

# Eligibility Reference Guide

<b>Amendments</b>	<b>Page(s)</b>	<b>Date of change</b>	<b>Updated by</b>
Tattoo Policy	13-15	31/08/2014	[REDACTED]
Reference Policy	6	13/10/2014	[REDACTED]
Reserve Age Changes	7-9	01/12/2014	[REDACTED]
Body Piercing Policy	15	23/02/2015	[REDACTED]
Education Certificates	11	10/04/2015	[REDACTED]

June 2014

This document is not intended to replace Recruiting Group Instructions or Recruiting Group Guidelines held at the following link in Moss, but is intended to make the day to day Eligibility Questions easier to resolve and increase the knowledge and experience of candidate eligibility for all staff who work in Army Recruiting. It should also ensure that candidates do not get to the end of the process **before** a potential eligibility show stopper is discovered leading to a Phase 1 Stand Down. It should be referred to for all candidate types. Any variance in policy is clearly annotated i.e. by Regular or Reserve, Officer or Soldier. If not specified, the policy is the same for all candidate types. It should be noted that the policy for Crime, Tattoos etc is rigidly applied for Officer entry, where the role requires the individual to lead by example.

<http://cui1-uk.diif.r.mil.uk/r/542/KnowledgeBase/default.aspx>

The Link to the ARTD Policy site is as follows: <http://cui1-uk.diif.r.mil.uk/r/354/RGI/default.aspx>

At FOC, there will be a '**Recruiters Portal**' for CSMs and other NRC staff to access the Knowledge Base to consult NRC instructions, but the current information on Moss isn't as easy to navigate as we would like. All staff in the NRC are responsible for checking instructions and gaining the necessary experience to undertake their recruiting roles and assess candidate eligibility throughout the candidate recruiting journey.

The PEC Team will continue to support all complex and border line eligibility enquiries. However, all staff involved in Army Recruiting must have a reasonable knowledge on eligibility, and know how to consult a reference such as this interim one for quick and simple decision making. This will help to build on the knowledge provided during the recent PEC Training sessions for CSMs and APT staff, and every team will hold a hard copy for easy reference.

**All escalation points to the PEC Team for guidance are shown in Bold Blue throughout this document.**

**The PEC Eligibility Desks will run an 'Eligibility Surgery' daily from 1030-1130 hours. Enquiries should be limited to these times to enable the Team to progress their work at all other times.**

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## **Candidate Identification (ID)**

The importance of getting ID right at the outset cannot be stressed high enough and every opportunity to remind candidates to take it to the AC/AOSB has to be a good investment in time. Without it, there will be delays for the candidate, they may not be able to complete Assessment and their PEC Process cannot even start. Every candidate **must** provide 3 forms of ID and one of these **must** include a photograph, and one must prove their address. If a Driving License is produced, the candidate must take both parts to the AC/AOSB. **See Annex C for further details on page 49.**

All UK Candidates are required to provide proof of British Citizenship. Typically this is achieved by producing a UK passport. In some cases (e.g. if a UK passport is not available) a Candidate may need to provide additional evidence (such as a parent's UK Birth Certificate, Home Office Certificate of Registration or Naturalisation, or parents' Marriage Certificate).

If a candidate is Deferred at Assessment/AOSB for lack of ID, **only the PEC team can lift this deferral when they have confirmed that sufficient ID has now been provided.** Under no circumstances can a candidate have a Phase 1 place requested if ID is still outstanding. Most Phase 1 Stand Downs have arisen because this process has not been followed.

### **Guidance on ID to use:**

Three Forms of Primary ID are usually sufficient providing they include a valid Passport or a Driving Licence (**remind all candidates that the address on their licence must match the address on their proof of Address ID**) or a Marriage or full Birth Certificate (if Short Version, this is not accepted as a primary ID document) including a document with the home address on i.e. a Utility Bill, a Bank Statement. (Mobile Phone Bills are not acceptable). If Primary ID Documents are not available, additional documents will be required.

### **Photographic ID required at the Assessment Centre**

Any candidate who does not hold photographic ID should be advised to produce a Letter from a Head teacher, college Principal or any professionally qualified individual dated in last 3 months, confirming that they know the person, and in what capacity, and a passport photo signed on the back by the person who wrote the letter. The person signing this should have known the candidate for at least **3 years**.

Candidates should **not** be advised to take the photograph to an ACC and request the ACC staff to sign it. ACC staff are **not** able to verify a person's identity; it should be done by someone that has known the candidate for at least **3 years**. The AC/AOSB will defer any candidate who produces ACC Verified Photographic ID at Assessment.

### **ID for JE Candidates**

In order to conduct Pre Employment Checks, all JE candidates **must** provide 3 primary documentary pieces of ID on attendance at Assessment. Many of the candidates of this age group are not doing so and this is leading to the PEC Team having to contact them or ask their CSM to contact them.

The documentary evidence required by the agencies conducting these Security Checks on our behalf are very specific. All candidates must provide 3 documents from 2 lists or 5 from a third list to prove who they are and their current address. These youngsters often have no Passport, they certainly do not have a Driving Licence or a Marriage Certificate and in most cases have no Bank Account. A 'Full' Birth Certificate is one of the primary documents but many have no birth certificate or the Short version only.

**They are therefore going to have to provide 5 lesser forms if ID. This ID can be any 5 from the list below:**

1. Long version of Birth Certificate (if Short Version, this is not accepted as a primary document).
2. The candidate can be advised to open a Bank Account and use the confirmation letter from the bank as a proof of address
3. Letter from the school or college head on headed paper confirming identity with a (signed) passport photo attached (see bottom of email for notes)
4. Adoption Certificate
5. Letter from Youth Organisation on Headed Paper confirming identity with a (signed) passport photo attached
6. Letter from Sports Club on Headed Paper confirming identity with a (signed) passport photo attached
7. Reference
8. School Report
9. A parent's utility bill to prove address (but this would only be one of the 5 docs required)
10. A letter from the local authority i.e. Welfare Officer/Social Worker
11. Letter on headed paper from Employer i.e. Paper Round, Part Time job
12. Savings Account Documentation showing address
13. Child Benefit Book/Tax Credit information paid to the parent with the Childs name on it

All originals plus a photocopy could be taken into the nearest ACC and the copy verified as a true copy.

Recruiting Group Instructions also has the following advice:

**Exceptions.** In some cases, particularly where young individuals are concerned, such documents may not be available to prove identity. Where this appears to be a genuine problem, the individual should be asked to give a passport sized photo endorsed on the back with the signature of a person of some standing in the individual's community (i.e. JP, MO, Officer of the

Armed Forces, Clergyman, Teacher, Lawyer, Bank Manager or a Civil Servant at the appropriate level). This is to be accompanied by a signed statement from the signatory giving their full name, address and telephone number and confirming the period that they have known the individual. The person verifying the passport photo will need to confirm the identity of the person in writing and sign and date it stating how long they have known the person. The person signing this should have known the candidate for at least **3 years**. It would be preferable to have this on headed paper from the organisation that the verifier works for i.e. a School, Library, Sports Club etc.

### Referees and References

A review has been conducted by the authority and it has been agreed as policy that references for Regular and Reserve Soldiers will no longer be captured with effect from **13/10/2014**.

However, all Officer candidates and those who are entering as Professionally Qualified Soldiers are still required to complete a Referee Consent Form and references will continue to be collected.

For Professionally Qualified Soldiers , this will be sent to the candidate by the PEC Team, and the returned details captured on TRHJ by the PEC Team. The PEC Team will scan and save the consent form.

For all Officer candidates, this will be sent to the candidate by the CSM, and the returned details captured on TRHJ by the CSM. The PEC Team will scan and save the consent form.

These are mandatory requirements and must be completed before the PEC Process can commence for these candidate groups.

Where applicable, Character Referees should have known the candidate for at least 12 months and have had contact with them within the last six months. Ideally they should have some standing in the community such as a doctor, magistrate, teacher, Member of Parliament, priest, and civil servant. However, most importantly, they must not be related to the candidate, nor had a close personal relationship or any financial arrangement with them.

**PEC Advice should be sought regarding any Officer/PQS candidate who cannot nominate a suitable referee**

#### **Regular Officer**

Candidates will have Character, Academic and Employment References (and UOTC where applicable) requested prior to attending AOSB Main Board. For those with Military Service, a Commanding Officers Report will be collected. All are collected by the PEC Team.

#### **Professionally Qualified Officers and Soldiers**

Candidates will have Professional References Requested as well as Employment and Character References.

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## Age Limits

**Regular Soldier.** The minimum age a person may begin the formal selection process is 15 years 7 months. A candidate is not to be sent to AC under the age of 15 years 8 months. No person may be enlisted before the age of 16.00 years and before leaving school officially. Tuition at Home/Private Tuition. Candidates receiving tuition at home or private tuition must conform to the age limits. All candidates must start Phase 1 training up to the day before their 33<sup>rd</sup> birthday (less exceptions in table on page 9). Regular Soldiers applying to be a CAMUS Musician, must enter training before they are 37.00. Regular Soldier Nurses must enter training before they are 39.00

Some Candidates may stay on at school beyond the statutory leaving age to complete courses leading to GCSE or SCE etc and parents may have entered into a formal agreement with the school authorities for this extended schooling. Where such agreement exists, Candidates must not be enlisted unless there is written agreement from the school authorities releasing them from the agreement. Such Candidates may however, offer themselves for selection before the termination of the agreed period for remaining at school. If they are found suitable, they can be allocated to an appropriate intake.

**Junior Entry (JE) Regular.** Candidates may not be enlisted until they have reached their 16<sup>th</sup> birthday. The minimum and maximum ages for JE are shown in the table on page 8. Ages are based upon candidates being at least 16 at the start of training, the requirement to be old enough to drive, if appropriate, at the end of their Phase One training and minimising the number of soldiers under 18 in the Field Army. Waivers will not be granted for anyone over the maximum age.

**Reserve Soldier.** 17 years 9 months, minimum age to start process but cannot attend the reserve Unit or the AC until aged 18.00. Must apply before their 50th birthday and should attend AC by the age of 50.06. They must enter Phase 1 training by the age of 51.00 and Phase 2 training by the age of 52.00. May serve for up to 12 years on initial engagement, or up to the age of 55 whichever occurs first. Ex Regular soldiers over the age of 52 may be enlisted under a reduced period of engagement to the age of 55.

**Professionally Qualified Reserve Soldier.** The minimum age to apply is 17 years and 9 months. The Maximum ages to join vary according to the profession:

Bio Medical Scientist	Under age of 50
Paramedics	Under age of 50
Environmental Health Tech (must be ex Regular EHT)	Under age of 50
Operating Department Practise	Under age of 50
Pharmacy Tech	Under age of 50
Radiographer	Under age of 50
Registered Adult, Mental or Dental Nurses	Under age of 50

**Regular Officer.** The minimum age a person may begin the formal selection process is 17 years 6 months. No person may enter RMA Sandhurst before the age of 18.00 years.

**Welbeck Entry (JE) Regular Officer.** Candidates may apply at the age of 14.00 and can enter Welbeck DSFC between the ages of 15.00 and 17.06.

**Sixth Form Scholarship Entry (JE) Regular Officer.** Candidates may apply at the age of 15.00 and must not be older than 17.02 on the 1 August in the year they apply.

**Professionally Qualified Regular Officer.** The minimum age to apply is 17 years and 9 months. The Maximum ages to join vary according to the profession:

Chaplains	Under age of 49
Doctors	Under age of 55
Physiotherapists and Pharmacists	Under age of 34
Veterinary Officer	Under the age of 31 (age concessions)
Solicitors; Barristers or Scottish Advocates	Usually under 33
Dentists	Under age of 55
Officer Qualified Nurses	Under age of 49

**Reserve Officer.** 17 years 9 months, minimum age to start process but cannot attend the reserve Unit or AOSB Main Board until aged 18.00. Must apply before age 48 years and 9 months and attend RMA Sandhurst before the age of 50.00.

