



# **Candidate Information Pack**

## **Transferees and Re-joiners**

### **Constable**

## **Contents**

|               |                              |
|---------------|------------------------------|
| Section One   | Eligibility                  |
| Section Two   | The Recruitment Process      |
| Section Three | Salary & Pension Information |



# Section One

## Eligibility

BTP welcome applications from those who have previously served as a member of a Home Office police force.

In line with current College of Policing guidance on re-joiner applicants there is no time restriction in place for those wishing to re-join service, and we will consider all ex-officers on application.

A training needs analysis will be conducted as required and, depending on the length of time out of service or any notable skills gaps, training could be anywhere from 2 to 18 weeks and may include a period of Work-Based Assessment. Please be aware that training requirements cannot be assessed on a speculative basis and this will be discussed at conditional offer stage.

### **Essential Eligibility Criteria**

Before the BTP progresses your application, consideration will be given to a number of initial eligibility criteria. Therefore, please consider the following before completing an application:

- Applicants must currently be serving in a Home Office police force or have previously served in a Home Office police force.
- Those applying on a transferee basis must currently be serving in a Home Office police force and be substantive in the rank of Constable, having completed the full probationary service.
- Those applying to re-join service must have previously served as a member of a Home Office police force, having satisfactorily completed the period of probationary service in the rank of constable and resigned or retired from that force.
- Applicants must not currently be subject to any unsatisfactory performance reviews, action plans or live warnings.
- Rejoiner members returning to a role that requires the National Investigators' Examination (NIE) (any detective role) must sit the exam at the earliest opportunity. This applies to all rejoiner members who have not already successfully achieved a pass at the required level, or if the currency of such a pass has lapsed.
- Any other eligibility criteria listed within 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.

