



VICTORIA POLICE

# Employment Suitability Testing

Candidate Information Booklet

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# Background



VICTORIA POLICE



## Victoria Police Values

Victoria Police provides policing services to the Victoria 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 VICTORIA POLICE MEMBER YOU MUST:

- › Be 18 years old or over
- › Be an Australian citizen or have permanent residency
- › If you are under 21, you must have passed the Victorian Certificate of Education (VCE) or equivalent. The Senior Level Victorian Certificate of Applied Learning (VCAL) is also accepted.
- › Meet eligibility requirements regarding criminal and traffic convictions.
- › Meet eyesight standards. Consult with your local optometrist to see if you are suitable.
- › Be fit and ready to work in a demanding and physically challenging role.
- › In addition to the above eligibility requirements, police members must also hold a current manual Victorian drivers licence.



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

## About the role

The people of Victoria rely on police to protect life and property, detect and apprehend offenders, and help those in need of assistance. Therefore, a police officer performs duties that are diverse, stimulating and challenging. First you must complete a 33 week training phase, then you will be deployed as a general duties police officer to a police station somewhere in Victoria.

General duty police officers are the foundation of Victoria Police and are essential to ensure that the Victorian community functions safely. General duty officers are always the first on the scene at any reportable crime or public need and provide their service to the community 24 hours a day, 7 days a week.

The majority of Victoria Police members work as general duties police officers but there are also many specialist roles that require further training and usually at least 4 years general duties operational experience as a pre-requisite.



## What does a General Duties Police Officer do?

Duties are varied and you will come into contact with people from all walks of life. Some of the people you deal with will display values and behaviours that contradict your own. However, as a police officer you are required to remain impartial. Below is a list of some of the situations that you may have to manage as a general duties police officer:

- › prevent anti-social behaviour
- › deal with community safety concerns
- › resolve disputes
- › attend at accidents
- › investigate crime
- › enforce traffic law
- › deal with drug and alcohol affected people
- › attend critical incidents and emergencies

You are required to submit paperwork on most situations you attend including keeping a running sheet which is an ongoing diary of the duties you perform during each shift. You will also be required to prepare paperwork for court and subsequently attend hearings and give evidence.

While the role of a police officer is challenging, it is also rewarding; as a police officer you will make a difference to the Victorian community every day.

## Recruitment Process

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

1. Submit an application online
2. Entrance Exam
3. Background Checks
4. Fitness Test
5. Health Checks
6. Psych Testing
7. Selection Interview



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.

## Role of ACER

Victoria Police Entrance Examination is managed by the Australian Council for Educational Research (ACER) – (an independent national research and development organisation) on behalf of Victoria Police. ACER is responsible for the administration of the entrance examinations and will provide results directly to Victoria Police. **Victoria Police will manage all other recruitment stages.**

### PRIVACY, PERSONAL INFORMATION AND SENSITIVE DATA:

By completing the Victoria Police Entrance Examination registration form you agree to be bound by the ACER privacy policy and therefore consent to:

- a. ACER collecting your personal information including any sensitive (such as health) information. The personal information ACER may collect about you includes your registration information, your payment details, your test answers and results, any application for special testing conditions and any communications you have with the Representative of Victoria Police, ACER Office;
- b. ACER using and disclosing the personal information we collect about you for purposes connected with your Victoria Police application and testing which may include investigating any suspected misconduct and administering any penalty for misconduct. You understand that if you do not provide us with all the information requested, we may not be able to process your Victoria Police Entrance Examination registration or test or respond to your communications; your personal (including sensitive) information being disclosed by ACER to the Victoria Police and other persons or bodies connected with Victoria Police for purposes related to Victoria Police (which may include transferring it overseas); and
- c. 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. We will strictly adhere to our obligations under the Privacy Act 1988 (Cth) and any other applicable data protection legislation.

For more information about our privacy policy and how to access or correct your information, please see <https://www.acer.edu.au/privacy>

### COMMUNICATING WITH THE REPRESENTATIVE OF VICTORIA POLICE, ACER OFFICE

#### Entrance Exam enquiries ONLY:

If you have any queries about the Entrance Exam, you should contact the Representative of Victoria Police, ACER Office.

**Representative of Victoria Police, ACER Office:**  
Email: [vicpol@acer.edu.au](mailto:vicpol@acer.edu.au)  
Web: <https://vpol.acer.edu.au>  
Phone: (03) 9277 5299  
Postal address: Private Bag 55,  
Camberwell VIC 3124

Email is the principal means of communication concerning the Victoria Police Entrance Exam. Candidates must provide a current, valid email address which will be maintained during the registration, test and reporting cycle.

Sometimes personal emails don't make it through our spam filters, so if we don't respond within three (3) days, please resend the message or call the Representative of Victoria Police, ACER Office on (03) 9277 5299



**Please Note:** Candidates who provide an email address that is hosted by webmail provider such as gmail or hotmail are advised that some procedures implemented by these providers may result in some email messages not being accepted, or being flagged as spam. You are advised to use a different email service provider for the purposes of Victoria Police registration, or to put [vicpol@acer.edu.au](mailto:vicpol@acer.edu.au) in your address book to ensure emails from the Victoria Police ACER Office are not filtered as junk email.



# About the Victoria Police Entrance Examination



## Test Components

Candidates need to allow approximately 5 and a half hours for the entire testing session (there will be two 15 minute breaks during the test administration).

The Victoria Police Entrance Examination is made up of eight (8) sections. Apart from the written components all sections of the test will be conducted on a computer. All candidates planning to sit the Victoria Police Entrance Examination will be required to register and attend an Australian Council for Educational Research (ACER) test centre. **There is no provision for interstate or international testing dates or venues.**



To be selected for progression to the next stage of the Victoria Police Recruitment process, candidates must obtain a score at or above the pass marks listed below.

