



**BEDFORDSHIRE POLICE**

Protecting People and Fighting Crime

*Together*

**BEDFORDSHIRE POLICE**

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**SUMMER INTERNSHIP  
SCHEME  
2018**

*Citizens*  
in policing





**BEDFORDSHIRE POLICE**

Protecting People and Fighting Crime

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## Welcome from the Chief

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Bedfordshire Police recognises the benefits that can be achieved by working with young people, who can bring new perspectives and skills to the force.

We have been running our Summer Internship Scheme for four years; having started the programme in 2015 with five undergraduates we are hoping to take on 10 in 2018.

During their time with the force, all our interns take on a variety of different projects and we continue to implement previous interns work across the force, allowing us to provide a more effective service to our diverse communities.

Over the past four years our interns have completed placements with organisational and operational functions including the Citizens in Policing Unit, Force Control Room, Community Cohesion Team, Integrated Offender Management Team, and the Public Protection Unit, Mental Health Team, Operational Planning Unit.

**There is so much potential at Universities around the UK - students who are passionate, committed, and full of fresh ideas, who can make a real difference to the way we work.**

Our Summer Internship Scheme is open to any undergraduate, irrespective of the subject they are studying. We are confident that we will be able to identify a suitable placement for all successful applicants that balance the needs of Bedfordshire Police with the developmental needs of the students.

Bedfordshire Police prides itself on being a family force, and I am looking forward to welcoming a new set of interns into our family next summer.

**Chief Jon Boutcher QPM**

**Constable, Bedfordshire Police**



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## What is the Summer Internship Scheme?

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Bedfordshire Police is one of the first forces in the country to offer paid internships to university students.

We are leading the way in this area, and have been contacted by universities and other forces to find out how we run our programme. I think this shows the quality of the programme we have designed.

The Bedfordshire Police Summer Internship Scheme allows young people to gain paid experience in a working environment, and develop skills which will make them more appealing to employers once they have finished their studies.

We are looking for enthusiastic individuals working towards a university employability award or similar qualification, who have a personal development plan and a clear idea of their strengths and areas for further development.

**It's safe to say that the quality of the interns we have worked with so far, and their work, has far surpassed our expectations.**

We are seeking to appoint innovative interns who are capable of working within a team environment in a disciplined organisation. You should be, capable of analytical thinking, the preparation of reports and have good oral communication skills, being comfortable speaking to people, of all ages and ranks.

To support our Interns during their time with us, we have developed a Student Competency Framework that links directly with the skills, behaviours and attributes sought by employers.

A handwritten signature in black ink, appearing to read 'Jeff Carter', written in a cursive style.

**Chief Inspector Jeff Carter**

**Force Lead for Volunteers**

## How it Works

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The Summer Internship Scheme is designed to assist students' development in six key areas:

**Critical thinking and analysis; leadership; effective verbal and written communication; innovation and problem-solving; working together and personal effectiveness.**

- The scheme is open to all university students and runs for ten weeks during the summer break.
- Each intern will work in a different department across the force. The force has worked with universities to develop a Student Competency Framework, and set work packages for the intern to complete.

The first three days of the programme are induction days, which will give interns an overview of Bedfordshire Police, the county we work in and the Code of Ethics we work to. The induction days will also cover mandatory training – such as health and safety – and give them a chance to meet with their line managers.

From weeks 2 to 9 inclusive, interns will work with their team completing work packages and gathering evidence towards their employability scheme. They will meet regularly with their line manager, and will receive formal assessments at three and six weeks respectively.



The final week will allow interns to build their portfolio of evidence, receive a final assessment and present the results of their work to senior officers.

Interns will work 37 hours per week - generally office hours, Monday to Friday, though there may be the opportunity to work occasional weekends and evenings if that meets the intern's developmental needs.

Interns will be paid £8.02 per hour and payment will be by direct bank transfer on the 27th day of the month

**Interns will be fully supported throughout by the Citizens in Policing Unit and will be appointed a mentor outside of line management arrangements too.**

## Application Process and Timeline

To apply for Bedfordshire Police's Summer Internship Programme, please visit [www.bedfordshire.police.uk](http://www.bedfordshire.police.uk) and search **Internships**. You will be required to create an account using your email address and password to access the vacancy.

Selection will be based upon the completion of the application form. Successful applicants will be invited to an assessment day to complete a group exercise and an interview.

