and those returning bring new skills, ideas and ways of working. Policing and shift work can be demanding and the scheme allows police to take 'time out' if needed for health, family or other reasons.

The Police Registration and Services Board (PRSB) undertook a substantial research project to learn more about the career pathways of police officers. Learn more about the project, read the career stories and view the maps <https://www.prsb.vic.gov.au/registration/career-mobility-success-stories>.

Victoria's professional registration system for police commenced in April 2014 with enactment of the *Victoria Police Act 2013* (the Act) and is unique in Australia. The PRSB conducts an independent assessment of each applicant for registration and administers the Police Profession Register (PPR) - a list of former members who are deemed eligible for re-employment, subject to meeting Victoria Police employment conditions.

Registration is the first step toward but not a guarantee of re-employment. Once on the Register, registrants may apply for re-employment with Victoria Police. Registrants must meet Victoria Police criteria for appointment as a police officer.

Allowing people to move readily in and out of policing is a stated goal of Victoria Police: Enabling career mobility is one reason why the PPR was established.

## 1.3 WHY ASSESSMENT NEEDS TO BE RELIABLE AND VALID

The reliability and transparency of the PRSB registration process is vital to building trust in its decision-making, especially where an applicant seeks registration at a higher rank than previously held or the application is refused. Victoria Police transfer and promotion assessments compare competing candidates. PRSB appeals decide superior efficiency between selectee(s) and appellant(s). Registration assessments apply the test of eligibility and suitability at rank against a standard rather than through competitive comparison.

This means that like appeals against transfer and promotion, a similar but specific rigorous approach is applied for assessing registration. Refusals for registration may be subject to Supreme Court appeal.

This **Guide** sets out the: criteria for registration; application types; decision-making process; tips and traps for applying; and the re-employment process. The PRSB registration assessment standardises decision-making to increase the reliability and validity of the process. When confidence exists - that the process is robust - career mobility is welcomed and supported.

# 2 Qualifications for registration

## 2.1 ABOUT THE CRITERIA

The initial framework for registration is provided in the Act.

*A person is qualified for registration ... if the person—(a) is of good character and reputation; and (b) has any qualifications and experience prescribed by the regulations for registration at a specified rank; and (c) has the capabilities required to perform as a police officer at a specified rank (section 103).*

To further determine suitability for registration, the PRSB makes an independent assessment of:

- ▣ the application for registration
  - CV (comprising applicant contact details; Victoria Police service history and rank requested; education and training; specialist skills; and awards / recognitions / professional memberships / associations)
  - capability self-assessment (using the Victoria Police Sworn Capability Framework)
  - statutory declaration
- ▣ nominated referee statements (from occupations other than Victoria Police and made against the sworn capability framework)
- ▣ structured interview *see 5.5 in this Guide*.

PRSB also considers the Victoria Police:

- ▣ assessments for character and reputation contained in former member reports
- ▣ required qualifications and experience (for example, the Sergeant Qualifying Program)
- ▣ desired capabilities, qualities and values
- ▣ correspondence from Victoria Police Recruiting Services Branch
- ▣ Certificate of Service received after departure.

## 2.2 (GOOD) CHARACTER AND REPUTATION

The Act is silent on the definition of 'good' character and 'good' reputation. The PRSB applies commonly used Oxford dictionary definitions when considering the character and reputation of an applicant. It also considers the entirety of a person's work and life experience, including identified professional development and personal growth.

Knowing what typifies a 'good' police officer leads to understanding what is required to demonstrate 'good' character and 'good' reputation. This becomes the cornerstone of decisions on registration (PRSB) and appeals and reviews (PRSB); and recruitment and appointments (Victoria Police). See the next page for a list of descriptors for a 'good' police officer.

## What characterises a 'good' police officer?

The following criteria are taken from the Victoria Police career website, which carries more detailed information about the assessment for employment as a Victoria Police officer ([policecareer.vic.gov.au/entry-requirements](https://policecareer.vic.gov.au/entry-requirements) and [/about-the-role/as-a-police-officer](https://policecareer.vic.gov.au/about-the-role/as-a-police-officer)).

