**ARC FAQ’s**

**Q – What are the pass marks for ARC?**

**A –** ARC Exercise is 55.5 and Numerical is 8

Q – What is the pass mark for YJW ARC?

A - 57

**Q – What does the Fitness Test involve:**

* 15 metres, and candidates go to 5.4. This is running between a set of points in a given time period (Or bleeps). The bleeps will speed up as the levels of the test progress. To practise for this test, aim to be jogging for around twenty minutes and completing a distance of at least 1.5 miles.

The fitness test also comprises:

* Obstacle course – This is misleading as the only obstacles you will have to endure are a series of plastic cones but they must be completed in 34 seconds. Your jogging practise for the bleep test will more than cover any practise required here.
* Riot Shield Test – You need to able to hold a 7kg shield in front of you, with one leg in front of the other, for one continuous minute. Any exercise that will strengthen your arms and upper body will be a good practise.
* Grip Test – Your grip will be tested by a piece of equipment that measures kilograms by force. You need to reach at least 25kg.
* Push and Pull Resistance Test – This will test your strength by measuring the force of kilogrammes when you push/pull against the equipment provided. The minimum requirement is 35kg.

**Q – What is the distance for the bleep test?**

**A -** 15 metres, and candidates go to 5.4

**Q – What does the hearing test consist of?**

**A –** It will consist of the ‘whisper’ test, where the nurse will test the candidate’s hearing from a distance of 10 feet, without the use of a hearing aid. If the candidate fails the test, they will not be permitted to progress to the fitness test.

**Q – If I fail my stage 1 tests online (SBT) when can I re-apply?**

**A –** The test results are valid for 6 months. After this time you may re-apply for another prison officer vacancy.

**Q – How long is my ARC valid for?**

**A-** Your ARC is valid for 12 months as is your fitness

**Q – What is the difference between a pass and a merit campaign?**

**A -** ‘Pass’ job vacancy = If you are successful at the Assessment & Recruitment Centre (ARC), you will be offered a job immediately if there is a position available. If there are no vacancies, you will be placed on a reserve list and will be offered a job as soon as there is a vacancy. Your successful pass from assessment day will be valid for 12 months if you want to apply for vacancies at other prisons.

'Merit' job vacancy = If you are successful at the Assessment & Recruitment Centre (ARC), you will be added to a merit list based on your score. When all applicants have completed the assessment centre, the prison will make job offers to those with the highest scores first when positions become available. You can stay on the merit list for 12 months. After this, you’ll need to apply again. Your successful pass from assessment day will be valid for 12 months if you want to apply for vacancies at other prisons.

**Q – Do I withdraw a candidate that is pregnant who is on the Merit/Reserve list?**

**A -** They need to stay on the Merit List until they are ready to progress or choose to withdraw themselves, when they are ready to progress they just need to do the fitness and health as their other elements remain valid.

**Q** – **I’m on the Merit list my ARC is due to expire what will happen?**

**A -** If it’s a merit campaign and the RAD/ARC runs out you will be withdrawn.

If it’s a pass campaign you will stay on the list until the business draws from it.

**Q – I left the prison service under 12months ago, I want to be reinstated**

**A -** It is the governor’s decision not ours although we do need to have a live vacancy and have to prove we struggle to recruit into that area. They may also need to re-do fitness. As less than 12 months they may not need to re-do POELT.

**Q – I left the prison over 12 months ago, I want to be reinstated**

**A** – This would not be our team, please see link for further information

<https://hmpps.myhub.sscl.com/i-need-to-manage/myrecruitment/exception-to-fair-and-open-competition/use-of-exceptions-to-fair-and-open-competition>

**Q – I completed my ARC for YJW and passed, can I have them mirrored over to PO?**

**A –** Yes but the candidate would not have completed their fitness/medical at YJW so they will need to be invited to a fitness retake.