Interview selection will be based on performance in the group exercise, so be prepared to be available all day, although if you are not selected for interview you will be released at lunchtime.

Successful applicants will work with their managers to identify areas for personal development based upon our Student Competency Framework. They will then address these by completing work packages that support the delivery of the Chief Constable's strategic plan and the Police and Crime Commissioner's Policing Plan.



Interns will be consulted on their placement before they are posted.

The timeline has been designed as far as possible to meet the needs of students. Key dates are as follows:

<b>Friday 2 March 2018</b>	<b>Closing date – application forms must be completed online. Late applications will not be considered.</b>
<b>Easter break (w/c 3 April)</b>	Successful applicants will be invited to take part in a one-day assessment centre
<b>Monday 25 June 2018</b>	Internship commences with an induction week
<b>Thursday 28 June 2018</b>	Placement commences
<b>Tuesday 28 August 2018</b>	Evaluation week
<b>Friday 31 August 2018</b>	Internship finishes

**Please note that accommodation will not be provided for successful candidates**



## Student Competency Framework

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Our experience of internships is that they bring a valuable source of enthusiasm and skills in to Bedfordshire Police and the fresh perspective of students allows us to challenge existing ways of working to ensure that we continue to develop in our ambition to provide an effective service to the public.

We are determined that this relationship grows into a partnership with Bedfordshire Police assisting interns in their personal development so that they leave the organisation with tangible evidence of their achievements.

In order that we can provide specific, relevant and consistent evidence that is of use to our interns we have had to look outside the competency frameworks that already exist for police officers and police staff.

Almost all universities have moved beyond the provision of simple academic training for students and are now actively assisting them with developing employability skills. While each university has taken a different approach there is sufficient similarity between the schemes to allow the development of a Bedfordshire Police Student Competency Framework that draws together common themes against which Bedfordshire Police can make a valid contribution.

### **These competency areas are:**

1. Critical thinking and analysis
2. Leadership
3. Effective verbal and written communication
4. Innovation and problem-solving
5. Working together
6. Personal effectiveness

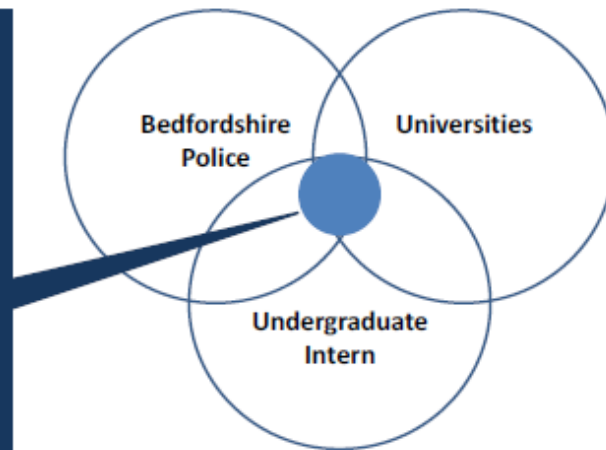


Each competency is underpinned by a number of attributes, which are not designed to be comprehensive but provide a clear sense and consistency about what is expected from interns.

The Bedfordshire Police Undergraduate Competency Framework has been designed to ensure that it meets force demands while at the same time addresses as far as is possible the requirements of university employability schemes and student developmental needs. The framework consists of six broad competencies designed to equip the intern with the necessary skills and tools that will allow them to take ownership of their own personal development.

The competency areas are:

1. Critical thinking and analysis
2. Leadership
3. Effective verbal and written communication
4. Innovation and problem-solving
5. Working together
6. Personal effectiveness



We are demonstrating our commitment to becoming an employer of choice by investing in those that work for us.

In the course of an internship the student will be fully engaged in their own personal development. They will be allocated a supervisor and a line manager and there will be a number of occasions when their performance against the competency framework will be assessed.

Before commencing their internship students will explore their specific needs with their line manager so that tasks can be identified, which meet all parties' needs.

Formal reviews are timed to take place at the end of weeks three and six set with a formal evaluation completed at the conclusion of the internship. All assessments will take place against this competency framework.

Interns will not be expected to devote an equal amount of time to each competency area or to activities within a competency. The intern will work with their line manager to target activities based on individual and organisational needs.