**A 'good' police officer is:**

- *an effective communicator*
- *able to relate to a wide range of people, circumstances and cultures*
- *mature, responsible and confidential*
- *able to solve problems and make sound decisions*
- *patient and helpful*
- *disciplined*
- *able to remain calm in emergencies*
- *capable of writing and giving verbal reports*
- *a team player.*

**A 'good' officer must uphold the Victoria Police values:**

- *flexibility*
- *leadership*
- *integrity*
- *professionalism*
- *respect*
- *support*
- *safety.*

**A 'good' Victoria Police officer must also fit the capability (at rank):**

- *displaying personal drive and integrity*
- *effective communication*
- *achieving results*
- *establishing productive working relationships*
- *supporting tasking and coordination*
- *displaying policing skills*
- *people-focussed leadership.*

**A 'good' Victoria Police officer adheres to the Victoria Police Professional and ethical standards** which provide the basis for professional practice and defines the expected standards of behaviour and conduct (Victoria Police Code of Conduct - Professional and Ethical Standards [www.police.vic.gov.au](https://www.police.vic.gov.au))

## What is assessed?

The following criteria are also taken from the Victoria Police career website.

**Character** includes examination of an applicant's history including:

- criminal and driving record
- probity checks
- financial history
- background and employer checks
- antecedents
- associates
- social media activity.

**Reputation** includes assessment of values:

- safety
- flexibility
- leadership
- respect
- integrity
- professionalism
- support.

**Attributes** include consideration of:

- temperance
- disposition
- demeanour
- restraint
- self-discipline
- politeness
- creativity.

## 2.3 QUALIFICATIONS AND EXPERIENCE

To be eligible for registration, applicants must have been confirmed as a constable with Victoria Police prior to resigning and must not have been dismissed from Victoria Police.

Educational qualifications and experience gained with Victoria Police and other policing agencies, other employment and voluntary work are also considered.

Base-level capability is expected per rank; however, if you have gained substantial and relevant skills, knowledge, experience and qualifications since leaving Victoria Police, you may be better aligned with a higher rank.

*See 3.1 of this Guide.*

## 2.4 CAPABILITIES AND DESIRED LEADERSHIP QUALITIES

The *Victoria Police Sworn Capability Framework* details the essential skills, knowledge and qualities required for: displaying personal drive and integrity; effective communication; achieving results; establishing productive working relationships; supporting tasking and coordination; policing skills; and people-focussed leadership. *See section 5.5 of this Guide.*

Police officers are required to show leadership every day. At sergeant level and above, management and leadership abilities and technical policing expertise are key. The following examples highlight some of these qualities.

### Dealing with change

Drives change needed to improve quality of services and meet organisational challenges:

- supports others
- understands different perspectives
- develops shared clarity
- understanding and acceptance.

### Service delivery & community engagement

Delivers excellent policing services to meet community needs:

- understands expectations
- engages & partners with the community
- applies resources efficiently and effectively in the public interest.

### Career-long learning

Committed to continuous learning:

- reflects and learns from mistakes
- guides and supports others
- shares learning with others
- helps build organisational knowledge.

### Safety and well-being

Supports and drives strong safety culture:

- understands safety and well-being
- initiates supportive conversations
- promotes early help-seeking
- addresses workplace conflict
- calls out inappropriate behaviour.

See section 7 of the *PRSB Guide to Transfer and Promotion Appeals* for more information on leadership and values ([www.prsb.vic.gov.au/appeals/appeals-guide](http://www.prsb.vic.gov.au/appeals/appeals-guide)).



## 2.5 CURRENCY AND RE-EMPLOYMENT COMPETITIVENESS

Currency or recency of practice is the maintenance of competency to perform a particular professional role. For regulated professions (for example, the health industry) registration standards include demonstrating recency of practice, which varies depending on the field; that is, having practiced in their respective field within the previous 2 to 5 years. Some former members may find it difficult to demonstrate contemporary policing skills; however, many of these skills are durable. For example, do you feel that you could still execute a safe, lawful arrest?

Returning constables and senior constables undertake an individualised training needs assessment to determine any skill gap, whereas for sergeants and above, selection to a position infers such competency. Recency of police practice may be a determinant for some registrants in their competitiveness for re-employment.

