



# Special Operations Group Recruitment

## Information Booklet

## Information Sessions

Information Sessions will be conducted at the Technology Park Function Centre (address below) for people considering a role with the Special Operations Group. These sessions are a valuable way to learn more about the Department and hear from our current staff.

DATE	TIME	LOCATION
Wednesday 18 <sup>th</sup> May 2016	6.30pm	Technology Park Function Centre
Tuesday 24 <sup>th</sup> May 2016	6.30pm	2 Brodie Hall Drive, Bentley WA

If you have any queries relating to the information sessions or the role, please contact Jordan at the Special Operations Group on 9366 6276.

**Please arrive 15 minutes early to register your details.**

The Department of Corrective Services is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply.

## About the Department of Corrective Services

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The Department of Corrective Services (DCS) is a world class corrective services organisation which provides support to the justice system and the community of Western Australia by ensuring the security and safety of the community, staff and those in the Department's care.

The Department of Corrective Services' core focus is on:

- Security of detainees and prisoners in correctional facilities and offenders on community based orders;
- Safety of our people;
- Safety of offenders, detainees and prisoners; and
- Rehabilitation.

The Department reports to the Minister for Emergency Services, Fisheries, Corrective Services, and Veterans, the Hon. Joe Francis MLA, through its Commissioner James McMahon.

## Role of the Special Operations Group

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The Special Operations Group (SOG) is a service agency within the Operational Services Division (OSD) of the Department of Corrective Services (DCS). Based in the metropolitan area at the Hakea Prison Complex in Canning Vale, the SOG is the major provider of emergency support to all prisons and detention centres within the state:

Services include:

- Responding to major incidents
- Security/auditing evaluation
- High security escorts
- Searching
- Perimeter security
- Control room operations
- Operational and emergency management training

## A Typical Day in the Life of a SOG Officer

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The SOG is staffed 24 hours a day in order to provide a statewide response to emergency situations as required. When not providing an emergency response, SOG Officers undertake daily operational duties which may include high security escorts, search operations, security system testing and high visibility patrols of prisons. A typical day will also involve maintaining and upgrading work skills and qualifications through various training programs. Time is also allocated for strength and fitness, to ensure our SOG Officers can provide the highest standard of response. You can expect that each day will vary from the next; however the following table provides an example of how an operational shift at the SOG base could look:

## Sample daily schedule

<b>0700 – 0730</b>	Daily brief and personal equipment check.
<b>0730 – 1130</b>	Operational duties for the day and responding as required. On occasion, operational duties may require intrastate, interstate and international air travel (e.g., some high security escorts).
<b>1130 – 1230</b>	Lunch.
<b>1230 – 1630</b>	Requalification or additional skills training, whilst maintaining a response capability.
<b>1630 – 1800</b>	Physical training.
<b>1800 – 1900</b>	Housekeeping and standby.

### What it takes...

SOG Officers play a vital role in the work of the Department, exemplifying behaviours including respect, integrity, good judgement and initiative.

SOG Officers work effectively as team members, responding to directions and instructions, while building positive working relationships. Being able to operate within a structured environment with limited supervision, they are able to demonstrate reasoning and analytical skills to resolve problems, make decisions, and ensuring they carry out tasks to completion.

Working with people from diverse cultural backgrounds, SOG Officers have an ability to recognise, respect and learn how to work with gender, social and cultural differences, including with Aboriginal people.

Adept with both oral and written communication, SOG Officers utilise these skills to resolve conflict in a diverse range of contexts and situations.

### Physical Health and Fitness of a SOG Officer

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SOG Officers are required to maintain a high level of physical fitness in order to effectively carry out many operational tasks. Some scenarios can involve lengthy periods of strenuous activity (e.g., cell extraction, non-compliant prisoner restraint, riot control). Officers may also be required to run, walk, bend, lift and carry objects whilst dressed in restrictive clothing, such as personal protective equipment and breathing apparatus.