**Professionally Qualified Reserve Officer.** The minimum age to apply is 17 years and 9 months. The Maximum age to join vary according to the profession:

Chaplains	Under age of 49
Doctors	Under age of 55
Physiotherapists and Pharmacists	Under age of 50
Environmental Health Officer	Under age of 50
Tech Bio Medical Scientist	Under age of 50
Tech Radiographer / Tech Operating Department Practise	Under age of 50
Veterinary Officer	Under age of 50
Solicitors; Barristers or Scottish Advocates	Under age of 55
Dentists	Under age of 55
Officer Qualified Nurses	Under age of 40 (concessions up to age 49)

**Overseas Applicants.** Applicants educated overseas must conform to the age limits.

**Ex-Service personnel of the Regular Forces of the United Kingdom and Reservists of the Royal Navy, Royal Marines, Army and Royal Air Force.** An ex-Service Person who is already in receipt of a Service pension will not normally be eligible for re-enlistment

Ser	Arm/Service	Age (Years)	
		AFC (Harrogate)	
		Min	Max
1	<b>AAC</b>	16.6	17.5
2	<b>AGC SPS</b>	16.6	17.5
3	<b>AMS Combat Med Tech</b>	16.6	17.5
4	<b>Infantry</b>	16.0	17.5
5	<b>RA</b>	16.0	17.5
6	<b>RAC/H Cav</b>	16.0	17.5
7	<b>RE</b>	16.6	17.5
8	<b>REME</b>	16.6	17.5
9	<b>RLC</b>	16.6	17.5
	Driver	16.3	17.5
10	<b>R Signals</b>	16.6	17.5

## **STANDARD ENTRY (SE)**

Ser	Arm/Service	Age (Years)	
		Minimum	Maximum
1	<b>AAC</b>	17.0	33.0
2	<b>AGC</b>		
	SPS	17.0	33.0
	RMP	17.6	33.0
	MPGS	21.0	52.0
3	<b>AMS</b>		
	Den	17.0	33.0
	Med	17.0	33.0
	Biomedical	17.0	33.0
	Scientist/Radiographer		
	QA	17.6	33.0
	Student Nurse/HCA	20.6	39.0
	Registered Nurse Mental/General	17.0	33.0
	Vet/Dog Handler		
4	<b>CA Mus</b>	17.0	37.0
5	<b>Int Corps</b>	18.0	33.0
6	<b>Infantry</b>	17.0	33.0
7	<b>RA</b>	17.0	33.0
8	<b>RAC/H Cav</b>	17.0	33.0
9	<b>RE</b>	17.0	33.0
	<b>REME</b>	17.0	33.0
10	<b>RLC</b>	17.0	33.0
11	<b>R Signals</b>	17.0	33.0
12	<b>Reserve Group A</b>	18.0	50.0

### **Driving Licence issues, the basic rules and the impact on Job Preferences**

CSMs **must** always check whether a candidate has a Driving Disqualification or Driving Penalty Points **before** setting Job Preferences that stipulate maximum Driving Penalty Points. This even applies to candidates without Full or Provisional Driving Licences who may have had Driving Offences too. Several candidates every week are getting to AC to be assessed for a role that they are ineligible for and this is a waste of everyone's time and resource and give the candidate a false expectation.

It is recognised that the policy is complex and is awaiting a review and an update by the authority.

#### a. **Policy for Candidates who have received a Driving Disqualification.**

The Candidate **must not** be enlisted for any of the following offences:

- (a) Drinking/drugs and driving (**shown on the licence as DR10, DR20, DR30 and DR80**).

- (b) Causing death by careless driving whilst under the influence of drink/drugs (**shown on the licence as CD40, CD50 and CD60**).
  - (c) Causing death by careless driving, then failing to provide a specimen for analysis (**shown on the licence as CD70**).
- 

A Candidate **must not** be enlisted if they are currently disqualified from driving for reasons other than those listed above regardless of age or intended CEG, unless listed as an exception below:

- (1) Exceptions are the AGC (SPS), AGC (MPGS), CAMus, RLC Chef, RLC Seaman (on a case by case), Foot Guards (on a case by case).
- (2) A Candidate, **who is under 21**, **must not** be enlisted even if his or her disqualification period has ended if their Phase 2 Training course or CEG requires them to be trained on Category C+E vehicle(s).
- (4) A Candidate, **who is 21 or over**, **may** be enlisted if the disqualification period has ended and if their Phase 2 Training course or CEG requires them to be trained on Category C+E, **but only if** they can produce a valid driving licence with provisional Category C+E on that licence.

Rules for Driving Disqualifications vary dependant on age too:-

b. **Policy for Candidates with Driving Endorsements only.**

- (1) A Candidate, **who is still under 21**, **must not** be enlisted if they have **any points** on their licence and if their Ph 2 Training course or CEG requires them to be trained on Category C+E vehicles. (Check Job Profile notes).
- (2) A Candidate **who is under 21** **may** be enlisted if they have between 3 - 7 points on their licence, as long as their Phase 2 Training course or CEG does **not** require them to be trained on Category C+E vehicles. (Check Job Profile notes).
- (3) A Candidate, **who is 21 or over**, **may** be enlisted if they have between 3-7 points on their licence even if they are to be trained on Category C+E vehicle(s). (Check Job Profile notes).
- (4) **Any Candidate who wishes to enlist into a specific CEG but does not meet the criteria listed above must be referred to the PEC Team for advice.**

**For Commonwealth Driving Disqualifications/Endorsements, refer to the PEC Team for guidance.**

**Disqualification's, Convictions and Acceptance of Fixed Penalties Payments.**

Disqualifications, convictions and acceptance of fixed penalties payments in respect of driving offences are notified to DVLA by the courts. The details are entered on to the driver's record and the licence. In addition to paying a fine/fixed penalty the drivers licence will be endorsed with a penalty ranging from 3-11 points or a period of disqualification will be imposed, depending on

the seriousness of the offence. Any driver who incurs 12 or more penalty points within a 3-year period will be liable to disqualification under the "totting-up" system. Information on a driver's entitlement and endorsements are sent to courts and police on request.

### **Refusal, Revocations and Disqualification of UK Licences.**

The 1999 Road Traffic Act allows for the obligatory revocation of Category C where the driver is under 21 and his/her licence bears more than 3 penalty points. Where a Category C entitlement is revoked, the person will be disqualified until the age of 21 or for such a longer period as the appropriate Traffic Commissioner sees fit. A provisional LGV/PCV driver's licence for a driver under 21 will not be issued when the category B licence has more than 3 penalty points endorsed upon it, or when a person has been disqualified from driving, whether or not penalty points were also awarded.

### **New Drivers Act 1995.**

Legislation directs that those drivers, who commit an offence or series of offences under the Road Traffic Act within 2 years of obtaining their licence, leading to a total of 6 or more penalty points on their licence, may have their licence withdrawn. As a result they will be required to re-qualify; to that end they will need to re-apply for a provisional driving licence and pass both the theory and practical test for category B. Their entitlement to obtain additional licence categories that they previously held will be determined by the Traffic Commissioner.

Passing a retest does not remove the penalty points from their driving license, the penalty points remain valid. Any penalty points that have been awarded before passing their first driving test are taken into account. However, having six or more penalty points does not necessarily mean that their license will be automatically revoked straight after passing their test, however gaining further points after passing their test, taking the total to six or more, will mean an automatic revocation of their license.

### **Education and Assessment Tests**

#### **Mandatory Academic Qualifications**

For some employments there is a requirement for certain Mandatory Academic Qualifications (MAQs). Details are contained within the relevant **Arms/Corps Job Profiles on TRHJ** for both Regular and Reserve Soldiers. MAQs are normally shown as English Qualifications on the job Profiles, but equivalent qualifications are also accepted. **Annex A** (on Page 40) shows the accepted equivalences for NI, Scotland and Wales; foreign qualifications will be considered on a case by case basis and can be assessed by using UK NARIC software. **Any team member who needs access to the UK NARIC software can request this through the Admin Manager. It is suggested that 1-2 staff in each CSM/APT Team have an account set up.**

Education Certificates are checked and verified by AC and AOSB staff, scanned and uploaded to the ICT system. This check must include verifying the results on the Education page, and updating any results. For Junior Entry candidates and Welbeck Entry, it is adequate proof to accept a formal Transcript or evidence on School headed Paper in the absence of a Certificate.

## **Education Waivers**

For Soldiers, these may be applied for by contacting the Regimental Personnel Selection Officer. This can be acceptable when an alternative qualification is offered instead or the candidate has achieved a high grade at Assessment but is one MAQ short for the trade that they are applying for. If granted, full details must be captured on TRHJ to show who agreed to the waiver and when, providing a full audit trail.

For Officers, education standards are strictly applied. Cases for a Waiver are only considered in really exceptional cases, and **these are managed through the Officer TL in the PEC Team.**

## **BARB Tests**

A Candidate's eligibility to qualify for a particular form of training will be determined by the results achieved in the British Army Recruit Battery (BARB) test which determines the General Trainability Index (GTI). Each job in the Army has a GTI score to be achieved together with other selection criteria. Candidates have to achieve at least the minimum criteria laid down before selection for training is considered. The minimum BARB score required to qualify for selection is listed in the appropriate Job Profile. The minimum score for Army eligibility is 26; a score achieved of less than 26 is **not** eligible. A Candidate may take a maximum of three BARB tests, with a minimum gap of 28 days between each test. A test score is valid for 24 months

## **Basic Skills Assessment (BSA)**

The Army requires all Candidates, including Reserves, to undertake Basic Skills Initial Assessments to establish their level of literacy and numeracy. **Regular Candidates must achieve Entry Level 2 or above. Reserve Candidates must achieve at least Entry Level 3.** All those with literacy OR numeracy skills assessed at EL1 or below, irrespective of finishing on time or not, are to be deferred and a Journal Entry made of the action taken and advice given (this can include referring to local Colleges who run relevant classes)... Candidates must also pass the English Speaking and Listening Test at Level 1 or above. Test results are valid for 24 months only from the date of the pass. The assessment will be completed at the AC.

## **Technical Selection Test (TST)**

In addition to the BARB test, those Applicants eligible for consideration for a technical CEG will be required to take the Technical Selection Test (TST) at the AC in order to confirm their suitability for technical training. Only one re-sit is allowed if recommended by the Assessor and then a minimum period of one month should elapse between tests. Test results are valid for 24 months only from the date of the pass.

## **Aptitude Tests**

Certain employments within the Int Corps, RHA, RLC, RE, AMS and CAMUS & Para as indicated by TRHJ, require pre or post AC Aptitude Tests. Administration and details of the tests are contained within individual Job Briefs.

## **Dyslexia**

Dyslexia is not considered in the recruiting and selection process, in that allowances are neither made for Candidates who declare it, nor are they subjected to any discrimination. It is stressed that dyslexia is not a bar to recruitment or promotion provided that the individual passes the selection criteria and can meet both the Training Performance Standards and Operational Performance Statements.

It is helpful if a candidate can take any assessment information regarding a learning difficulty to the Assessment Centre. The tick box on TRHJ Education Information Page question - Learning Difficulty should be ticked 'Yes' if declared.