**Q – I failed my ARC for YJW can I have my ARC mirrored over to a PO campaign**

**A –** Yes, as long as the PO side was passed

**Q - I passed my ARC, can I have my results mirrored over to my YJW application?**

**A –** No, you will need to do an extra Role Play at the ARC for YJW

**Q-** **I passed my ARC for BAU YJW can I mirror it over to YJW Fast Track Application?**

1. No, we are unable to mirror ARC over from BAU YJW to Fast Track YJW application.

**Q – I passed my SBT’s but failed my Gamification, when can I reapply?**

**A –** You will be able to reapply in in 6 months, your results are valid for 12 months. The system will detect that you have valid results for the SBT’s and will invite you straight to the Gamification.

**Q – I have passed my SBT’s and Gamification, I want to apply for another campaign, do I have to redo the tests?**

**A** – No, as long as the results are still valid, the system will detect this.

**Q – How do I claim back my expenses for attending the ARC?**

**A** – The Assessment Centre will issue you with an expense form, this needs to be signed by the Assessment Centre, and the Assessment Centre then posts it to the address below.

SOP-PHX167CandidateExpensesCreationandClaimformv-1.4.xls

If you have any further queries, please contact the Customer Services Team on 0345 241 5351 or email [MOJ-Finance-AP-Enquiries@gov.sscl.com](mailto:MOJ-Finance-AP-Enquiries@gov.sscl.com)

**Q – How long will I have to wait to receive my expenses back?**

**A –** It takes approximately 6-8 weeks

**Q – I want to re-join the prison service, will I receive a new employee number?**

A - Yes

**Q – A candidate has clicked the wrong button and now their status has gone to reject pre-screening, can I reset it?**

**A** – Yes – you would put them back to Application started – Not submitted

**Q – I am working as OSG but applying for PO, can I use my documents from my OSG application.**

A – Yes, as long as the documents are in date

**Q – My Vetting was over turned, can I go back to my latest status which was Provisional Offer?**

A – No, unfortunately your Provisional Offer was allocated to someone else, so you have been put back on the Merit/Reserve list.

**Q – A candidate has been given a start date but has broken his wrist – what happens now?**

A – Their application will have to go on hold until they have a discharge note from the hospital, they would then need to undertake the Health & Fitness Elements again.

Their status would go to Pending Health Checks – leave a note on the Priority Recruitment Form stating why.

If their ARC is due to expire, then they will have to withdraw.

**Q – A candidate has been given a start date but is now pregnant – what do we do?**

A – We can put their application on hold, change the status to Verbal Offer made. They then inform us of when they can start, all fitness elements will need to be done. Contact Joiners and the establishment to confirm that the candidate will not be starting.

**Q – How many times can a candidate change their start date?**

A – There is no stance for this at present, but it shouldn’t be no more than 3 times, we would also need a valid reason as to why they are changing the start date.

**Q – What if a candidate is unable to go on a Residential course due to child care issues?**

A – Unfortunately it is business needs, you must advise the candidate that we don’t know when a local course will be available for them, so they must make the decision as to whether they want to go on the course or if they can’t commit at this time then to withdraw and reapply.

**Q – What if a candidate has holidays booked?**

A – We can give them a start date after their holidays if a course is available

**Q – What is the pass mark for SBT’s OLD TESTS**

1. A - Scenario-Based Test as:
   * A mark of 0 up to and including 39 as Unsuccessful [0-39]
   * A mark of 40 up to and including 64 as Successful [40-64]
2. Numerical Test as:
   * A mark of 0 up to and including 18 as Unsuccessful [0-18]
   * A mark of 19 up to and including 20 as Successful [19-20]
3. **THE NEW CRITERION TESTS**
4. **Q – What is the pass mark for SBT?**
5. A – The new pass mark is 6 for both SBT and numeracy
6. **Q – what is the pass mark for GBA**
7. A – 50 in total

**THIS IS OFF CRITERION 20/02/2021**

- Numerical: Score 5 or below = fail; Score of 6 or above = pass

- THEN Overall Scenario score benchmark: Score of 4 or below = fail; Score of 5 or above = pass.