Test Section	Type of Assessment	Number of Questions	Time Allowed	Pass Mark
Literacy Skills	Online Multiple Choice	4	45 min	38/50
Summary Writing	Written Essay	1	20 min	14/20
Extended Writing	Written Essay	1	45 min	14/20
Verbal reasoning	Online Multiple Choice	34	15 min	15/34
Numerical reasoning	Online Numeric Entry	34	20 min	13/34
Abstract reasoning	Online Multiple Choice	45	20 min	32/45
Oral Assessment	Online Audio Response	5	10 min	14/20
Computer Skills Assessment	Online Response	12	15 min	22/25



## Test Dates and Centres

Tests are run on a monthly basis: check the website <http://vpol.acer.edu.au> for the most up-to-date information on test dates. All sessions are conducted during the day with weekday and weekend sessions available. Testing will be offered in the following locations:

 Metropolitan Centres	 Regional Centres
Melbourne CBD	Bairnsdale
Mulgrave	Ballarat
St Albans	Bendigo
Dandenong	Geelong
Frankston	Horsham
Preston	Mildura
Werribee	Morwell
Box Hill	Shepparton
	Swan Hill
	Traralgon
	Warrnambool
	Wodonga

When completing the registration form, select the day and session which is most convenient for you. You should plan your travel carefully so that you arrive at the test centre no later than half an hour before your session is due to start.



**Please Note:** A minimum of five (5) candidates will be required for a sitting to go ahead. If a session is cancelled due to a lack of candidates you will be notified and allocated into your second preference centre.

**There are no interstate test centres. Additional sessions and test centres will not be established.**



For more information on the test content see the Test Preparation section page 16



## Registration Fees

The fee to sit the Victoria Police Entrance Examination is **\$160** (GST inc). When you register online you may also pay by credit card (Mastercard, AMEX, Diners or Visa, including Visa and Mastercard debit cards). EFT payments will also be accepted.

The online payment option operates through an e-commerce facility on the ACER website. Credit card details are not recorded or stored by ACER but are encrypted at point of capture and transmitted direct to the bank, without entering ACER information systems. Thus you can be assured this is a safe payment option.

Your registration test payment of \$160 must be received at the time of registering or if paying by EFT no less than seven (7) business days before your test sitting. If there is a delay in payment you may not be permitted to sit the examination.

## Refunds

Registration fees for the Victoria Police Entrance Examination will be refunded upon request up to seven (7) days prior to your scheduled sitting, however an administrative charge of **\$40** will be deducted.

All refund requests must be submitted in writing by email to: [vicpol@acer.edu.au](mailto:vicpol@acer.edu.au)

Candidates that register but do not sit, without notifying the ACER Victoria Police Office, should be aware that their registration fee will not be refunded and such circumstances may eliminate them from applying to the Victoria Police for a period of 12 months from the scheduled test date.

ACER reserves the right absolutely to refuse or cancel a registration in circumstances where a registration is not bona fide or the registration fee is not received seven (7) days prior to a session booking.

### Refund Terms

You may have legal rights and guarantees under Australian Consumer Law, including the right to a refund in certain circumstances. Nothing in this booklet purports to exclude, restrict or modify any of these legal rights or guarantees.



**Please Note:** ACER fulfils its commitment to you by reserving a place for you (which would otherwise be available to another candidate) in the Victoria Police Entrance Examination and making all necessary preparations (which need to be completed a reasonable time before you sit the Victoria Police Entrance Examination) for you to sit the test. If you are unable to participate in the Victoria Police Entrance Examination due to a change of mind, inconvenience or ineligibility, or you no longer need to sit, and you fail to notify ACER seven (7) days in advance of your scheduled test, your registration fee will not be refunded (unless you have the right to a refund under Australian Consumer Law).

## Session Changes and Deferrals

Applicants are able to change their test booking up to seven (7) days prior to their allocated test session; after this time no session changes will be permitted.

To change your session please go to:  
<https://vicpolreg.acer.edu.au>.

Log in to the Candidate Login page using the details previously provided to you by email.

**Application ID number: XXXXXX**

**Surname: XXXXXXXXX**

**Please Note:** Seats in each session will be allocated on a first in, first served basis. ACER and Victoria Police do not guarantee that applicants will be able to reserve a seat in any given session.

If you need to change your session within seven (7) days of your session you may apply in writing by email to [vicpol@acer.edu.au](mailto:vicpol@acer.edu.au). You must have a valid reason with supporting documentation (such as medical certificate).

If you book a test session but do not attend without notifying ACER your application to Victoria Police will be void and you risk a twelve (12) month delay in applying again.

## Special Testing Consideration

ACER will make alternative testing arrangement subject to approval from Victoria Police. All applicants wishing to apply for special testing consideration should contact Victoria Police to discuss their needs. Victoria Police will work with ACER to ensure equitable testing arrangements are made where reasonably practicable.

# Test Centre Procedures and Regulations



## Admission Ticket

You will be emailed an Admission Ticket **seven (7) days** prior to your allocated test session.

Your Admission Ticket will be accessed through the Candidate Login page located at:  
<https://vicpolreg.acer.edu.au>

To access your ticket you will need the details previously provided to you by email.

**Application ID number: XXXXXX**

**Surname: XXXXXXXXX**



**Please Note:** You are advised to add [vicpol@acer.edu.au](mailto:vicpol@acer.edu.au) to your address book prior to registering.

When completing their online registration **all applicants must** upload a current photograph. This photo will appear on your Admission Ticket. Photos may be uploaded at the time of registering. **The Admission Ticket must be printed and taken with you to the test centre**, it will be collected by a supervisor as testing is completed and returned to ACER.

### IMPORTANT:

If you arrive at a test centre without an Admission Ticket, you will be refused entry and will not be permitted to sit the test. There will be no exceptions.

When you receive your Admission Ticket please check it carefully and email ACER immediately if there are any errors.



## Reporting to the Test Centre

At the time of registering you will be allocated a seat in your chosen session. You must report to the test centre half an hour before your designated session start time as listed on your Admission Ticket. This additional time is necessary to complete pre-testing procedures.

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:

- › Admission Ticket – with photo included
- › Suitable and current photo identification (see below)
- › Black or blue pens for the writing components.