## **Candidates subject to a Care Order or supervision order with residence requirement**

Where a Candidate is subject to a Care or Supervision Order the local authority is to be made aware of the conditions which apply in such cases. A draft letter is available **from TRHJ for the CSM to send out (called 'Local Authority Letter')**. If the Candidate is subsequently enlisted whilst still under the terms of a Care Order, a note of this is to be made on the TRHJ Record and the training regiment informed accordingly by the CSM. This restriction will then be noted on the soldier's Record of Service.

## **Tattoo Policy**

It is Army policy that a person with tattoo marks which, because of position or nature would be detrimental to the Service, is ineligible for enlistment, re-enlistment or continued service in the Army. Tattooing is to be discouraged, and unacceptable tattoos as outlined below may result in applications being made for discharge.

The Tattoo Policy was revised in August 2014 and the new guidance is as follows:

**Tattoos - Guidance.** The principles to be followed in each individual case are:

- a. **Offensive, Racist or Obscene.** A Tattoo(s) which is/are offensive, obscene or racist will be a bar to enlistment or re-enlistment regardless of where they are on the body.

**Visible Area.** Is defined as:

- i. Head and Neck Tattoos or other indelible design marks which are visible when seen in a front facing passport photo with one shirt button undone is a bar to enlistment or re-enlistment.
- ii. Message on Palm of Saluting Hand (right hand). Tattoos or other indelible design marks which relay a message and which are visible on the right hand palm, side of palm and above the cuff-line of a shirt is bar to enlistment or re-enlistment.

- iii. Images on the Saluting Palm is not a bar to enlistment. However an image can be a message and if it is this can be grounds to refuse enlistment. For example, a flower on the palm – is acceptable. A protruding tongue on the hand – grounds to refuse.

#### **Non-Visible Area.**

Recruiting authorities can only act on those tattoos seen or declared by the Candidate. Candidates are to be made aware that any undeclared tattoo(s), particularly those that are offensive, obscene or racist, which are observed either during selection or subsequent to their enlistment or re-enlistment, will result in the end of the selection process or discharge on the basis of it being detrimental to the Service.

#### **Removal.**

Candidates for enlistment or re-enlistment are **not** to be advised in any way to have existing tattoos removed or altered. This is a matter for them to decide having been given the Army's policy.

APT send a Tattoo/Piercing Proforma to any candidate that declares that they have Tattoos on application and make decisions on many of these cases. **Cases are referred to PEC** for an eligibility decision. Candidates should be asked throughout their recruitment journey if they have any tattoos by their CSM, as there are many recent examples of candidates having them post application or simply not declaring them. Army policy on tattoos is strictly applied and in particular to officer applicants.

## **Body Piercings**

The Body Piercing Policy was revised in February 2015 and the new guidance is as follows with the major change being the increase in size permitted for Ear Flesh Tunnels **from 2mm to 4mm**:

Candidates are to be advised that:

- a. **Visible.** Body piercing jewellery that is visible will have to be removed with the exception that females are allowed to wear one sleeper or stud in each ear lobe in uniform or on duty.
- b. **Non-Visible.** Candidates who declare that they have non-visible body parts that are pierced must be advised that there will probably be occasions when the jewellery will have to be removed for H&S reasons i.e. when wearing webbing, on trained soldier PT, on exercise or operations etc. Eligibility will be determined by selection medical staff on a case by case basis dependent on type of piercing/alteration and location.
- c. **Alteration.** In some cases, particularly on the head, when jewellery has been removed the residual effect is larger than a piercing hole and the area involved will not heal naturally, i.e. large studs removed from the ear lobes, commonly known as 'Flesh Tunnels'. Any residual hole of **more than 4mm** is incompatible therefore in these circumstances a Candidate will be ineligible for enlistment. . **Candidates for enlistment or re-enlistment are not to be advised in any way to have any existing piercing altered.** This is a matter for them to decide having been given the Army's policy. The following picture should be used as guidance to ascertain acceptability;



**Arbitration.** Clearly a commonsense approach is fundamental in applying the standard. If in doubt regarding visible tattoos' or body piercing, **refer the case to the PEC Team, supported by digital photographs of visible body parts only, for a more informed judgement to be made.**

APT send a Tattoo/Piercing Proforma to any candidate that declares that they have Piercings on application and make decisions on many of these cases. **These cases are referred to PEC for an eligibility decision.** Candidates should be asked throughout their recruitment journey if they have any Piercings by their CSM, as there are many recent examples of candidates having them post application of simply not declaring them. Army policy on Piercings is strictly applied.

## **Debt and Bankruptcy**

APT are developing a questionnaire to give to Regular Soldier candidates that admit to debt, to screen as many cases as possible before they are passed to CSMs. However, circumstances can change over a 6 month (or longer) recruitment journey and **CSMs should regularly check for any changes in the candidates financial circumstances as eligibility may have changed.**

Whilst debt can be a problem for Officer candidates too, their salary expectations mean that this is generally less of an issue. Student debt is common for officer candidates but repayment is proportionate to earnings. The main concern for Officer candidates would be Bankruptcy and any impact on being able to obtain Security Clearance. **Guidance in these cases can be obtained from the PEC Team.**

### **How to apply the Policy for new Applications.**

Child Support Agency (now known as the Child Maintenance Service) payments and Student Loans are not taken into consideration when assessing debt levels.

The following will apply:

(1) **Unacceptable.** A Candidate whose debt(s) would mean that more than 35% of their **net** pay would be used to service the debt(s) should not be processed further until the amount is reduced or they can satisfy Recruiting Authorities of their ability to meet their repayments.

(2) **Borderline.** A Candidate whose debt(s) is between 25% - 35% of their **net** (With tax, NI, food and accommodation deducted) pay should be processed and **full details of their outgoings using a copy of the template at Annex B (on page 48) submitted to the PEC Team. APT have the Excel Version that will produce the calculations.** Each individual case should be considered on its own merits. The APT/CSM must be satisfied that the Candidate has considered what the repayments will be and how they would be able to meet their commitments during training.  
**Consideration can be given to the full circumstances of the applicant including savings, benefits, spouse's income and any financial support offered from family.**

(3) **All Others.** Those Candidates, who fall below the borderline band, less than 25% of his/her **net** (With tax, NI, food and accommodation deducted) pay, will continue to be processed in the normal manner.

### **How to Apply the Policy for Re-Joining/Re-Enlisting Trained Soldiers**

The policy described above will be the same for re-joining/re-enlisting *trained* soldiers except that the Candidate will not go to AC and the calculation is based on the salary of a trained soldier. **For those in this category, over 25% seek advice from the PEC Team** in the first instance under 25% proceed as usual.

## **Waivers and Exceptions**

(1) **Candidates.** Applications for waivers and exceptions to this policy should be processed and **full details of their outgoings using the a copy of the template at Annex B (page 48) submitted to the PEC Team.** If there remains any uncertainty, the Candidate may be approved to proceed by the PEC Team to AC where the matter can be reviewed by the Assessor in more detail.

(2) **Trained Ex Soldiers.** Applications for waivers and exceptions to this policy should be processed and **full details of their outgoings using the template at Annex B submitted to the PEC Team** In these cases, the PEC Team will decide whether or not the application should proceed.

## **Bankruptcy**

There are many myths surrounding bankruptcy and although the numbers who might apply to join are few, the following should assist:

(1) **Asking the Candidate.** There is nothing in the insolvency legislation that stops a CSM from asking if a Candidate is bankrupt. If the answer is yes, the CSM **must** confirm that the Candidate has a working bank account.

(2) **Bank Accounts.** There is nothing in the insolvency legislation which prevents a bankrupt from holding a bank account. It is for the bank to decide whether to allow an account to be opened by the bankrupt. The bank will apply certain conditions.

(3) **Employability.** If a person is bankrupt that person is still allowed to earn a living. There are certain restrictions placed on the bankrupt and if they earn more than sufficient to meet their reasonable domestic needs, the Official Receiver may apply for an Income Payment Order.

(4) **Employability in the Army.** There is no reason why the Army should not employ a Candidate who is bankrupt, providing they can demonstrate that they have a working bank account. However, Officer candidates will be reviewed during the Security Clearance process, and decisions made on a case by case basis by Head of Personal Security (Army) via the PEC Team.

## **Applicability to the Reserve**

It is accepted that service with the Reserve is not an individual's primary employment. Notwithstanding this, the principles detailed above should be considered, particularly for employment in security sensitive areas.

## **Candidates with Mortgage Payments**

A mortgage is not comparable to a normal debt; it represents the acquisition of a home and an asset which will normally appreciate in value. Mortgage repayments on a home are in many instances now far more than would be payable for a council house, service families' accommodation or other rented accommodation.

A Candidate for Regular Service, who has a mortgage payment **which could be a burden**, may be ineligible for enlistment. In these circumstances NRC staff are **not to** advise Candidates that they can only be accepted for enlistment if they divest themselves of their mortgage payments by selling their house, but may give them advice in accordance with the following paragraphs.

Cases may occur when mortgage repayments and associated bills (such as Council Tax, utility bills, house insurance etc) will be beyond the resources of a recruit and provision for such cases must naturally be made before acceptance for enlistment or re-enlistment. The monthly mortgage payments and associated outgoings must be within the overall rule on debt repayment (i.e. must not exceed 35% of their net pay after deductions). However, the following should be noted:

- a. The period of recruit training during which pay and allowances are fairly low will be of limited duration. After training, a soldier's pay will increase significantly and, with promotion possible in a comparatively short period, quite considerable in some cases.
- b. Building Societies and other firms offering mortgages understand that a change of personal circumstances will sometimes cause temporary difficulty in meeting repayments on the existing terms of the mortgage. They are in many cases willing to modify the terms to suit the resources of the client.
- c. An individual may opt to let their house. Consideration can be given on the likely market value a property would achieve. Candidates with dependents will need to understand that they would need to retain their house or make provision for their family in these circumstances until such time as they become eligible for SFA. The full circumstances in such a case would need to be considered when applying for a waiver.

Where it does appear that mortgage repayments might be a burden and cause problems, CSMs and Assessment staff are to advise Candidates to consult the mortgage lender of the property and to advise them of their prospective earnings and liabilities after enlistment. Candidates should then report back on the outcome of these discussions and only if no arrangement can be made which is acceptable to the mortgagee, should the Candidate be advised that they cannot be accepted for enlistment or re-enlistment while the repayments and associated outgoings are such as to be more than they can cope with. Whether the Candidate then proceeds with their application after making other acceptable arrangements to reduce the financial burden must be for them to decide.

## Drugs

Recruiting Staff are **not** to ask Candidates if they have taken drugs, but they are to ensure that they have read and understood the Army policy on the web. (See below):

*The short, medium and long-term effects of the misuse of either illegal drugs or substances or legally obtained drugs or substances can have a damaging impact on mental and physical fitness and health. Drug or substance misuse is a direct threat to the operational effectiveness of the Army; the security and safety of Service personnel; and, potentially, the security and safety of the civilians whom they protect. Illegal misuse of drugs or substances by Army personnel also damages the reputation and standing of the Army.*

*For all of these reasons, the misuse of drugs or substances is not tolerated within the Armed Forces. The Armed Forces recognise, however, that drug or substance misuse is increasingly common in civilian life, particularly among the young, and that you may have misused drugs or substances yourself in the past. This will not necessarily prevent you from enlisting, as all applications are considered individually. Acceptance into the Army will depend on how often you use them and the class and type of drug or substance that has been misused.*

*Criminal convictions for trafficking or supply of any class of drug or substance will bar entry until the conviction is spent.*

*Once you have joined the Army, you are required to stay clear of drugs or substances at all times and also to avoid association with drug or substance misusers and suppliers. Once you have been enlisted, you will be liable by law to random compulsory drug testing throughout your Army career. If these tests show that you have misused drugs or substances, it is Army policy that, with very few exceptions, you will be discharged and will be permanently barred from re-enlisting or re-joining.*

If the Candidate then volunteers information, eligibility on their drugs misuse is described below:

a. **Drug Classes:**

<b>Class A</b>	Are considered to be the most harmful and attract the most serious punishments and fines. These include heroin, cocaine, ecstasy and LSD
<b>Class B</b>	Includes cannabis, amphetamines such as speed and barbiturates
<b>Class C</b>	Includes tranquillisers, valium and anabolic steroids.

b. **User Definitions:**

Habitual	Used every day
Regular	Most weekends or a once or twice a week
Occasional	Once a month or less
Social	Less than once a month

c. **Policy on Convictions.**

(1) Conviction for possession of B and C class drug is **not** a bar to enlistment.

