



VICTORIA POLICE

Police Custody Officers Employment Suitability Testing

Candidate Information Booklet

Contents

Background	4
Victoria Police Values	4
Eligibility.....	4
About the role.....	5
What does a Police Custody Officer do?	6
Recruitment Process	6
 About the Police Custody Officer Assessment	 7
Entrance Exam Components	7
Test Dates and Centres.....	8
Special Testing Consideration	8
 Test Centre Procedures and Regulations	 9
Reporting to the Assessment Centre.....	9
Identification on the Assessment Day	9
Security.....	10
Permitted Items	10
Leaving Early	10
Misconduct and Penalties	10
Infringement of Copyright.....	11
 Results	 12
Police Custody Officer Assessment Results	12
Currency of Results.....	12
Appeals.....	12

Test Preparation Strategies	13
Self-improvement	13
Preparation Materials	13
Literacy Skills.....	13
Reading.....	13
Reasoning Tests – (Verbal and Abstract)	14
Sample Questions	15
Literacy Skills (Reading).....	15
Practice Questions:	16
Numeracy Skills	20
Reasoning Test	26
Sample Questions Answers	30
Legal Notice	32

Background



VICTORIA POLICE



Victoria Police Values

Victoria Police provides policing services to the Victorian community 24 hours a day, 7 days a week working to keep Victorians safe. We are committed to ensuring that all our people follow our core values:

- › Integrity
- › Leadership
- › Flexibility
- › Respect
- › Support
- › Professionalism

Eligibility

TO BECOME A POLICE CUSTODY OFFICER YOU MUST:

- › Be over 18 years of age
- › Be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- › Hold a full or probationary Australian drivers licence (must be transferred to Victorian drivers licence at commencement of employment)
- › Hold Level 1 First Aid Certificate valid for 12 months at commencement of employment
- › Must not have any outstanding warrants, payment orders or payment plans in relation to traffic or parking infringements
- › Be fit and ready to work in a demanding and physically challenging role



For more information on the application process and to apply go to the Victoria Police website: www.police.vic.gov.au/pco

About the role

As a Police Custody Officer (PCO), you will commence your employment with 8 weeks of paid training at the Victoria Police Academy, Glen Waverley.

Upon graduation from the Victoria Police Academy you will be stationed at your appointed Police Station where you will be responsible for overseeing the management of persons in the custody of Victoria Police. Police Custody Officers will be stationed at the following 22 locations across Victoria:

- | | |
|--------------------|-----------------|
| 1. Ballarat | 12. Mill Park |
| 2. Bairnsdale | 13. Moorabbin |
| 3. Bendigo | 14. Morwell |
| 4. Broadmeadows | 15. Ringwood |
| 5. Dandenong | 16. Sale |
| 6. Frankston | 17. Shepparton |
| 7. Geelong | 18. Sunshine |
| 8. Heidelberg | 19. Swan Hill |
| 9. Horsham | 20. Wangaratta |
| 10. Melbourne West | 21. Warrnambool |
| 11. Mildura | 22. Wodonga |

As a Police Custody Officer, you will be a valued member of the Victoria Police team and we look forward to having you join our great organisation.



What does a Police Custody Officer do?

Throughout your shift you will perform all duties relating to the management of persons in the custody of Victoria Police. You will ensure the health, wellbeing, safety and supervision of persons in custody, staff and visitors. You will liaise with internal and external stakeholders regarding the management, transport, offsite attendance or video links for persons in custody. You will also be responsible for carrying out all custody management functions in accordance with established legislation, policies and procedures, including preparing routine correspondence, attendance registers, reports and other administrative tasks whilst ensuring appropriate follow-up is made when required.

The Police Custody Officer role is suited to people who want a career that is stable, have a healthy level of fitness, are able to demonstrate maturity, strong communication skills, and the ability to react to challenging situations, and possess good computer skills. You must be available to be rostered on rotating shifts to perform day, afternoon and night shifts. The start and finish times may vary depending on location:

- Day shift – commencing between 6am and 10am
- Afternoon shift – commencing between 2pm and 6pm
- Night shift – commencing between 10pm and 12 midnight

Recruitment Process

The Victoria Police recruitment process involves a number of stages designed to determine an applicant's suitability for the role.

1. Application form
2. Eligibility checks
3. Assessment day
 - Fitness test
 - Entrance exam
4. Psychological testing
5. Medical assessment
6. Comprehensive checks
7. Interview process
8. Offer of employment

It is vital that applicants understand all stages of the Victoria Police application process and comply with the minimum entry requirements before submitting an application.

About the Police Custody Officer Assessment



Entrance Exam Components

The Police Custody Officer Assessment is made up of four (4) components, with all sections of the test conducted on a computer. All candidates deemed eligible to sit the Police Custody Officer Assessment following the preliminary background checking process will be contacted by the Police Custody Officer Employment Team with the date, time and location of their examination. **There is no provision for interstate or international testing dates or venues.**

Test Section	Type of Assessment	Number of Questions	Time Allowed
Literacy	Online Multiple Choice	30	35 min
Verbal Reasoning	Online Multiple Choice	34	15 min
Numeracy	Online Numeric Entry and Multiple Choice	30	35 min
Abstract Reasoning	Online Multiple Choice	45	20 min

Test Dates and Centres

Frequency, location and timing of the tests are determined by the Police Custody Officer induction schedule. Candidates deemed eligible to sit and complete the Police Custody Officer Assessment will be registered and invited to attend an assessment day.

