



BRITISH  
TRANSPORT  
POLICE

# Candidate Information Pack

## Transferees and Re-joiner

### Sergeant

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# Section One

## Eligibility

## Essential Eligibility Criteria

- Substantive in rank of Sergeant (or above)
- Currently serving in a Home Office force, or have served in a Home Office force within the previous two years
- Must not have any findings of guilt for complaints or discipline
- Must not currently be subject to an unsatisfactory performance review or action plan
- All mandatory training must be up to date
- Any other criteria listed in the role-specific Job Description

You will not be eligible to apply if you have an existing CCJ or IVA outstanding against you.

Applicants who have been registered bankrupt will not be considered. Failure to disclose any of the above will lead to your application being rejected.

Applicants with a criminal record will be reviewed on a case by case basis, but can be rejected from the process dependent on the date and nature of the conviction. Applicants are encouraged to email [recruitmentteam@btp.pnn.police.uk](mailto:recruitmentteam@btp.pnn.police.uk) if they have any queries on previous convictions.

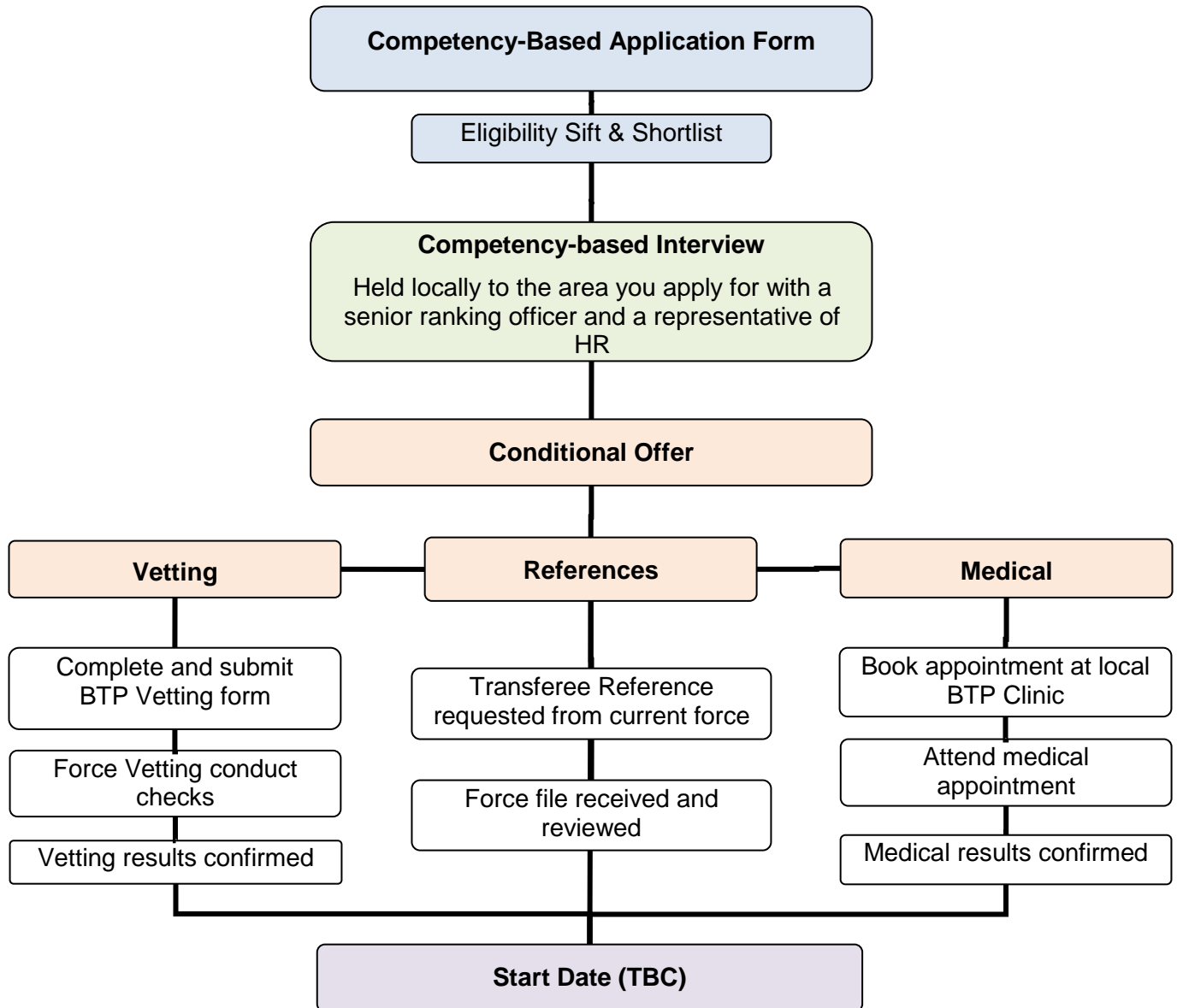


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# Section Two

## The Recruitment Process

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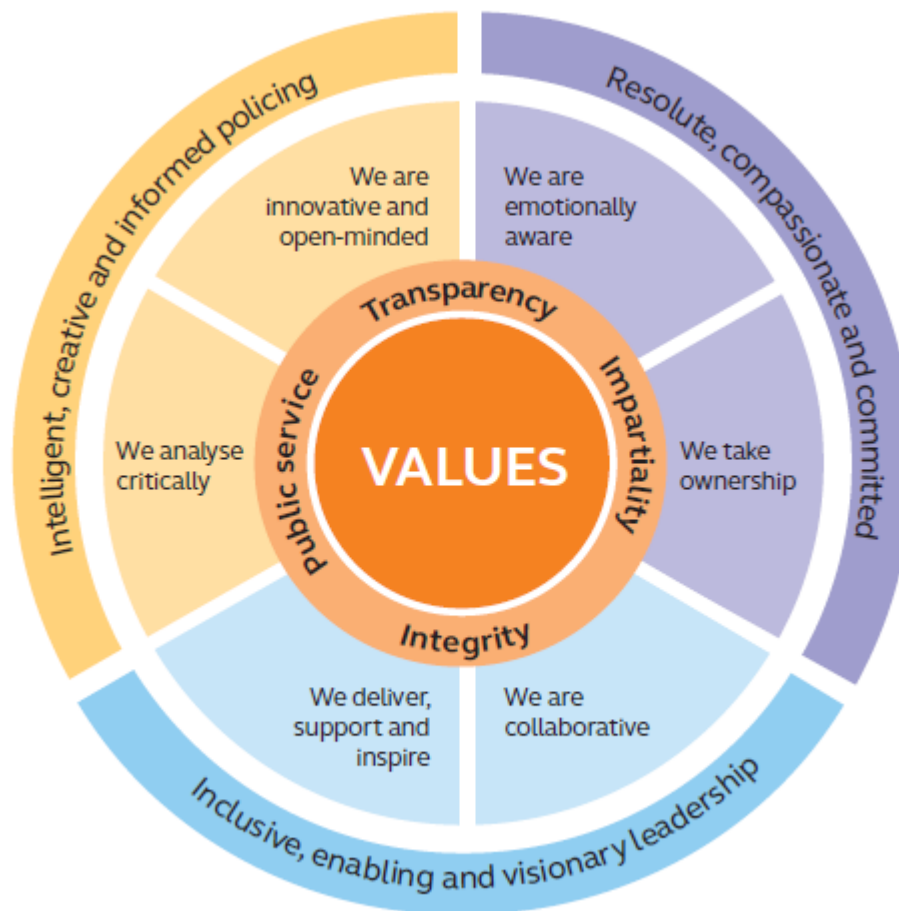


## Competency-based Application and Interview

All BTP Firearms Officers are Police Officers first, and all Firearms Officers perform to exactly the same competencies as any other BTP officer.

The recruitment process for the Firearms unit therefore measures your competence as an officer against the competencies and values listed in the Competencies and Values Framework (CVF). By judging you against the CVF, we can not only judge your current performance as an officer, but also your potential as a Firearms Officer.