If a SOG Officer was not physically fit, they would be at risk of suffering personal injury to themselves, and may jeopardise the safety of others. SOG Officers therefore should view physical fitness as a lifestyle choice and partake in regular exercise and physical training. The most suitable candidates for the SOG Officer role will be those who regularly participate in team or individual sports, fitness activities, outdoors pursuits and/or arduous work.

Given the importance of physical fitness and health for SOG Officers, applicants will need to successfully complete two stages of fitness testing during the selection process (details in the Recruitment and Selection Assessments section).

## Employment Conditions

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### Competitive Salary

Initially you will participate in an intensive SOG Training Program during which we will pay you a training salary of \$54,521 per annum. Upon successful completion of the training course, the salary increases to \$70,777 per annum, with increments up to \$82,687 per annum. Employer contribution to superannuation is an additional 9.50%.

If an applicant has had relevant custodial experience (set criteria applies) in the past he or she may be eligible to apply to commence on a higher salary (refer to the Recognition of Prior Experience section of this booklet).

### Additional Allowances

Additional SOG allowances, to the value of \$5,547 pa, which may consist:

- Pager allowance
- BA (Breathing Apparatus) allowance
- Shoe (runner) allowance
- SOG Operational allowance
- Travel allowance (for travel between Hakea and Casuarina).

### Flexible Working Conditions / Shift Work / Travel

SOG Officers work in a 24/7 environment. Flexible shift arrangements could entail 10 and/or 12hr shifts, working days, nights, weekends and public holidays. Rosters are prepared and posted several weeks in advance.

When working as an Officer for the Special Operations Group, there will be a requirement for occasional intrastate, interstate and international travel by airplane, including light aircraft.

### Generous Leave Entitlements

- Six weeks of annual leave for SOG Officers working shifts
- Personal leave
- Parental leave (paid and unpaid)
- Purchased leave (ability to purchase additional annual leave on a pro-rata basis)
- Long service leave upon completion of 7 years continuous service.

## Salary Packaging

A range of benefits can be included in salary packaging. For further information contact Smart Salary on 1300 554 489 or visit [www.smartsalary.com.au](http://www.smartsalary.com.au)

## Other Benefits

- Uniform supplied (including boots, socks, jackets and hats)
- Job security
- Promotional and career development opportunities
- A rewarding and challenging career.

## Before you apply

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Please be aware that to be eligible for employment as a SOG Officer, you must:

- Be an Australian or New Zealand citizen, or have Permanent Residency status within Australia
- Possess a valid **C-Class (Manual)** driver's licence
- Possess a valid and unrestricted **Medium Rigid (MR)** class heavy vehicle licence or equivalent (or you must be willing to obtain this within 12 months of employment at your own expense)
- Possess a current Provide First Aid (HLTAID003) qualification, which includes the units of HLTAID001 Provide Cardiopulmonary Resuscitation and HLTAID002 Basic Emergency Life Support. At the time of appointment, the applicant must have 9-months validity remaining on the Cardiopulmonary Resuscitation component.

## How to Apply

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Your application is important as it will be used to determine your suitability to progress to the next stage of the assessment and selection process.

Applicants must also have a current, valid email address in order to apply, as all correspondence will be via email. Please contact the DCS Recruitment Team on (08) 9264 9615 if you do not have a valid email address or if you are unable to submit your application online.

**Please note:** You are strongly encouraged to submit your application early. Applications received after the closing date/time **OR** applications sent to us by email cannot be accepted.

### APPLY ONLINE (Preferred)

1. Go to [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) and search by position number: **201604**
2. Click on the "Apply for Job" button at the top/bottom of the screen.
3. Complete all of the online application questions.
4. Attach a **1-PAGE COVER LETTER** addressing the following:

**The role of a SOG Officer requires people who are able to work as part of a disciplined team in high pressure situations. Please outline the qualities you have, and the experience you bring, that would describe your suitability of fulfilling the role of a SOG Officer.**

5. Attach a current and comprehensive **RESUME** including the names and contact details of two recent, work related referees.