**PLEASE DO NOT ISSUE THE ABOVE OUTSIDE PRIORITY RECRUIMENT**

**Q – OSG – A candidate has applied for a few campaigns, they have has used different email addresses, and they have passed 1 application regarding Gamification, but failed the other application. Can I mirror over the Gamification from the passed result one.**

A – Has the applicant used a different email address? Technically we should treat a new email address as a new candidate and therefore we should not be mirroring manually as the mirroring should be done automatically with the Oleeo decision.

**Q – OSG – A candidate has applied for a few campaigns, they have used the same email address, and they have completed the Gamification on the one campaign and Passed, but redone the test on the other campaign but failed.**

**Can we mirror over the results.**

**A** – Yes, but only if they did the Passed one before the failed one, otherwise no.

(as said by Mark Jones)

Has the applicant used a different email address? Technically we should treat a new email address as a new candidate and therefore we should not be mirroring manually as the mirroring should be done automatically with the Oleeo decision.

Q – **A candidate is on an allocation list for Featherstone, he is on ‘referred for client decision’ on one of his other applications (BAU).**

**Can he be allocated?**

A – Yes, his vetting status from the BAU application will be transferred to his PO application once he is in the vetting world.

**Q** – **Are Scottish Prison Officers allowed to apply for the Prison Officer role in England/Wales?**

**A** – Yes, however, they have to apply as an OGD as they are not a part of HMPPS.

Two words of caution, however:

1. Two of their prisons are operated under contract – Addiewell and Kilmarnock, so officers from those prisons or any other staff would not be civil servants.

2. The organisational structure means that while Scottish legislation provides for the appointment of prison officers they are not necessarily working in a comparable role to a band 3 officer and their training is not the same. So whereas, in the past, we were able to allow a direct transfer on compassionate grounds, for example. Any request would need to be looked at on its merits and it is likely that any transferee would need to undertake full officer training. Obviously someone applying externally (as I assume they are) would be assessed alongside other external recruits and be booked on training in the normal way so this would not arise.

**Q. Can current Prison Officers apply for externally**

A. yes, this has now changed so they can apply.

Q. **What happens when a candidate is highlighted as a RAS candidate?**

A. The RAS team will be notified and will either accept them as RAS or decline them as RAS.

If the candidate is accepted as RAS the MOJ Team will issue an offline email requesting further information once they have been assessed as a RAS Candidate the team then contact the candidate to make them aware that they can progress with their application.

The applicant will be progressed to ‘invited to adjusted SBT’ if it is prison officer, or ‘Invited to Gamification’ with the percentile score adjusted on the RAS Form.

They will not get an email from Oleeo but a call from RAS Team/Offline email.

*If a candidate selected various ‘drop-downs’ to detail what kind of paper adjustments they needed (e.g. different size text or font). This information should automatically be pulling into the reports, as they as for PO applications, for those who don’t need to come through to our RAS team (due to not selecting ‘Other’ adjustments*).”

Therefore, for any who select `other’ they do **not** have to go to RAS Team for approval. This isn’t noted anywhere in the work instructions, FAQs, process map which is why I was confused as to why this would happen. Would it be possible for this to be noted so we are all aware going forward.

Q. What are Artic Shores and Criterion, what part of the test are they responsible for?

A. • Criterion is only the SJT (situation Judgement Test) stage of the sift, Arctic shores is only for BBA, (GBA)for that stage of the sift.

[support@arcticshores.com](mailto:support@arcticshores.com)

[support@criterion.co.uk](mailto:support@criterion.co.uk)

Q. Can you mirror fitness from Fast Track to BAU, even if means that my BAU application is older than my Fast Track

A. Yes, but you can’t mirror BAU to Fast Track