(2) Conviction for possession of Class A drug is **not** acceptable and will be a bar to enlistment until spent.

(3) Conviction for trafficking, supply or production (cultivating) of **any** class of drug is **not** acceptable and will be a bar to enlistment until the offence is spent.

d. **Volunteered Information.** If a Candidate volunteers information it should be noted on TRHJ but in a factual way with the date and time that the information was provided and the following action taken:

- (1) If **Class B and C drugs** have been used on a “regular” or less frequent basis, carry on with the recruitment process. The Candidate is to be reminded about the drug-free culture that the Candidate is about to enter into and that he or she will be subjected to random drugs testing. The Medical Admin Team **must** be notified to pass on to the AC Medical Staff.
- (2) If **Class A** drugs have been used on a “regular” or less frequent basis, accept, but **must** highlight for the doctor at the AC through the Medical Admin Team, noting the journal that information has been passed on.
- (3) Anybody who “habitually” uses **any drug** should be refused entry.

e. Personnel discharged from the Army, RN, RM or RAF, including Foreign Armies, after a positive CDT result are ineligible for entry into the Army, thus resulting in a **permanent bar** to enlistment.

Note that the Drug Policy is stringently applied for all Officer candidates who are expected to set an example in a leadership role.

**If unsure refer to the PEC Team for guidance after reading this Chapter.**

## Crime

All candidates are asked if they have any unspent convictions when they apply online. APT currently send any that declare that they have, an MOD Form 493 to provide the detail. A change request is being considered to send this to all candidates at the start of their application to avoid the high number of candidates found to have unspent convictions. This is at the end of the recruitment Process when the majority currently complete this form.

Due to the length of the recruitment process, CSMs should regularly check for any change in circumstances that may affect the candidate's eligibility to join.

Under the rules of the Rehabilitation of Offenders Act 1974 certain Candidates may be ineligible either temporarily or permanently. **The PEC team will provide decisions on all such cases as the rules are highly complex.**

If a Candidate is subject to any police investigation, due to appear in a court (with the exception of being a witness) or awaiting a summons to appear in court. The candidate is **not** to be allocated to a Phase 1 intake and enlistment is **not** to take place until the finding of the investigation or the court are known. Any vetting that is in process will be cancelled whilst an investigation is ongoing.

A Candidate is **not** to be allocated to a Phase 1 intake and is **not** to be enlisted if they have an unpaid public debt or fine against them. However in exceptional circumstances a level of flexibility can be made to those who, due to their financial circumstances, have an agreed payment plan in place with the court services. Proof of this arrangement must be sighted before enlistment can take place, however, **refer to the PEC Team in the first instance for guidance on the eligibility of the Candidate to continue with the enlistment process.**

## Refugees and Asylum Seekers

These enquirers are not eligible to enlist as their status in the UK has not been regularised by the Home Office, therefore they must not be entered into the Army Recruiting Process. Asylum seekers are not usually in possession of any type of passport and are therefore restricted to travel in the UK only. If asylum is granted they are then recognised as a refugee and given the right to work and claim benefits. They are then eligible to apply for a Travel Document which enables them to travel outside of the UK. However, there are restrictions as to where Candidates on this document type can travel to, some countries will not allow entry through their borders if on a Travel Document, specifically their country of origin.

Service in the British Army, either regular or Reserve, requires soldiers to be fully operational and deployable to anywhere in the world at anytime, often at short notice. Any Candidate that falls into this category are **not** compatible with the Armed Forces until such time that their immigration status has been regularised and they have been naturalised as a British Citizen.

A small number of these candidates are getting into the Recruitment Process and these **must** be checked as early as possible by APT and or the CSM through checking on Passport validity. All Regular non British Candidates **must** have a current Passport with at least **4 years and 6 months** validity on application (and **4 years** on Enlistment).

## **Nationality**

Candidates will be eligible if they are a bona fide Citizen of the UK, Republic of Ireland or one of the following:

- a. A Commonwealth Citizen. This term includes a citizen of the British Dependent Territories; a British Overseas Citizen; a British Subject under the British Nationality Act 1981; a citizen of an independent Commonwealth country.
  
- b. A British Protected Person.

***Note: EU Nationals are not eligible, with the exception of Malta and Cyprus.***

Guidance notes on British Citizenship together with details of British Dependent Territories, Commonwealth countries and British Protectorates are included in Recruiting Group Instructions for processing Commonwealth Citizens. **If after reading this, any team is unsure, a query can be raised with the PEC Team.**

### **Commonwealth Countries**

Antigua and Barbuda	Mozambique
Australia	Namibia
The Bahamas	Nauru
Bangladesh	New Zealand
Barbados	Nigeria
Belize	Pakistan
Botswana	Papua New Guinea
Brunei	Rwanda
Cameroon	St Kitts and Nevis
Canada	St Lucia
Cyprus	St Vincent and the Grenadines
Dominica	Samoa
Fiji	Seychelles
Ghana	Sierra Leone
Grenada	Singapore
Guyana	Solomon Islands
India	South Africa
Jamaica	Sri Lanka
Kenya	Swaziland
Kiribati	Trinidad and Tobago
Lesotho	Tonga
Malawi	Tuvalu
Malaysia	Uganda
Maldives	United Kingdom
Malta	United Republic of Tanzania
Mauritius	Vanuatu
	Zambia

## **British Overseas Territories**

Candidates from the following list are British and therefore the 5 year Residency rule will not apply providing that they are able to prove that they are a British Citizen.

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn Islands
- Saint Helena, Ascension and Tristan da Cunha
- South Georgia and the South Sandwich Islands
- Turks and Caicos Islands

## **Citizens of Ireland**

Citizens of Republic of Ireland who were born on or before 31 December 1948 are deemed to have remained British subjects. Under the British Nationality Act 1948, those born on or after 1 January 1949 were able to be specially registered as British subjects after 5 years residence in the UK. This period can be reduced in certain circumstances.

Citizens of Republic of Ireland may continue to hold passports issued by their country while serving as members of HM Forces. Their government does not, however, permit their use while travelling in uniform or while carrying out official duties, however dressed, in the UK Armed Forces.

No action is required to obtain from an Irish citizen prior to enlistment an undertaking to apply for British Citizenship at the earliest possible opportunity in order to be granted a British passport for the purpose of travel world-wide on duty. Such persons may now be issued with a Home Office travel document called a Certificate of Identity. No action is required of the recruiting organisation with respect to such persons; action is required only of the soldier's unit at the appropriate time.

## **Proof of Nationality**

The onus of proof of nationality lies with the Candidate who must fully satisfy a Recruiting Authority that they are a British Citizen, a Commonwealth citizen or a citizen of Republic of Ireland.

As a steer to both the NRC Staff and Applicant the following loose guideline will assist in determining whether an applicant is a bona fida British Citizen if there is any uncertainty as to their citizenship status (further comprehensive advice can be sought from the following UK Border Agency (UK BA) website; British Citizenship);

- a. Born in the UK before 1 Jan 83, then they are most certainly a British Citizen.

- b. Born in the UK on or after 1 Jan 83 they are a British Citizen if at the time of their birth one of their parents was either a British Citizen or legally settled in the UK, e.g. has Indefinite Leave to Remain.
- c. Born in a British Overseas Territory on or after 21 May 02, they are a British citizen if either their father or mother is a British citizen. If neither parent is a British citizen, they will still be a British citizen if either their mother or father was legally settled in either the United Kingdom or that particular territory at the time of their birth. **These candidates must prove that they are a British Citizen.**
- d. If their parents are citizens of the European Economic Area – the rules are too involved and complicated to detail here so following the British Citizenship link above will determine citizenship.
- e. If they were born in the UK to parents who are not British citizens and are not legally settled here, they will **not** be a British citizen. This means they are not a British citizen if, at the time of their birth, their parents were in the country temporarily, had stayed on without permission, or had entered the country illegally and had not been given permission to stay here indefinitely.

If NRC staff are uncertain of the Candidates nationality because they cannot produce a passport and his/her parents were born outside of the UK, a Commonwealth Country or Republic of Ireland, then the application **cannot** proceed. As proof of British Citizenship an Applicant can provide such documents as either parents UK Birth Certificate, Home Office Certificate of Registration or Naturalisation or parent's marriage certificate. **Once the CSM/APT have obtained this evidence, the PEC Team will then check these documents and advise accordingly.**

**Please note: Nepalese Passport holders are not eligible to join the Regular Army (even if they hold Indefinite Leave to Remain) as they are neither Commonwealth nor British. They can only apply to join the Royal Regiment of Gurkhas from within Nepal. Ex Gurkhas are however, eligible to join the Reserves or the MPGS.**

### **Dual Nationals**

Unless such persons possess either British Nationality or a Commonwealth Passport and are therefore dual nationals they are **not** eligible to be considered for Army enlistment. In considering applications for recruitment of dual nationals into the British Army, Applicants **must** provide written confirmation from the government of the other nation of dual nationality that they **are not** liable for national service, or recall to military service with that nation.

Defence Advisers in some Commonwealth countries have advised that there is now no longer a requirement for letters confirming that candidates have any form of service liability in their country of origin. The countries are listed on the following page. It must be assumed that for any country (in the main non-Commonwealth) which does not appear on the list, confirmation of non-reserve liability is still required, e.g. a dual national Turkish-British will still require a letter from the Turkish authorities.

**All citizens from Botswana must be passed to the PEC Team at application stage for advice on process.**

## **Visas, Passports and Indefinite Leave to Remain (ILR) /Indefinite Leave to Enter (ILE)**

### **Passport Checks for Regular Commonwealth candidates**

**CSM to confirm that the Candidate will have at least 4 years remaining on their passport on their Phase 1 Start Date** (this **must** be checked again just prior to their entering Phase 1 training as a passport renewal/extension may be required prior to enlistment).

### **Visa Checks for Regular Commonwealth candidates**

**APT to confirm at the start of the process that the Contact has at least 4 months remaining on their visa. The CSM is responsible for ensuring that it remains valid until the first day of Phase 1 Training.** Please note Commonwealth Contacts on a EU/EEA passport do not require a visa, i.e. Contacts from Malta, also those contacts who are dual national Commonwealth/EU with one passport being EU/EEA do no require a visa.

The authority has confirmed that the Visa must be on the Passport that makes them eligible to join the Army and not an EU Passport (less candidates from Malta and Cyprus).

### **Reserve Commonwealth Candidates**

Reserve contacts may **not** be attested unless they are in possession of a passport that has at least **2 years** validity remaining. They must also have **Indefinite Leave to Remain or Indefinite Leave to Enter** stamped on their Passport. This must be proven and checked by the CSM. Reserve commitments cannot be fulfilled by those in the UK under temporary visa arrangements so changes are being made that require all those applying to join the Reserves to have at least ILR in the UK. **This does not affect Gurkha or Commonwealth serving personnel with more than 4 years Regular service applying to join the Reserves as Rejoiners, provided they are granted ILR on discharge, which is normally the case.**

**Indefinite Leave to Remain (ILR).** Often known as ILR or Settlement, it means that an individual has permission to live, work and remain in the UK without any time restrictions on the length of stay. However, this **must** be held on a valid Passport (not a Travel Document) with the necessary Passport validity dependant on Regular or Reserve Application. Recruiting staff **must** check that the document doesn't have 'Refugee Status' or similar.