### BY POST

1. Complete application for vacancy form (form HRD0055 which is attached to the advert)
2. Attach a **1-PAGE COVER LETTER** addressing the following:

**The role of a SOG Officer requires people who are able to work as part of a disciplined team in high pressure situations. Please outline the qualities you have, and the experience you bring, that would describe your suitability of fulfilling the role of a SOG Officer.**

3. Attach a current and comprehensive **RESUME** including the names and contact details of two recent, work related referees.
4. If you decide to apply using the postal method, please ensure all the above documentation is included in your submission and ensure that it is securely stapled.
5. Send your paper application to:

DCS Recruitment Branch  
Locked Bag 22, Cloisters Square  
Department of Corrective Services  
Perth WA 6850.

**APPLICATIONS CLOSE ON**  
**MONDAY 30 MAY 2016 AT 4:30PM**  
**No late applications will be considered.**

## Recruitment and Selection Assessments

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The selection process has a number of stages, each tailored to assess your skills, knowledge, experience and abilities to match the requirements of the job.

### Important Points

1. Successful completion of all stages of the assessment process will require considerable time and commitment on your behalf.
2. Most of the assessments will take place during business hours (Mon – Fri, 8am to 5pm). In most cases it will not be possible to offer assessments outside of business hours.
3. Travel to and from any assessment location is at the applicant's expense.
4. The selection stages and the order in which they are undertaken are not set and may be subject to change depending on the needs of the Department.
5. You may be excluded from further assessment at any stage of the selection process. In this case you will be advised in writing via email.
6. Should you successfully reach the end of the selection process, this DOES NOT guarantee your employment. **Your successful completion of the selection process means that you will be placed into the Appointment Pool for a period of up to 12 months, from which you may be considered for vacancies as they arise.**

### SELECTION STAGES

To be selected to the SOG Appointment Pool, there are a number of assessment stages you must successfully undertake. Stages are not necessarily sequential. Due to timing restraints, some stages may overlap.

#### Shortlisting

Your cover letter, resume and application will initially be reviewed and assessed.

Applicants who are not Australian or New Zealand citizens, or do not have Permanent Residency status within Australia, will be excluded from the application process.

#### Fitness Test

You will need to successfully complete two stages of fitness testing during the selection process. Stage 1 will be conducted at the beginning of the assessment process, and Stage 2 at the end.

**Stage 1** – If your application is shortlisted, you will initially be invited to participate in Stage 1 of the Fitness Test, which will be conducted at the Corrective Services Academy. Stage 1 involves four tests: Beep Test (Shuttle Run); Agility Test; Grip Test; and the SOG Physical Abilities Test (PAT). You must pass each test to progress in the application process. To help you prepare, further detail about these tests is provided in the appendix to this booklet.

**IMPORTANT:** If you are invited to this stage, you will be provided with a medical clearance form to be completed by your doctor (at your own expense). It is necessary that you bring your completed medical clearance form on the day of testing in order to participate. **No exceptions will be made for candidates without a medical clearance.**

**Stage 2** – Undertaken at the end of the SOG selection process, Stage 2 is more arduous and intense than the first stage, and will provide assessors with a measure of each applicant's physical

strength and endurance. During this phase, applicants will also be assessed for their ability to follow instructions and their team work skills. More information about Stage 2 will be provided to you later in the selection process.

### Employment Profile Assessment (EPA)

The EPA consists of a number of tests and questionnaires that have been designed to provide information about your cognitive and psychological suitability for the role. The EPA will consist of two parts, which will be completed at different stages of the selection process.

1. **Aptitude tests:** A series of online tests designed to assess your aptitude for tasks requiring verbal, numerical and abstract reasoning skills. Applicants with the most competitive test scores will be progressed in the selection process.
2. **Personality questionnaires:** Questionnaires designed to provide us with information about your personal views, attitudes and beliefs.

*Note: EPA results remain valid for 12 months. If you have previously sat this assessment within the last 12 months, you must contact DCS Recruiting as some of your results may be used again for this application. If you are unsure, please contact the DCS Recruiting team to clarify your last assessment date.*

### Selection Panel Interview

A selection panel interview assesses an applicant's level of skills, abilities and knowledge. Trained panel members will ask a series of questions relevant to the role. Selection panel interviews may take up to one hour.

