CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

(Sponsor: NAVY RA-DHd RA)

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Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

SECTION 1

RATINGS AND OTHER RANKS SELECTION INTERVIEW

0901. Recruitment Process for Ratings, RMOR and RMBS

a. **The Process.** The various elements of the recruitment (and selection) process are listed in paragraphs later in this chapter, and in earlier chapters within part 4 of BRd 3. This paragraph provides a singular reference for the generalised rating (and RMOR/RMBS) recruitment pathway to provide time-bound recruitment objectives along a candidate's journey into the RN. Included below are some of the Key Performance Indicators (KPIs) to which Recruitment Staff will adhere to as standard procedure whenever possible.

b. **Application and Initial CRM.** The candidate applies via the RN Website using a link to MIS and is contacted by an ACA. On immediate receipt of the application, but NLT 7 days, assigned Careers Staff will conduct and record initial CRM and issue RFIs including:

(1) Baseline Personal Security Standard (BPSS) and Photograph Identification.[1]

(2) DAA link.

(3) Eligibility triage, including educational eligibility for the chosen role. All candidates are required to provide any GCSE certificates held at this stage to allow the Service to ascertain any Functional Skills requirements in training.

(4) Parental Consent form covering all activities which are a part of the recruitment process, including entering the Royal Navy. Only applicable to under 18 years old.

(5) The CA is to send the medical RFI to the Candidate, including Royal Navy Medical Questionnaire (RNMQ)[2] and Consent for Request for Primary Health Care Record (PHCR)[3]. The RNMQ and PHCR Consent must be completed and returned to NAVYRA-CPCMedical@mod.gov.uk within 7 days. The Eyesight test routine remains unchanged and is to be completed concurrently with the completion of the RNMQ and PHCR consent, in addition to SC application and DAA.

[1] To be verified during the SI for ORs. For Officer Candidates, CAs are to book 'Officers BPSS Check' to be conducted on 'SHINE' upon receipt of hand off, to include RFI 'Post BPSS Caution.'

[2] RNMQ includes the Family Origins Questionnaire (FOQ).

[3] Overseas Candidates are to complete as consent for medical processing only, GP details and request of PHCR are not required from Overseas Candidates.

(6) **PHCR.** For RN Officers, Ratings, RMBS and DSUS Candidates, CAs to confirm PHCR consent has been received by SEMC Medical via weekly checks of the SEMC PHCR Tracker. Once the CA has received a RITS Action Task Reminder from SEMC Medical, queue Candidate to MedFit/CPC:

(7) To manage expectations, CAs are to advise Ratings Candidates that they will typically attend CPC within 6 - 8 weeks of completing application.[4]

(a) **MR/RMBS:** PHCR should be requested to assist processing of any TMU Candidates.

(b) **RM:** Required to conduct medical and fitness assurance prior to attending CPC/OSC as outlined at sub-paragraph g. below.

(8) RN candidates are not to be rejected at SI if they declare they cannot swim or are a weak swimmer.

(9) Other RFIs will be required following a review of the Application Form.

c. **Defence Aptitude Assessment (DAA).** All Candidates are required to sit the DAA except for Professionally Qualified candidates who can provide the requisite degree qualification for the profession they are applying for (e.g., Med, Eng[5], and Chaplain). Professionally Qualified officer candidates are to be queued straight to AIB without conducting the DAA. The candidate is to be instructed to complete the DAA as soon as feasible but NLT 7 days after receiving the DAA link. Candidates are to be advised they can complete the DAA unsupervised on a personal device or supervised on a MOD device within an AFCO.

(1) **ESM.** ESM is to be completed for all candidates. This provides the details of functional skills training requirements during RN training.

(2) The candidate is to be informed of their DAA result by the Careers Staff. Failures are to be counselled towards alternative roles once they have expended their DAA attempts.

(3) **DAA attempts.**[6] Candidates can attempt the DAA three times. All DAA 3rd attempts **must be supervised**. Staff are to advise the Candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so.

(4) **DAA Waivers.** DAA waivers will be considered by HQ Policy WO1 to meet Service needs.

[4] This can be sooner if PHCR are received to SEMC earlier, and Candidate is available.
[5] This includes DSUS candidates who will be educationally qualified by the time they enter INT(O), bringing DSUS in line with DE Engineering Officers..
[6] See para Chapter 8, 0810.