## 2.6 ELIGIBILITY

The following categories of Victoria Police officers **may apply** for registration (s.104, the Act):

- serving Victoria Police officers who **resign voluntarily** and are of good character and reputation and have the capabilities to perform the role of police officer

The following categories of Victoria Police officers are **not eligible to apply** for registration:

- former Victoria Police officers who were **dismissed** from Victoria Police
- current and former Victoria Police officers, who were **not confirmed** as constables prior to resigning are deemed not to have met the capability threshold and do not need to be registered but may apply directly to Victoria Police for re-employment ([hrd-prior-policing-mgr@police.vic.gov.au](mailto:hrd-prior-policing-mgr@police.vic.gov.au)).

## STAR METHOD OF RESPONDING

Throughout this Guide you will notice reference to the **STAR** method of responding to key selection criteria, providing answers at an interview or including examples on your CV. Read the statements below to familiarise yourself with how it works.

<p><b>Situation</b></p> <p>or</p> <p><b>Task</b></p>	<p>Give your best specific example of a situation encountered or a task performed that demonstrates the desired behaviour in the KSC.</p> <p><i>Q Tell me about a time when you were required to...</i></p> <p><i>Q Tell me about a situation where you were faced with...</i></p>
<p><b>Action</b></p>	<p>What did you do in the situation to accomplish the task or deal with the situation?</p> <p><i>Q How did you address this situation?</i></p> <p><i>Q How did you go about...?</i></p> <p><i>Q Why did you choose this action? (Show your thinking: What factors did you consider? How and why did you choose this option? Who did you consult?)</i></p>
<p><b>Result</b></p>	<p>Explore the result or outcome.</p> <p><i>Q What difference did the action make?</i></p> <p><i>Q What was the outcome?</i></p> <p><i>Q What if anything would you do differently in the future?</i></p> <p><i>Q How did you share the learnings with others?</i></p>

# 3 Applying for registration

## 3.1 WHO CAN APPLY, WHEN AND WHAT IS REQUIRED

Use the table below as a quick way to see which type of registration applies to you.

- Are you still serving? If yes, see **ON DEPARTURE**.
  - Did you resign from Victoria Police more than 6 months ago? If yes see, **AFTER DEPARTURE**.
  - Are you seeking to renew at your registered rank? If yes, see **RENEWAL** at registered rank.
  - Are you applying for registration at a **HIGHER** rank? If yes, see **RENEWAL** at registered rank and provide any documents relating to your current role (for example, position description, evidence of classification or salary band), which demonstrate your 'higher' capability.
    - For **ON DEPARTURE** applicants, if you have served for five or more years you may be eligible to receive a *Certificate of Service* (apply to [PAYROLL-SERVICES-MGR@police.vic.gov.au](mailto:PAYROLL-SERVICES-MGR@police.vic.gov.au)).
- For those who have not achieved five years of service, the PRSB will seek further information from Victoria Police.

TYPE	WHO CAN APPLY	WHEN TO APPLY	EVIDENCE
<b>PROBATIONARY CONSTABLE</b>	Victoria Police officers who were not confirmed prior to departure do not need to be registered		Re-employment is managed through Victoria Police Email Victoria Police at <a href="mailto:HRD-PRIOR-POLICING-MGR@police.vic.gov.au">HRD-PRIOR-POLICING-MGR@police.vic.gov.au</a> for more information or telephone 03 8335 6100
<b>ON DEPARTURE</b> only at substantive rank at resignation	Current Victoria Police officer intending to or having resigned	Any time from 3 months before to 6 months after resigning	<b>Submit</b> 1 Application Form 2 Consent to Check Records 3 Statutory Declaration 4 Certificate of Service if served more than 5 years (email <a href="mailto:PAYROLL-SERVICES-MGR@police.vic.gov.au">PAYROLL-SERVICES-MGR@police.vic.gov.au</a> )
<b>AFTER DEPARTURE</b> confirmed constable to commander ranks	Former Victoria Police officer who resigned voluntarily and not previously registered	Any time: No cut-off	<b>Submit</b> 1 CV 2 Consent to Check Records 3 Capability Framework (email <a href="mailto:registration@prsb.vic.gov.au">registration@prsb.vic.gov.au</a> ) 4 Statutory Declaration
<b>RENEWAL</b> at registered rank	Registrant renewing at same rank	Before expiry on the Register	<b>Submit</b> 1 CV 2 Consent to Check Records 3 Statutory Declaration

See the PRSB website for more detailed information about applying for registration ([www.prsb.vic.gov.au](http://www.prsb.vic.gov.au)).