You should consider the following points in preparation for your interview:

- Be familiar with the role as outlined in the job advertisement and this information booklet.
- Consider the requirements of the role and think of specific examples of situations where you have applied the relevant skills and abilities
- Focus on the duties of the position and how they should be carried out, considering problems that might be encountered and how they would be resolved. It is also important to consider outcomes and results achieved.
- Be punctual and appropriately attired – neat and professional
- Take time to answer each question and present answers clearly and concisely
- Use the interview to ask any questions that you may have in relation to the position.

Applicants attending the interview will be asked to bring several completed department forms with them. You will be advised of the necessary forms when your interview time is scheduled.

### Reference Checks

You will be required to provide the details of two work-related referees who can comment on your character and performance at work. They should be a current/recent Manager, Team Leader or Supervisor who you have reported to.

Your referees may be asked to verify information that you have provided at other stages of the application process. They will also be asked to provide information about your work performance, especially in relation to the skills and attributes that are expected of SOG Officers.

## **SOG Medical Assessment**

The duties of a SOG Officer can be physical, and will involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. SOG Officers may need to use self-defense and control/restraint techniques during a critical incident. The medical assessment is designed to assess your overall health status, and whether you have any medical conditions which may impede your ability to safely perform the duties of an SOG Officer.

Aspects of the medical assessment will include (but are not limited to):

- Vision – Near, distance and peripheral vision will be assessed. Please be aware there is a minimum unaided (uncorrected) vision requirement of 6/18 in the better eye and 6/36 in the weaker eye. Outside this range, an assessment of your circumstances will be conducted on a case-by-case basis. As a minimum, however, you must be able to meet the corrected visual acuity standard of at least 6/9 or better when wearing soft contact lenses.
- Respiratory – including a lung function test. A history of asthma will also be carefully examined
- Cardiovascular health
- Musculoskeletal health
- Hearing
- General health and well-being.

## **Psychological Interview**

You will be required to attend a one-to-one interview with a registered psychologist. Be prepared to answer questions about yourself including your work, family and social life, some of which may be more personal than you would expect in a normal job interview. Interviews may take up to one hour. It is recommended that you adhere to normal interview protocol including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area.

Any recommendations from the interviewing psychologist will be considered by the Decision Panel who will make the final determination of your suitability (see section on Decision Panel).

## **Criminal Records Screening and Integrity Assessment**

Your application will be subject to a National Criminal History check and the Departmental Integrity Assessment, which is undertaken by the Department's Professional Standards directorate. The screening process may include searches of both State and Federal Government databases such as WA Police Records and the Department's Prisons Visitors Database, to identify any convictions or associations you may have that could compromise your employment within the Department. A previous criminal conviction or pending charge may not necessarily preclude you from being employed with the Department. This assessment will be made on a case by case basis.