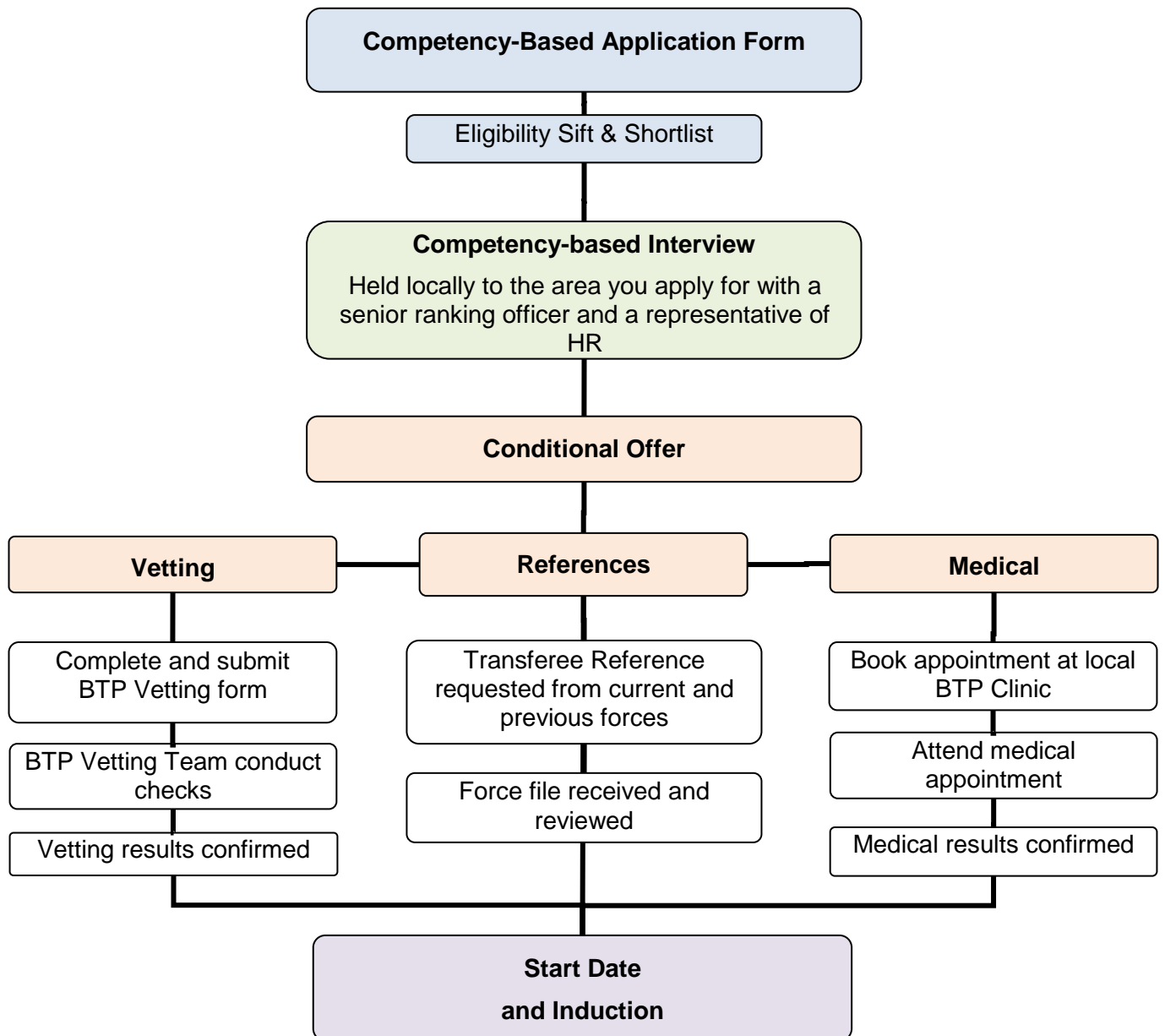


BRITISH  
TRANSPORT  
POLICE

# Section Two

## The Recruitment Process

## The Recruitment Process

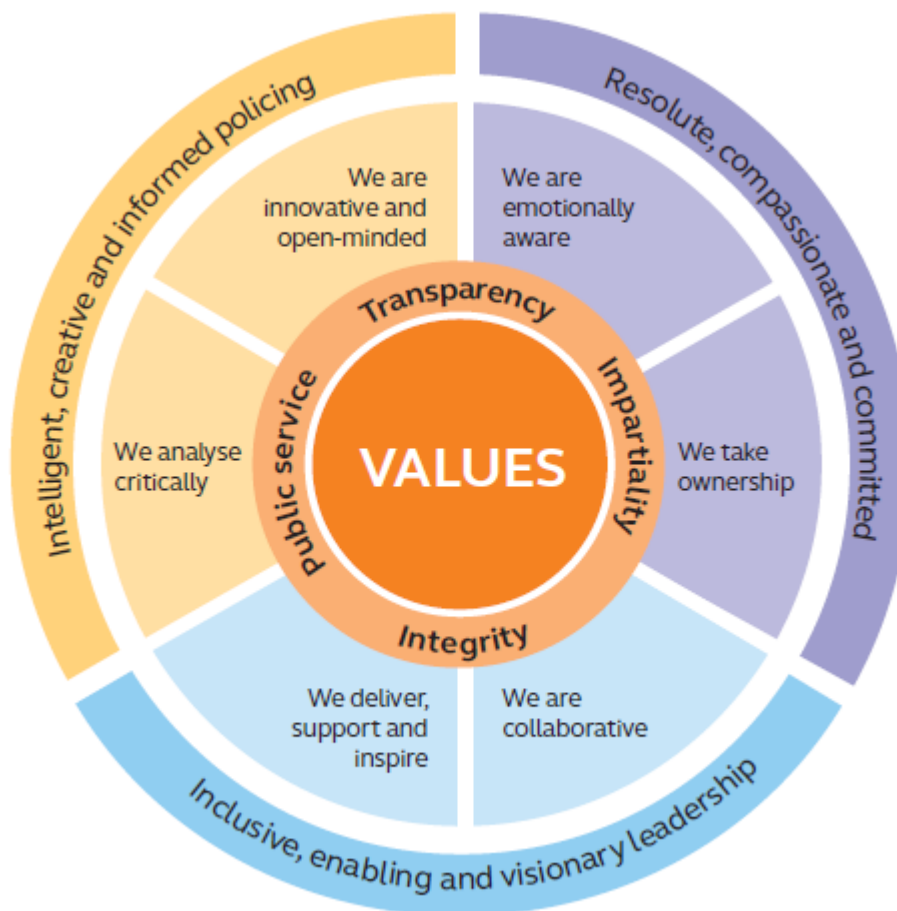


## Competency-based Application and Interview

All officer assessments within BTP are conducted against the College of Policing's Competencies and Values Framework (CVF).

Further information regarding the CVF can be found on the [College of Policing website](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Pages/Competency-and-Values-framework).

<http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Pages/Competency-and-Values-framework>





BRITISH  
TRANSPORT  
POLICE

# Section Three

Salary & Pension Information



## **Salary & Allowances**

BTP operates on the same Windsor Salary Scale as Home Office forces. Basic salary, including increment date, will be maintained on transfer.

A rejoiner member would not be expected to restart the pay scale if re-entering at the same or lower rank as on departure. Instead they will re-enter at the pay point commensurate to length of service previously completed in that rank as per governing regulations for police pay.

| <b>Pay Point</b> | <b>Basic Salary</b> |
|------------------|---------------------|
| <b>0</b>         | £21,402.00          |
| <b>1</b>         | £24,780.00          |
| <b>2</b>         | £25,902.00          |
| <b>3</b>         | £27,030.00          |
| <b>4</b>         | £28,158.00          |
| <b>5</b>         | £30,411.00          |
| <b>6</b>         | £34,950.00          |
| <b>7</b>         | £41,130.00          |

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.

## **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'. Unfortunately, we do not have such an agreement in place between the Home Office and our CARE funds.

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 will be disappointing for you. **As a result it is not possible to transfer previous police benefits or for transfer quotations to be provided into the CARE scheme.**

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 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*