## 3.2 NOMINATING A RANK

For **AFTER DEPARTURE** applications only, your nominated referees (from occupations other than with Victoria Police) will be asked to provide a written reference on your capabilities for your nominated rank.

- ▣ Applicants for registration are assessed at a specified rank against the *Victoria Police Capability Framework* (email [registration@prsb.vic.gov.au](mailto:registration@prsb.vic.gov.au) to request capability guidelines for your rank/s).
- ▣ Using the guidelines, look at the capabilities and indicators for your substantive rank on resigning.
- ▣ Think about how your experience, skills and qualifications might match these capabilities.
- ▣ If you have gained substantial and relevant skills, knowledge, experience and qualifications since leaving Victoria Police, you may be better aligned with a higher rank.
- ▣ For sergeant and above, consider whether your management and leadership capabilities match current expectations (see *Management and Leadership Capability* below).

## 3.3 MANAGEMENT AND LEADERSHIP CAPABILITY

Consider reading these publications to find out about the qualities and behaviours expected of leaders in Victoria Police.

- ▣ Victoria Police Blue Paper
- ▣ VEOHRC Independent Review
- ▣ Victoria Police Mental Health Review
- ▣ Victoria Police Capability Plan

For more information on leadership and values see section 7 of the *PRSB Guide to Transfer and Promotion Appeals* ([www.prsb.vic.gov.au/appeals/appeals-guide](http://www.prsb.vic.gov.au/appeals/appeals-guide)).

## 3.4 EVIDENCE OF CAPABILITY

1. Provide examples using the **STAR** method.

Explain the **S**ituation (context), **T**ask you were given or **A**ction you took and the **R**esult (outcome).

2. Respond to the indicators, not just the headings: Dot points are acceptable.
3. Provide relevant (and best) examples of your capabilities, which may be from your experience after leaving Victoria Police.
4. Use policing language and concepts to make comparisons between your current/previous work and that within Victoria Police.
5. For sergeant and above, demonstrate relevant and contemporary management and leadership experience (see management and leadership capability above).

**Note:** Your nominated referees will be asked to provide a written reference on your capabilities at your nominated rank.

# 4 Six Stage Process: Application to decision

Assessment for registration involves 6 stages.

- 1 Lodgement (and notification of application received)
- 2 Information gathering and testing (generally takes time)
- 3 Assessment (generally takes time)
- 4 Notice of intention
- 5 Final decision
- 6 Registration

## TIMELINES: AFTER DEPARTURE APPLICATIONS

Each application has different influencing factors.

It is important to remember that the greater the number of years since resignation from Victoria Police, the longer it takes to retrieve records and locate supervisors. This means that if you have been away from Victoria Police for 10 years, the processing of your application is likely to take longer than someone who resigned 2 years ago.

### *Stage 1: Lodgement and notification*

Victoria Police will require completion of their *Prior Policing Applicant Pack* for all applications for registration AFTER DEPARTURE (for registration ON DEPARTURE, this pack is completed only when seeking re-employment).

Requirements for the PRSB differ according to registration type.

Applicants for AFTER DEPARTURE registration submit **4** documents to PRSB (please keep your original documents and email copies to PRSB):

- 1 CV: Use your existing resume and add any relevant Victoria Police information
- 2 Capability self-assessment (Victoria Police Capability Framework)
- 3 Consent to records check (Victoria Police form)
- 4 Statutory declaration.

The PRSB secretary:

- confirms that an application is valid (complete and verified)
- acknowledges receipt (by email)
- notifies Victoria Police Recruiting Services Branch and requests the relevant former member report
- starts the information gathering stage (referees and other inquiries if applicable).

## Stage 2: Information gathering and testing

Victoria Police provides the PRSB with a former member report, which is a record of an applicant's service history and includes probity checks (any complaints, serious incidents or discipline issues). PRSB must have regard to any advice of the Chief Commissioner (or delegate) (s.202, the Act).