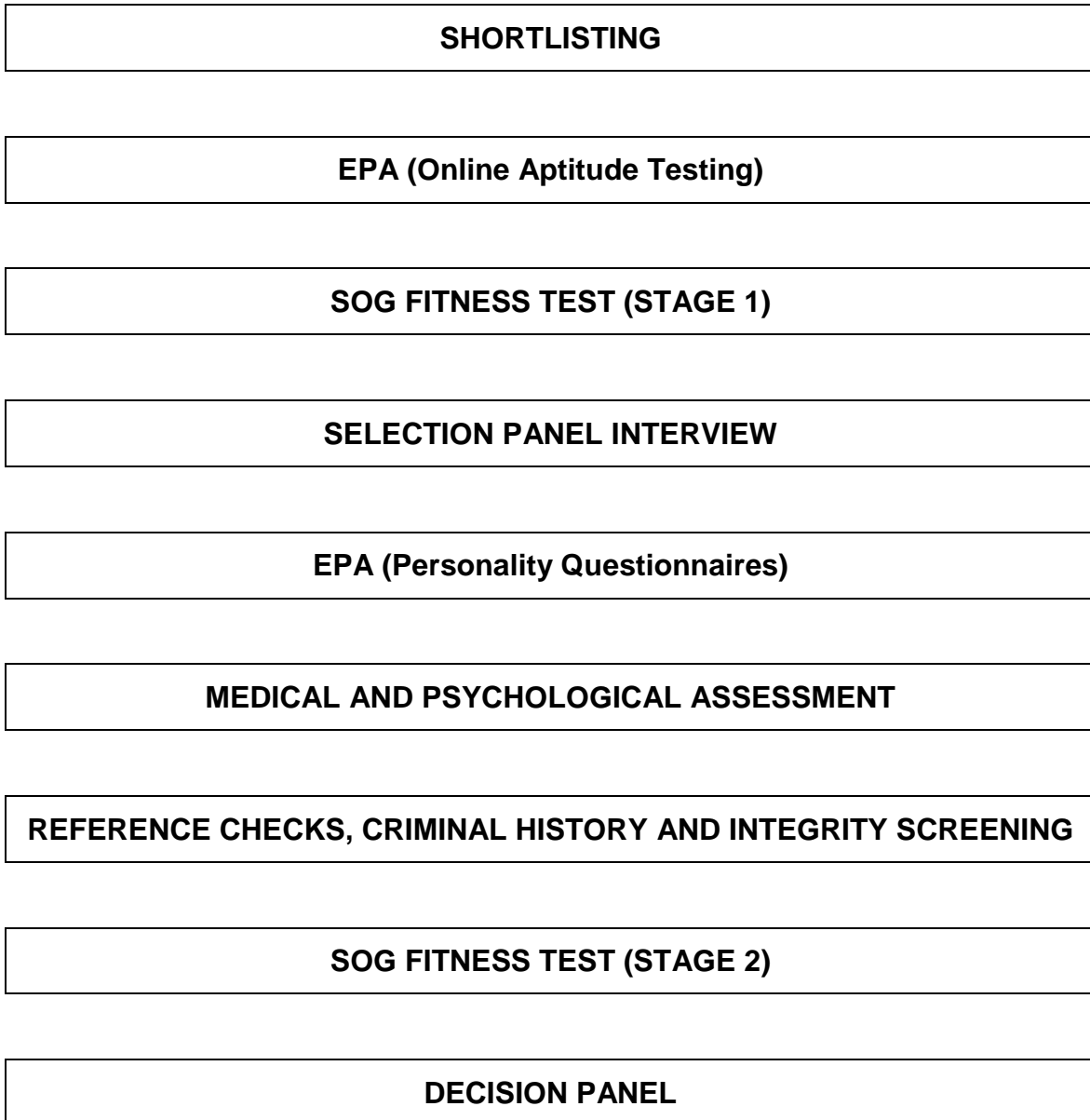
## **Decision Panel**

A Decision Panel has the responsibility to make a final determination about your suitability for employment as an SOG Officer with the WA Department of Corrective Services. The Decision Panel may comprise of, but is not limited to, an Operational Services Executive, Adult Custodial Executive, relevant Human Resources personnel, a senior Training Academy representative, the DCS Psychologist (Recruitment), and any relevant assessment specialists (such as the interviewing psychologists from our service provider).

The Decision Panel's role is to make a holistic assessment of your application using information obtained throughout the selection process. Based on your application, EPA results, psychological

interview, selection panel Interview and reference checks, the panel will make a consensus decision on your suitability for appointment to the Appointment Pool.

## **SUMMARY OF SELECTION STAGES**



## Appointment Pool

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If you have progressed through each assessment stage, and have been deemed suitable by the Decision Panel, you will be placed in the Appointment Pool for a period of up to 12 months during which time you can be considered for any SOG Officer vacancies within the Department of Corrective Services. **It is important to note that inclusion in the Appointment Pool DOES NOT guarantee appointment to a SOG Officer position.**

If there are more suitable applicants in the pool than vacancies available at any one time, the Department reserves the right to make offers to any applicant in the Appointment Pool. The appointment decision will be based upon a range of business needs including:

- the relevant knowledge and experience of pooled applicants;
- the competitiveness of pooled applicants based on the Decision Panel's assessment of the job requirements; and/or
- gender balance or other diversity requirements as outlined in the Department's Substantive Equality Policy.