(5) **DAA threshold amendment.** DAA threshold scores will be amended by R&A HQ Policy team, with approval from respective Work Force Planners, based on objective analysis of current thresholds to meet the needs of the Service, as appropriate. Any changes in DAA thresholds will be articulated in the DAA Roles Threshold Matrix[7] and notification of these changes will be published to Careers Staff via R&A Teams Key Announcements and on RTAG SharePoint page. Amended DAA Threshold scores cannot be applied retrospectively to candidates that previously failed the DAA for their preferred profession. Candidates may retake the DAA should they wish to change role, though this should not be offered or encouraged if the candidate has switched to a Fast Track role. Comprehensive policy on DAA can be found in BRd 3(1) Chapter 8.

d. **Selection interview (SI).** To be completed, and recorded, using the SHINE application. The CA is to conduct a BPSS during the SHINE recording. Face to Face SIs are to be recorded on SHINE VIP for Assurance purposes. The first SI of a candidate is to be conducted within 14 calendar days of completion of the DAA and achieving eligibility for a chosen or agreed profession. Candidates can have 3 attempts at passing the SI. If a candidate fails their SI at all 3 attempts their application is to be rejected. RN candidates are not to be rejected at SI if they declare they cannot swim or a weak swimmer.

e. **Security Clearance (SC).** (SC) is required for all candidates, except for Cryptologic Technician (CT), Warfare Intelligence Specialist, Warfare Specialist (SM), Warfare Officer (Intelligence) and Cyber Reservist candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on completion of BPSS conducted over SHINE during SI. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

(1) Security clearance must be confirmed prior to entry. A check will be performed of all SC applications on successful completion of CPC; if there are any issues affecting timely award, candidates are to be given the option of deferring their entry date according to their personal circumstances.

(2) Residency Waivers should be applied for at this stage. A candidate requiring a Residency Waiver is not eligible for any DV roles.

(3) **DV Application.** All CT, Warfare Intelligence Specialist, Warfare Specialist (SM), Warfare Officer (Intelligence) and Cyber Reservist DV applications are to be submitted as priority requests. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a DV, or a short notice SC, in the interim of the DV being completed.

(4) The SC waiver policy is contained within BRd 3(1) Chapter 63.

[7] https://modgovuk.sharepoint.com/:x:/r/teams/55758/_layouts/15/Doc.aspx?sourcedoc=%7BB41D1B69-6709-47E2-A4F2-12D523E985BB%7D&file=20230112-DAA%20Roles%20Threshold%20matrix-os.xlsx&action=default&mobileredirect=true&DefaultItemOpen=1

f. **CBAT.** All ACMN candidates are to complete CBATs. Application for ACMN is to be made via R&A HQ Allocations/Plans team on successful completion of the SI.

g. **Candidate Preparation Course (CPC).**

(1) **Ratings Candidates.** As soon as the candidate is allocated to CPC the CAs are to send the Self Measurement and Code of Conduct Declaration RFI. CPC will include the following events:

(a) Full medical performed in first 2 days with reference to PHCR. The following outcomes are possible:

i. Declared Medically Fit to Enter (MFD) – continue through CPC.

ii. Declared Not Medically Fit to enter (MND) – return home, application on hold.

iii. Assigned a JMES category detailing limitations (MLD) – continue through CPC but referred to Pre-Entry Medical Employability Board.

iv. Declared Medical on Hold (MoH) with either of the following:

a. Fit CPC where Cds will continue through CPC.

b. Unfit CPC where Cds will remain at CPC but restricted in all physical activities. Once Cds are upgraded via SEMC they will need to return to a CPC or attend a Nuffield Health Centre and take their PJFT.

(b) PJFT conducted at RNFT standard +25% added.

(c) Candidate will fail CPC if their conduct and behaviours are deemed to be unsuited to Service life.

(d) A candidate will fail CPC if they are unable to effectively communicate in English.

(e) RN CPC is valid for 12 months and must be completed and passed prior to Offer of Service. Candidates may have up to 3 attempts to pass CPC, including 3 attempts at the PJFT, if unsuccessful the application is to be rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should re-attend, not normally less than 3 months. Candidates are only to repeat the elements that they fail at CPC[8].

[8] PJFT resits can be taken via Nuffield Health or CPC depending on availability.

(f) Successful RN CPC candidates are to be submitted for intake on MS. To manage expectations, candidates are to be informed they will be allocated entry at 31 Days, or earlier if candidate elects to do so. Candidates wishing to join INT beyond 31 days will be by exception.

(2) **RM Candidates.** Due to the physical rigours of CPC, all RM will be required to be medically and physically assessed before being eligible for RM CPC. From passing SI, all candidates are to receive CRM to encourage them to physically prepare for PJFA and CPC, noting this preparation is unsupervised and done entirely at the candidate's own risk.

(a) RM CTC Medical assessment will take place when RM CTC Medical assessors receive a candidates PHCR. Both the RNMQ and PHCR will be considered.