## Identification on the Test Day

Acceptable identification is as follows:

- › Drivers licence. (Interstate/international drivers licences are accepted.)
- › Probationary licences are also acceptable.
- › Learner Permit.

All candidates will be required to show their identification to supervisors on attendance at the test centre.

If for any reason a candidate cannot provide their photo identification on the test day (e.g. because of a lost wallet) they must provide a signed statutory declaration confirming their identity.

They must also provide by email or mail a certified copy of their driver licence to the ACER Victoria Police office no later than ten (10) days after their allocated test sitting. Failure to do so may result in results being withheld.

## Security

The Victoria Police Entrance Examination is a high stakes test. Therefore ACER, in conjunction with the Victoria Police, has established security procedures which have been outlined in this booklet and will be strictly enforced at all times.

## Permitted Items

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



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

You may bring a bottle of drinking water into the test centre with you.

## Leaving Early

The Victoria Police Entrance Examination is a high stakes test administered under secure conditions. Candidates may not leave the test centre before the full testing time has 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 results being withheld.

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 of the security arrangements for the Victoria Police Entrance Exam;
- › impersonation;
- › attempting to copy or memorise all or part of the test, or to 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, calculator, mobile phone, audio/recording device etc.);
- › writing, or marking your essay booklet, during reading time or working after the instruction is given to stop;
- › copying another candidate's work;
- › using the test questions, their content or information about them for purposes other than your sitting of the Victoria Police Entrance Exam. 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 Victoria Police Examination questions, 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 ACER's copyright material.
- › PENALTIES for misconduct include: withholding of your Victoria Police Entrance Examination results or disqualification from sitting the exam in the future. YOU ARE PUT ON NOTICE that there is NO APPEAL from any penalty applied.

## Infringement of Copyright

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



# Results

## Victoria Police Entrance Examination Results

ACER will advise candidates by email when they can access their results. Candidates will be advised to go to the login page at: <https://vicpolreg.acer.edu.au>

**Application ID number: XXXXXX**

**Surname: XXXXXXXXX**

Results will take approximately five (5) business days to process after the test date. To be selected to progress to the next stage of the Victoria Police recruitment process, candidates must obtain a score at or above the pass marks listed for each section in the table below.

You will receive a score for each of the eight (8) test components. These are raw scores, they are not scaled and are not percentage marks.

Victoria Police will be advised of your results soon after you receive them from ACER. If you pass all components, Victoria Police will correspond with you via e-mail to advise you of the next stage in the selection process. If you fail any components on your first attempt, it will be your responsibility to book yourself in to re-sit any failed components after 3 months have lapsed. If you fail any components of your re-sit attempt, Victoria Police will also correspond with you via e-mail to advise you of the status of your application.



Literacy Skills	Summary Writing	Extended Writing	Verbal Reasoning	Abstract Reasoning	Numerical Reasoning	Oral Assessment	Computer Skills Assessment
38/50	14/20	14/20	15/34	32/45	13/34	14/20	22/25



## Currency of Results

Victoria Police Entrance Examination results are valid for a period of three (3) years from the date that you **passed** all components of the test.

## Re-sitting

Applicants that fail to pass any section of the test are permitted to re-sit the relevant test components. Applicants must wait for a period of three (3) months after the date of their first attempt before undertaking the test again.

### To book a re-sit please go to:

<https://vicpolreg.acer.edu.au> and follow the instructions for booking a test sitting.

All re-sit components must be completed in a single sitting and completed within fifteen (15) months of your original sitting. If a candidate fails to succeed a second time their application will be rejected by Victoria Police and they must wait a period of twelve (12) months from the re-sit date before re-applying.



**Please Note:** Applicants will need to re-apply to Victoria Police and obtain a new application number.

### The cost to re-sit:

<b>Single component in Reading and Writing Assessment</b> (includes: Literacy assessment, Summary and Extended Writing)	<b>\$30.00</b>
<b>Multiple components in Reading and Writing Assessment maximum of</b>	<b>\$60.00</b>
<b>Oral Assessment</b>	<b>\$30.00</b>
<b>Computer Skills Assessment</b>	<b>\$20.00</b>
<b>Single component in Reasoning Test</b> (includes Verbal, Numerical and Abstract Reasoning)	<b>\$30.00</b>
<b>Multiple components in Reasoning Test maximum of</b>	<b>\$50.00</b>

## Appeals

Requests for re-marking will only be considered for the following components of the test, and the costs are as follows:

<b>Summary Writing</b>	<b>\$30</b>
<b>Extended Writing</b>	<b>\$30</b>
<b>Oral Assessment</b>	<b>\$20</b>

To apply for a re-mark please submit your request in writing, email is acceptable to ACER at [vicpol@acer.edu.au](mailto:vicpol@acer.edu.au)

No other test components will be considered. ACER and

Victoria Police will not enter into appeals against results for the following test sections:

[Literacy Skills](#)  
[Computer Skills Assessment](#)  
[Abstract Reasoning](#)  
[Verbal Reasoning](#)  
[Numerical Reasoning](#)

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 ACER Victoria

Police Office 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 ACER Victoria Police Office 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.

# Preparation Strategies



## Self-improvement

It is recommended that candidates take steps to ensure they are adequately prepared for the Victoria Police Entrance Examination.

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

## Preparation Materials

Sample questions are provided by Victoria Police and ACER and can assist you to improve your language and literacy skills.

It is recommended you attempt these questions to identify areas needing development then continue practicing 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.

## Preparatory Courses

Preparatory course are conducted by a number of TAFEs and training organisations across Victoria. These may be offered as face-to-face or online course. Course content, duration and cost will vary. Participation in a course can assist you to improve your literacy and oral communication skills.

## Internet Research

It is recommended that you use all the relevant assessment tools available on the Internet. You may wish to use the following search strings to access information and tools to help you prepare:

- › Literacy self assessment
- › Literacy sample test questions
- › Literacy practice tests
- › Oral communication test sample
- › Speech and oral communication sample

## Literacy Skills

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

Below are some general tips to improve your literacy skills. They have been broken up into the areas of reading, writing and oral communication.