### Other Pre-Appointment Requirements

Upon commencement of employment, you must Possess a current Provide First Aid (HLTAID003) qualification, which includes the units of HLTAID001 Provide Cardiopulmonary Resuscitation and HLTAID002 Basic Emergency Life Support. At the time of appointment, the applicant must have 9-months validity remaining on the Cardiopulmonary Resuscitation component. Evidence of the Certificate must be presented at the commencement of training.

As well as having a current C-Class (Manual) driver's licence, you must have (or be willing to obtain within 12 months of your employment in your own time and at your own expense) an unrestricted Medium Rigid (MR) class heavy vehicle licence.

### Withdrawal of Applicants from the Appointment Pool

There may be times when a successful applicant may lose their suitability or eligibility during the period they are in the Appointment Pool. A sporting injury for example may only result in a temporary loss of fitness and may be able to be rectified within 3 months. Other matters may affect your eligibility to remain in the Appointment Pool permanently. For example, an applicant may subsequently obtain a criminal conviction or acquire a long-term illness / injury while awaiting an offer of appointment.

Applicants are obliged to notify DCS Recruiting if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Appointment Pool. If in doubt – ask. Where an applicant in the Appointment Pool fails to maintain their eligibility, the Department may withdraw that applicant from the pool.

### SOG Training Program and Probation

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If selected to fill a vacancy, you will commence employment and undertake training as a Probationary SOG Officer. The probationary period is typically 9-months.

You will initially undertake an Entry Level Training Program which will cover core topics and skills from the Prison Officer Entry Level Training Program. Located at the Corrective Services Academy, you will undertake training in communication skills, the judicial system, welfare skills,

cross-cultural awareness, addiction studies, writing skills, offender management, prisoner programs, security and emergency procedures, and control and restraint.

You will then undertake the SOG Specialist Selection Course (4 weeks) at the SOG base at the Hakea Prison complex, covering specialist SOG topics and skills such as: riot control, firearms, perimeter response, high security escorts, TASER, cell extractions, roof operations and chemical agents.

## **Probation**

Upon successful completion of the SOG Training Program, you will complete the remainder of your 9-month probationary period on-the-job, whereby you will be required to demonstrate the competent application of specific skills and knowledge within a metropolitan prison and at the SOG, through various formal and informal assessments. You will be required to collate and submit a portfolio of evidence in order to demonstrate ongoing competency during this on the job component of your training.

You must receive a satisfactory performance appraisal at the end of the 9-month probationary period to be recommended for permanent employment. Upon successful completion of all training and assessment requirements, you will also be awarded a Certificate III in Correctional Practice (Custodial), which is a Nationally Accredited Training qualification.

## **Recognition of Prior Experience**

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### ***Do you have prior adult custodial experience?***

If you have relevant and recent custodial experience as a Prison Officer (or equivalent) in an adult custodial facility, then you can apply to have your prior service recognised which may increase your salary level upon successful completion of the Entry Level Training Program. When you have been made an offer of appointment, we can assess the nature and extent of your previous service and responsibilities, training and qualifications against the requirements for an SOG Officer with the WA Department of Corrective Services.

If you have relevant and recent custodial experience in an adult custodial facility, please indicate this in your application.

**Thank you for your interest in a career with the Department of Corrective Services**

## Fitness Assessment Information

The fitness assessment includes four main components:

- 20 metre Shuttle Run/ Beep Test (aerobic fitness);
- Agility/Zigzag Test (agility);
- Grip Test (average strength of both hands); and
- SOG Physical Abilities Test (PAT).

The minimum fitness standards are:

Gender	Shuttle Run / Beep Test	Agility / Zigzag Test	Grip Test (Avg both hands)	PAT
Male 40 yrs and over	Level 6.1	13 seconds	40 kg	Under 10 minutes
Male under 40 yrs	Level 7.1	13 seconds	40 kg	Under 10 minutes
Female 40 yrs and over	Level 4.1	14 seconds	26 kg	Under 10 minutes
Female under 40 yrs	Level 5.1	14 seconds	26 kg	Under 10 minutes

To meet these standards, we strongly encourage applicants to commence a training and fitness regime as soon as possible.