**If in doubt, contact the PEC Team with the evidence provided.**

## Countries requiring Service Letters and Visas

1. The following countries annotated accordingly require a Service Letter and/or Visa before processing **by APT** may take place. It must be assumed that for any country not annotated on the list, confirmation of non-reserve liability is still required e.g. dual national Turkish-British still require a letter from the Turkish authorities.

**Note:** In the case of a Regular Contact, they need at least **4 months** remaining on their visa in order to begin the selection process. In the case of Reserves, all candidates must have **Indefinite Leave to Remain** stamped on their Passport. Candidates who do not require a visa from their country of origin are required to have a valid Entry Stamp annotated in their passport from UK Immigration Control (in most cases has a duration of 6mnths). Commonwealth Applicants who are members of an EU/EEA country (i.e. Malta) do not require a visa or an entry stamp as they are not subject to immigration control. This also includes Dual Nationals i.e. South African/French if they are travelling on their EU/EEA Passport.

### 2. Requirement:

**V** Visa required

**S** Requirement for Service Letter

Country	Country	Country	
Anguilla	Grenada	Sierra Leone	<b>V</b>
Antigua & Barbuda	Guyana	Singapore	<b>S</b>
Ascension Island	India	Solomon Islands	
Australia	Jamaica	South Africa	<b>V</b>
Bahamas	Kenya	South Georgia	
Bangladesh	Kiribati	South Sandwich Islands	
Barbados	Lesotho	Sri Lanka	<b>V</b>
Belize	Malawi	St Helena	
Bermuda	Malaysia	St Kitts & Nevis	
Botswana	Maldives	St Lucia	
British Antarctic Territory	Malta (EU)	St Vincent & Grenadines	
British Indian Ocean Territory	Mauritius	Swaziland	<b>V</b>
British Virgin Islands	Montserrat	Tanzania	<b>V</b>
Brunei	Mozambique	<b>V S</b> Tonga	
Cameroon	Namibia	Trinidad & Tobago	
Canada	Nauru	Tristan da Cunha	
Cayman Islands	New Zealand	Turks & Caicos Islands	
Cyprus (Republic & SBA) (EU)	Nigeria	Tuvalu	
Dominica	Pakistan	Uganda	<b>V</b>
Falkland Islands	Papua New Guinea	United Kingdom	
Fiji Islands	Pitcairn Islands	Vanuatu	
Gambia	Rwanda	Zambia	<b>V</b>
Ghana	Samoa	Zimbabwe	<b>V</b>
Gibraltar	Seychelles		

## **Residency for Regulars and Reserves**

All **Regular** Commonwealth candidates may only be permitted to enlist and commence training after 11 July 2013, if they are able to provide **clear evidence** that they have either ILR / Settlement or that they have completed 5 years of continuous residence in the UK (with no single periods of absence in excess of 180 days). APT will ensure that all candidates satisfactorily demonstrate 5 years UK residency before their application will be progressed. **The PEC Team can confirm the rules for candidates that passed or were allocated to Army assessment before 11 July 2013, on a case by case basis.**

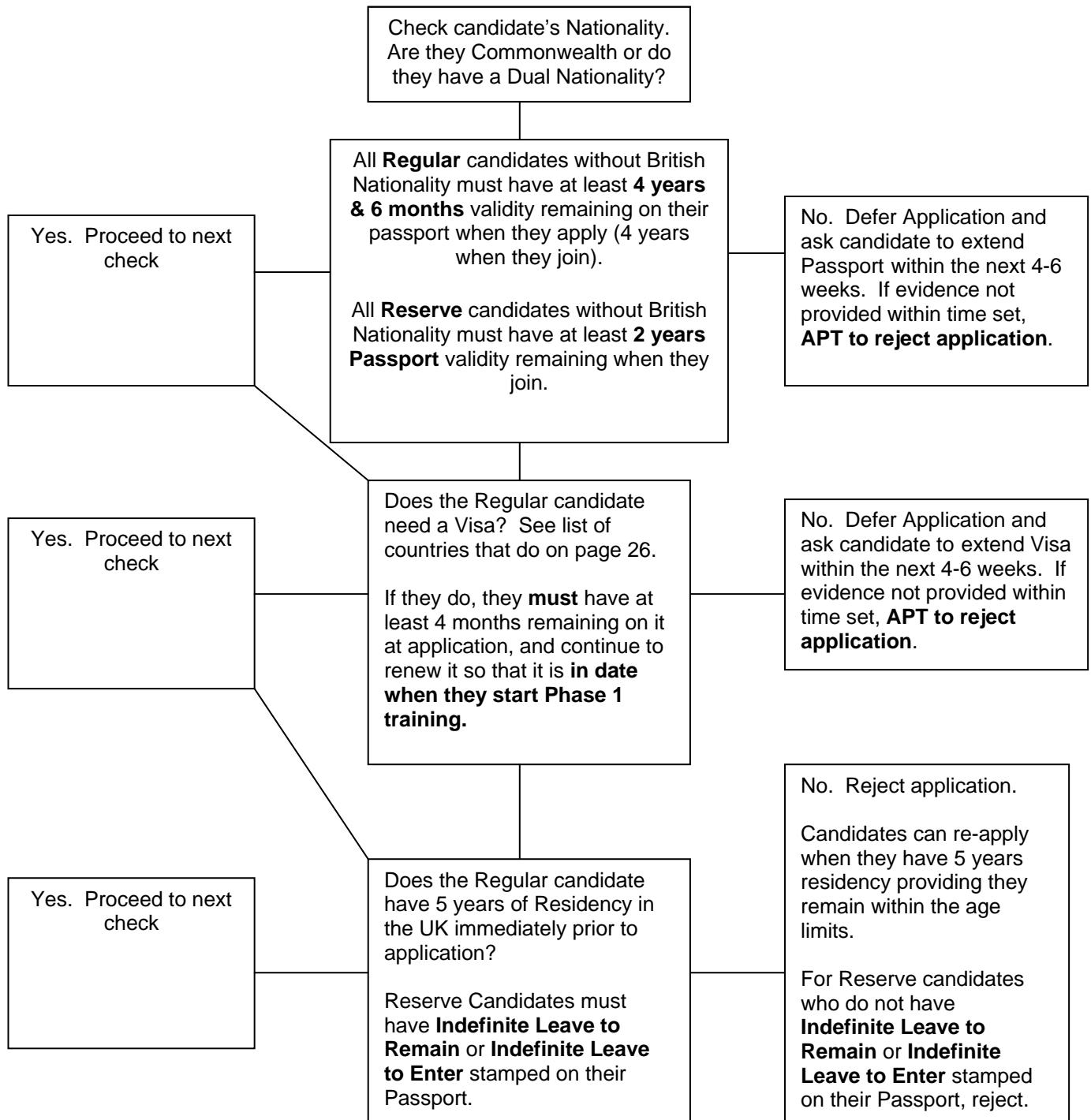
All **Reserve** Commonwealth candidates have no transition arrangements. They **must** have ILR in the UK to enter the reserve, with effect from 11 July 2013.

- a. Only UK, Commonwealth and Republic of Ireland citizens resident in Germany (including a BFPO addresses) are eligible to join the Reserves.
- b. Only UK, Commonwealth and Republic of Ireland citizens resident in the Channel Islands are eligible to join the Reserves.
- c. Foreign & Commonwealth candidates with any British Armed Forces Prior Service must comply with the reinforced Residency Rules. **The PEC Team can confirm the rules for these candidates on a case by case basis.**

**Applicants resident in the Republic of Ireland are not eligible to join the Reserves.**

**Extreme care must be taken when considering Job Preferences for any candidate that has not been living in the UK for the last 5 years including Commonwealth or Dual National Candidates due to their residency. See Security Chapter for further details.**

## **Commonwealth Candidates Eligibility Flow and Guidance** **(includes – Passport Requirements & Visas)**



The Validity of these checks needs to be checked throughout the journey of any candidate with a Commonwealth Nationality to ensure that they remain eligible up to the point of **allocation to and entering Phase 1 Training or Attesting into a Reserve Unit.**

Extreme Care must be given when considering Job Preferences for Commonwealth Citizens as the level of Security Clearance for some jobs is not possible for candidates that are not British or have not lived in the UK for at least 10 years. Further details can be found under the chapter on Security Checks. **For cases that are not clear cut after following this guidance, refer to the PEC Team for advice.**

## **Security Clearances Impact on Job Preferences for candidates with non British Nationality and or British candidates without UK Residency in the last 5 years**

The authoritative policy document regarding Residency Requirements and Personnel Security states the following baseline requirements:

Counter Terrorist Check (CTC). Security Clearance (SC). Developed Vetting (DV)

- **CTC** 3 Years' Residency (This is for candidates with links through Nationality/Travel or Marriage) to a specific list of countries that warrant additional screening). **The PEC Team will advise on a case by case basis for these candidates.**
- SC 5 Years' Residency
- DV 10 Years' Residency

The following general guidance may assist Recruiting Staff:

- **SC; Non-British Passport Holders - 5 years minimum.** (*For British Passport Holders, this is assessed on an individual basis dependant on where they have been living whilst outside of the UK. Usually at least 2 years*). **The PEC Team will seek these Assessments from Head of Personal Security (Army).**

UK/ROI - Between 0 and 18 months minimum, the longer period for those who have resided outside the UK for at least the last 5 yrs and are probably 25 yrs of age or over

- DV - an **absolute** minimum of 5 yrs, although usually a minimum of between 6 and 7.5 years. In general British Passport holders only; **some Dual Nationals may be accepted (check with PEC Team); no ROI or Commonwealth**, are eligible to apply for employments requiring this clearance type.
- CEGs that require Security Clearance are as follows:

Army Air Corps  
AGC HR Specialist  
REME Armourer  
REME Aircraft Technician  
REME Electronics/Avionics Technician  
REME Technical Support Specialist  
Int Corps Operator Military Intelligence – **DV clearance required**  
Int Corps Operator Military Intelligence Linguist - **DV clearance required**  
RE Military Engineer Geographic Technician - **DV clearance required**  
RLC Driver Communication Specialist  
RLC Movement Controller  
RLC Postal and Courier Operator  
RLC Ammunition Technician  
Royal Signals - All CEGs require **SC less Electronic Warfare Systems that requires DV clearance initiated before enlistment**

Where a Contact does not have the required Residency for a sensitive employment, they should be counselled for a non-sensitive employment.

## **UK National Insurance Numbers (UKNINO)**

CSMs **must** check that **all** of the candidates that they are managing have a National Insurance Number recorded on TRHJ.

For Junior Entry Candidates, these may only be issued just before they go to Harrogate, but in some cases, families may need to be reminded to obtain one through the Department for Work and Pensions. A form can be collected from a local Job Centre or enquiries made through the Dept for Work & Pensions web site. Most are issued automatically. This is linked to the parent's claims for Child Benefit. However, for British candidates that have been living outside of the UK or in the Channel Islands, they are responsible for requesting one in good time. Candidates **cannot** enter training without a National Insurance Number as they will not get paid.