## 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.



Tests are run on a monthly basis, check the website <http://vpol.acer.edu.au> for the most up-to-date information on test dates.





## Writing

1. After reading a newspaper article, write a summary of the main points and key supporting evidence.
2. Watch a piece on television or YouTube then write a description of what you saw and a summary of the footage.
3. Re-read your pieces of writing the next day - be critical about your work and challenge yourself to find areas you can improve.
4. Ask another person to review your writing and provide feedback.



## Oral Communication

Oral communication involves listening, including the ability to interpret information, and speaking, including the ability to convey the meaning of your message.

1. Speak as often as possible to as many people as possible - practising will help you improve.
2. Listen to a news bulletin or watch an article on television with another person then explain the details of what you saw to them.
3. Read out loud and listen for your mistakes.
4. Arrange social events where you can practice your speaking and listening skills with other people.

## Computer Literacy Assessment

To prepare for the computer literacy assessment you need to make sure you are confident and competent at using a computer, keyboard and mouse, and can understand and use the features of common software packages to undertake everyday related computer-based tasks.

You can practice these skills by using a computer in the following ways.

- › Using a Word processing package such as MS Word to undertake different tasks relating to:
  - locating and opening files
  - accurately entering information into a document or form
  - formatting text
  - saving files - how and where you save files
- › Using an email software package such as MS Outlook to undertake different tasks relating to:
  - using and constructing the content of emails
  - sending emails
- › Using the internet to undertake different tasks relating to:
  - searching for information
  - finding relevant information

## Reasoning Tests - (Verbal, Numerical and Abstract)

The **Verbal and Numerical** reasoning tests are designed to measure these abilities as demonstrated by the capacity to see relationships and solve problems. The tests are primarily intended as a measure of general 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 with words and numbers is involved. While the questions require the use of words and numbers, the level of knowledge required is within that of most people who have completed Year 10. The **Abstract** reasoning test is included in order to give a balanced measure of general cognitive ability.

The reasoning tests are **multiple choice** format for the **Verbal** and **Abstract** reasoning. The **Numerical reasoning** involves entering numbers as answers to the questions.

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.

For the **Numerical** reasoning read through the question 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.

### 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.

## NUMERICAL REASONING

Numerical reasoning measures your ability to understand, analyse, interpret and draw logical conclusions based on numerical data and situations presented in words, patterns and tables.

## 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 are provided to help you prepare for the Victoria Police Education Entrance examination. The sample questions help you to practice your skills for the Literacy Skills, Summary Writing Task, Extended Writing Task and Oral Assessment Task components.

# Sample Questions

## Literacy Skills

The Literacy Skills assessment requires you to demonstrate competent use of the English language including grammar, spelling, punctuation, vocabulary and comprehension of texts.

The Literacy Assessment is divided into four sections:

- **Task 1 and 2:**  
You will be given a short passage of text followed by 9 comprehension multiple-choice questions (Task 1) and 6 vocabulary multiple-choice questions (Task 2). You will be required to choose the best answer for each question from the options provided.
- **Task 3:**  
You will be given a short piece of text and you will be required to correct the 11 mistakes by selecting the answer from the alternatives provided.
- **Task 4:**  
You will be given 24 multiple-choice questions and you will be required to select the correct answer from the alternatives provided.

**Time allowed:** 45 minutes of writing time.





## Practice Questions:

### TASK 1: READ AND UNDERSTAND A TEXT

Read and understand the text and answer the five multiple-choice questions following.

#### **Mandatory ID cards for Australians**

The Australian National Identification card was first raised at the National Tax summit in 1985 as a way to amalgamate government identification systems and reduce the ability to avoid tax and commit health and welfare fraud. The Federal government was keen to introduce legislation to streamline identification for Australian citizens. However, the bill was not passed by the parliament.

Ewart Smith, a retired public servant, noticed some flaws in the draft legislation. Certain regulations necessary for the operation of the ID card system could be overturned by the Senate, which, at the time, was hostile to the idea of the card. As a result, the ID card for Australian citizens was dropped.

After the 2005 London terrorist bombings, the Australian Government once again proposed the introduction of the Australian ID card as a way to help the government combat terrorism and address flaws in the immigration system. The Government believed that an ID card would make a person's ability to enter Australia under a false identity more difficult and this would deter potential terrorists.

In 2005, critics of the Australian ID card both in Parliament and the general community believed the ID card would infringe on the privacy rights of Australian citizens. The card was seen as an unnecessary piece of bureaucracy that the current Australian passport and Tax File Number systems already addressed.

Ultimately, the idea of an Australian National Identification card has been shelved. However, in today's current climate of international terrorism, it can never be ruled out.

## COMPREHENSION

### Question 1

What is the main purpose of this text?

- A** To inform about the history of a potential Australian identification card
- B** To criticise the Australian Government's failure to introduce the Australian identification card
- C** To advocate for the necessity of an Australian identification card
- D** To persuade Australian citizens to accept a national identification card

### Question 2

What does the passage state is the benefit to the Australian people of the Australian ID card?

- A** Facilitate entry to and exit from Australia
- B** Reduce entry to Australia under a false identity.
- C** Help Australians consolidate their government records.
- D** Improve the Australian Government's control of records.

### Question 3

Which of the following statements is a personal opinion?

- A** The Government believed introduction of the ID card would make terrorist acts in Australia less likely.
- B** After 2005, the Australian Government again proposed the introduction of the Australian ID card.
- C** The idea of an Australian national identification card was first proposed at the National Tax summit in 1985.
- D** Ewart Smith noticed some flaws in the draft legislation, which would prevented the bill from being passed.

## VOCABULARY

### Question 4

The legislation for the Australian National Identification card was not passed through parliament because...