Testing venues:

Victoria Police Academy, Glen Waverley



For more information on the test content see the Test Preparation section page 13.



Special Testing Consideration

All applicants wishing to apply for special testing consideration should contact the Police Custody Officer Employment Team to discuss their needs. Victoria Police will work to ensure equitable testing arrangements are made where reasonably practicable and appropriate.

Test Centre Procedures and Regulations



Reporting to the Assessment Centre

You must report to the assessment centre at the time listed on your invitation. At this time the assessment supervisors will begin registration and complete pre-assessment procedures. Your assessment will begin once registration is complete. We suggest reporting to the assessment centre venue approximately ten (10) minutes prior to the time on your invitation.

If you report to the centre after all candidates have been seated in the testing room you may not be admitted. No latecomers can be admitted once the test has started.

When you report to the test centre you must bring current and suitable identification (see opposite).

Identification on the Assessment Day

Upon arrival at the assessment day, all candidates must provide official photo identification (licence or passport is preferred) to gain access to the complex, and to register with the assessing recruitment staff. Prior to the commencement of the entrance examination, the PCO Applicant Document Request and Supplement Questionnaire Pack will be collected. You will be provided more information regarding the document requests and questionnaire within your assessment day invitation.

Security

The Police Custody Officer Assessment is a high stakes test. This test is provided under supervision in a computer lab. Victoria Police has established security procedures which have been outlined in this booklet and will be strictly enforced at all times.

Permitted Items

No personal dictionaries, calculators or electronic equipment of any kind are permitted to be used during the test.

Please Note: Mobile phones, pagers, personal calculators, stopwatches, audio or recording devices of any kind (including MP3 players), note paper, food and bags will not be permitted inside the test room. In addition, pencil cases, highlighters and rulers are not permitted.

You may bring a bottle of drinking water into the test centre with you. All testing materials will be provided by the facilitators.

Leaving Early

Candidates may not leave the test centre before the full testing has been elapsed, except in the case of illness. In this instance, candidates are expected to provide a medical certificate explaining their need to leave the test centre within seven (7) days of the test administration; failure to do so may result in their application being cancelled.

Once a candidate has departed the test centre it is not possible to re-enter and continue the test.

Misconduct and Penalties

Misconduct includes:

- › breach of any security arrangements for the Police Custody Officer Assessment;
- › impersonation;
- › attempting to copy or memorise all or part of the test, or take any notes, from the testing room;
- › failure to follow test supervisor's instructions at all times;
- › giving or receiving assistance during the test;
- › creating a disturbance;

- › using prohibited aids (e.g. notes, note paper, , mobile phones, audio/recording device, etc.);
- › copying another candidate's work;
- › using the test questions; their content or information about them for purpose other than your sitting of the Police Custody Officer Assessment. This includes: publishing the examination questions or any of their content or information about them on the internet, any digital format or otherwise; and/or passing the Police Custody Officer Assessment questions, or any of their content or information about them to third parties;
- › the giving of false or misleading information; infringement of copyright. This includes: performing those acts which only the copyright holders may do or authorising or allowing a person on the candidate's behalf to infringe Victoria Police or ACER's copyright material.
- › PENALTIES for misconduct include: withholding of your Police Custody Officer Assessment results or disqualification from sitting the assessment in the future. YOU ARE PUT ON NOTICE that there is NO APPEAL from any penalty applied.

Infringement of Copyright

The Police Custody Officer Assessment is copyright material owned by ACER and Victoria Police. Any infringement of the Police Custody Officer Assessment copyright material, in addition to any right at law, will be treated as misconduct for the purpose of the agreement you sign at the time of registration.



Results

Police Custody Officer Assessment Results

The Police Custody Officer Employment Team will advise candidates by email of the outcome of the Assessment Day.

If you pass all components of the Assessment Day, Victoria Police will correspond with you via email to advise you of the next stage in the selection process. Candidates who are unsuccessful on their first attempt will be re-invited for a second attempt.

Currency of Results

Police Custody Officer Assessment results are valid for a period of five (5) years from the date that you **passed** all components of the test.



Appeals

ACER and Victoria Police will not enter into appeals against the test results. Should you wish to query a particular question on the day of the test, you should alert the supervisor to your concern and submit an incident report before you leave the test centre. Your query will be reviewed by the PCO Employment Team and you will be notified of the outcome.

Similarly, any complaints relating to the test venue or physical discomfort suffered should be reported to the supervisor on the day, or in writing to the PCO Employment Team within five (5) days of the test administration day.

It is not possible to give special consideration for impaired performance on the day of the test caused by illness or other unexpected personal situations.

Test Preparation Strategies



Self-improvement

It is recommended that candidates take steps to ensure that they are adequately prepared for the Police Custody Officer Assessment.

To achieve the best results, a number of strategies can be used to prepare for this assessment.

Preparation Materials

Sample questions are provided in this booklet by Victoria Police and ACER and can assist you to improve your skills.

It is recommended you attempt these questions to identify areas needing development then continue practising to improve your results. You may choose to complete the sample questions several times to become familiar with the types of questions you will encounter in the exam. It is also a good idea to time yourself so you become familiar with time constraints.