### BEEP TEST (SHUTTLE RUN)

MALE - Level 6.1 (over 40yrs)

FEMALE - Level 4.1 (over 40yrs)

MALE – Level 7.1 (under 40yrs)

FEMALE – Level 5.1 (under 40yrs)

**Start Position.** The candidate will stand behind one of the marked 20-metre lines prior to the start of the first auditory cue (“beep”).

1. Candidates will walk-run between the two parallel lines, 20-metres apart, with one foot crossing over or on the line at the completion of each lap. Speed will progressively increase by 0.5 km/h at each stage.
2. Speed control is achieved with auditory cues (“beeps”) with the time between cues being shortened at the end of each minute.

3. For each single “beep” within any level, the candidate should be at one end of the 20-metre shuttle, and should commence running to the other end when the next cue is heard.
4. The candidate will continue until he/she can no longer keep to the required pace which is determined by failure to maintain the timing pattern for two consecutive single “beeps”. Or until the required standard has been achieved.

#### Turn & Repeat



#### Incorrect Method/Standard

Candidate will fail this test under the following conditions:

- Candidate can no longer keep to the required pace.
- Candidate fails to maintain the timing pattern for two consecutive single “beeps”
- Candidate fails to place one foot on or over the 20-metre line

## AGILITY TEST

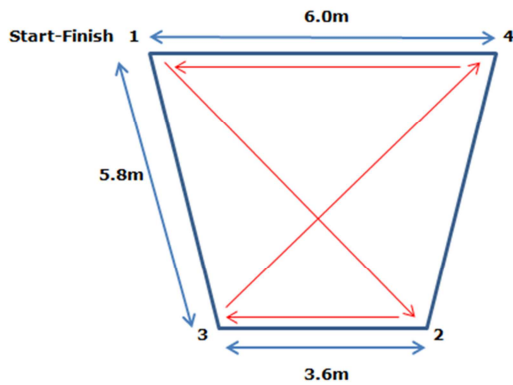
MALE - 13 seconds

FEMALE - 14 seconds

**Start Position.** The candidate will start by standing at *cone 1* with hand in contact with the cone and feet behind the line.

#### Action

1. On the whistle the candidate will run as fast as they can to cone 2 and kneel down (sitting on heels). Buttocks should be touching the heels.
2. Get up, run to cone 3 and lie down (on back). Both shoulders should be touching the ground.
3. Get up, run to cone 4. Touch the cone.
4. Run back to cone 1. Touch the cone.
5. Course must be completed in the designated time.



## Start

### Incorrect Method/Standard

Candidate will fail this test under the following conditions:

- Candidate fails to touch the side of each cone in sequence at the designated marked area.
- Candidate's buttock fails to touch heels (@ Cone 2)
- Candidate fails to lay flat on back (@ Cone 3)
- Candidate fails to complete the agility course in the designated time.

### Grip Strength Test

The Grip Strength Test measures the maximum isometric strength of the hand and forearm muscles. The standards reflect maximal capacities providing indication that candidates have the basic capacity to grip and utilise and/or retain specific items related to the custodial environment such as handcuffs, batons, keys etc. Grip strength is also a key requirement during any incident that may involve the physical restraint of an offender.

**Start Position.** Hold the dynamometer in the hand to be tested. The base should rest on first metacarpal (heel of palm), while the handle should rest on middle of four fingers.



Stand straight (to attention) with feet slightly apart and the arm placed alongside the body. The Dynamometer should be facing out and must not contact the body or clothing.

1. Squeeze the Dynamometer with maximum isometric effort, and maintain it for 3 - 5 seconds. No other body movement is allowed.
2. Complete the process again with the same hand. The Assessor will record the better of the scores over the 2 attempts.
3. Repeat with the other hand. The assessor will take the better of the scores for each and obtain the average.

### **Incorrect method/standard**

The candidate will fail this test under the following circumstances:

- Candidate does not achieve the designated level.
- Candidate allows the Dynamometer to touch their body or clothing
- The candidate bends the arm during the action of squeezing the Dynamometer
- The candidate swings the arm during the action of squeezing the Dynamometer

Applicants deemed unsuitable at the fitness stage will be advised via email.