A letter from Victoria Police Recruiting Services Branch may accompany a former member report. Victoria Police obtains references from former police supervisors whereas PRSB obtains references from other professional colleagues, managers or contacts.

### ■ Information that Victoria Police gathers

<b>Prior Service History</b> <ul style="list-style-type: none"> <li>• Performance assessments</li> <li>• Complaint and discipline history</li> <li>• Referee reports from prior Victoria Police supervisors</li> </ul>	<b>Background Checks</b> <ul style="list-style-type: none"> <li>• LEAP/Criminal record checks</li> <li>• Internet-based checks</li> <li>• Any other necessary investigations and enquiries</li> </ul>
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### ■ Interview

AFTER DEPARTURE applicants may be invited to attend a structured interview with the Deputy President and other PRSB officer/s during which a discussion can clarify, elaborate or explain all the information at hand. The detailed history (former member report) is used to corroborate the application, professional references, rank requested, capability self-assessment and interview responses. Further information may be gathered at any time throughout the decision-making process.

## Stage 3: Assessment

The assessment for AFTER DEPARTURE registration considers the currency, durability and transferability of all the applicant's capabilities, qualifications and experience. Based on all the information at hand, an opinion is formed about whether an applicant qualifies for registration and is suitable to the current policing environment. In other words, is the applicant of a standard expected for their years of service (at rank) and how might they perform in the future.

## Stage 4: Intention

All applicants are advised of the PRSB intention to either:

- register at a rank with conditions (written notification)
- refuse registration (notified firstly by telephone, then in writing).

Prior to the final decision being made, all applicants are invited to make a further submission **within 7 days** to the proposed rank, conditions or refusal. Any submission is taken into consideration before a final decision is made.

## Stage 5: Decision

PRSB considers all the available information at hand. A final decision and notifications are issued to the applicant and Victoria Police.

If ultimately unsuccessful, applicants are contacted and advised about future opportunities.

In unusual cases, PRSB may conduct a formal hearing to decide whether to register an applicant.

## Stage 6: Registration

If registered, a letter is posted to you with a certificate showing the rank, conditions and expiry date of the registration.

# 5 Tips and traps about applying for registration

## 5.1 CV: AFTER DEPARTURE

Anyone reading your CV needs to understand the relevance and transferability of your experience in occupations other than Victoria Police. Focus on the capabilities that are transferable to police work, such as investigations, communication and stakeholder engagement and the management and leadership styles that you employ.

Use your existing resume and add any relevant Victoria Police information. Ask people from your network to read your application and give frank feedback. Before you submit, check your spelling and grammar.

Use the **STAR** method: Explain the **S**ituation (context), **T**ask you were given or **A**ction you took and the **R**esult (outcome).

Remember, the person reading your CV and application may not be familiar with your work other than with Victoria Police: You will need to explain it. Use policing language and concepts where you can make comparisons to policing.

For example, say ...

*The committee that I managed performed similar functions to Executive Command ... System X that I used to gather intelligence is comparable to the Victoria Police System X...*

## 5.2 CAPABILITY RESPONSES: AFTER DEPARTURE

- Provide examples using the **STAR** method.  
Explain the **S**ituation (context), **T**ask you were given or **A**ction you took and the **R**esult (outcome).
- Respond to the indicators, not just the headings. Dot points are acceptable.
- Provide relevant examples of your capabilities from Victoria Police or other employment.
- Use policing language and concepts to make comparisons between other work and that with Victoria Police.
- For sergeant and above, demonstrate relevant and contemporary management and leadership experience.
- Nominated referees are asked to provide a written reference on your capabilities at rank.

Remember to include all **six** capabilities in your responses.

- 1 Integrity
- 2 Communication
- 3 Relationships
- 4 Results
- 5 Strategy
- 6 Policing Skills

## 5.3 REFEREES: AFTER DEPARTURE

For registration after departure and renewal at a higher rank, applicants provide details to PRSB for referees nominated from occupations other than Victoria Police.

Please let the PRSB know if you need to be notified before we contact those referees.

Victoria Police will contact the past supervisors that you nominate in your application for re-employment.

***Who should I ask to be my referee?***

- Referees should be drawn from your experience in employment other than with Victoria Police.
- Assess your referee's interest and availability to provide a written reference (using the capability framework).
- Referees should hold significant knowledge of your capabilities, preferably as a supervisor.
- If self- or un-employed, consider professional associates, clients and/or personal referees.

