CHAPTER 82

LOGISTICS AND PERSONNEL PROFESSION - PHYSICAL TRAINING INSTRUCTOR

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

CONTENTS

Para
8201. General
8202. Entry into the Physical Training Specialisation
8203. Profession / Service Transfer
8204 Direct Entry PTI
8205. Working with Children / Vulnerable Adults - Criminal Record Check
8206. Application Process
8207. Aptitude Test
8208. Profession Transfer Clearance
8209. Attending LPTQC
8210. Passing LPTQC
8211. Reversion and Disrating
8212. Employment for PT Individuals
8213. JPA Recording - Competences, RPS, Annual RPS Check, Sea Time and CBRNDC Task Book
8214. Education For Promotion
8215. Adventurous Training Instructors
8216. Exercise Rehabilitation Instructors

ANNEX

Annex 82A Physical Training Instructor (PTI) - Promotion Flowchart

CHAPTER 82

LOGISTICS AND PERSONNEL PROFESSION - PHYSICAL TRAINING INSTRUCTOR

8201. General

This Chapter covers the career regulations for General Service Logistics and Personnel Profession Physical Training Instructors (PTI).

8202. Entry into the Physical Training Instructors Specialisation

Entry into the PTI Specialisation may be achieved in one of the following ways:

a. Profession Transfer.

b. Service Transfer - from Army, RAF or RM.

c. Direct Entry.

8203. Profession / Service Transfer

The following criteria must be met for entry into the PTI specialisation:

a. An AB1 or MNE with at least 12 months' service since attaining Role Performance Standard (RPS) at the date of application, a Leading Hand (LH) or Corporal (Cpl).

b. Have a permanent medical category of Medically Fully Deployable (MFD) A4/L1/M1/E1[1].

c. Hold GCSE Grade 9-4 (2017 onwards) or Grade A*-C (pre 2017) in English and Mathematics or equivalent in accordance with Chapter 96.

d. Six months or more since last Career Check (if any).

e. Have workforce clearance for transfer.

f. Be a British citizen or dual British / other nationality status (see Annex 51A).

[1] Medically Limited Deployability (MLD) will be considered on a case-by-case basis and dependant on the limitations an individual has been awarded.

8204. Direct Entry PT

a. **Entry Qualifications:**

(1) **Age.** 18-35 years.

(2) **Nationality.** British citizen or dual British / other nationality status (see Annex 51A).

(3) **Educational Qualifications.** English and Maths Grade 9-4 or, A*-C pre 2017.

(4) **DAA Score. 58** NR-2, MC-0, WR-2, VR-3, EC-0 & SR-2.

(5) **Visual Acuity.** 2.

(6) **Colour Perception.** 3.

(7) **Hearing.** 2.

(8) **Medical Standards.** Medically Fully Deployable (MFD) (A4 / L1 / M1 / E1)[2].

b. **Pre-Entry Criteria:**
Passed PT Specialisation Suitability Board (held during Pre Royal Navy Course (Rating) (PRNC(R)).

c. **Phase 1 and 2 Training.** Entrants will complete standard Phase 1 basic training at HMS RALEIGH as AB2 PT, before progressing to Phase 2 which combines the mandatory elements of ARLC, with a 2-week seamanship course (SEA 105). The purpose of the Phase 2 package is to prepare DE for Phase 3 Marinisation prior to proceeding to LPTQC. On successful completion of Phase 2, DE PT will become GTS. Divisional care during Phase 2 will be provided by Corporate Squadron HMS RALEIGH.

d. **Phase 3 - Marinisation Phase.** PT Familiarisation training will be conducted in a gymnasium under the guidance of the unit's CPOPT for a minimum of 3 months. The purpose of this phase is to prepare the individual for their PT Aptitude and future LPTQC. The DE will work within the gymnasium and complete a Task Book to ensure that they are ready for LPTQC. The DE will not be able to attend PT Aptitude until all tasks have been completed. Additionally, if an individual does not display the correct attributes expected of a future Leading Hand they may face administrative action through the warnings process. An individual will remain within the gymnasium environment until successful selection to LPTQC and Divisional care during this phase will be provided by the unit's CPOPT.