**For Commonwealth, ROI and Channel Island candidates only, the PEC Team will apply for this 6 weeks out from their Phase 1 Training Date. They will be unable to apply for one in their own right. The PEC Team does this on behalf of their new employer, the Army. This is the earliest that a National Insurance can be applied for by PEC.**

## **Previous and Current Service**

All candidates **must** be asked if they have Previous or Current Service. This includes service as an Adult Cadet Instructor with a Cadet Force, as this is a type of Reserve Employment. All Previous and Current Service details must be entered in full on TRHJ in the 'Previous and Current Service' Information Page. This is vital for the process of requesting a Service Number later in the process.

All candidates with any Current or Previous service must be passed to the Rejoiner Team to have their Prior Service information checked, and for the candidate's TRHJ record to be labelled as a 'Rejoiner' or 'Re-enlister' application, and the relevant process followed from that point onwards.

Foreign & Commonwealth candidates with any British Armed Forces Prior Service must comply with the reinforced Residency Rules. **The PEC Team can confirm the rules for these candidates on a case by case basis.**

## **Provision of Child Care**

CSMs, and others in the Recruiting organisation may be asked about Childcare arrangements for candidates with children to care for. The advice below is to assist in these enquiries.

**Introduction.** As a caring employer, the MOD has a responsibility to bring to the attention of all Candidates who have a child/children dependant upon them that, whilst Army life may not be incompatible with providing for a child/children, it does make unique demands upon Service personnel.

Domestic Circumstances. **Candidates should be aware that domestic obligations must not prevent them from meeting the responsibilities of world-wide service in the Armed Forces. They have no right to expect to serve with or close to a spouse/partner. Where possible, the Service will try to locate married couples close together, but this will be subject to the needs of the Service and the Military Service binding principle will always apply.**

**NB.** If any of their children have been adopted, Candidates will be required to provide legal adoption certificates.

**Provision of Childcare.** Being a married, single or lone parent is not incompatible with service in the Armed Forces nor is it a barrier to joining the Trade/Regiment/Corps of their choice. Life in the Armed Forces, however, makes unique demands both on Service personnel and their families. They may find themselves on duty away from their home base for extended periods of time, often at short notice. No guarantees can ever be given about the pattern of working hours or the amount of time spent away from the home base. All Service personnel must be available for shift duties, including night duties, parents' are not entitled to special consideration. The Services, therefore, expect them to make full provision for care of their child(ren) during time at work. This means that they will often have to make provision for full time care of child(ren) which does not depend on their presence. If both parents are serving, this will usually mean that a third person will have to be ready to take responsibility for childcare since either or both parents might be required to serve away from home on exercise or operations

If they are a parent they may be asked to explain their childcare arrangements before they are enlisted. This explanation will have to show how they intend to provide for 24 hour childcare during the period of their training, since the Services do not provide accommodation for families during Phase 1 training, and cannot guarantee family accommodation during follow-up training. They are to think very seriously about this. They may not be enlisted until they can prove that they have made arrangements for childcare during the training period.

Single or lone parents must also think seriously about the provision of childcare after the training period. Although family accommodation is available, no special arrangements can be made for working hours or postings for single/lone parents and there will be many occasions when 24 hour childcare is essential. Service Personnel who are unable to meet their duty obligations due to childcare problems may be administratively discharged.

Options for the provision of full time childcare include:

- a. A spouse or partner, unless this person is a serving member of HM Forces.
- b. An adult relative (over 18 years of age). They are to be advised that such an arrangement should be in written form and should clearly outline both the duration of the childcare and any financial maintenance paid for the child (they can make a regular allotment from their Service pay) and what will happen if the relative becomes ill or incapable of looking after the child.
- c. A legal guardian or foster parent.
- d. A contracted child minding agency or nanny. This is expensive. Any such arrangement should be in written form.
- e. Individuals considering childcare support from someone subject to UK immigration control who is outside the UK are advised to seek advice from the UK Border Agency in order to ensure that those wishing to work in the UK as childminders will be eligible to apply for and be granted the appropriate visa.

#### **Policy for management of pregnancy during recruitment**

Pregnancy is a temporary condition and places a temporary hold on attestation/enlistment procedures. Candidates who declare pregnancy at the initial stages are unfit for service until **at least 3 months after the end of pregnancy**.

**Recruiting staff are to process pregnant Candidates without their pregnancy having any bearing on ultimate selection.** A Candidate's medical suitability is to be decided solely by the AC Medical Officer.

During the recruitment process, recruiting staff are to explain to female Candidates exactly what Phase 1 training (and Selection) involves and explain that, for medical and health and safety reasons, it is not considered compatible with pregnancy.

It should also be explained to Candidates who are currently pregnant that they would be able, if they meet all selection criteria and are medically fit, to start Phase 1 training any time from 3 months after the birth of their child provided that evidence is available of satisfactory post-natal examination requiring no subsequent follow up and breast feeding has ceased

## Religion

Religious and cultural guidance to recruiting staff. **The UK population is made up of people from many different cultural backgrounds and the Government have clearly stated that the Armed Forces should reflect the diversity of the population it serves to protect. The following guidelines have been prepared to assist recruiting staff in addressing questions which may be raised by prospective ethnic minority Contacts.**

### **Principles.**

The Army is fully committed to Diversity for all personnel, within the framework of the law, irrespective of gender, marital status, social background, race, ethnic origin, or religious belief, and aims to provide a working environment which is free from discrimination or harassment. In particular, racial, sexual discrimination, sexual orientation or harassment will not be tolerated. The Army will make every effort to accommodate religious and cultural requirements, but operational and health and safety constraints may mean that this is not always practicable. Refer to the Paras below regarding the Army's Values and Standards and its application to Satanists and Paganism. For Buddhists:

- a. The following is approved as the action to take during any discussions with **Buddhist** Candidates who adhere to a fundamental principle of pacifism or non-violence:
  - (1) State during the discussion that the Army embraces people from all backgrounds and religions and views diversity of its soldiers as one of its strengths.
  - (2) State that the Army recognises Buddhism as a religion and that some adherents to Buddhism hold pacifism or non-violence as a fundamental principle.
  - (3) State that the Candidate will be joining an organisation, which will train him or her to be a soldier, that this training involves learning about how to use aggression and that they may be required to use aggression and/or to take life during their career with the Army.
  - (4) Ask the Candidate if they feel they can proceed with their application.
  - (5) Make a record of the discussion in any discussion notes.

The Army operates an internal complaints procedure designed to ensure allegations of discrimination, harassment or bullying are dealt with thoroughly and fairly. There is a telephone helpline in place for serving personnel, to provide impartial advice to callers in the strictest confidence.

## **Religious Considerations.**

The Army places great importance on the spiritual development of its personnel and is committed to giving individuals the opportunity to practise their religious observance wherever possible. A number of religious leaders act as advisors to the Armed Forces on matters of religious requirements. Every reasonable effort is made for serving personnel to have contact with their religious leaders and visit places of worship.

### **Wherever practicable areas of worship will be made available in all Service establishments.**

## **Religious Observances.**

Every effort will be made to allow the celebration of religious festivals/holidays (e.g. Yom Kippur, Vai Sakhi, Eid Al-Fitr, Diwali etc). In most circumstances, arrangements can be made for daily prayer although this may not always be practicable. Muslims will normally be allowed to fast during Ramadan. In operational conditions or when the physical demands on an individual are high and to fast may prove hazardous, fasting may not be permissible. In such an event, every effort will be made to secure a dispensation from the relevant religious authority e.g. as allowed under Islamic law.

## **Dress and personal appearance.**

The Armed Forces recognise the need to observe specific codes of dress in accordance with particular religious beliefs. **Specific questions may come from the following groups; the answers to which can be found in policy instructions via the PEC Team.**

- a. Sikhs.
- b. Muslims.
- c. Hindus.
- d. Jews.
- e. Rastafarians.

## **Satanists, Paganism and Jehovah's Witnesses**

Recruiting Authorities are directed not to process applications from people who state their religion as "Satanist". As background information, some of the generally accepted tenets of Satanism are incompatible with the Army's Values and Standards (V&S), for example:

- a. **Rational Self-Interest:** The most important factor in (a Satanist's) life is self-preservation and the continuation of one's life. Thus the central factor in a person's universe is him/herself, and a Satanist never loses sight of this fundamental truth. If someone is of importance to the Satanist, they will be cherished, valued and protected, as losing them would harm self-interest. Those of no interest to the Satanist remain....of no interest.
- b. **Survival of the Fittest:** Satanism is "an elitist religion" – The Army's policy is one of inclusiveness.

## **These tenets are incompatible with the Army's V&S:**

- a. Value One – Selfless commitment: to put others before yourself.
- b. Value Three – Discipline: to maintain the highest standards so that others can rely on you.
- c. Value Four – Integrity: to earn the respect and trust of your comrades.

In order for any Candidate in this category to be dealt with fairly, Recruiting Staff are to approach the subject in the following manner:

- a. Draw the Candidates attention to the V&S that he or she would agree to (during attestation) and which would form the basis of the Candidates soldiering career.
- b. Discuss the Candidates religion with him or her to the extent that the CSM or other Recruiting Staff establishes whether the Candidate can accept the Army's V&S. If the Candidate can comfortably accept and agree to the V&S forming the basis of his or her soldiering career then he or she is either not a Satanist really (in which case the Candidate should not record themselves as such) or the Candidate is a Satanist but is not being wholly truthful about being able to abide by the V&S.
- c. Staff should enquire whether the Candidate wants to continue to record him or herself as a Satanist. If the response is **yes**, the application to join the Army **must be rejected**. If the Candidate wants to record their religion as something else or indeed leave the box blank they can do so and Staff may proceed with the application in the normal way.

## **Paganism.**

Direction from DM (A) indicates that there are no aspects of Paganism that run contrary to the Army's V&S. Any candidate in this category may be processed as normal.

## **Jehovah's Witnesses.**

Candidates who state this as their religion are to be counselled towards the reality that active service in the Army may well be incompatible with their beliefs in that:

- a. They are not permitted to take up arms, governments are the work of Satan.
- b. They cannot give or accept blood or blood products.

Candidates must be prepared, once enlisted, to give blood samples for bloodtyping etc. and potentially receive blood when on operational tour in order to remain operationally effective, therefore making the above requirements unsuited to their religious beliefs. The Army has a duty of care to the Candidate and Health and Safety over rides all. The Candidates application is to be discontinued if they are a strong believer of the Jehovah's Witness tenets.

## **Dietary requirements.**

Candidates who declare themselves to be members of a minority group whose beliefs require special diets are to be informed that The Armed Forces aim to cater for all special religious dietary requirements and vegetarian options, or halal or kosher meat can be provided. Preparation of kosher food in strict observance of the Jewish faith will, however, present problems. In field conditions, when fresh food supply is not always practicable, special dietary needs cannot always be met.

## **Language.**

English is the official language of the British Army.

## **Ineligibility to join the Reserves due to current employment**

The following are not eligible for enlistment or re-enlistment into the Reserve Army:

- a. Persons serving in any reserve of the Royal Navy, Royal Marines, Royal Air Force or the Northern Ireland Police Service unless approval has been given by the appropriate department of the Ministry of Defence to the officer in charge of the authority administering the reservist. Approval is to be obtained by the Unit by a submission in the form of the memorandum shown in Annex E to Chapter 5 of TA Regs 1978.
- b. Persons in receipt of a disability pension from any source (except as laid down in Paragraphs 5.062 and 5.073 of TA Regulations 1978). **Check with PEC if in doubt.**
- c. Members of the Merchant Navy unless the unit is satisfied that they can reasonably be expected to fulfil their training liabilities and be available for mobilisation.
- d. Persons employed either whole or part-time in the ambulance service or on paid rescue & fire fighting duties by the Home Office or by a local authority unless permission has been granted from the emergency service.