## 5.4 CONSENT TO CHECK RECORDS (VICTORIA POLICE)

Victoria Police holds your service history (which the PRSB uses to assess your application for registration).

You are consenting to Victoria Police:

- gaining access to, obtaining, using or disclosing any information relating to you, including information of a personal nature for the purpose of processing your application for inclusion on the Police Profession Register
- conducting checks of criminal or other records that Victoria Police and other law enforcement agencies keep (State, Commonwealth or International). These checks may include any convictions, findings of guilt without conviction, details of any matters found proven but adjourned on a good behaviour bond, any matters or information still outstanding against your name and any other matters, whether of a criminal nature or otherwise, which may be relevant in relation to your application.
- making the information about you, available to PRSB.

## 5.5 STATUTORY DECLARATION

The statutory declarations that you provide to PRSB are relevant to your character and reputation, your consent for exchange of information and attest the accuracy and authenticity of your application or any changed circumstance since you last applied for registration.

Disclosure of adverse information does not automatically exclude you from consideration so explain the context and circumstances. In other words, answering 'disagree' to any statement does not mean automatic refusal. Applications are considered on merit and circumstance but failure to disclose may affect assessment of (good) character and reputation so attach a statutory declaration explaining each situation.

## 5.6 THE INTERVIEW

AFTER DEPARTURE applicants may be invited to attend an informal, structured interview with the Deputy President and other PRSB officer/s during which a discussion can clarify, elaborate or explain all the information at hand. This is also an opportunity for you to ask questions.

Questions will focus on motivation for returning to Victoria Police; character; reputation; qualifications; experience; awards/recognition/community involvement/volunteering/interests; specialist skills; and base capabilities at rank.

In response to behavioural questions, applicants are asked to recall and relate specific events or accomplishments from present or previous roles, not necessarily police-related but those that demonstrate capability at rank.

See the next page for sample questions and also see the *PRSB Guide to Transfer and Promotion Appeals* for additional information ([www.prsb.vic.gov.au/appeals/appeals-guide](http://www.prsb.vic.gov.au/appeals/appeals-guide)).

# Registration Interview

## CHARACTER

*Example of how you behave ethically*

*How you engage with others*

*Overcoming a major obstacle (work or otherwise)*

*Career direction beyond Victoria Police*

## REPUTATION

*Response to making a mistake*

*Example of your impact in a professional environment*

*Learning from the experience of inappropriate behaviour*

## QUALIFICATIONS

*Victoria Police foundation training*

*Police-related qualifications, training or professional development activities*

*Other qualifications, training, professional development activities or works-in-progress*

## EXPERIENCE

*Summary of Victoria Police service history*

*Other work experience: positions/ranks/duties/achievements*

## AWARDS, RECOGNITION, COMMUNITY INVOLVEMENT, VOLUNTEERING AND INTERESTS

*Special achievements, academic or service awards, police or other commendations*

*Community involvement, volunteering, hobbies and interests*

## SPECIALIST SKILLS

*Acquired within Victoria Police or other industries (for example, management, research, surveillance, training)*

## CAPABILITIES

*Related to the Victoria Police Capability Framework*

*Integrity - Communication - Relationships - Results - Strategy - Policing Skills*



## Registration Interview: Sample Question Types

### Behavioural questions (using the **S T A R** method)

Give your best 'real-life' example to demonstrate your application of a particular capability.

### Scenario (or hypothetical) questions

These questions can help to test your understanding of protocols or technical knowledge or your thinking in areas where it might be inappropriate to give a 'real-life' example, such as management of welfare or ethical issues.

***What would you do if a suspicious vehicle appeared to be engaged in surveillance of your station?***

### Motivational-fit questions

This kind of questioning explores your motivation for seeking re-employment, tests whether you have accurate and realistic expectations and can help predict your enthusiasm for engaging with the challenges of Victoria Police.

***What interests you most about returning to Victoria Police?***

***What are your longer-term career ambitions?***

***The new sergeant will need to re-build the team's morale. How would you go about doing that?***

### Organisational engagement questions

What is your knowledge of Victoria Police policies, strategies and contemporary policing issues? What is your leadership style and approach to your learning and development (and for supervisors, your team's learning and development)?