- A** the flaws in the draft legislation were too restrictive
- B** the ID cards system would allow entry into Australia under a false identity
- C** critical operational regulations could be rejected
- D** the government did not have the general public's support for the ID Card

### Question 5

The writer refers to the card as being proposed to “amalgamate government identification systems”. This means they would be ...

- A** consolidated
- B** eliminated
- C** substituted
- D** regenerated



## TASK 2: CORRECT THE MISTAKES IN THE TEXT

The following paragraph contains gaps for grammar, spelling and punctuation.

For each multiple-choice question below, select the correct option to fill the corresponding gap, ensuring that the meaning of the sentence is retained.

### Newspaper – Gender pay gap

The Workplace Gender Equality Agency (WGEA) has been advocating equal pay for both men and women for some time. The Agency has seized on international research that indicates the pay \_\_\_(6)\_\_\_ in an organisation begins to shrink when the boss has a daughter.

As part of a national pay equity campaign \_\_\_(7)\_\_\_ the statutory agency has come up with a new approach to highlight the \_\_\_(8)\_\_\_. The WGEA will \_\_\_(9)\_\_\_ bottles of ‘daughter water’ to the heads of more than 3000 companies that have not conducted an internal gender pay analysis.

The WGEA will also launch a new website for employees to check whether their company has conducted a gender pay analysis.

### Question 6

- A    desparity
- B    disperety
- C    disparity
- D    desperity

### Question 7

- A    ,
- B    ;
- C    !
- D    ?

### Question 8

- A    descrepancy
- B    discrepancy
- C    discrepency
- D    descrepency

### Question 9

- A    despatch
- B    dispach
- C    dispatch
- D    despach

### TASK 3: USE THE RIGHT WORD OR PUNCTUATION

Answer the 10 multiple-choice questions.

#### Question 10

Select the underlined word that is spelled incorrectly.

Fully grown caterpillars attach themselves to a suitable twig or leaf before shedding their outer skin to reveal a hard skin underneath.

- A** attach
- B** shedding
- C** reveal
- D** underneath

#### Question 11

Which word should go between these two sentences?

Tom was excited to be travelling again \_\_\_\_\_ so many years had passed since his last trip.

- A** while
- B** during
- C** before
- D** after

#### Question 12

Select the word that would best fit the gap in the sentence.

"I'm \_\_\_\_\_ to the store to buy some milk"

- A** go
- B** going
- C** gone
- D** went

#### Question 13

In the sentence below, a comma should be placed after which phrase?

Lots of people want to ride with you in the limo but what you want is someone who will take the bus with you when the limo breaks down – Oprah Winfrey

- A** Lots of people,
- B** ride with you in the limo,
- C** what you want is someone,
- D** who will take the bus,

### Question 14

Select the word that would best fill the gap in the sentence.

"I will eat fish for dinner and also \_\_\_\_\_ some milk."

- A** drank
- B** drink
- C** drunk
- D** drank

### Question 15

Select the underlined word that is out of place in this text.

*Dear Auntie May,*

*I was very happy to see you at our family lunch last Sunday.*

*Would you be free on the weekend for a visit? I want to catch up with you and share all my news. It has been too long since we caught up by ourselves.*

*I am happy to visit whatever day suits you best. FYI, Saturday is a good day for me.*

*I'm looking forward to seeing you soon.*

- A** weekend
- B** too
- C** FYI
- D** soon

### Question 16

Select the word that would best fit the gap in the sentence.

"Snakes have a flexible jaw which \_\_\_\_\_ them to eat prey that is larger than their own head."

- A** authorises
- B** accepts
- C** affirms
- D** allows



### Question 17

Select the underlined word that is out of place in this text.

Australia is internationally recognised for many interesting facts. For instance, Melbourne has the largest Greek population in the world outside of Athens, Greece. More than 80 per cent of Australians live within 100 kilometres of the coastline, making ours one of the world's most urbanised coastal-dwelling populations. Australia also has the highest proportion of immigrants in a developed nation with over 25% of Aussies born in another country. Australia truly is a unique country.

- A** interesting
- B** population
- C** urbanised
- D** Aussies

### Question 18

Which word should go between these two sentences?

The police officer took statements from witnesses at the road accident \_\_\_\_\_ these would be needed later in court.

- A** because
- B** therefore
- C** although
- D** despite

### Question 19

Select the underlined word that is out of place in this text.

Dear Sir/Madam,

*My payment is overdue but this does not justify your collection officer's recent dodgy behaviour. Since we agreed a payment plan last week, the telephone calls have continued and I feel harassed. These calls must stop immediately or I will take further action.*

Sincerely,

Robert Hughes

- A** a. dodgy
- B** b. agreed
- C** c. harassed
- D** d. immediately

## Summary Writing Task

The Summary Task requires you to write a concise set of notes summarising the main ideas and the key supporting details in a passage of text.

- Bullet points, numbering and headings/sub-headings may be used.
- Candidates should:
- pay attention to spelling, punctuation and grammar, as all English skills will be assessed
- give the Summary a title
- use appropriate language
- use a style of writing suited to the audience and purpose
- plan the response so that ideas are expressed logically
- write enough for the assessor to mark (approximately ½ - 1 page).

**Time allowed: 20 minutes of writing time**

**Practice Questions:**

## TEXT

### **Mandatory ID cards for Australians**

The Australian National Identification card was first raised at the National Tax summit in 1985 as a way to amalgamate government identification systems and reduce the ability to avoid tax and commit health and welfare fraud. The Federal government was keen to introduce legislation to streamline identification for Australian citizens. However, the bill was not passed by the parliament.

Ewart Smith, a retired public servant, noticed some flaws in the draft legislation. Certain regulations necessary for the operation of the ID card system could be overturned by the Senate, which, at the time, was hostile to the idea of the card. As a result, the ID card for Australian citizens was dropped.

After the 2005 London terrorist bombings, the Australian Government once again proposed the introduction of the Australian ID card as a way to help the government combat terrorism and address flaws in the immigration system. The Government believed that an ID card would make a person's ability to enter Australia under a false identity more difficult and this would deter potential terrorists.