Literacy Skills

Literacy skills are improved through a combination of practising reading, writing, listening and speaking. To improve these literacy skills, it is suggested that you read and write daily, and practise listening and speaking.

Below are some general tips to improve your literacy skills.

Reading

1. Read something different than what you normally read and read more! E.g. read the newspaper from front to back each day.
2. Read each article all the way through, then re-read them and identify the main points.
3. Scan before you read the article in full as this will give you an understanding of what it's about before you read the details.

Reasoning Tests – (Verbal and Abstract)

The Verbal and Abstract reasoning tests are designed to measure these abilities as demonstrated by the capacity to think logically, see relationships and solve problems. The tests are primarily intended as a measure of general cognitive ability for selection into occupations that involve a moderate to high level of demand on reasoning ability, and for other purposes where the ability to think clearly is involved. The reasoning tests are multiple choice format for the Verbal and Abstract reasoning. It is recommended that you work steadily through the test. It is not advisable to spend too much time on any one question. Try each question as you come to it. Answer the questions you find easiest first. If you find a question is too difficult, leave it and come back to it later if you have time. For the Verbal and Abstract reasoning read through all the alternative answers to a question, even if you think the first one is correct, before marking your chosen response. If you think you know the answer to a question, mark it, even if you are not certain. Go on to the next question and come back later if you have time.

Please note the following:

- › All questions have the same value, therefore by attempting as many questions as possible you stand the best chance of maximising your score.
- › No marks are deducted for a wrong answer.

VERBAL REASONING

Verbal reasoning is the ability to understand and reason using concepts framed in words. It aims at testing your ability to think logically, understand relationships, solve problems and think critically, rather than simply understanding vocabulary.

ABSTRACT REASONING

The abstract reasoning assessment is used to measure the ability to think clearly to solve problems and quickly identify patterns and logical rules based on abstract visual patterns rather than numbers and words. It involves recognising the rule or rules that govern the progression of a pattern from one diagram to another in a series, or to identify the part which is missing from a diagram.

Sample Questions

Literacy Skills (Reading)

The Literacy Skills (Reading) assessment requires you to demonstrate competent use of English language to read and comprehend different documents and texts. You will be given about six different texts to read and answer 30 questions in total. Most of these will be multiple choice questions, but others may require a short written response or to answer, for example, 'true' or 'false' or 'yes' or 'no' to a number of alternative answers to a set of questions or statements about a text. Samples of the types of questions are included below.

You will be expected to show your understanding and skills related to reading processes such as understanding the purpose of a text, using

prediction and prior knowledge, and demonstrating critical reading and text analysis skills. As well you will be expected to show a range of reading strategies such as text navigation, comprehension, decoding and fluency, syntax and language patterns and vocabulary.

The questions in the Literacy (Reading) assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy. The results of the assessment are reported on a scale that goes from a minimum of 40 up to a maximum of about 172.

Time allowed: 35 minutes.



Practice Questions:

SAMPLE LITERACY QUESTIONS

Tell MetroCorp to move the new freeway entrance



**NO TRUCKS ON
RESIDENTIAL STREETS**

The new MetroLink freeway plans have missed the opportunity to take noisy, polluting, dangerous trucks off our suburban roads. The proposed freeway entrance will:

- start only 200m away from houses, a local school and a community centre
- have a raised road which will mean dangerous goods will be carried over homes
- dig up the Mulberry Creek Reserve, destroying 30 years of regeneration work.

Why not use the empty industrial land on the southern side of the freeway?

Tell MetroCorp to stop cost-cutting and extend the freeway away from residential streets!

Have your say! Email MetroCorp about this issue at community@metrocorp.com.au

City Truck Action Group

Friends of Mulberry Creek

Sample Questions

- 1 What is the purpose of this poster?
- A to persuade MetroCorp not to go ahead with building the freeway
 - B to persuade people that the MetroLink freeway should not be built
 - C to highlight the problems with the freeway entrance location and to persuade people to write to MetroCorp
 - D to convince people that the problem with trucks in suburban areas is that they are noisy, polluting and dangerous
- 2 Why are the Friends of Mulberry Creek involved in this issue?
- A they are concerned about the safety of park users
 - B they are concerned about truck noise affecting park users
 - C they are concerned about the environmental effects of trucks
 - D they are concerned that the park they look after will be ruined
- 3 The poster uses the term 'cost-cutting'. Which phrase could be used instead of 'cost-cutting' without changing the meaning?
- A saving time
 - B saving space
 - C saving money
 - D saving materials
- 4 Does this poster use the following arguments for moving the freeway entrance?
Tick Yes or No for each argument.
- | | | |
|--|------------------------------|-----------------------------|
| a park will be ruined | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| local streets will be closed off during construction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| trucks with dangerous loads will travel over houses | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- 5 'Let's work together to make our suburb safer, healthier and truck free.'
Which group of people does this suggest the poster is aimed at?
- A Truck drivers
 - B Local residents
 - C The government
 - D Managers at MetroCorp

Processed meats cause cancer



Eating processed meats can cause cancer, and red meat is also likely to cause the disease according to researchers at the World Health Organisation (WHO).

Cancer experts at WHO analysed over 800 studies that investigated links between eating red meat, processed meat and cancer. The studies included many countries and populations with diverse diets.

WHO experts concluded that each 50 gram portion of processed meat eaten daily increases the risk of colorectal cancer by 18%. They also found links between pancreatic cancer and prostate cancer and eating processed meat.