(b) Before attending RM PJFA, all Candidates must be medically triaged and have a PHCR check. The PJFA RFI is then to be issued no later than 7 days after SEMC state that a candidate is 'Ready for RM PJFA' . The candidate is to be booked onto a PJFA no later than 7 days after CTC medical assessment. The RM PJFA matrix located in Chap 9 of the ROM provides the PJFA scoring levels. The candidate will be encouraged to re attempt the PJFA no longer than 4 weeks from their previous attempt with no limit on the number of attempts until they score the required standard, with candidates that continue to show little or no progress being considered for termination of application to the Royal Marines.

(c) Following successful PJFA RMOR Candidates are to be queued to the next available CPC. The target time from RM CTC Medical Assessment to completion of CPC is NLT 30 days.

(d) A RM CPC pass is valid for 6 months and must be completed prior to any 'Offer of Service'. RM Candidates may have up to 3 attempts to pass CPC, if unsuccessful the application is rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should re-attend, not normally less than 6 months[9]. If a candidate fails CPC for any reason other than medical, they will not have to repeat the medical process if they remain medically eligible for entry. The candidate will repeat the remainder of CPC.

[9] If a candidate in UK on a limited visa only fails RMSA, they are to be offered swimming lesson assistance and allowed to re-attempt RM CPC in 3 months.

(e) **RMBS.** RMBS candidates are now incorporated within the NRP for medical processing prior to attendance at the RMBS audition, which incorporates PJFT. All Candidates are to receive CRM to encourage them to use the time between booking and attending the audition to physically prepare for the PJFT. If a Candidate fails audition for any reason, they will be advised on the next steps by RMBS staff. Following medical scrutiny RMBS candidates are to be queued for RN MedFit in RITS. At RN MedFit only the F2F Medical will be conducted, fitness testing will be conducted during auditions.

h. **Specialist Medicals.**

(1) **Diver.** Candidates that are declared fit at CPC medical process are to complete the Diver Medical process as detailed in the Recruiting Operators Manual (ROM) para 0524.

(2) **Aircrew.** Candidates that are declared fit at CPC medical process and pass CPC are to undertake an Aircrew Medical. The Aircrew Medical is booked by R&A HQ Plans/Allocations for all ACMN and AC candidates. Aircrew candidates are not to be submitted for intake until they have passed Aircrew Medical.

i. **Mandatory Compliance Checks.** This must be completed by the Team Manager (TM) prior to 'Submit for Intake' on MIS. A final check will be conducted by the RMs and uploaded to MIS. The MCC must be downloaded to the Desktop, completed, and uploaded to MIS, then deleted from Desktop and the deleted items folder.

j. **Submit for Intake.**

(1) **RN Candidates.** Are to be ‘submit for intake’ on successful completion of RN CPC by the CA.

(2) **RM Candidates.** Are to be ‘Submit for Intake’ on successful completion of RM CPC.

k. **Selection Boards.** RNP, Medical, Diver and AA roles are required to pass Specialist selection boards.

(1) **AA and Medical Roles.** Specialist Boards (SB) and assessments are conducted iaw Branch requirements, after successful completion of SI and are to be undertaken at the earliest opportunity to prevent any delay in entry.

(2) **RNP.** RNP SB is conducted at RN CPC South, on planned dates throughout the year, as agreed by RNP Branch Manager. These dates are incorporated into the RN CPC programme. Careers Staff are to liaise with NAVY RA-RF CPC S OIC, to confirm booking of RNP candidates onto RNP selection at RN CPC(S). RNP candidates must complete RNP SB at CPC(S).

(3) **Diver.** 1st preference RN Diver Cds can attend any RN CPC nearest to their geographical location. All RN Divers Cds will need to pass their Diver Pre Joining Fitness Assessment at the RN CPC before being allocated to INT.

l. **Overseas Candidates.** Overseas candidates are not to be loaded to CPC without approval of the Overseas Team. Refer to ROM chapter 13 and the Overseas policy for further information.

m. **Offer of Service.**

(1) The 'Offer of Service' will only be generated once JPA issues a Service Number. Once completed, 'Intelligent Guidance' is populated on MIS. The CA creates the 'Offer of Service' which must include the Vetting Number. The candidate should receive the 'Offer of Service' as soon as they have passed CPC and are medically eligible (Aircrew and Divers) and no later than 31 days[10] prior to the entry date, allowing them sufficient time to complete necessary administration and prepare for Entry to the RN.