## **Sexual Orientation Guide (including guide on Transgender)**

**The following is the MoD guide on sexual orientation:**

- a. The Armed Forces regard sexual orientation as a private life matter and Armed Forces Personnel are free to choose whether or not to disclose their sexual orientation.
- b. The Armed Forces acknowledge differences in sexual orientation and genuinely welcome heterosexual, gay, lesbian and bisexual personnel.
- c. Management of Diversity in the workplace (including sexual orientation) is a fundamental part of good leadership.
- d. The Armed Forces are committed to establishing a culture and climate where those who choose to disclose their sexual orientation can do so without risk of abuse or intimidation.
- e. It is the right of each and every member of the Armed Forces to work in an environment where they are treated with dignity and respect.
- f. It is incumbent on all members of the Armed Forces to challenge homophobic behaviour, attitudes and other forms of prejudice.
- h. All personnel should have the confidence in the system to tackle any form of harassment or intimidation.

### **Transgender.**

**Details on the Policy for the Recruitment and Management of transsexual personnel in the Armed Forces are held in a DIN which the PEC Team will refer to in all cases during the processing of any transsexual applicant;** however the key points for Recruiting Authorities are highlighted in the following paragraphs.

Where a candidate declares that they are a Transgender, this information **must not** be shared with any immediate colleagues or entered on systems. **The PEC Team will seek guidance from the authority on briefing staff who may come into contact with the individual at Interview, Outreach Events or on Assessment, so that these events are handled in accordance with policy.**

Potential recruits may reveal that they are transgender or be found to be undergoing, or to have completed treatment, at the initial medical examination. Applications to join the Armed Forces from transgender people should be processed in the same way as any other application. It would be unlawful to reject an applicant on the grounds that he or she is a transgender person. Transgender people wishing to join the Armed Forces have to fulfil and achieve the same physical and mental entry requirements as any other eligible applicant. All applications should be dealt with on a case by case basis and each must be assessed on its own merit.

### **Requirement for confidentiality to protect information disclosed on applications/during interviews.**

A potential recruit who has changed gender identity before applying to join the Armed Forces is under no obligation to inform the recruiting department dealing with their application of their gender history. Care should be taken to ensure that information contained in references from schools or colleges attended, previous employers or evidence of educational qualifications which discloses a previous name and gender identity is handled as “protected information”. **The PEC Team**

**are familiar with these requirements and are responsible for adhering to this.**

## **Guidance for the recruitment Process**

Transgender candidates may be at any stage of the process in changing their gender when they apply. Their eligibility to join at this time will be decided during the Medical process.

Transgender candidates should be recorded as the gender that they are currently living as. Evidence of a formal diagnosis from a civilian specialist will be required to be provided later in the recruiting process.

Any discussion with another person in the Recruiting organisation regarding declared information must be agreed with the candidate first. For example, advising the SCA that a candidate attending an Interview must be with the candidate's permission.

Outreach events requiring overnight accommodation needs to be managed sensitively and should be discussed with the Outreach TL in the first instance. Rules differ dependant on whether the candidate is over or under 18 and in some circumstances, attendance during the day only may be appropriate. Reasonable adjustment should be made by the Outreach Team conducting the event. This can be discussed with the Administration Manager in the NRC.

AC/AOSB Managers will also need to make reasonable adjustments and advice is available through the Administration Manager in the NRC.

## **Eligibility Appeals**

All Eligibility Appeals must be submitted in writing to the PEC Team. Responses will be sent out within 14 days providing sufficient information has been sent to allow the appeal to be considered. Further information may be sought from the candidate before a decision can be made. Appeal decisions will be sent to the candidate in writing.

If a candidate wishes to raise a second level appeal, they must have sufficient grounds and evidence to do so and this must also be submitted in writing addressed to the PEC Team.

The Medical Appeal process is managed through the Medical Admin Team (MAT) and the process can be confirmed through MAT.

## QUALIFICATION FRAMEWORK

<u>Foundation Level 1</u>	<u>Intermediate Level 2</u>	<u>Advanced Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>	<u>Level 7</u>	<u>Level 8</u>
<b>LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS</b>							
GCSE Grades D-G	GCSE Grades A*-C	AS Level <b>(20-60 points)</b> <b>= ½ A Level</b>	Level 4 Certificate	Ordinary (Bachelor) Degrees	Honours Degree	Diploma in Translation	Specialist Awards
Vocational GCSE Double Grade D-G	*See ALIS Scores Vocational GCSE Double Grade A*-C	*See UCAS Tariff VCE (Vocational Certificate of Education)  <b>(20-60 points)</b> <b>= ½ A Level</b>	Certificates of Higher Education	Level 5 BTEC Higher National Diploma	Graduate Certificates and Diplomas	Masters Degree	City & Guilds Fellowship
Vocational GCSE Single Grades D-G	*See ALIS Scores Vocational GCSE Single Grades A*-C	*See UCAS Tariff AS Level Double Award  <b>(40-120 points)</b>	City & Guilds Level 4	Diploma of Higher Education and Further Education	National Diploma in Professional Production Skills	Masters Degree	
Foundation GNVQ (Full) Grade Merit:Merit	*See ALIS Scores Intermediate GNVQ (Full) Grade Merit:Merit  *Not part of the ALIS Score	*See UCAS Tariff A Level  <b>(40-140 points)</b>  *See UCAS Tariff	Licenciateship (LCGI)	City & Guilds Diploma SVQ/NVQ level 5	BTEC Advanced Professional Diploma	Post Graduate Certificate	

<u>Foundation Level 1</u>	<u>Intermediate Level 2</u>	<u>Advanced Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>	<u>Level 7</u>	<u>Level 8</u>
			<b>LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS</b>				
Part One Foundation GNVQ Grade Merit:Merit	Part One Intermediate GNVQ Grade Merit:Merit  *Not part of the ALIS Score  *Individual qualifications may be assessed using ALIS score.  *See Note 2	AVCE (Advanced Vocational Certificate of Education)  <b>(40-140 points)</b>  *See UCAS Tariff GCE A Level Double Award  (previously AVCE Double Award)  <b>(80-280 points)</b> <b>= 2 A Levels</b>  *See UCAS Tariff Scottish Advanced Higher  <b>(72-120 points)</b>  *See UCAS Tariff Scottish Higher  <b>(42-72 points)</b>  *See UCAS Tariff	Higher Professional Diploma	SVQ/NVQ Level 5	BTEC Advanced Professional Certificates	Post Graduate Diploma	
BTEC Introductory Level 1 Diploma	Welsh Baccalaureate Intermediate Level	SVQ/NVQ level 4	Foundation Degree <b>(2 years)</b>	BTEC Advanced Professional Awards	BTEC Advanced Professional Diploma		
BTEC Introductory Level 1 Certificate	OCR Nationals Level 2 Exam authority advises that this equates to: <u>Award</u> – 2 GCSEs Grade A*-C <u>Certificate</u> – 4 GCSEs Grade A*-C However, this does not satisfy the Army's breadth of GCSE requirements.	Key Skills Level 4 <b>( 30 points)</b>		Level 6 Diploma	BTEC Advanced Professional Certificates		
OCR Nationals Level 1  Exam authority advises that this equates to: <u>First Award</u> – 1 GCSE Grade D-G <u>Award</u> – 2 GCSEs Grade D-G <u>Certificate</u> – 4 GCSEs Grade D-G However, this does not satisfy the Army's breadth of GCSE requirements.	Scottish Intermediate 2 (Thought to be more demanding than Standard Grades and better preparation for Highers.  *Not part of ALIS Score			City & Guilds Level 6	BTEC Advanced Professional Awards		

<u>Foundation Level 1</u>	<u>Intermediate Level 2</u>	<u>Advanced Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>	<u>Level 7</u>	<u>Level 8</u>
<b>LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS</b>							
Scottish Intermediate 1	Scottish Credit Standard Grade Grades 1-2 <i>*Not part of ALIS Score</i>	Advanced GNVQ  (An Advanced GNVQ requires a level of achievement broadly equal to two GCE A levels. It is being replaced by the vocational A Level)			Graduateship	Level 7 Diploma	
Scottish General Standard Grade Grades 3-4	BTEC First Diploma  Exam authority advises that this equates to 4 GCSEs grade A*-C. However, this does not satisfy the Army's breadth of GCSE requirements.	International Baccalaureate Diploma  IB Score 24-45 <b>(280-768 Points)</b> <i>*See UCAS Tariff</i>			Associateship	City & Guilds Level 7	
Entry to Employment	<i>*Not part of ALIS Score</i> BTEC First Certificate  Exam authority advises that this equates to 2 GCSEs grade A*-C. However, this cannot be viewed as satisfying the Army's breadth of GCSE requirements.	International Baccalaureate Certificate  Higher level <b>(20-130 Points)</b>  <i>*See UCAS Tariff</i>				Master	
Scottish National 4 Pass Grade	<i>*Not part of ALIS Score</i> Scottish National 5 Grade A-C <i>*Not part of ALIS Score</i>						
Scottish National 4 Grade D NVQ/SVQ Level 1	Advanced Diploma  New qualification from September 2009  (The qualification authority advise that it will be graded A*, A, B, C or upgraded and is equivalent to 7 GCSEs at grade A* - C). <i>*Not part of ALIS Score</i>	European Baccalaureate  (Marks of 60% = a Pass) Generally a pass mark of 60% is required for entry to a UK University. Not part of the UCAS Tariff. A score of 80 or more is roughly equivalent to 360 UCAS points awarded for A-levels (3 A grades).				Professional Diploma	

<a href="#">Foundation Level 1</a>	<a href="#">Intermediate Level 2</a>	<a href="#">Advanced Level 3</a>	<a href="#">Level 4</a>	<a href="#">Level 5</a>	<a href="#">Level 6</a>	<a href="#">Level 7</a>	<a href="#">Level 8</a>
<b>LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS</b>							
C&G Technician Certificate	Foundation Modern Apprenticeship Pass  (An individual undertakes a Technical Certificate at Level 2, an NVQ at Level 2 and Key Skills in Communication and Application of Number at Level 1).	Welsh Baccalaureate Core - Advanced Diploma  (combines personal development skills with existing qualifications like A levels, NVQs and GCSEs to make one wider award) <b>(Pass = 120 points)</b>					
Foundation Diploma	*Not part of ALIS Score NVQ/SVQ Level 2  (Delivered in the workplace using evidence based assessment)	BTEC National Diploma  (3 x A Levels) <b>(120-360 points)</b> *See UCAS Tariff and description in note 5					
New qualification from September 2009  (The qualification authority advise that it will be graded A*, A, B or upgraded (U) and is equivalent to 5 GCSEs at grade D - G	*Not part of ALIS Score  IGCSE (International GCSE) equates directly to GCSE.	BTEC National Certificate  (2 x A Levels) <b>(80-240 points)</b>					
Skills for Life – Level 1  (Skills for Life qualifications are designed to help you develop the skills you use in everyday life, such as reading, writing or maths)	*See ALIS Scores	*See UCAS Tariff/ description in note 5					
Key Skills Level 1  (Key skills are the skills required in order to operate confidently and successfully in education, work, training, and life).	Skills for Life – Level 2  (Skills for Life qualifications are designed to help you develop the skills you use in everyday life, such as reading, writing or maths).	BTEC National Award  (1 x A Level) <b>(40-120 points)</b> *See UCAS Tariff/ description in note 5					
*See Note 1	<a href="#">Foundation Level 1</a>	<a href="#">Intermediate Level 2</a>	<a href="#">Advanced Level 3</a>	<a href="#">Level 4</a>	<a href="#">Level 5</a>	<a href="#">Level 6</a>	<a href="#">Level 7</a>

		<b>LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS</b>
<p><b>Key Skills Level 2</b>            (Key skills are the skills required in order to operate confidently and successfully in education, work, training, and life).</p> <p>*See Note 1</p>	<p><b>OCR Nationals – Level 3</b>            Exam authority advises that this equates to:  <u>Extended Diploma</u> – 3 x A Levels  <u>Diploma</u> – 2 x A Levels  <u>Certificate</u> – 1 x A Level requirements.</p> <p><b>(40-360 UCAS points)</b>            *See UCAS Tariff            Advanced Modern Apprenticeship Level 3            Pass</p> <p>*Not part of the UCAS Tariff</p>	
	<p><b>NVQ/SVQ Level 3</b>            (delivered in the workplace using evidence based assessment)</p> <p>*Not part of the UCAS Tariff with the exception of AAT(Accountancy).</p> <p><b>Irish Leaving Certificate (7-90 points)</b></p> <p>*See UCAS Tariff</p>	

Foundation Level 1

Intermediate Level 2

Advanced Level 3

Level 4

Level 5

Level 6

Level 7

Level 8

**LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS**

Advanced Extension Awards  
(introduced to challenge top 10 per cent of students & differentiate the most able. Changes to the A level spec from 2008 to introduce 'stretch and challenge' and an A\* grade overlap with the original purpose of AEAs AEA is being withdrawn).

