

## QUALIFICATIONS GUIDANCE

**To be successful at academic shortlisting stage for the Police Constable Degree Apprenticeship (PCDA) and Degree Holder Education Programme, please find below guidance to support you should you not currently hold the academic criteria required.**

### Level 2 Qualifications

It is a requirement for all apprenticeship applicants to have ESFA (Education and Skills Funding Agency) approved Level 2 maths and English qualifications before the start of the course.

Level 2 Functional Skills qualifications are recognised as a GCSE equivalent, and are accepted by the ESFA to meet degree apprenticeship requirements. Functional Skills in English and/or maths are available through some Further Education colleges or Adult Education providers and can be researched locally.

Alternatively, they can be taken with online providers, such as learndirect – [www.learndirect.com](http://www.learndirect.com)

Depending on the Level 2 Provider, you may be required to undertake a diagnostic test to determine your current level and whether you need to follow a course of learning, or if you are already at the right level to take the exam.

Please note that there may be a cost involved for the course and/or the exam.

It is important that you ensure the qualification is **Functional Skills Level 2**.

### Level 3 Qualifications

It is a requirement for apprenticeship applicants to have approved Level 3 qualifications which equate to 64 or more UCAS points. You may find it useful to follow this link to the UCAS tariff point calculator, if your equivalency is a level 3 not listed within the calculator then Anglia Ruskin will be able to determine your points; <https://www.ucas.com/ucas/tariff-calculator>.

Points can be accrued through various Level 3 qualification types which include; A Levels, NVQ Level 3 and BTEC's. If you are unsure on which qualifications equate to which level please consult the following government site; <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

Should you wish to undertake Level 3 qualifications there are a number of providers including;

<https://www.icslearn.co.uk/courses/a-levels/>

<https://ukopencollege.co.uk/a-level-igcse-courses/>

Or you can research your further education local colleges who are likely to provide the courses you require. All courses you embark on will be at your own expense.

If you do not wish to return to study to obtain Level 3 qualifications there is an option whereby two or more years' experience (Armed Forces is four years) in the following roles would qualify you to progress to the next stage which is an online academic assessment and suitability discussion with Anglia Ruskin University.

The roles are; Armed Forces, Nursing/Care Sector, Social Work, Youth Work, Charity Work, Teaching, Experience in the justice and law enforcement sectors, Criminal Justice Sector, Border Force, Prison Service, Local Authority Experience in conjunction with the Police, Ambulance Service, Fire Service,

Cyber/Digital & Financial/Fraud Crimes and roles focusing on promotion of equality of opportunity and inclusion.

In addition, two years' experience in Police Staff Roles including Custody, Enquiry Office, Force Control Room, Police Community Support Officers or Investigation roles. If you are not already a member of Police Staff in the aforementioned roles please view Beds, Cambs or Herts Police Recruitment Websites for current vacancies.

Should you not have experience in the above roles, please consider joining Beds, Cambs or Herts Police as a Special Constable (volunteer Police Officer) where you volunteer a minimum of 16 hours per month.

*Being a Special Constable is an extremely rewarding role, helping with all aspects of policing working alongside officers to protect people and fight crime.*

*They are very much on the 'front line', making arrests, fighting crime and protecting the public. Many seize training opportunities and move into specialist areas like the roads policing unit, community policing, football unit and the airport unit.*

*Joining the special constabulary is an opportunity to contribute something to the community and a chance to make friends and learn new skills, like leadership and negotiating, which are directly transferrable to the workplace.*

If you become a Special Constable for two years or more, this will as the roles above ensure you proceed to the next stage which is an online academic assessment and suitability discussion with Anglia Ruskin University.

To apply to become a Special Constable please visit the following links;

Bedfordshire;

<https://www.bedfordshire.police.uk/apply/Recruitment-and-volunteering/Special-Constabulary/Special-constables#e46d2d26>

Cambridgeshire;

<https://www.cambs.police.uk/apply/Jobs/Job-types/Special-constable>

Hertfordshire;

<https://www.herts.police.uk/Apply/Work-for-us/Special-constables/Special-constables>