Kurt Straif, Head of the Monographs Programme at the International Agency for Research on Cancer (IARC), the cancer agency of WHO, said that while the risk of developing colorectal cancer from eating processed meat is small, "this risk increases with the amount of meat consumed". Given the large number of people around the world that eat processed meat, Straif said, "the global impact on cancer incidence is of public health importance".

The IARC referred to research from the Global Burden of Disease Project, an independent academic research organisation estimating that about 34,000

cancer deaths per year worldwide are attributable to diets high in processed meat.

Processed meat includes ham, sausages, bacon, hot dogs, salami, corned beef, beef jerky and as well as canned meat and meat-based sauces.

"These findings further support current public health recommendations to limit intake of meat," said Dr Christopher Wild, Director of IARC. Wild said that given red meat has nutritional value, the results enabled governments and international regulatory agencies to identify "the risks and benefits of eating red meat and processed meat and to provide the best possible dietary recommendations".

The report prompted a strong reaction from the meat industry. "There is no causal link between red meat and cancer", the Australian Meat Industry Council (AMIC) said in a statement, citing evidence from a journal published this year. The AMIC statement argued that meat provides essential nutrients and that broader lifestyle factors need to be considered when evaluating the risk of cancer.

6 According to the news report, which of the following is true?

Tick Yes, No or Not stated for each statement.

Eating 50 grams of ham every day can make you 18% more likely to get cancer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not stated
The way that processed meat is cooked is a factor in how likely it is to cause cancer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not stated
Eating red meat definitely causes cancer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not stated
Over 30 000 people die every year from cancer linked to eating high levels of processed meat.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not stated

7 Which sentence best describes the information presented in the article?

- A There is a small chance of developing cancer from eating processed meat that increases if more meat is eaten.
- B Cancer experts think that eating processed meat and red meat may cause cancer but the results are inconclusive.
- C People can safely eat a small amount of processed meat as long as they have a healthy lifestyle and a balanced diet.
- D Eating red meat and processed meat is very likely to give you cancer and the chance will increase if more meat is eaten.

8 The news report uses quotes. Quotes are used in news reports for a range of reasons.

Which of the following is not a reason why quotes were included in this news report?

- A to back up the opinion of the writer
- B to provide differing opinions or facts
- C to make the article seem more authoritative
- D to provide information straight from the source of the research

9 On which topic do WHO experts and the Meat Industry Council disagree?

- A red meat can be nutritious
- B red meat can cause cancer
- C processed meat can cause cancer
- D eating more processed meat increases the risk of cancer

10 If the risk of developing colorectal cancer from eating processed meat is small, what is the importance of the study?

- A Over 800 studies were analysed to determine the findings.
- B Cancer is a serious disease affecting many people around the world.
- C A large number of people in the world that eat processed meat are affected.
- D WHO is an important organisation and people should know about their research.

Numeracy Skills

The Numeracy assessment measures your ability to understand, use, apply and interpret problems where mathematics is embedded in a context. The questions can be based on numerical and mathematical data and situations presented in words, tables, graphs, plans and diagrams etc. The numeracy questions are set in a range of different contexts relevant to adults. The maths content can include questions about number and algebra, measurement and geometry and statistics and probability.

Read through the questions carefully and write down any notes on the working paper to help you make calculations before entering your answer. If you think you know the answer to a question, enter it, even if you are not certain – you can always change it later. If you find a question too difficult, or hard to understand, leave it and go on to the next question and come back later if you have time.

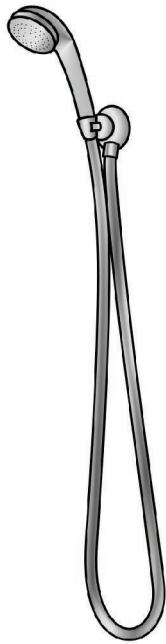
Numeracy skills are improved through using and practising your maths skills by solving everyday maths problems – look at the sample questions later in the booklet to get an idea of what sort of skills you need to practise. To improve your numeracy skills, it is suggested that you practise doing a range of calculations with money, including with percentages, rates and ratios; doing some measurement based calculations around area and volume; and reading and interpreting some data and statistics, including when represented in graphs and charts.

Note: A basic scientific calculator can be used to practice for the Numeracy Skills assessment. An on screen calculator will be provided for the exam. No other calculators will be permitted for use during the exam.

Sample Questions

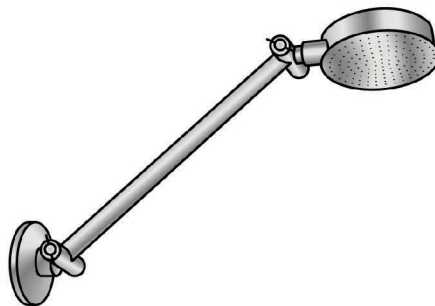
Note: A basic scientific calculator can be used to practice for the Numeracy Skills assessment. An on screen calculator will be provided for the exam. No other calculators will be permitted for use during the exam.