Further information regarding the CVF can be found on the [College of Policing website](#).





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# Section Three

Salary & Pension Information



## Salary & Allowances

BTP operates on the same Windsor Salary Scale as Home Office forces. As such, your basic salary, including your increment date, will be maintained on transfer as follows:

Pay Point	Salary
1	£40,487.24
2	£41,846.06
3	£42,738.29
4	£43,996.23

BTP employees are paid every four weeks in arrears. Your basic pay earned in any four-weekly period will be paid within seven days of the expiry of each such period. Any enhancements or other monies due will normally be paid at the same time.

Please note that candidates retiring and re-joining will be placed on to Pay Point 0 due to the break in continuous service.

## Pensions

### IMPORTANT UPDATE ON TRANSFERRING PREVIOUS POLICE PENSION INTO BTP CARE SCHEME

Transfers from Police Pension Schemes in England, Wales and Scotland can only be undertaken on the basis of an agreement between HM Treasury, the Home Office, BTPA, and the Railways Pension Trustee. This type of agreement is referred to as a 'bilateral transfer agreement'.

Following a recent meeting with representation from BTPA, BTP and the Department for Transport, Home Office and HM Treasury, it is clear that to obtain a bilateral agreement the process is complex and we do not as of yet have a timeframe under which an agreement might be obtained. BTP and BTPA have also made contact with the Government Actuary's Department (GAD) as well as seeking legal advice.

We fully understand that your pension is an important and integral element of your overall remuneration package and that having no bilateral agreement in place is frustrating. **As a result it is currently not possible to transfer previous police benefits or for transfer quotations to be provided into the CARE scheme.**

We will continue to pursue discussions with all bodies involved and if anything changes, we will write to you again.

However it is important that you understand what options are open to you so we would recommend you contact your previous pension provider about your pension funds. It is important you let them know why you are calling and that you are considering your options in respect of your pension and that you would like to know what options are available regarding taking, deferring or transferring your pension funds. It is also important that you ask about the consequences of any of those options, including the possible impact on your future retirement. Please note that pension funds are not all the same and will have different rules so it is important to understand what is applicable to you.

Please be aware that BTP as an employer is not allowed to give pension or any financial advice.

### BTP Pension Introduction

The information in this leaflet is given on a "without prejudice basis" and does not form any part of your contractual entitlements. It does not confer any rights to benefits from the Fund other than those provided by the Fund Rules.

The benefits payable from the British Transport Police Superannuation Fund are set out in the Rules of the Fund and a full guide for members will be included within your welcome pack when you join.

All Officers under the age of 58 (63 for Superintendents and more senior ranks) will be entered into the BTP Superannuation Fund on the day they start work.

BTP operate a Pension Salary Sacrifice Scheme (PensionPlus). You will automatically be enrolled into PensionPlus and your Reference Salary will be reduced, in accordance with the PensionPlus Scheme rules, by an amount equivalent to the level of pension contributions.

On 1 April 2015, the British Transport Police Authority introduced a new 'CARE' section of the British Transport Police Force Superannuation Fund (BTPFSF) for new entrants training to become Police Officers or transferees who have no protection in a Home Office force pension scheme.

The term CARE stands for 'Career Average Revalued Earnings'. This means that on retirement the pension earned by the Officers will be the sum of the benefits accrued each year uplifted in following years by the consumer price index plus 1.25% per annum over the period of membership in the Fund.

Officers transferring from another force into the BTP whose pensions are protected in the Home Office may retain a form of protection on transfer, subject to confirmation from your current force regarding your current pension arrangements and subject to the approval of the British Transport Police Authority. **It is your responsibility to ensure that the Recruitment team is aware of any level of protection that you may have.**

Those currently in protected 30 or 35-year final-salary schemes in their previous force may be offered the terms and benefits of BTP's 2007, 35-year pension scheme. Those who are protected in a 35-year final-salary scheme in their previous force, either in permanent or tapered protection, may retain their protection as per their current arrangement.

*To discuss this further, please contact the HR Business Centre on  
0121 634 5630*