***What is your understanding of what 's expected of a sergeant under Victoria Police policy?***

***Tell me about what's expected of you as a leader to make sure development opportunities are offered fairly to high-potential members?***

***Tell me about a time when you sought to learn about new initiatives in policing methods and applied this learning to your work (or related example).***

See sections 5 and 6 of the *PRSB Guide to Transfer and Promotion Appeals* for more information on leadership and values [www.prsb.vic.gov.au/appeals/appeals-guide](http://www.prsb.vic.gov.au/appeals/appeals-guide).

# 6 After the assessment

## 6.1 THE DECISION

If you are interviewed, the PRSB will advise you of the anticipated timeline for expecting a decision on your registration. The PRSB completes decisions as quickly as practicable. Sometimes however the PRSB may need to gather more data before making that decision.

If you qualify for registration at a rank, you will receive a written notice of intention to register you, which will include conditions that you notify the PRSB in writing of the following.

- Any changes in your personal contact details.
- Any changes in your personal circumstances, which affect the assessment of your good character and reputation, including but not limited to:
  - Any criminal charge laid against you, or any finding that a criminal charge has been proven;
  - Any action taken against you for disciplinary or professional misconduct; or
  - Any dismissal from employment for reasons of serious misconduct.

Prior to a final decision, you will be given an opportunity to respond to the conditions **within 7 days**. If you resigned from Victoria Police less than five years prior to applying for registration, you may be registered for five years. If you resigned more than five years prior to applying for registration, you may be registered for three years.

Upon application, registration may be renewed for two years.

You will receive a certificate of registration, which shows the expiry date.

If the PRSB considers that you do not meet the qualifications for registration you will firstly receive a telephone call. Then you will receive a notice of intention to refuse registration, which outlines the reasons for that view. You may make a submission - **within 7 days** - and this is considered before the final decision is made. In unusual cases, the PRSB may conduct a formal hearing to decide to register you (see Part 6, the Act). Ultimately, if unsuccessful, applicants are contacted and advised about future opportunities.

After a final decision is made written notifications are issued to applicants and Victoria Police.

## 6.2 CAN I APPEAL THE PRSB DECISION?

PRSB decisions are subject to Supreme Court review (*Administrative Law Act 1978 (Vic)*) or the Court's original jurisdiction under Order 56 of the *Supreme Court (General Civil Procedure) Rules 2015 (Vic)*.

# 7 Police Profession Register

## 7.1 ABOUT THE POLICE PROFESSION REGISTER

To return to employment as a sworn officer with Victoria Police, former members must firstly obtain registration and be listed on the Police Profession Register (PPR), which is not a public document.

Once a registrant's name is placed on the PPR, they are eligible to apply for re-employment with Victoria Police. The Police Alternative Employment Unit manages the re-employment process. *See section 8 in this Guide.*

A registrant remains on the PPR until or unless they:

- are re-employed as a sworn police officer with Victoria Police
- do not renew by the due date and the registration expires
- do not maintain 'good' character and 'good' reputation and the registration is cancelled or suspended
- withdraw from the PRSB registration process or the Victoria Police re-employment process.

## 7.2 REGISTRANT RESPONSIBILITIES

Registrants are responsible for notifying the PRSB of any change in their contact or relevant personal details, including any event that may risk their 'good standing' for character and reputation.

## 7.3 RENEWING REGISTRATION

Before a registration is due to expire, the PRSB notifies the registrant and provides information about how to apply to renew. If you gain new, relevant skills and experience while on the PPR, you may be eligible to renew at a higher rank.

## 7.4 CANCELLATION AND SUSPENSION

Registration may be cancelled or suspended in some circumstances in line with Part 6 Division 3 of the Act.

# 8 Re-employment with Victoria Police

## 8.1 PROCESS FOR RE-EMPLOYMENT

Registrants are eligible to apply for re-employment with Victoria Police **at or below** their registered rank.

The table below summarises the process for each rank, which involves pre-employment checks, the selection process and where to find vacancies.

For **all re-employment** inquiries, contact Victoria Police Recruiting Services Branch, through which the re-employment process is managed.