(2) All candidates within 31 days of an allocated entry date, with an SC in progress are to be highlighted by the Allocation Team to PSYA and to have their SC application raised to Priority if appropriate. The Allocation Team are to forward the list of prioritised Candidates to the relevant RMs, to disseminate accordingly. Candidates are to be informed of this escalation by the Careers Staff, to manage candidate expectations and planning. Candidates will not be removed from their allocated entry date at this point unless they choose to withdraw.

n. **Final Entry Brief.** The FEB is completed during RN and RM CPC.

o. **Final Update Interviews.** Final Update Interviews are to be completed within 31 days prior to an entry date.

p. **Candidate Withdrawal or Rejection.** Whenever a candidate is Withdrawn or Rejected from the recruitment process, the reasons for their removal from the recruitment journey should be recorded on the candidate RITS account and the candidate is to be sent the MIS RFI to conduct the appropriate survey. The minimum time to re-apply is to be clearly and sensitively explained by the CA to the candidate. The CA is responsible for ensuring all subsequent events, bookings, or tasks for the affected candidate, including SC / DV and Medical, are cancelled.

[10] This can be reviewed for short notice Service Entry, with Candidate consent. This can be reduced for Commonwealth candidates with candidate consent.

0902. Ratings and Other Ranks Selection Interview

a. Candidates applying to join the Regular Service and Maritime Reserves (MR) as ratings/OR are to be interviewed by a qualified CA. The purpose of the SI is to assess the candidate's suitability for service, their selected profession and that they are ready to start training. Re-entries (trained, part trained and untrained) and transfers from other Services are also to be interviewed; re-entrants' SIs are conducted by members of the RISTT. The SI may be conducted virtually or in a Careers Office; the interviewer's decision is final. If the interview is conducted in-person, this must be recorded on the SHINE platform for Assurance purposes.

b. The interview lasts for approximately 45 mins and is semi-structured, covering the candidate's background, education, work record, spare time activities and motivation for joining the Service and reasons behind their choice of profession.

c. On completion of the SI, the CA will calculate the Selection Score (SS) for the candidate based upon the following areas: personal situation, teamwork, physical and mental resilience, discipline and trustworthiness and development/motivation.

d. The candidate is told of the outcome of the SI and subsequent actions required. This is completed by the same individual who conducted the interview.

e. There are three possible outcomes from the SI, as follows:

(1) **Successful.** Candidates who are successful are moved forward to the next stage. An update interview is required for all successful candidates at 6 monthly intervals, or when required, through to entry.

(2) **Not Suitable at Interview (Reject).** Candidates who are deemed unsuitable for RN and who are very unlikely to become suitable in the future.

(3) **Not Suitable at Interview (User Defined Time Period).** Candidates who are presently unsuitable but may become suitable within 12 months. The amount of time before the candidate is re-interviewed is at the discretion of the CA. An update SI is then conducted, SS assessed, and suitability decision made.

f. Candidates can have 3 attempts at passing the interview. If a candidate fails the interview on the 3rd attempt, the candidate's application is to be rejected.

g. Post SI, the CA produces an Interview Report (AFCO Form 101). This form contains all the information required by the respective NETE PSOs to assess eligibility to change profession during Phase 1 Training. It contains all the evidence gained during the SI and is used to produce the SS. It also contains an 'Interviewer's General Impression' which details the CA's selection decision. In conjunction with NETE PSOs, the content and layout of the AFCO Form 101 is determined by RTAG. Candidates who change profession before entry must be re-interviewed completely, and a new AFCO Form 101 produced.

h. SIs for re-entries, role transfers and the MR are based on the standard SI but are amended to deal with the different requirements and circumstances.

i. **Conduct.** SIs for ratings and ORs are only to be conducted by qualified CAs/RISTT personnel. ROM chapter 7 contains instructions on the conduct and marking of these interviews.

j. **Update Interviews.** The following are categories of Update Interviews:

(1) **Not Suitable at Interview.** If, following an unsuccessful outcome at the initial SI, the CA identifies potential to meet the required standard, the candidate is to be re-interviewed at a later date as agreed with the CA. During this re-interview the CA is to concentrate on all areas of concern raised previously. Once the interview has been completed the same method of scoring is to be used across all competencies.

(2) **Routine Update Interviews.** Routine 6 monthly updates are to concentrate only on the mandatory information required in the AFCO Form 101. The required narrative is to record only changes or new information.

(3) **Final Update Interviews.** The aim of the final update interview is to ensure that the mandatory information required by the NETE is up-to-date and current prior to the candidate commencing training.

(4) **Other Occasions for Update Interviews.** Other occasions for an update interview include any changes in the candidate's situation, or failure at any further selection serial including RMBS Audition, Boards, or pre-selection courses. This does not include failure at medical, PJFT or SC where a comment in the journal will suffice.