Spraysaver showerhead



7.5 litres per minute

Steadyflow shower head

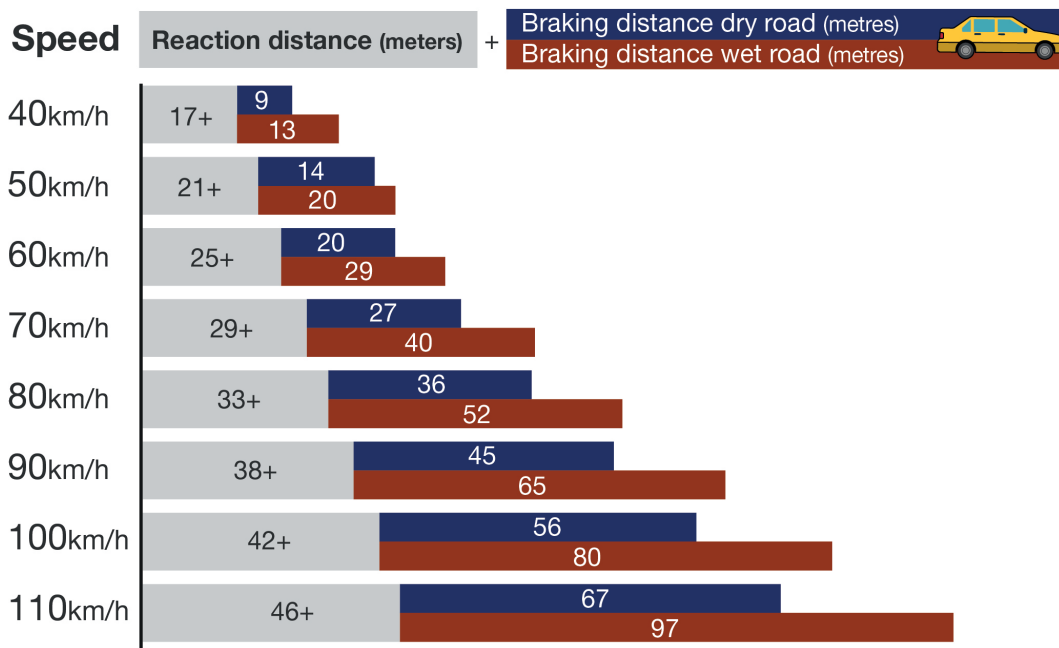


9 litres per minute

- 1 Gerard has a 5-minute shower every day. He has just changed his showerhead from the Steadyflow to the Spraysaver. How many litres (L) of water will he save each week?
- 2 Ruby uses a Spraysaver showerhead. Her water usage charge is \$2.50 per kilolitre. If Ruby has an 8-minute shower every day, how much will this add to her water bill every year?
Note: Assume 365 days in a year

The following graph shows the stopping distances for an average car. The reaction distance is the distance a car travels before the driver applies the brakes. The braking distance is the distance the car travels after applying the brakes. The stopping distance includes both the reaction distance and braking distance.

How long it takes to stop (driving an average family car)



- 3 What would be the stopping distance for a car travelling at 80 kilometres per hour (km/h) on a dry road?

- 4 Which of the following would most likely be the reaction distance in metres (m) for a car travelling at 130 km/h?
 - A 48
 - B 50
 - C 54
 - D 58
 - E 62

Sample Questions

Adut buys a car for \$19,990. Using the company's finance, her monthly repayments will be \$410 and she will repay the loan fully after 5 years.



5 How much interest will she have paid?

The value of the car depreciates at the following rates.

Vehicle Age (years)	Depreciation Rate (per year)
1	25%
2	15.6%
3	15.6%
4	15.6%
5	15.6%

6 If the price of the new car was \$19,990, how much would the car be worth after 4 years?

Trevor buys the same car for \$19,990 with a loan at a rate of 6% per year. The interest is calculated monthly on the amount owed on the loan.

7 If Trevor pays \$400 a month on his loan, how much will he still owe after 3 months?

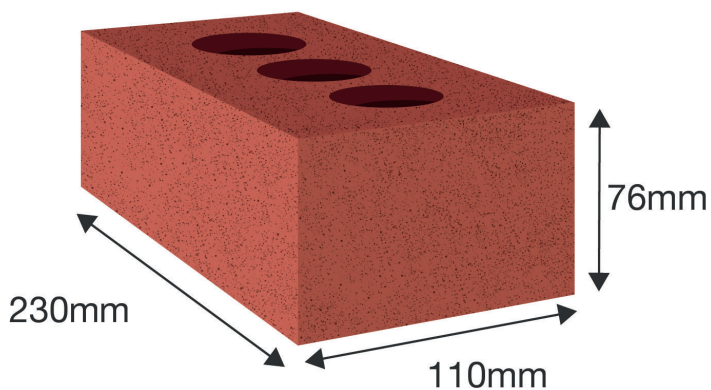
Sample Questions

Donna is a landscape gardener. A client has asked her to make a planter box with the exterior, side dimensions below.



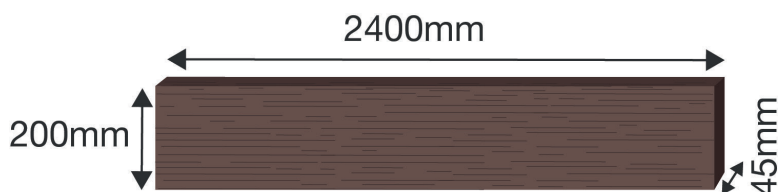
Donna is using bricks to make the base for the planter.