## Student Competency Framework

Category		Positive Attributes	What you can expect from us
1	Critical thinking and analysis	<p>The attributes in this category encourage you to be comfortable with the need to process and simplify large quantities of data by adopting a selective approach to gathering information aimed at understanding the key issues. You will be expected to develop those ideas that result and should be prepared to defend them in the face of robust challenges. You should aim to:</p> <ul style="list-style-type: none"> <li>• Gather information from all key stakeholders and relevant data sources;</li> <li>• Ask a series of probing questions to get to the root of a situation or problem; doesn't stop with the first answer, but finds out the underlying reasons why something has happened</li> <li>• Challenge accepted practices or ideas with reasoned arguments;</li> <li>• Think critically and analytically to evaluate evidence so that you can develop innovative and solutions to solve problems;</li> <li>• Explore a range of alternative options to find appropriate solutions to problems;</li> <li>• Collate, manipulate and interpret quantitative and/or qualitative data; and to convey their meaning to others;</li> <li>• Translate ideas into practical and effective solutions.</li> </ul>	<p>We will place you in an environment where you will be able to use and develop those analytical and thinking skills you have developed at university. You will be given the responsibility for specific pieces of work and while you will be set clear parameters you will be encouraged to think widely, gathering information from a number of sources, so that you can challenge existing practices and suggest new and more efficient ways of working. You will always have experienced support around you should you need advice and guidance.</p>

Category		Positive Attributes	What you can expect from us
2	Leadership	<p>The attributes in this category encourage you to understand and develop your own leadership style. You will be expected to demonstrate leadership in its broadest sense so that you are able to get the best from those who work with or for you. You should aim to:</p> <ul style="list-style-type: none"> <li>• Show enthusiasm for your work and take the lead when appropriate to do so;</li> <li>• Recognise the work of colleagues when it exceeds expectations;</li> <li>• Make plans for your own or group activities, identifying and mitigating any risks;</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances;</li> <li>• Support and encourage the development of others;</li> <li>• Contribute to positive change and development in local communities through the results of your work;</li> <li>• Treat others according to their individual need.</li> </ul>	<p>You will be exposed to a number of leadership styles and you will have the opportunity to speak with senior leaders. You will be able to identify the qualities that define a good leader and you will be encouraged to put these lessons into practice as you develop your own leadership style.</p>
3	Effective verbal and written communication	<p>The attributes in this category encourage you to confidently present yourself and your work in verbal and written form so that you are able to exert a greater influence in the workplace. You should aim to:</p> <ul style="list-style-type: none"> <li>• Write effectively for a range of audiences, adapting your style when necessary;</li> <li>• Communicate orally to a range of audiences, adapting your style when necessary;</li> <li>• Defend ideas confidently when constructively challenged by others;</li> <li>• Reflect on the impact of different behaviours and your use of language on groups and situations;</li> <li>• Actively seek feedback from a peers and supervisors.</li> </ul>	<p>You will be given the opportunity to develop your verbal and written communication skills. You will be expected to give verbal updates and presentations at force level meetings and you will be instructed how to write a variety of reports with different purposes and directed towards specific audiences.</p>

Category	Positive Attributes	What you can expect from us
4	<p data-bbox="277 237 506 304">Innovation and problem solving</p> <p data-bbox="539 237 1424 448">The attributes in this category encourage you to go beyond responding to the obvious needs of the situation by being innovative in seeking out new approaches either by developing them yourself or by adapting existing practices in order to generate sustainable solutions to problems. You should aim to:</p> <ul data-bbox="595 456 1424 836" style="list-style-type: none"> <li data-bbox="595 456 1301 493">• Be proactive, taking action before being asked;</li> <li data-bbox="595 501 1424 568">• Be prepared to try new ways of working, making use of new technologies or approaches;</li> <li data-bbox="595 576 1424 679">• Import new ideas and good practice from outside the Police Service and be able to adapt it to meet a policing need;</li> <li data-bbox="595 687 1346 724">• Apply academic learning to the work environment;</li> <li data-bbox="595 732 1424 799">• Use a problem-solving methodology to identify a range of options;</li> <li data-bbox="595 807 1413 836">• Considers imaginative or unique solutions to problems.</li> </ul>	<p data-bbox="1447 237 2047 488">We will give you appropriate training in problem-solving techniques and we will provide you with clear parameters for your work. Within that framework you will be encouraged to be innovative, with the focus being on developing sustainable, realistic and cost-effective solutions.</p>
5	<p data-bbox="277 844 400 911">Working together</p> <p data-bbox="539 844 1424 983">The attributes in this category encourage you to demonstrate an ability to work with other people, pooling talents so that the end result is more effective than if you had worked independently or in competition. You should aim to:</p> <ul data-bbox="595 991 1424 1324" style="list-style-type: none"> <li data-bbox="595 991 1424 1058">• Build strong interpersonal relationships with colleagues;</li> <li data-bbox="595 1066 1424 1169">• Work effectively as part of a team by contributing to team tasks and taking on a fair and appropriate share of the workload;</li> <li data-bbox="595 1177 1424 1281">• Contribute ideas and suggestions to group activities while respecting the views and opinions of your colleagues;</li> <li data-bbox="595 1289 1267 1324">• Be willing to learn from other team members.</li> </ul>	<p data-bbox="1447 844 2047 1054">We will place you within a team so that you have the opportunity to develop your skills in team working. You will participate in team meetings and you will be encouraged to contribute as an equal member.</p>