0903. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded

The full matrix for assessing the Selection Scores is available via the RTAG SharePoint page.

0904. Selection Scoring Rules

a. With a maximum of 6 per competence the total equates to 36.

b. Pass score for all roles equates to 21.

c. A SS of 1 or 2 in any competence is considered a failure, apart from a score of 2 in either 'Personal Situation' or 'Mental Resilience', but not both.

0905. Overseas Candidates

Overseas candidates are referred to the Overseas Recruitment Team (ORT) to conduct initial eligibility checks, for eligible overseas candidates to then be 'handed-off to CAs to complete any outstanding events and administration.

a. **Specialist Roles.** Candidates with applications for specialist roles are to be referred by the ORT to the respective Specialist Attract Teams (SATs) to conduct pre-screening and confirm educational eligibility of these candidates for these roles. Eligible candidates are then to be handed back to the ORT, to continue the application process.

b. All Dual National and British candidates living overseas are to be handed off to CAs directly after Nationality checks have been conducted.

c. All overseas candidates, not in specialist roles, assessed TMU at Medical Triage are to be 'handed-off' to RF CAs to process.

d. The ORT are to have 'read only' access to the RF Candidate Management Tracker (CMT) to assist collaborative processing of overseas Candidates.

SECTION 2

RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0906. Naval Airman Aircrewman (NA(ACMN))

a. Eligibility criteria for NA(ACMN) can be found in the JEM.

b. A return of service of 6 years will apply on completion of Operational Conversion Unit Training.

c. On completion of SI, NA (ACMN) are to complete additional specialist testing (CBAT) as per ROM chapter 12.

d. Candidates who fail CBAT or are assessed as being 'PMU Aircrew' are to be contacted by the CA and career counselled with a view to either role-change, re-sit CBAT or withdraw. For those candidates assessed as 'PMU Aircrew' and who elect to change role, the CA is to contact SEMC to confirm that the candidate remains fit for the alternative role and that medical issues have not been exposed during the Aircrew medical that would make them unfit for that role.

e. A candidate who fails CBAT may re-sit, provided that they remain eligible in all other respects. There must be an interval of at least 12 months, which applies to those seeking to improve their grade as well as failures; candidates will only be permitted to take the tests twice.

f. Rejection or withdrawal of any Aircrew candidate post CPC, but prior to Specialist Medical, must be notified to R&A HQ Allocations/Plans immediately.

g. Recruiting Staff are reminded that there can be significant delays in undertaking the Aircrewman specialist testing and should take this into account when processing candidates to meet known entry dates. Additionally, they should manage candidates' expectations with regard to the timescales for entry and possibility of failure at CBAT, selection or medical.

0907. Royal Marines Band Service (RMBS) - Auditions

a. There are 4 auditions, held throughout the year; RMBS SAT will inform R&A of the dates. The audition lasts between 3 to 5 days (depending on the number of candidates on audition) and consists of instrumental auditions, music theory assessments, fitness and swimming assessments and a personal interview.

b. Audition dates and administration procedures will be issued as a Recruiting General Memorandum (RGM), in the September of each year.

c. The recruiting process for RMBS is contained in the ROM - Chapter 12, section 1.

0908. Naval Nurse and Medical Technician Selection Boards - (Student)

a. Student Naval Nurse and Medical Technician Boards are held bi-annually on the virtual platform SHINE.

(1) **November.** Mental Health Naval Nurse (Student), Radiographer (Student), Operating Department Practitioner (Student), Pharmaceutical Technician (Student) and Biomedical Scientist (Student).

(2) **February.** Adult Naval Nurse (Student).

b. **Eligibility Standards.** Educational eligibility standards are at chapter 7, paragraphs 0711.

c. The recruiting process for Naval Nurse (Student) is contained in ROM - chapter 12**.**

d. All administration is co-ordinated by R&A-COHERENCE SR MED PO. Candidates receive full guidance from the Specialist Medical Attraction team.

e. Final Selections boards are facilitated 1 to 2 weeks following the Assessment Board and candidates are informed of the outcome by phone directly by R&A-COHERENCE SR MED PO or SO3. To further guide candidates, CAs and relevant stakeholders are informed by formal letter.