[2] MLD will be considered on a case-by-case basis and dependant on the limitations an individual has been awarded.

e. **Advancement to AB1 PT**. A DE PT will be advanced to AB1 PT on successful completion of PT Aptitude. This is to be recorded in JPA under 'Professional|RPS for AB1 PT|Navy|' and will be the responsibility of the Chief Staff Instructor (CSI) at the Royal Navy School Of Physical Training (RNSPT).

f. **Career Management.** Throughout their career, DE will be career managed by the PT CM.

g. **Unsuitability for PT**. In the case that an individual is assessed as unsuitable to progress to LPTQC, then, following consultation with CO RNSPT and Logistics and Personnel Professions Manager, the provisions of 8204 (b)i apply.

h. **Phase 3 - Training - LPTQC.** On successful completion of the PT Aptitude, DE AB1 PT will be assigned to the LPTQC, to combine with SWE. From this point in their career, standard PT Specialisation rules will apply, with the exception of failure/removal from LPTQC and Leading Rates Leadership Course (LRLC).

i. **Training Failures.** In common with Professions Transfers until successful achievement of RPS as LH (PTI), DE will be deemed to be under training. The policy regarding Removal from PT Professional / Career Training (LPTQC) and Leading Rates Leadership Course will, therefore, apply to DE, with the exception of the option to return to source profession. In that instant, there will be two options:

(1) DE will be given counselling and a suitable profession transfer proposed, subject to Service Need, after consultation with the relevant Branch Manager.

(2) Discharge SHORE (Inadequacy)[3]. Failure to complete PT training and to achieve RPS as LH (PTI) means that an individual is unable to perform the duties of the lowest rate in their professional profession specialisation, due to physical or mental incapacity (not of a nature to warrant medical discharge) or incompetence, and therefore may be discharged SHORE.

j. **Career Check.** The implications of a DE being awarded a Career Check prior to LPTQC will be dealt with on a case-by-case basis by CO RNSPT, in consultation with the Logistics Branch Manager.

k. **RN PES.** Individuals are to be in date RN PES or in possession of either a permanent medical exemption as issued by a Royal Naval Medical Board of Survey (RNMBOS) or temporary exemption (as issued by the Commanding Officer). Failure to do so will be dealt with under the normal provisions of BRd 3(1). See Chapter 67.

l. **Return of Service (ROS).** On completion of LPTQC, individuals who Profession Transfer into the PTI specialisation are required to complete a 3 year ROS. This will apply to DE PTI and will supersede any other ROS.

[3] BRd 3(1) 5443.a(3) (Discharge SHORE (Inadequacy).

m. **Training Holdovers.** On successful completion of PT Aptitude, DE candidates will return to their unit where they will remain whilst waiting assignment to the next available LPTQC.

8205. Working with Children / Vulnerable Adults - Criminal Record Checks

a. Certain positions within the PTI profession require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. See Chapter 60 Section 7 on criminal record checks required by law and MOD policy.

b. An application for Criminal Record Check will be made by the PTI Career Manager on assignment to one of the identified positions.

8206. RN Aptitude Clearance

a. When an individual has been recommended for the PTI specialisation an application is to be submitted to NAVY PEOPLE-TRG-HQ-N5 SWP WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual's Unit is to liaise with RNSPT (Chief Staff Instructor) to request a place on a PT Aptitude Test. The application is to be e-mailed to NAVY PEOPLE-TMGRNSPT CSI and is to state the following information:

(1) The individual meets all criteria at Para 8203.

(2) Approval from NAVY PEOPLE-TRG-HQ-N5 SWP WO1 has been granted in accordance with the approval Email.

(3) Has the Support of the Unit to Attend a PT Aptitude and has been provided the necessary training time and supporting documentation / exposure to RN PT prior to attendance.

8207. Aptitude Test

Aptitude Tests are held in HMS TEMERAIRE. They are usually conducted in May, Sep and Dec, however an RNTM is released annually in Dec detailing PTA dates for the following training year. Joining Instructions will be sent to the individual and their DO approximately 14 days prior to the PTA commencing. Divisional Officers are to ensure that they complete and sign the medical certificate attached to the Joining Instructions after confirming the medical suitability of the individual by sighting JPA Medcat and JMES codes.

a. **Conduct of the Aptitude Test.** All elements of the PT Aptitude are compulsory. The candidate will be required to demonstrate, to the satisfaction of the Instructor, that the individual:

(1) Is physically fit and has the potential to complete the LPTQC.

(2) Possesses the required mental attitude in addition to their physical abilities. Individuals should demonstrate Naval Core Values (C2DRIL) as a matter of course and display the mental resilience to succeed in this arduous evolution.

(3) Is able to demonstrate adequate motor skills and co-ordination during physical activity (including Mountain Biking, Water activities and Indoor Climbing).