Category		Positive Attributes	What you can expect from us
6	Personal effectiveness	<p>The attributes in this category encourage you to demonstrate a responsibility for yourself and your development. You should aim to:</p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of personal development and be aware of personal strengths and weaknesses;</li> <li>• Be able to articulate plans to address areas for development;</li> <li>• Demonstrate emotional intelligence and consistently treat others with respect and honesty;</li> <li>• Take time to understand the requirements of stakeholders;</li> <li>• Deliver a quality service, putting the customer first;</li> <li>• Manage your own time and workload effectively;</li> <li>• Effectively manage changing priorities so that you are able to deliver planned work within agreed deadlines;</li> <li>• Work with the minimum of supervision.</li> </ul>	<p>Following a structured induction week during which you will meet a number of key individuals, you will be introduced to your team and given your identification. We will agree work packages with you based upon your skills and development needs. You will agree timescales and workloads and while you will be expected to manage this you will be supported by your line manager who will conduct regular reviews with you to ensure that you are able to cope. You will be taught techniques for managing your time effectively.</p> <p>We will provide you with a student intern mentor who will assist you in your personal development. You will agree areas for personal development and these will be reviewed throughout your internship. You will have personal development reviews at three and six weeks and we will write a formal evaluation report during your final week. You will return to university with a portfolio of evidence, a clear understanding of your future developmental needs and an effective model that will allow you to identify the developmental needs of yourself or your team.</p>

## Meet some of our previous Interns

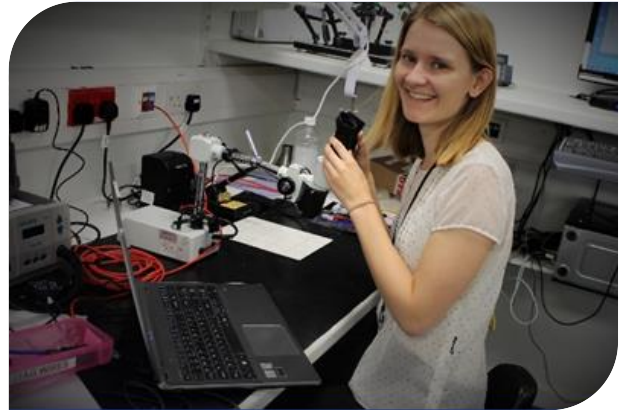
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### Isabelle Ward – Cyber Crime Unit

“During the last five weeks I have been distributing my campaign and advice about scams to older people. I have run sessions to care homes giving advice, and I took my work to a council meeting to talk about my campaign.

“I have particularly enjoyed seeing the campaign develop from start to finish and learning a lot in the process. The opportunity to join lots of departments on attachments has also been a highlight.

“From my internship I have learnt a lot about the police, some of the departments and roles and also the dedication of the staff across the force. I have also learnt how to run a project independently and gained the confidence through the process”.



Our interns the past two years have been given projects to; research yearly data, identify the high risk cyber enabled crimes from local data. Using this information they have then carried out workshops and focus groups with the identified victim group to gauge their ideas, views, and concerns. Also developing material to raise awareness within these groups, this information is also made available to other police departments and partner organisations.