Standard Brick Dimensions



8 How many standard-sized bricks will Donna need to cover all of the planter's base?

The sides of the planter box will be built with timber sleepers. These come in 200 millimetre (mm) by 2400 mm lengths.



9 How many timber sleepers will Donna need?

Sample Questions

The client has asked Donna to fill the planter box with soil so that the soil is $\frac{3}{4}$ of the way to the top.



10 How many 25 litre (L) bags of garden soil mix are needed to fill the plant box $\frac{3}{4}$ full?

Verbal Reasoning Test

1 Car is to land as ship is to

- A oar.
- B sail.
- C travel.
- D sea.
- E plane.

2 Sun is to day as moon is to

- A star.
- B sky.
- C night.
- D clouds.
- E satellite.

3 Four of the following are alike in some way. Check the boxes of the other two.

- A coat
- B hat
- C ball
- D dress
- E cup
- F shoe

4 Four of the following are alike in some way. Check the boxes of the other two.

- A walk
- B run
- C skip
- D sit
- E jog
- F sleep

Sample Questions

5 Find the word that means most nearly the same as join.

- A mend
- B connect
- C choose
- D like
- E scatter

6 Find the word that means most nearly the same as slender.

- A loud
- B untrue
- C slim
- D smooth
- E young

7 Find the two statements which together prove that planes travel faster than ships.

- A Planes travel faster than trains.
- B Some planes have jet engines.
- C Ships travel on the water.
- D Trains travel faster than ships.
- E Some trains travel very fast.

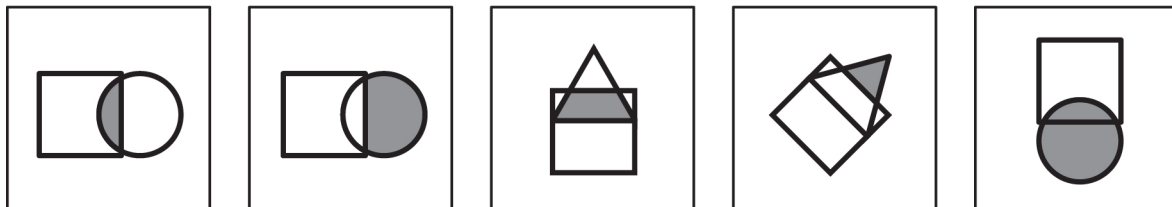
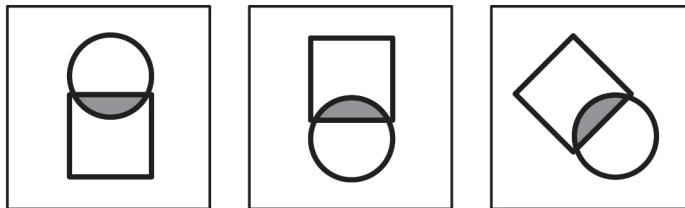
8 Find the two statements which together prove that Bob Smith owns a car.

- A All employees at the Border Garage are mechanics.
- B Everyone who works at the Border Garage owns a car.
- C Bob Smith is a mechanic.
- D Mechanics need to have a driver's licence.
- E Bob Smith works at the Border Garage.

Abstract Reasoning Test

Practice Question 1

The three shapes in the top row are alike in some way. Which shape in the bottom row is most like them?



A

B

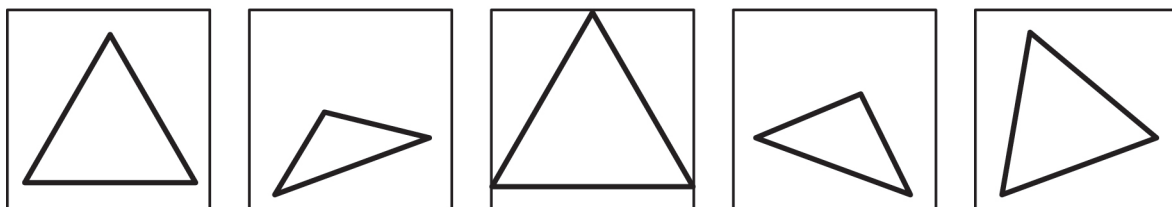
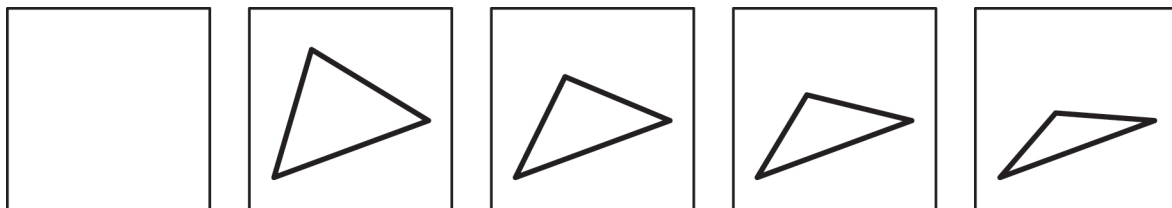
C

D

E

Practice Question 2

On the top row there are five squares with shapes arranged in order. One shape is missing. Which shape from the bottom row best completes the pattern?