In 2005, critics of the Australian ID card both in Parliament and the general community believed the ID card would infringe on the privacy rights of Australian citizens. The card was seen as an unnecessary piece of bureaucracy that the current Australian passport and Tax File Number systems already addressed.

Ultimately, the idea of an Australian National Identification card has been shelved. However, in today's current climate of international terrorism, it can never be ruled out.

### **Your task**

- Write a summary of the text – Mandatory ID cards for Australians.
- This should be an accurate and concise set of notes which identifies the main points and key supporting details of the text.

### **Advice to Candidates**

- Give your summary a title
- Write in note form (you do not need to write in full sentences)
- You may use bullet points, numbering, headings and/or sub-headings to clarify your notes
- Length – your summary should be no more than ½ page of average-sized hand writing
- Write a plan or draft first



## Extended Writing Task

The Extended Writing Assessment requires you to produce a clear, fluent piece of writing based on the two arguments given.

### You should:

- › pay attention to spelling, punctuation and grammar as all English skills will be assessed
- › structure the piece of writing appropriately, e.g. include a beginning, a body and a conclusion
- › use appropriate language
- › use a style of writing suited to the audience and purpose
- › plan the response so that ideas are expressed logically
- › write enough for the assessor to mark (approximately 2 pages - no word limit)

**Time allowed:** 45 minutes of writing time.

### Practice Questions:

Read the two texts below. They express two different viewpoints on the same question.

### Your task

- Write your own contribution to this discussion. Give your opinion on the issue of whether the retirement age should be raised, and explain the reasons for your view.
- You may comment on the logic and/or evidence provided by the two writers in their comments.
- You may use any other information that you think is relevant.

### Advice to Candidates

- Plan your time
- You must write in complete sentences
- Write a plan or draft first.

### Your writing will be assessed on the following points:

- Logical Structure
  - Does it have an introduction and a conclusion?
  - Is it organised into clear logical paragraphs?
  - Have you supported each point you make with relevant reasons?
- Writing Style
  - Is the writing clear and to the point?
  - Can the reader understand what you mean on first reading?
  - Is the tone appropriately formal?
  - Have you used words accurately?
- Writing Conventions
  - Correct spelling, grammar and punctuation.

### Suggested Length:

- You should aim to write approximately 300-350 words.
- This is equivalent to approximately a page of average sized handwriting.

### Should we raise the retirement age?

#### Pro - Carl Lewis

The burden of rising health and aged-care costs in the Australian Federal budget has been identified by the Productivity Commission as a consequence of unforeseen healthcare costs and the impact of Australian's increasing longevity. The Commission reported recently that these significant costs to our budget had been underestimated and an estimated 21 per cent tax increase is needed to meet the shortfall in health and aged-care costs. The alternative is for the retirement age of our workforce to be raised.

The Productivity Commission Chairman, Peter Harris, stated recently, "We'd like to provide some better incentives for people to think about continuing to work, because an aging population will cost us." He went on to explain that when the aged-care pension was first introduced around 1900, people typically lived for about 13 years past retirement. By comparison, a person born in 1986 will live for nearly double that time past retirement.

Overall, Australians are prosperous and are living longer. The rising costs of healthcare for an aging population are a significant government expense. In addition, our government provides benefits to support our aging population, including the aged-care pension and healthcare card and subsidise a range of health and community services run by public and private providers and volunteers.

However, as Australians who are living longer, we also need to take some responsibility for the rising costs of our health and aged-care and not expect the government to shoulder the burden. As a community we must address this significant financial problem if we want to continue to live well into our older age and remain financially secure.

#### Con – Justin Banks

In response to Carl Lewis' letter I would like to ask, how is making people stay at work longer really going to help address our aging population's health and aged-care needs? I think the government's knee-jerk reaction is not substantiated by data showing the cost-benefit of raising the retirement age and does not acknowledge the complex issues that would need to be addressed to implement this change.

Recently the National Seniors Australia Chief Executive Officer, Michael O'Neil, suggested that simply raising the retirement age may not be the solution to this problem. Mr O'Neil stated workplace ageism is a significant problem for those aged in their late 50's and older and this is a barrier to employment for them. He explained that a person who loses their job at 55 will be out of work on average 72-plus weeks. It appears mandating when people retire is not going to change workplace attitudes towards hiring seniors and until there is a significant shift in this ageism, increasing the retirement age is not the solution.

COTA Australia, representing older people in the workforce, appears to agree there is no one simple answer to this complex issue. COTA Chief Executive, Ian Yates, stated removing age discrimination in the workplace should be a priority. He also offered an alternative to raising the retirement age by suggesting taxpayers, as a whole, could agree to pay significantly higher taxes which would result in a more generous pension as well as free health and aged-care services. Mr Yates also suggested that the alternative to paying more tax would be to

implement a 'user-pays' system for our health and aged-care services which would place the financial burden on the individual rather than the government.

People who are aged 55 and older experience declining health and the strain of working could exacerbate their health issues and place a larger burden on the healthcare system. It seems that the suggestion of raising the retirement age to keep people working longer to cover rising health and aged-care costs could also create more healthcare problems.

Raising the retirement age is not the simple solution to the issue of rising health and aged-care costs. Extensive research, including a cost-benefit analysis, is required to demonstrate whether there would, in fact, be any financial gains. And we would also need to address the complex issues faced by seniors in the workplace to ensure that employment opportunities exist for seniors.

### **Suggested Response**

I agree with COTA Australia's opinion that there is no simple answer to this complex issue. As Australians we have an expectation to continue to live well beyond our working life. The current warning from the Productivity Commission of the impact of Australian's increased longevity is something we must act on.

However, to suggest that this issue has only two solutions – increase taxes by 21 per cent or raise the retirement age - I believe, is short sighted. After reading both sides to this issue, I think a blended solution may be the best approach.