The internship is therefore seen by our department as a great means of reflection on current practices and a way of using young minds to develop meaningful projects.

**Sean O'Neil - Cyber Security Advisor**



### **Chloe Cryne – Citizens in Policing Unit**

“Approaching my final week, I have been completing my work packages. I have launched the Citizens in Policing brand, and have featured on the front page of the Force’s intranet.

In addition to this, I produced a promotional video which features current and previous interns discussing how their time within the force has benefited their personal development and academic skills.



I have loved every single minute of my time here and I am sad to be leaving. I have proposed that I will now become a volunteer in marketing and communications for Citizens in Policing and the internship programme whilst finishing my final year of my degree.”

“Having a summer intern has provided the opportunity for us to implement the Citizens in Policing Strategy and re-launch the Volunteering Unit as the Citizens in Policing (CiP) Unit, in line with the national strategy. It has also has increased awareness of the role of the CiP Unit and rebrand of the publicity.

“Having an intern has allowed us to focus on key areas of work and has provided us with alternative and new ways to approach promoting our service and the associated digital platforms required to increase efficiency.”

### **Wendy Bird – Citizens in Policing Manager**

### **Caroline Miller – Hate Crime**

“I have thoroughly enjoyed every aspect of this internship. I couldn’t imagine a better way to experience and gain an insight into the career I wish to pursue.





Working in this area has challenged me in different ways. I have had to adapt and change the way I interact with people during the workshops I have been holding, depending on the demographic I am addressing.

I've learnt new writing techniques when creating blog posts, conviction reports and good news stories and developed a better understanding of how to analyse data when writing reports. This internship has taught me a lot, but most of all it's reaffirmed for me that I want to have a career in the police"

"It has been refreshing to see some new ideas when it comes to hate crime engagement and how internship students use interactive methods to engage an audience.

"I am a unit of one in hate crime so I have a lot of work that stacks up throughout the year. The internship program provides me with some resilience making it possible to implement ideas and carry out valuable research. Without the internship program existing there is no way I would have achieved so much in ten weeks."

**Sergeant James Hart, Force Strategic Lead for Hate Crime**



## What did our interns say?

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“This internship gave me the best insight in what I want to do with my life.”

“I got far more from my ten weeks with Bedfordshire Police than I did spending a year at IBM.”

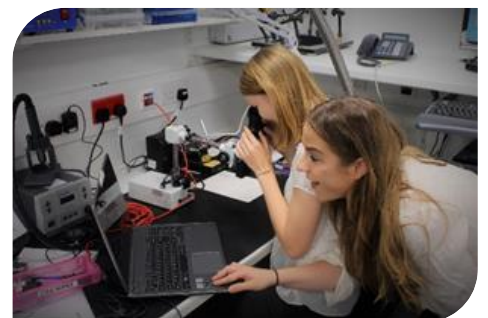
“Bedfordshire Police has been the best place to start my career.”

“Although this is the end of a chapter, the friendships I have made will last the book and beyond.”

“I spent 13 months as a Special Constable in Hertfordshire and decided I didn’t want to join the police... 10 weeks with Bedfordshire Police has changed my mind.”

“Bedfordshire Police has equipped me the transferable skills and experience that I will carry throughout the rest of my studies and career”.

**Interns share their experience with Bedfordshire Police force and discuss what they have learnt from their very first week. You can see what our interns have been doing, by visiting our website.**



## Who we are

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Bedfordshire Police covers 477 square miles, serves a population of around 550,000 and employs around 1,110 Police Officers, 940 police staff and 87 Police Community Support Officers (PCSOs).

We also have the support of many volunteers, including almost 200 Special Constables, who play a major role in helping police the county.



**Our vision is to be a well-respected, high-performing, efficiently run police service, working together to protect people, fight crime and keep Bedfordshire safe.**



Bedfordshire is a county of contrasts and we work hard to provide a service which meets the needs of our extremely diverse community, where more than 80 different languages are spoken. We serve large towns with busy shopping centres and vibrant night-time economies, along with rural areas dotted with picturesque villages.

The county encompasses a huge transport network, which links London to the Midlands and Northern England. There are three M1 junctions in the area, the A1 and A6 run through the county and three main railway lines run services throughout Bedfordshire. Bedfordshire is also home to London Luton Airport, which serves around ten million passengers each year.





## CONTACT US

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