A

B

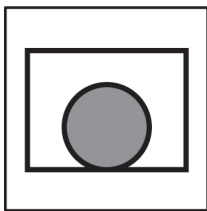
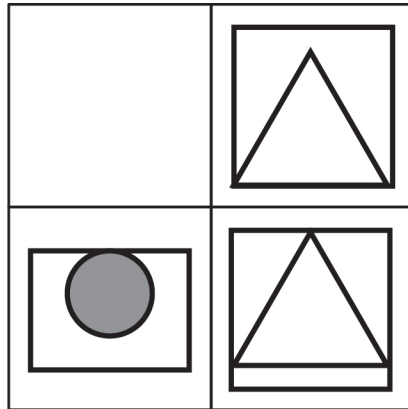
C

D

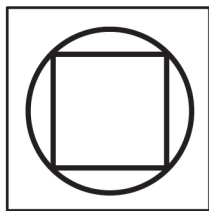
E

Practice Question 3

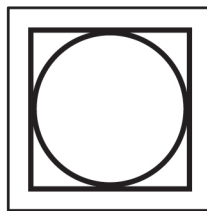
There is one missing shape in the pattern at the top. Which shape from the bottom row best completes the pattern?



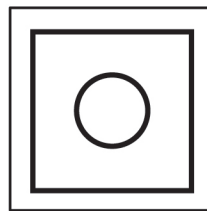
A



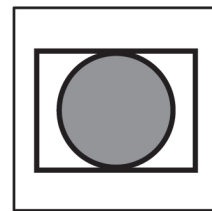
B



C



D



E

Sample Questions Answers

LITERACY

1	C		
2	D		
3	C		
4	Will ruin a park	Yes	
	Will close off local streets during construction	No	
	Trucks with dangerous loads will travel over houses	Yes	
5	B		
6	Eating a 50 grams of ham every day can make you 18% more likely to get cancer	Yes	
	The way that processed meat is cooked is a factor in how likely it is to cause cancer	Not stated	
	Eating red meat definitely causes cancer	No	
	Over 30 000 people die every year from cancer linked to eating high levels of processed meat	Yes	
7	A		
8	A		
9	B		
10	C		

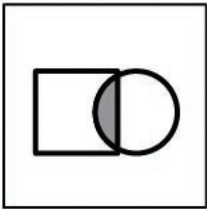
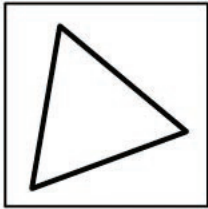
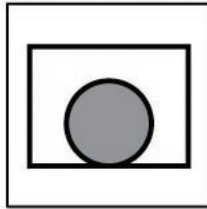
NUMERACY

1	52.5L
2	\$54.75
3	69 metres
4	C 54
5	\$4610
6	\$9013.66 or correct rounding to nearest 10 cents (\$9013.70) or dollar (\$9014)
7	\$19,085.34 or correct rounding to nearest 10 cents (\$19,085.30) or dollar (\$19,085)
8	34 bricks
9	4 sleepers
10	11 Bags

VERBAL REASONING

1	D - Sea
2	C - night
3	C - Ball; E - Cup
4	D - sit; F - sleep
5	B - connect
6	C - slim
7	A - Planes travel faster than trains; D - Trains travel faster than ships
8	B - Everyone who works at the Border Garage owns a car. E - Bob Smith works at the Border Garage.

ABSTRACT REASONING

1	2	3
 <p>A</p>	 <p>E</p>	 <p>A</p>

Legal Notice

1. By completing and submitting the registration form for the VICTORIA POLICE ENTRANCE EXAMINATION test. You are offering to enter into a legal agreement with the Australian Council for Educational Research Ltd (ABN 19 004 398 145) (ACER);

2. The **TERMS AND CONDITIONS** which will apply to Your application for registration and to Your registration to participate in the VICTORIA POLICE ENTRANCE EXAMINATION test are contained in this Booklet, including this Legal Notice. The Terms and Conditions cover, amongst other things, Your sitting the VICTORIA POLICE ENTRANCE EXAMINATION test, access to VICTORIA POLICE ENTRANCE EXAMINATION Preparation Materials and release of the VICTORIA POLICE ENTRANCE EXAMINATION test results;

3. Before lodging Your Registration, You should make sure You understand fully and are familiar with the contents of this Booklet, including this Legal Notice;

4. You may have legal rights and guarantees under the Australian Consumer Law (being Schedule 2 to the *Competition and Consumer Act 2010* (Cth), as amended from time to time). If the publication of this Booklet or Your registration for or participation in the VICTORIA POLICE ENTRANCE EXAMINATION test involves a supply of goods or services to a consumer within the meaning given in the Australian Consumer Law, nothing contained in this Booklet excludes, restricts or modifies the application of any consumer guarantee provided in the Australian Consumer Law, the exercise of any right or remedy in respect of, or the imposition of any liability for the failure to comply with any relevant guarantee.