0909. Naval Nurse and Medical Technician Assessment Boards - (Qualified)

a. Naval Nurse and Medical Technician (Qualified) Boards are held on an ad hoc basis on the virtual platform SHINE. The Board President for assessments is the RN Nurse Education Adviser (NEA).

b. **Eligibility Standards.** Educational eligibility standards are at chapter 7, paragraph 0711.

c. The recruiting process for Naval Nurse (Qualified) is contained in ROM - Chapter 12 - Specialist Selection.

d. All administration is co-ordinated by NAVY RA-SAT MED PO. Candidates receive full guidance including joining instructions from the Specialist Medical Attraction team.

e. Final Selection boards are facilitated 1 to 2 weeks following the Assessment Board and candidates are informed of the outcome by phone directly by NAVY RA-SAT MED PO or NAVY RA-MED SO3. To further guide candidates, CAs and relevant stakeholders are informed by formal letter.

0910. Diving Assessments

a. PJFA – Diver Cds will be assessed on their fitness and strength at the RN CPC. Divers PJFA consists of:

(1) MSFT - Pass mark 10.5

(2) Press Ups – Pass Mark 30

(3) Sit Ups – Pass Mark 40

(4) Pull Ups – Pass Mark 4

CAs are to signpost Candidates to the Navy Ready App in preparation for Divers PJFA.

b. The Diving Assessment will take place at the Defence Diving School, Horsea Island, Portsmouth. The assessment will take place as part of Part II training. Failure will result in recruits being offered an alternative role or to leave the Service.

0911. Royal Navy Police (RNP) - Direct and Inter-Service Entry

a. All RNP candidates will be required to complete an RNP Specialisation Selection Board. The Board will consist of a group discussion, to present an individual spot-brief, and an interview to determine a candidate's aptitude and suitability for the RNP.

b. A Direct Entry RNP candidate will carry out their Board during their CPC; dates for which are incorporated into the CPC programme. In exceptional circumstances, a Board will be held separately to a CPC. All Direct Entry candidates will attend CPC (South) at HMS SULTAN, irrespective of their resident location. CAs are to liaise with OiC RN CPC (S), to confirm booking RNP Candidates onto RNP selection/RN CPC. RNP candidates must complete RNP Specialisation Selection Board before being given any offer of Service.

c. An in-Service role or inter-Service transfer RNP candidate will only need to attend the Board in isolation, which will also be held in HMS SULTAN.

0912. Royal Navy Candidate Preparation Course/MedFit

a. All RN entrants into Initial Naval Training (INT) must attend the CPC, which is conducted at either CPC(N) in HMS CALEDONIA, CPC(S) in HMS SULTAN or CPC(W) in HMS CAMBRIA. A CPC 'pass' will remain extant for 12 months. Re-entrants to the RN are not required to complete CPC.

b. **RN CPC Waivers.** RN CPC waivers can be considered by exception. CPC waiver requests are to be made to R&A Policy SO2 with justification for non-attendance. Justification for any approved CPC waiver is to be recorded in RITS and must include confirmation from the candidate that they understand the waiver process and the potential impact on their preparation for Phase 1 training.

c. As ‘bid for’ candidates are allocated to an entry by R&A HQ Allocations/Plans, the CPC will liaise with the candidate’s CA to agree a date for attendance which shall be no more than 6 months prior to their planned entry date. The CPC will complete RITS booking procedures and issue the joining letter and instructions via RITS.

d. In exceptional circumstances, and for training pipeline management purposes only, with the authority of R&A Policy SO2, attendance at CPC may be waived if the candidate has passed their F2F Medical and has a Pre-Joining Fitness Test (PJFT) pass in place.

e. CPC content is provided in the candidate’s joining letter.

f. The delivery of CPC is as directed within the CPC Formal Training Statement, Role Performance Statement and all candidates are assessed in accordance with the CPC Assessment Strategy and Specification. On completion of CPC each candidate will be assessed as:

(1) **At Standard.** The candidate has achieved all CPC training objectives: demonstrated suitable fitness standards in their Initial Fitness Assessment (INTFA) and, or their PJFT. Candidate to continue as planned to INT.

(2) **Not At Standard.** The candidate has not achieved all CPC training objectives and/or failed their PJST and/or failed their RNFA. Candidate to be invited back to complete CPC having addressed noted shortfalls.

(3) **Unsatisfactory.** The candidate has demonstrated standards and behaviours that are not acceptable in readiness for INTFA of PJFT. Candidate deemed not suitable for INT, application to be withdrawn and candidate to reapply in 12 months’ time having addressed shortfalls.

(4) **Voluntary Withdraw.** The candidate decides to withdraw from the recruitment process and directed to return to their CA for counselling and to process withdrawal of their application.

g. A candidate who demonstrates the potential to meet the Phase 1 Training entry standards may be allowed up to 3 attempts at CPC. Continued failure will deem the candidate ineligible. The candidate is not to re-apply to join the RN within the subsequent 12 months as standard.

h. During a CPC, RN rating candidates will also receive a FEB to aid in the administration of joining an NETE. Guidance on this can be found in chapter 14, paragraph 1406.

