



HERTFORDSHIRE

CONSTABULARY

## Training Requirements Special Constable

To become a Special Constable within Hertfordshire Constabulary you will be expected to undertake a full programme of training. This will involve study based and practical elements, plus tests and exams based upon your learning.

All Officers/Special Constables need to be well trained for their own safety, the safety of the public and that of their colleagues. You will be expected to ensure that you are available to attend all set training dates including the weekends scheduled, as without these you will be unable to continue with your programme and onto the on-the-job training to become a Special Constable.

Dates for the training course/s you are booked to attend are non-negotiable. We expect each applicant to take the role of becoming a Special Constable very seriously and your training for this role is the start of your new responsibilities and commitment to the role.

Once you have been accepted to commence training as a Special, you will be required to complete approximately 40 hours of self-study eLearning materials on a national system called NCALT. You will need to allow yourself 3-4 hours a week study time in order to get the all of the eLearning packages completed by the deadline. Most of this can be accessed from your home computer. Following successful completion of the eLearning you will be invited to attend for an Induction day (usually on a Saturday). On that day you will be given Law eLearning to complete. Approximately 6 weeks after this, you will attend HQ Personal Safety Training for 8 days (Thursday, Friday, and Monday- Saturday). As well as learning how to protect yourself and being tested on your safety skills, you will be tested on your law learning. These are mandatory tests which you must pass.

Whilst you are working and training on the job you will be closely monitored and guided by a coach, fellow Officers and Training staff. You will be expected to complete work based assessments as part of the "Initial Learning for Special Constables", which will include assessment of you arresting offenders, reporting offenders for road traffic offences, taking statements, and initial reports of crime. Only after the probationary period and all training completed to the correct standard will a Special Constable be able to patrol independently (Fit for Independent Patrol) and so this is what you will be working towards.

There are further mandatory training courses to attend after your initial training and you will be given these dates once you have commenced initial training.