5. Subject to point 4:

a. To the maximum extent permissible by law (and for the avoidance of doubt, subject to any guarantees, rights, remedies or obligations which cannot be excluded, restricted or modified under the Australian Consumer Law), ACER expressly, irrevocably and totally disclaims any liability whatsoever for any loss or damage whatsoever and howsoever arising in connection with or resulting from: Your participation (actual, potential, contemplated or cancelled for any reason whatsoever) in the VICTORIA POLICE ENTRANCE EXAM; and Your test results, including, but not limited to, any representations made by ACER or its personnel (including agents, subcontractors and consultants) in respect of VICTORIA POLICE

ENTRANCE EXAMINATION and the accuracy of any information contained in this Booklet;

b. To the fullest extent permitted at law, You acknowledge and accept that the entire risk of Your participation in VICTORIA POLICE ENTRANCE EXAMINATION is assumed by You and that ACER will have no liability whatsoever to You for any loss, harm, damage, cost or expense (including legal fees) or any direct, special, indirect, incidental, punitive or consequential loss or damage (including, without limitation, economic loss, loss of contract, profit, revenue, income, opportunity, goodwill, information, anticipated savings, business relationships, production or data) whatsoever and howsoever arising;

c. You acknowledge and accept that, to the fullest extent permitted at law, ACER gives NO WARRANTY or guarantee and makes no representation whatsoever that: registering for or sitting the VICTORIA POLICE ENTRANCE EXAMINATION test will guarantee You or secure for You a placement with the Victoria Police; or that You will be provided with Your VICTORIA POLICE ENTRANCE EXAMINATION results (other than in strict accord with this Agreement).

6. To the fullest extent permitted at law, You release and fully indemnify ACER, its officers, employees and agents from and against all claims, liabilities, costs, demands and expenses whatsoever and howsoever arising from or in connection with:

7. Your registration for or participation (actual, potential, contemplated or cancelled) in the VICTORIA POLICE ENTRANCE EXAM; or

8. Any breach by You of the terms and conditions of Your participation (actual, potential, contemplated or cancelled) in the VICTORIA POLICE ENTRANCE EXAM.

9. These releases and indemnities survive Your participation (actual, contemplated, potential or cancelled) in the VICTORIA POLICE ENTRANCE EXAMINATION and whether or not You are offered or accept a placement with Victoria Police for any position whatsoever.

10. In the event that any law implies terms or guarantees into the offering or conduct of the VICTORIA POLICE ENTRANCE EXAMINATION which cannot be lawfully excluded, restricted or modified, such terms or guarantees will apply, save that the liability of ACER for breach of any such term or

guarantee will, to the extent legally permitted, be limited to the refund of the price paid for any relevant goods or services.

11. ACER has made every effort to ensure the accuracy of the information provided in this Booklet. , ACER reserves the right to alter or amend any detail contained in the Booklet in its absolute and unqualified discretion. Any alteration or amendment will take effect immediately upon publication of the alteration or amendment on <https://www.police.vic.gov.au/pco>.

12. PRIVACY, PERSONAL INFORMATION and SENSITIVE DATA: By completing the VICTORIA POLICE ENTRANCE EXAMINATION registration You agree to be bound by the ACER privacy policy and You consent to:

a. ACER collecting Your personal information including any sensitive (such as health) information and other information. The information ACER may collect about You includes Your registration information, Your test answers and results, any application for special testing conditions and any communications You have with the ACER VICTORIA POLICE ENTRANCE EXAMINATION Office;

b. ACER using and disclosing the personal information and other information it collects about You for purposes connected with Your VICTORIA POLICE ENTRANCE EXAMINATION registration and testing which may include investigating any suspected misconduct and determining and administering any consequences for misconduct. You understand that if You do not provide us with all the information requested, ACER may not be able to process Your VICTORIA POLICE ENTRANCE EXAMINATION registration or test or respond to Your communications;

c. Your personal (including sensitive) information and other information provided being disclosed by ACER to the VICTORIA POLICE, and other persons or bodies connected with VICTORIA POLICE for purposes related to VICTORIA POLICE recruitment (which may include transferring it overseas); and

d. ACER using Your personal information for research purposes and disclosing it to relevant research bodies (in a de-identified form). Candidate names will be separated from data in all cases. All information collected will be treated with utmost confidentiality and we will take all reasonable steps to ensure its security. Any use of Your registration and test records will be treated with the utmost confidentiality.

13. In all respects, ACER will comply with all relevant provisions of the Privacy Act 1988 (Cth) and any other applicable data protection legislation. For a complete copy of ACER's privacy policy and how to access or correct Your information, please see <https://www.acer.org/privacy>.

14. By completing and submitting the VICTORIA POLICE ENTRANCE EXAMINATION registration:

a. You confirm that You have read in its entirety and accept the contents of this Booklet, including the Legal Notice;

b. You confirm Your agreement with the terms and conditions contained in this Booklet; and

c. You acknowledge that You have been entitled to obtain legal advice concerning any matter covered in this Booklet, whether or not You have in fact sought any legal advice.

d. You acknowledge and accept that this Booklet contains the entire agreement between You and ACER concerning Your participation in the VICTORIA POLICE ENTRANCE EXAMINATION and that no matter, information or representation not expressly contained in this Booklet has induced You or had any bearing on You to seek registration for the VICTORIA POLICE ENTRANCE EXAM.

e. You accept and unconditionally undertake to strictly comply with the terms and conditions contained in this Booklet.

f. You acknowledge and accept that Your agreement with ACER will be governed by the laws of the State of Victoria, Australia;

g. You submit to the jurisdiction of the Courts chosen by ACER and any of the Courts of Appeal there from to determine any dispute (whether as to the interpretation of Your agreement with ACER, or any matter concerning performance or compliance of the agreement or otherwise) or to determine any claims brought or made against You by ACER or its authorised nominee.

Contact details

Police Custody Officer Employment Team
Email: pcoemployment@police.vic.gov.au
Phone: (03) 8335 6204



V I C T O R I A P O L I C E