Telephone (03) 8335 6100 or [HRD-PRIOR-POLICING-MGR@police.vic.gov.au](mailto:HRD-PRIOR-POLICING-MGR@police.vic.gov.au).

RANK	CHECK	SELECTION	VACANCIES
CONSTABLE SENIOR CONSTABLE	Pre-employment checks (fitness, medical and psychological).	Re-appointment process including panel interview and skills gap analysis.	Registrants are appointed to positions subject to availability.
SERGEANT SENIOR SERGEANT	Pre-employment checks (fitness, medical and psychological)	Merit based selection process. PAEU provides vacancy details.	<a href="mailto:HRD-PRIOR-POLICING-MGR@police.vic.gov.au">HRD-PRIOR-POLICING-MGR@police.vic.gov.au</a>
INSPECTOR TO COMMANDER	Pre-employment checks (fitness, medical and psychological).	Merit based selection process (see <a href="http://www.jobs.careers.vic.gov.au">www.jobs.careers.vic.gov.au</a> ).	<a href="http://careers.vic.gov.au">careers.vic.gov.au</a>

## 8.2 CONSIDER VPS ROLES

Before returning to a sworn position, some former police officers have taken-up public service (VPS) roles as a way of re-orienting themselves with Victoria Police and current policing issues and practices.

VPS vacancies are advertised on the Victoria Government careers website ([www.careers.vic.gov.au](http://www.careers.vic.gov.au)).

## 8.3 SERGEANT AND ABOVE: APPLYING FOR POSITIONS

### Measure your fit for the job

Before you apply read the key selection criteria (KSC), position description, position profile and talk to the local manager:

- What capabilities are they looking for?
- Ask your yourself - am I a good fit? Think about the position and be honest.

### Know Victoria Police today

Use your network. Read strategic documents and look for the leadership styles that Victoria Police is trying to foster (*Blue Paper, Capability Framework and Mental Health and VEOHRC Reviews*).

### Preparing your application

Focus on your experience and capabilities that are highly transferable to police work - investigations, communication and stakeholder management; and management and leadership styles.

Tailor each application to the specific role. Respond to each KSC at the rank of the position. Review the KSC indicators. Use your best examples from policing and other roles.

Ask your network to read your application and give frank feedback. Before you submit, check your spelling and grammar and especially, your character count.

Use the **STAR** method for writing your KSC responses (remember the strict character limit).

### The interview

You will know in advance the four KSC that will be the focus of the interview. Think about how these relate to your experience and review the indicators for each one not just the headings.

For behavioural interview questions, show how you think and how you approach problems not just what you did. Use the **STAR** method for answering interview questions.

You will be expected to demonstrate your capacity to perform at rank. When using examples from your work other than policing, explain how these apply to the needs of the role. Make your examples tangible and where you can, use figures to support your answers.

*For example, I know that reducing crime while keeping within budget is important to this role. My work with X shows how I led a team to achieve an increase target from 200 to 250 inspections without being allocated extra staff.*

### Manage your expectations

Often there are many applications for positions and only a few people are interviewed, so returning may take time.

Your registered rank means that you have been assessed as capable to work at or below that rank. It does not mean that you are going to be highly competitive at that rank.

Consider applying at a lower rank - you may be able to advance quickly through promotion. What about applying for hard-to-fill or VPS positions to get your 'foot-in-the-door' and gain contemporary knowledge of Victoria Police?

If unsuccessful, seek feedback from the Local Panel Representative or Transfer and Promotion Unit to help you prepare for next time.

# 9 Contacting the PRSB

<b>PRSB Office Hours</b>	<b>8am to 4pm Monday to Friday</b> (excluding Public Holidays)
<b>Telephone</b>	(03) 9600 4288 or 0459 867 116
<b>Email</b>	<a href="mailto:registration@prsb.vic.gov.au">registration@prsb.vic.gov.au</a>
<b>Office</b>	Level 6, 155 Queen Street Melbourne 3000 (corner of Bourke Street)

The PRSB welcomes your feedback on this Guide.



## **POLICE REGISTRATION AND SERVICE BOARD**

**T** 03 9600 4288  
**E** [review@prsb.vic.gov.au](mailto:review@prsb.vic.gov.au)

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Melbourne Victoria 3000

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