Distinction (40 Points)  
Merit (20 Points)  
**Advanced Diploma**  
New qualification from September 2009

(The qualification authority advise that it will be graded A\*, A, B, C, D, E or upgraded and is equivalent to 3.5 A Levels

Not part of UCAS Tariff yet.  
**Certificate of Personal Effectiveness (COPE)**  
\*See UCAS Tariff Cambridge Pre-U Diploma  
UCAS Points (some to be confirmed) come into effect for entry into higher education from 2010 onwards.

\*See Note 4  
\*See UCAS Tariff

Advanced Level 3

Foundation Level 1

Intermediate Level 2

Level 4

Level 5

Level 6

Level 7

Level 8

		<b>LEVELS 4 - 8 DO NOT ATTRACT UCAS POINTS. THEY SUPERCEDE A LEVELS</b>
	<p>Progression Diploma</p> <p>Equivalent to 2.5 A levels</p> <p>UCAS Points (some to be confirmed) come into effect for entry into higher education from 2010 onwards.</p> <p>*See UCAS Tariff  <b>Key Skills Level 3  (20 points)</b>  (Key skills are the skills required in order to operate confidently and successfully in education, work, training, and life).</p> <p>*See Note 1</p>	

- Note 1      Key Skills awards are not qualifications in their own right but are awarded to individuals who achieve a level of ability in a particular subject. However, they do attract a small number of UCAS points. Full details can be found at [www.keyskills4u.com](http://www.keyskills4u.com)
- Note 2      The Welsh Baccalaureate comprises core studies which include Work Related Education (WRE), Personal and Social Education (PSE) and Wales Europe and The World (WEW). The optional / pathway studies involve a particular academic or vocational route based on current recognised qualifications. Full details can be found at [www.wbq.org.uk/home](http://www.wbq.org.uk/home)
- Note 3      Level 3 and some Level 2 qualifications attract UCAS points. Level 4 and above are higher qualifications and supersede the UCAS Tariff so no points are attributed to this level of qualification.
- Note 4      Cambridge Pre-U Diploma. Developed in consultation with teachers and people in higher education. It prepares students with the skills and knowledge they need to make a success of their subsequent studies at university. Designed to prepare students for higher education more effectively with exciting syllabuses that are stimulating to teach. Universities require students who are equipped to benefit from a higher education

experience, which calls for an independent and self-directed style of learning. Full range of subjects. Full details can be found at [www.cie.org.uk/qualifications/academic/uppersec/preu/overview](http://www.cie.org.uk/qualifications/academic/uppersec/preu/overview)

## Note 5. BTEC Awards and the various levels

### The BTEC National Award

The 6-unit National Award is a unit-based specialist qualification that focuses on particular aspects of employment within the vocational sector. As such the award offers a qualification which can extend study and provide vocational emphasis for learners following an Applied GCE or GCE route. It is broadly equivalent to one GCE A level and is graded **pass, merit or distinction** (P, M, D).

### The BTEC National Certificate

The 12-unit National Certificate provides a specialist work-related qualification that covers the key knowledge and practical skills required in the vocational sector and also offer different emphasis through the choice of specialist units. It is broadly equivalent to two GCE A levels. It is given a double grade, for example, **PP, MP, DD**.

### The BTEC National Diploma

The 18-unit National Diploma extends and deepens the specialist focus available in the 12-unit Certificate. The qualification prepares learners for employment in the sector. It is broadly equivalent to three GCE A levels and is triple graded, for example, **PPP, MMP, DDD**.

**Debt Calculation Template for issue to candidate by APT**

<b>Monthly net income</b>	
Entrant Pay*	£1,000.00
Spouse Income	£0.00
Other income**	£0.00
<b>Total Net Income</b>	<b>£1,000.00</b>

<b>Monthly outgoings***</b>	
Mortgage/rent	£0.00
Utilities/Car insurance etc	£0.00
Credit/Store cards	£0.00
Hire Purchase	£0.00
Unsecured/secured loans****	
Planned Debt Management*****	£0.00
<b>Total outgoings</b>	<b>£0.00</b>

**Notes**

\*As at 31/03/2014 £14,349.00

\*\* Child benefit/Working tax credit/child tax credits  
etc

\*\*\*CSA excluded

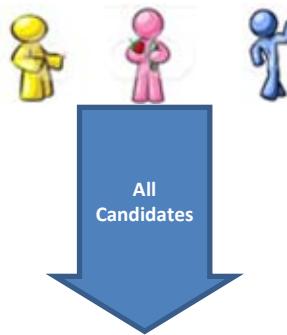
\*\*\*\*Not student loans

\*\*\*\*\*Incl IVA/CCJ/Fines etc

<b>Income minus outgoings</b>	<b>£1,000.00</b>
<b>Total Debt (less Mortgage Payments)</b>	<b>£0.00</b>
<b>Percentage of Income</b>	<b>0%</b>

If this debt (less Mortgage) exceeds £250.00	Then inform the APT TL
If this debt (less Mortgage) exceeds £350.00	Should not be processed further until the amount is reduced or they can satisfy Recruiting Authorities of their ability to meet their repayments.

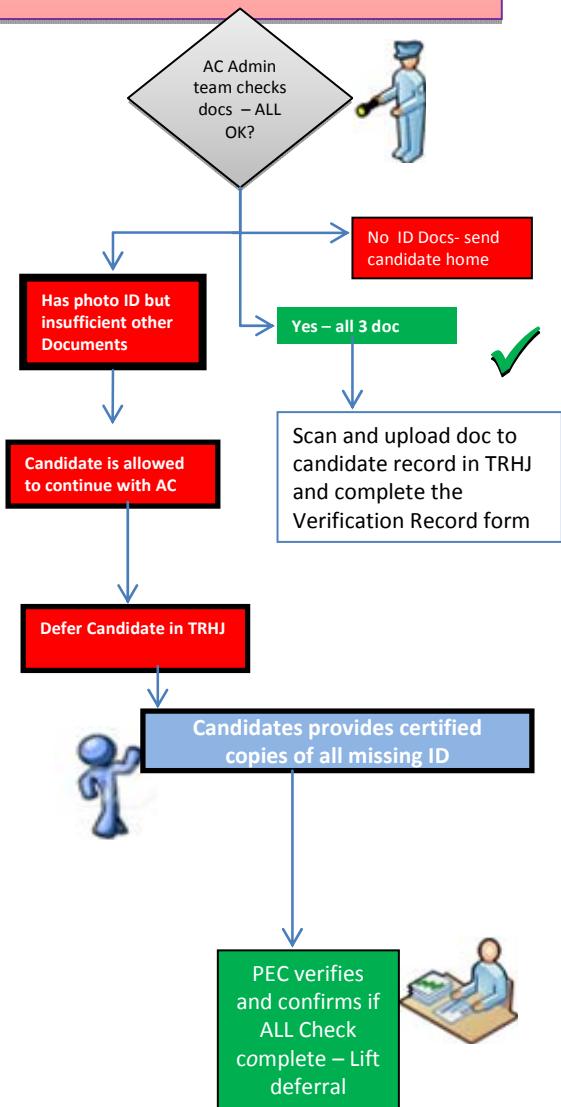
## Checking Proof of ID



### Produce 3 docs in total

Produce 1 doc from Group 1, plus 2 docs from Groups 1, 2a or 2b  
OR  
Produce 1 doc from Group 2a, plus 2 docs from Groups 2a or 2b

**One doc MUST verify current address**  
**One Document MUST be a Photo ID**



### Notes:

- A. Any official documents that show an expiry date (e.g. passport, driving licence) must be in date.
- B. A current driving licence can be used as proof of address, regardless of when it was issued.

### Group 1 Docs – Primary Trusted Identity Credentials

	UK	EEA	Other	Notes
Current valid Passport	•	•	•	Must be in date, not expired Will need to include an entry Visa for all non UK Residents
Biometric Residence Permit	•			
Current Driving Licence	•			Photo Card + associated Counterpart
Birth Certificate	•			Issued <b>within 6 weeks of birth</b>

### Group 2a Docs – Trusted Government / Stated Issued Documents

	UK	EEA	Other	Notes
Current UK Driving Licence	•			Old style paper version
Current Non-UK Photo Driving Licence		•	•	Valid for 12 months from date Candidate entered UK
Birth Certificate	•			Issued <b>more than 6 weeks after birth</b>
Marriage Certificate	•			Or Civil Partnership Certificate
Adoption Certificate	•			
Deed Poll or Statutory P3 Document				If Candidate has legally changed their name for reasons other than marriage or adoption
HM Forces ID Card	•			Must be in date, not expired
Fire Arms Licence	•			Must be in date, not expired
National Insurance card	•	•	•	Used only in conjunction with birth certificate to prove right to work in UK
Document from central or local government agency	•			E.g. from HMRC or Job Centre plus Dated in last 3 months
Child benefit book or tax credit information	•			Showing Candidate's name (for Candidate under 18)

### Group 2b Docs – Financial / Social History Documents

	UK	EEA	Other	Notes
Mortgage Statement	•	•		Non-EEA statements must not be accepted Dated in last 12 months
Bank, Building Society or Credit Card Statement	•	•		Non-EEA statements must not be accepted Dated in last 3 months
Bank/Building Society Account Opening Confirmation Letter	•			Dated in last 3 months
Financial Statement	•			E.g. pension, endowment, ISA Dated in last 12 months
P45 or P60 Wage slip	•			Dated in last 12 months Dated in last 3 months
Council Tax Statement	•			Dated in last 12 months
Work Permit/Visa	•			Must be in date, not expired
Reference letter from current employer	•	•	•	Dated in last 3 months
Utility Bill (gas, water, electricity, telephone)	•			Not mobile phone bill In parent's name (if Candidate under 18) Dated in last 3 months
Benefit Statement	•			E.g. Child Allowance, Pension Dated in last 3 months
Document from Central or Local Government or Government Agency	•			E.g. from DWP, Job Centre Plus Dated in last 12 months
EU National ID Card	•	•		
Cards Carrying the PASS accreditation logo	•			
Letter (plus photo signed on the reverse) from Head Teacher or College Principal	•			Letter to confirm that Candidate is/was a student at their school/college Dated in last 3 months
Letter (plus photo signed on the reverse) from youth organisation, sports club or any other professional organisation	•			Letter to confirm that Candidate is a member or candidate has been known to them. Dated in last 3 months
School report	•			Dated in last 12 months