## **SOG PHYSICAL ABILITY TEST (PAT)**

MALE – Under 10 minutes

FEMALE – Under 10 minutes

1. On the whistle the candidate will run to the 40 metre marker and complete 15 push-ups.
2. The candidate will run back to the start line, turn and run back to the 40mtr marker and complete 10 sit-ups.
3. The candidate will run back to the start line, turn and run back to the 40mtr marker and complete a 45 second prone bridge.
4. The candidate will run back to the start line, turn and run back to the 40mtr marker and complete 15 push-ups.
5. The candidate will run back to the start line, turn and run back to the 40mtr marker and complete 10 sit-ups.
6. The candidate will run back to the start line, and then complete a 1-kilometre run.



## CORRECT TECHNIQUES

### PUSH-UP

Push-ups are a test of upper body strength and endurance, as well as stabilising abdominal strength. They provide an indication of whether candidates have the basic capacity to support their own body weight or carry weight (e.g., breathing apparatus).

**Start Position.** The candidate will adopt a push up position with the toes on the ground, feet together, arms shoulder width apart with palms flat. The back should be straight and the head looking forward or down and arms fully extended (the “up” position).



#### Action

1. From the “up” position, lower body until the elbows bend to a 90 degree angle. The body should remain generally in a straight line and parallel to the ground. This is the “down” position.



2. Keeping the body generally in a straight line, the arms are then extended so that the body returns to the “up” position.
3. Returning to the “up” position constitutes one repetition.
4. The push ups must be conducted in a continuous movement to the designated standard.

#### Incorrect method/standard

An incorrect push-up includes:

- Bobbing
- Bottom in the air
- Back arched
- Elbows are not bent at a 90 degree angle in the “down” position.

## SIT-UP

Sit-ups provide an indication of whether candidates have the basic abdominal strength and endurance in supporting the body through a range of tasks. A strong abdominal region will assist in reducing the incidence of back injury when combined with correct lifting/dragging techniques.

**Start position.** The candidate is to lie flat on their back, legs at a 45 degree angle, with feet resting flat on the ground. Both hands should make a fist, and arms should be fully extended with wrists resting on the front of your thighs. The feet can be held by another person. This is the “down” position.



### Action

1. The neck and upper body are flexed in succession to raise the upper body. As the upper body is raised to the “up” position the hands slide up over the knees until the wrists touch the knees.
2. The body is then lowered until the shoulder blades touch the floor, thereby returning to the “down” position, constituting one repetition.
3. The chin is to be kept as close to the chest as possible to stabilise the head. The head is not to be jerked forward.

### Incorrect method/standard

An incorrect sit-up includes:

- Hands lifted from the thighs/knees or jerked forward as a means of increasing leverage or used to pull the body up;
- Head is jerked forward;
- Heels or buttocks are lifted from the ground;
- Candidate fails to complete a repetition.

## MUSCULAR ENDURANCE PRONE BRIDGE

Prone (face down) bridging tests the strength of the anterior and posterior muscles of the trunk (core muscles), as well as stabilising muscles of the upper and lower body. It is an indication that candidates have the basic capacity to support their own body weight or carry weight (e.g., breathing apparatus).

**Start position.** The starting position for the prone bridge is similar to the push up, except the elbows are bent and the forearms are flat on the floor. Hands can either rest on the floor, be held together with the fingers interlaced, or clinched in fists (see picture).



### Action

1. The candidate is to use their elbows and toes to push up and hold the body off the floor, keeping the back flat, abs tight and body completely straight.
2. The candidate is to hold this position for the 45 second requirement/component of the Physical Abilities Test (PAT) 1.

### Incorrect method/standard

The candidate will fail this test under the following circumstances:

- Body is not held up off the floor for the desired period of time (45 seconds);
- Body is not maintained in a straight line, resulting in excessive arching of the back;
- Any portion of the candidate's body, apart from the elbows, forearms and toes makes contact with the ground
-