(4) Demonstrates a sound understanding of a pre-determined topic and is able to deliver a presentation on this topic with confidence, clear communication and clarity.

(5) Has a basic knowledge of anatomy and physiology.

(6) Has a basic knowledge of sports rules associated with the major sports played within the RN.

(8) Displays the potential to identify and rectify incorrect movement during fundamental movement patterns.

b. On completion of the Aptitude Test candidates, and their DO, will be informed if they have passed or failed by RNSPT. The RNSPT will inform NAVY PEOPLE-TRG-HQ-N5 SWP WO1 of the results.

8208. Profession Transfer Clearance

a. Once an individual has passed the PT Aptitude Test, clearance to change profession / specialisation is to be requested via NAVY PEOPLE-TRG-HQ-N5 SWP WO1 in accordance with current regulations.

b. Personnel who have successfully passed the PT Aptitude and are waiting to be assigned to the LPTQC must continue to meet the criteria at Para 8203. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to the PTI specialisation.

c. On receipt of an Assignment Order detailing a candidate for LPTQC, DOs are to check that the individual continues to meet all the requirements for the Course listed at Para 8203. Queries regarding eligibility which are not covered in this Chapter should be referred to the Professions Manager or Spec Adviser immediately, particularly if they concern a discipline issue, Career Check or seniority.

8209. Attending LPTQC

Once clearance has been granted, but prior to attending LPTQC, joining instructions will be issued. Where possible, individuals are to be loaded to LRLC prior to attending LPTQC. An individual MUST ensure:

a. That the medical certificate attached is signed by a Medical Officer, stating that the candidate has been medically examined within the preceding 14 days and found to be medically and physically fit to undergo the LPTQC.

b. This certificate MUST be returned to the Instructor by the date stipulated in the Joining Instructions.

c. Any individual who does not have a signed medical certificate will not be permitted to commence LPTQC.

8210. Passing LPTQC

On successful completion of LPTQC the following rules apply:

a. An individual leaves their original specialisation and join the PTI specialisation.

b. An individual seniority date is to be amended to the last day of LPTQC.

c. An individual will be advanced to LH(PTI) once the criteria at Annex 82A have been satisfied.

d. All LH (PTI) are subject to a 12-month probationary period.

e. See Para 6909.a sub para (4) regarding non-completion of LRLC and exceptional advancement to Acting Higher Rate (AHR).

8211. Reversion and Disrating

a. If, at the end of one year's service as a LH(PTI), an individual is considered to be unsuitable or unable to attain the standard required of a LH(PTI), they will be returned to their source profession or specialisation with original seniority as an AB or LH.

b. If an individual fails LRLC they will be returned to their former specialisation.

c. Failure to achieve RPS 24 months after completion of the LPTQC constitutes grounds for reversion and, unless exceptional circumstances exist (the LPTQC Profession Manager is to be consulted), the Commanding Officer is to initiate the reversion process. This may conclude in return to former specialisation and rate, with original seniority.

d. In common with other sideways entry specialisations, ratings who are reverted or disrated to AB will be returned to their former specialisation and categories. Re-promotion and future employment within the PT specialisation will be considered by the Branch Manager on a case-by-case basis.

8212. Employment for PT Individuals

a. On successful completion of LPTQC, all newly qualified LH(PTI) will normally spend a minimum of 12 months consolidating their skills at a Shore Establishment under the mentorship and guidance from a CPO(PTI). During this period, a newly qualified LH(PTI) is expected to complete their Task Book and achieve RPS.

b. In order to grow PTIs with the requisite skill sets for Joint Service Exercise Rehabilitation Instructor (JSERI) and Adventurous Training Instructor (ATI), LH(PTI) will be given exposure to both these disciplines. An individual may be considered as an ATI or ERI.

c. Sea service is not required for promotion at any stage, however, all PTI SQEP personnel are liable for assignment to a sea-going platform as required to meet the needs of the Service.