0913. Royal Marine Candidate Preparation Course (RMCPC)

a. The RM CPC is the process that selects candidates who are assessed to have the necessary physical preparedness, and to equip candidates with an understanding of the rigours of mainstream training, to guard against voluntary withdrawals and to maximise training success. Re-entrants to the RM are not required to complete RMCPC.

b. A candidate who has successfully completed their PJFA[11] is able to attend a RMCPC. Overseas candidates are not to be loaded to RM CPC without approval of the Overseas Team.

c. The candidate is to be directed to attend a specific CPC to which they have been loaded, if they are unable to attend on these dates, they are to be offered a choice of alternative dates depending on availability.

d. Joining Instructions are to be issued via MIS.

e. Travel to CTCRM will be arranged by the CA via HRG Portal. Candidates are encouraged to travel by train; travel by car is to be discouraged as there is no parking for candidates at CTCRM.

f. **Prior to Arrival**. All candidates must bring with them the completed Fitness Declaration and Consent Form (Annex within Joining Instructions), and section 2 of this Annex must be completed if the Candidate is under 18. The Candidate will also be required to be complete a further medical declaration which will be screened by the CTCRM Sickbay staff to assess the Candidate's fitness to commence Recruit Orientation Phase (ROP).

g. The RM CPC will be facilitated at the following location:

RM Candidate Preparation Course - Dept of the Corps Colonel.
Commando Training Centre Royal Marines (CTCRM)
Lympstone
Exmouth
EX8 5AR

h. **Final Entry Brief**. On completion of the course a final brief will be conducted by either the Officer Commanding (OC) or Chief Instructor (CI) Royal Marines Commando Selection Team (RM CST) which will include the ROP brief and RM FEB. One of following possible results will be provided to the candidate:

(1) **Suitable.** Such candidates will then be processed through F2F Medical and await issue of their SC. When all have been passed or attained, they will receive a confirmed joining date no less than 31 days before that joining date, and sent JIs accordingly by their CA. This result will remain extant for a period of 6 months.

[11] The extant PJFT+ will remain for Overseas candidates until further notice.

(2) **Deferred Suitability.** Such candidates will be advised to contact their CA if further advice is required. This result will require a period of 3 months to elapse before a candidate can re-attend a CPC.

(3) **Unsuccessful.** Such candidates will be advised on what their next course of action should be, depending on their individual circumstances. They will be advised to contact their CA if further advice is required. RM candidates may have up to 3 attempts to pass CPC, if unsuccessful, their application is to be rejected. This result will require a period of 6 months as standard to elapse before a candidate can re-attend a CPC.

i. **Voluntary Withdrawn.** Such candidates will be directed to return to their CA for either CRM into another role within the RN or processed for withdrawal from their application.

j. During a CPC, successful RM OR candidates will also receive a FEB to aid in the administration of joining an NETE.

k. **CPC Failures.** CPC is valid for 6 months and must be completed prior to any 'Offer of Service'. RM candidates may have up to 3 attempts to pass CPC, if unsuccessful the application is rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should reattend, not normally less than 6 months[12]. If a Candidate fails CPC for any reason other than medical, they will not have to repeat the medical process if they remain medically eligible for entry. The candidate will repeat the remainder of CPC regardless of the point of failure.

l. **CPC Expired.** Where a candidate has passed CPC more than six months ago but has not yet entered service, the candidate is to re-attend a RM PJFA to check that the required level of physical fitness has been maintained prior to service entry. The maximum time permitted between passing CPC and service entry is 9 months, after which the candidate is to re-attend CPC.

0914. Direct Entry Petty Officer Technicians (DEPOT/DET)

a. Eligibility criteria can be found within the JEM matrix. See chapter 7, paragraph 0701.

b. Minimum time to serve before becoming eligible to submit notice is 30 months from achieving GTS. Length of notice period is 12 months following successful completion of GTS.

c. Standard eligibility criteria for ET(ME) will apply, with the following exceptions:

(1) Applicants must commence training before their 40th birthday.

[12] If a candidate in UK on a limited visa only fails RMSA, they are to be offered swimming lesson assistance and allowed to re-attempt RM CPC in 3 months.

(2) Applicants must reach either a combined academic and experienced base line or display an increased academic ability as below:

(a) A National Qualifications Framework Level 4 in an appropriate engineering discipline and a minimum of 3 years' experience working in a similar engineering related field including supervisory experience responsible for line managing a minimum of 2 subordinate technicians.