We are lucky to live in a country where we have access to government funded health care, the aged-care pension and other support services for the elderly but I believe we have a need to re-assess the aged-care pension eligibility criteria. The current retirement age, and therefore access to the aged-care pension, is based on an arrangement established around 1900 and to assume this is still a good fit for today's society is foolish. As the Productivity Commission Chairman, Peter Harris, states, people at this time expected to live about 13 years after retirement. However, for a person born in 1986, the post-retirement period has risen to around double what our current aged-care pension system was designed to service.

I agree with the National Seniors Australia Chief Executive Officer, Michael O'Neil, who makes the point that raising the retirement age will not necessarily ensure that seniors can continue working, even if they're required to. He explains that currently workplace attitudes towards hiring seniors is a barrier to seniors finding employment and this workplace ageism needs to be addressed before we can assume seniors will have access to employment opportunities.

I think we could tackle this issue by finding some middle ground. It may be that we require the retirement age to be raised marginally – in other words, not to age 70, but slightly above the current retirement age, perhaps age 67. This could be supported by government incentives for businesses to hire seniors, workplace wellbeing programs to support seniors with increased leave to manage health-related issues and the option of part-time work to enable them to have more work/life balance.

I believe that the government should provide incentives for self-funded retirees by removing caps on tax-free superannuation contributions so that people can pay more into their superannuation funds while they're working. Increasing the number of self-funded retirees

reduces the cost of the aged-care pension in the government's budget and, as this group relies on the 'user-pays' system of private health care, there is a further reduction to the cost of health and aged-care.

A combination of initiatives including changes in workplace attitudes and practices towards seniors, government incentives to create jobs for seniors, the introduction of workplace support for seniors, changes to the government's superannuation scheme and moderate tax increases could begin to address some of the complex issues of raising the retirement age from 65 to 67.

I believe it is through thoughtful, inclusive debate involving key stakeholder groups, careful analysis and measured decision-making that we will come to an agreed solution. After all, the retirement age is an issue affecting all Australians so we must act with a range of sensible measures to ensure we have a robust solution to meet our economic needs now and for generations to come.

## Oral Communication Task

As part of the Victoria Police entrance assessment, you will be required to complete an Oral assessment task. You will be asked to observe a piece of footage. You will then be required to answer questions to demonstrate you comprehend what you saw. The assessment will be approximately 10 minutes duration.

### Your task

- In the oral assessment, you will be asked to watch a short video clip then talk about what you see.
- Please watch the sample video carefully:
- Car Strikes, I-95 Overpass in Fairfield - <http://vimeo.com/14132589>

### Advice to Candidates

You will be assessed on the following points:

- Showing an understanding of the footage and the requirements of the task
- Using correct English grammar when speaking
- Using language appropriate to the task, such as vocabulary, pronunciation and fluency
- Organising your thoughts and ideas to explain the footage
- Supporting each point you make with relevant evidence

### Questions

Answer the following questions about the footage:

- Describe what you observed.
- What emergency services were involved?
- Can you describe the car involved?
- Where did the accident happen?
- Where was the driver found?
- What is your opinion of what you observed?

### Tips to help you prepare for the oral assessment

- Practice, practice and more practice – the more experience you have speaking about a specific event the easier it will become
- Find footage you can watch, for example, the news, YouTube footage etc. and practice verbally recounting what you see
- Practice speaking with another person - encourage the other person to be critical of how you present information
- Use a recording device to record your speech then listen to the recording - keep practicing to improve on any issues
- Find someone you believe is a good speaker and ask them to review your recording



## Computer Skills Assessment

The IT skills assessment requires you to perform a series of activities on a computer using a keyboard and a mouse.

### Advice to Candidates

You will be assessed on showing an understanding of the following:

- How to follow instructions online
- How to navigate and use:
  - Word processing software
  - E-mail software
  - How to use internet search functionality
  - How to enter correct information into a document.

### Your Task

For this task you will need to practice using a computer that has:

- Keyboard
- Mouse
- Internet
- E-mail software
- Word processing software.

Using the computer, keyboard and mouse use the internet to look for information about Croatia.

Find the following information:

- Population
- National language spoken
- National Currency
- Image of Hvar, Croatia
- Open a new word processing document:
  - Type in heading "Croatia" and underline the heading
  - Enter the information you found – the population, the language spoken and the national currency
  - Save the document as "Croatia".
- Open a new e-mail:
  - Entitle the e-mail: 'Croatia'
  - Attach the document
  - Attach image of Hvar, Croatia
  - Send the email to a friend or colleague.

Tips to help you prepare for the oral assessment

- Practice using a computer or a mobile device (tablet or iPad)
- Search for information on websites
- Practice typing up information under timed condition.
- Practice using word processing, e-mail and the internet and become familiar with their use and functionality.

## Reasoning Test

### VERBAL REASONING

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

**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.

## NUMERICAL REASONING

- 1 Find the missing number in the following sequence.

3	6	9	12	?
---	---	---	----	---

- 2 Find the missing number in the following sequence.

4	3	6	5	?	7	10
---	---	---	---	---	---	----

- 3 Find the two missing numbers in the following sequence.

2	4	?	8	?	12
---	---	---	---	---	----

- 4 Find the number that should be in the empty square.

3	5	7
6	–	10
9	11	?

- 5 Find the number that should be in the empty square.

4	6	8
7	?	11
10	12	–

- 6 Find the number that should be in the empty square.

9	5	2
13	–	6
*	14	?

- 7 A car travels at an average speed of 60 kilometres per hour. How many hours will it take to travel 180 kilometres?