8213. JPA Recording - Competences, RPS, Annual RPS Check, RNFT, and CBRNDC Task Book

a. **Recording of Competences.** Once a PTI has successfully completed a PQC, TEM, taskbook and achieved RPS, that competence is to be recorded on JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check JPA has been updated with the relevant competence.

b. **Achieving RPS.** On successful completion of LPTQC an individual will attain the Training Performance Standard (TPS) and issued with a Workplace Training Task Book (WTTB). An individual will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the WTTB for LH (PTI). The period allocated to achieve RPS is up to 24 months this allows time for probation to be completed and to generate a SQEP person to fulfil the role as a LH(PTI).

c. **Annual RPS Check.** The continued maintenance of RPS (including RN PES) is fundamental to all further development and promotion. In order to monitor individual maintenance of RPS, an annual RPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual RPS Checks. Where this is the case, the Professions Manager should be consulted for advice. LH(PTI) must complete either a General, ERI or ATI RPS depending on sub-specialisation. On completion of the Annual RPS Check an individual is to be awarded the following competence on JPA (CMS|Annual RPS Check LH| Navy). This competence should overwrite the previous year's competence and is valid for 12 months. The following personnel are authorised to conduct RPS Checks and act as signatories:

(1) A RN PT specialisation Warrant Officer or Senior Rate or assigned RM PT SNCO.

(2) In Units with no PT Senior Rates, the Executive Officer or Executive Warrant Officer.

d. **AB-LH CBRNDC TB.** It is recognised that not all specialisations, branches or trades mandate the need to complete a CBRNDC TB. If an individual falls into this category the TB must be completed on joining their first sea going unit.

8214. Education For Promotion

The joining criteria for a PTI is to hold Grade 9-4 (2017 onwards) or Grade A* - C (pre 2017) GCSE in English and Mathematics (or equivalent for either or both qualifications), and therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8215. Adventurous Training Instructors

a. Adventurous Training Instructors (ATI) are a sub-cadre of the PT Specialisation. Personnel who wish to pursue a career as an ATL must first complete LPTQC and attain RPS as a LPT in accordance with Para 8213.b.

b. To specialise as an ATL, an individual is required to be recommended by their DO.

c. Further information and contact details about ATL training may be found in BRd 51(1) Chapter 2.

8216. Exercise Rehabilitation Instructors

a. Exercise Rehabilitation Instructors (ERI) are a sub-cadre of the PT Specialisation. Personnel who wish to pursue a career as an ERI must first complete LPTQC and attain RPS as an LPT iaw Para 8213.b.

b. To specialise as an Exercise Rehabilitation Instructor (ERI), an individual is required to be recommended by their DO, Regional Trade Specialist Adviser and trade Specialist Adviser.

c. Further information and contact details about ERI training may be found in BRd 51(1) Chapter 2.

ANNEX 82A

PHYSICAL TRAINING INSTRUCTOR (PTI) PROMOTION FLOWCHART

Table 82A-1. Direct Entry PTI only

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed Phase 2 Training			Note 1
Passed PT Aptitude	Physical Education|PT Aptitude Test (RNSPT 104)|Navy|	Pass	Para 8207
Achieve RPS as an AB PTI	Professional|RPS for AB1 PTI|Navy|		Para 8204 (e)
At least 6 months since last Career Check (if any) on advancement			
Advanced to ABLE RATE 1 (PTI)			

Table 82A-2. Leading Hand (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LRLC	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LPTQC for Leading Physical Trainer	Physical Education| L(PT) Career (RNSPT 103)|Navy		Note 2
At least 6 months since last Career Check (if any) on advancement			
Contract to be amended to ES2 and tx date amended to reflect 20 years' service			IAW current policy
Advanced to LEADING HAND (PTI)			

Table 82A-3. Petty Officer (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB. Achieved RPS	Professional|RPS for LH PT|Navy|		Para 8213 (b)
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82A-4. Petty Officer (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
In date Annual RPS Check			Para 8213c
At least 6 months since last Career Check (if any) on advancement			
Promoted to PETTY OFFICER (PTI)			

Table 82A-5. Chief Petty Officer (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A6 Chief Petty Officer (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
In date Annual RPS Check			Para 8213c
Promoted to CHIEF PETTY OFFICER (PTI)			

Table 82-A7 Warrant Officer 2 (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A8 Warrant Officer 2 (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD			

or date due promotion (if later)			
In date Annual RPS Check			Para 8213c
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 2 (PTI)			

Table 82-A9 Warrant Officer 1 (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A10 Warrant Officer 1 (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 1 (PTI)			

Notes:

1. *As part of the Phase II course individuals will receive the following competencies:*

Warfare|AB Seamanship (SEA 105)|Navy|

Miscellaneous|Helmsman (SEA 112)|Navy|

Miscellaneous|Able Rates Leadership Course (RNLA 104)|Navy|

2. *As part of the LPTQC individuals will receive the following competencies:*

Instructional|Defence Trainer (DTc)|Joint|

Medical|Level 2 First Aid (CBRNDC 23)|Navy