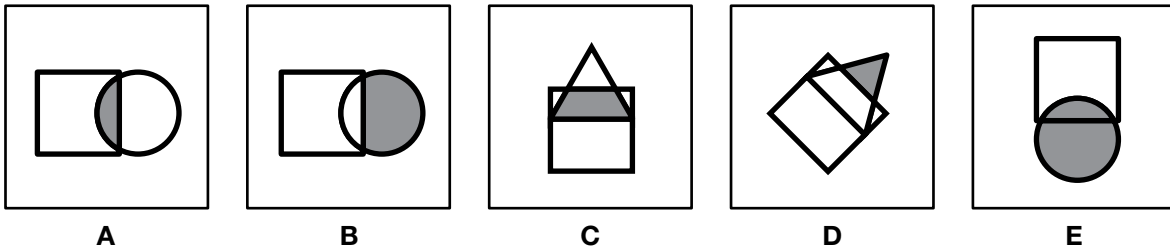
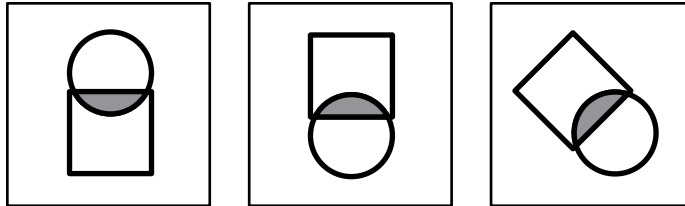
hours



## ABSTRACT REASONING

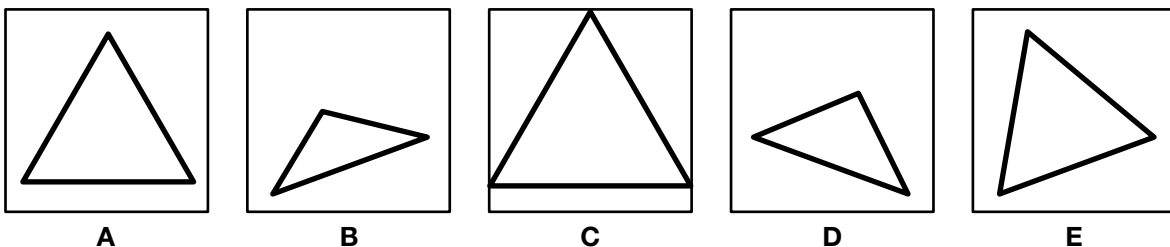
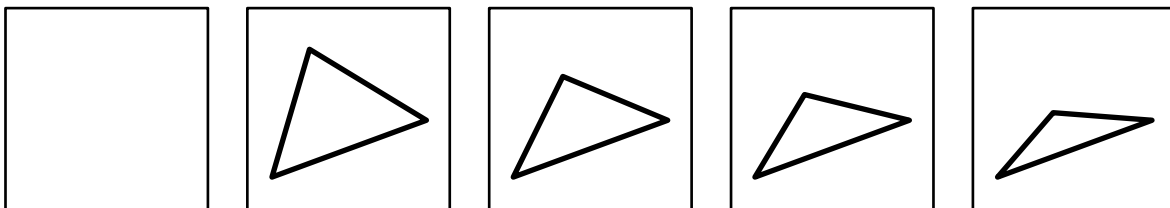
### Practice Question 1

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



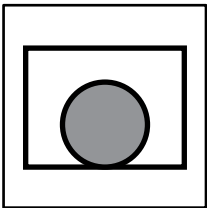
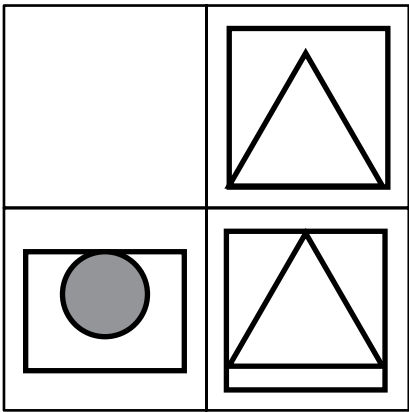
### Practice Question 2

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?

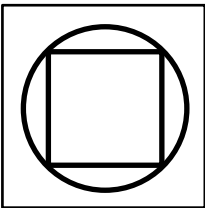


Practice Question 3

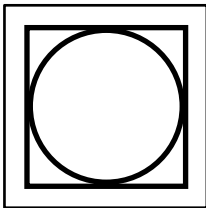
There is one missing shape in the pattern at the top. Which shape from the bottom row best completes the pattern?



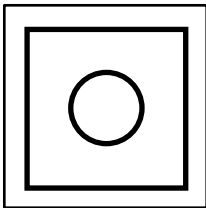
A



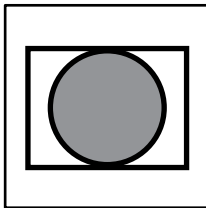
B



C



D



E

## Sample Questions Answers

### LITERACY

Task 1		Task 2		Task 3	
1	A	6	C - disparity	10	10. B
2	B	7	A - ,	11	11. D
3	A	8	B -discrepancy	12	12. B
4	C	9	C - dispatch	13	13. B
5	A			14	14. B
				15	15. C
				16	16. D
				17	17. D
				18	18. A
				19	19. A

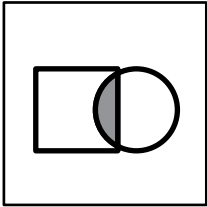
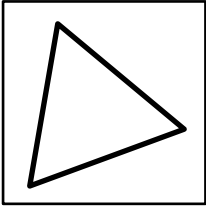
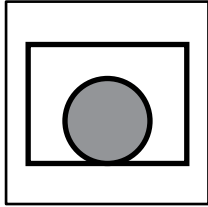
### VERBAL REASONING

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.

NUMERICAL REASONING

1	15
2	8
3	6, 10
4	13
5	9
6	11
7	3 hours

ABSTRACT REASONING

1	2	3
 A	 E	 A

## Legal Notice

1. By completing and submitting the registration form for the VICTORIA POLICE ENTRANCE EXAMINATION 2015 test located at <http://vpol.acer.edu.au> 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 2015 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, payment of the registration fee, refunds of fees, 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 2015 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).

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:

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

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

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.

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.

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 <http://vpol.acer.edu.au>.

9. **PRIVACY, PERSONAL INFORMATION and SENSITIVE DATA:** By completing the VICTORIA POLICE ENTRANCE EXAMINATION registration form 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 payment details, 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.

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 [www.acer.edu.au/privacy](http://www.acer.edu.au/privacy).

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

- 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

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