(b) Completed a Level 5 academic qualification in Marine Engineering following the MCA's approved programme MSN 1857 within the last 12 months.

(3) Applicants must have a National Qualifications Framework Level 4 qualification in an appropriate engineering discipline.

(4) DAA is to be recorded in MIS but there is no set pass mark.

(5) BPSS are to be checked by the applicant's CA.

d. DET will attend a one day CPC which will include the following:

(1) Briefing on and exercises in practical leadership.

(2) Engineering case study.

(3) Competence and suitability interview.

e. The selection process may be found in the ROM - chapter 12.

0915. RNR Cyber Reserves

a. The RNR Cyber Reserves branch will recruit only SQEP who have demonstrated they have the requisite cyber skills and experience developed in academia and/or employment. The skill sets sought by the Joint Cyber Unit (Reserves) (JCU(R)) are in extremely short supply.

b. Candidates who do not meet the RNR standard criteria for age, fitness, medical or appearance criteria will still be considered for entry to the RNR Cyber Branch with the requisite waivers being assessed on a case-by-case basis (RNR POC is NAVY IW-MCSU MCU(R) OC).

c. There is no requirement to apply for approval to process for over-age applicants.

d. DAA and medical interviews are to be conducted as normal, including verification of BPSS. However, no formal interview is required for these candidates they will have already been accepted by branch.

0916. Accelerated Apprentice (AA) Scheme, including AAPO for Marine Engineering General Service (MEGS) and Weapon Engineering General Service (WEGS)

a. The Accelerated Apprentice Scheme is a well-established and popular route of entry for those with advanced engineering academics. Since its introduction in 2016 the Scheme has been successful in providing an accelerated route to Leading Engineering Technician (LET) in all RN Engineering disciplines and Petty Officer where required and suitable.

b. Eligibility criteria must be met for a candidate to be considered for the AA Scheme. Academic and vocational qualifications are notoriously difficult to understand and interpret. Where doubt exists whether a qualification is acceptable, the CA is to contact the AA Coordinator (R&A SRT ENG AA) and record the response in the candidate's application notes.

c. The scheme requires applicants to hold specified Level 3 qualifications. There are 2 options open to applicants:

d. **Educational Qualification - GCSE Requirements.** All applicants must have 3 GCSEs at Grade C or above (4 - 9) in the following subjects:

(1) English Language.

(2) Mathematics[13].

(3) Science based subject.

(4) Acceptable GCSE equivalents:

(a) SCE Ordinary Grade. Grade C or above.

(b) SCE Standard Grade (Credit (Grade 1-2)).

(c) Scottish Intermediate. Grade A to C.

(d) Scottish National 5. Grade C or above.

(e) Irish Leaving Certificate Ordinary Level, Grade C or above.

(f) Functional Skills at Level 2 in Mathematics and English.

e. **Further Academic Requirements.** The AA scheme requires applicants to hold an additional higher-level qualification. Paragraph 9 a to e states the 5 clearly defined options where an individual must meet all the requirements listed within a particular applicable route. There is also an option to request an Academic Waiver[14] if a candidate holds equivalent, but not listed, qualifications:

[13] Candidates who have the revised Welsh GCSE mathematics syllabus are required to have conducted both parts (Numeracy and Mathematics) and achieved a minimum of Grade C in each part.
[14] Academic Waivers differ from Educational Waivers. Academic Waivers are achieved by contacting the R&A AA Co-ordinator.

(1) **Vocational Route.** A vocational qualification in an engineering discipline at Level 3, generally carrying the title "Level 3 Diploma/Extended Diploma in Engineering". There are many sub-disciplines or 'pathways' including:

(a) Mechanical.

(b) Electrical or Electronic.

(c) Manufacturing.

(d) Aeronautical.

(e) Computing.

(2) **Academic Route 1.** 2 x GCEs/A Levels in Mathematics and another STEM subject both are to be at Grade D or above and carry a total of 48 UCAS points[15] .

(a) Further Mathematics.

(b) Physics.

(c) Chemistry.

(d) Physical Science.

(e) Electronics.

(f) Engineering.

(g) Computer Science or studies.

(3) **Academic Route 2.** 1 x T Level in an engineering discipline at Grade P (D or E) or above. There are many sub-disciplines or 'pathways' including:

(a) Design and Development Engineering.

(b) Engineering, Manufacturing, Processing and Control.

(c) Maintenance, Installation and Repair for Engineering and Manufacturing.

[15] Scottish equivalent qualifications are Highers & Advanced Highers.

(4) **Mixed Route.** Applicants who have a combination of GCE/A Level at Grade D or above, and a STEM vocational course from the subjects listed at paragraph 6a at the following level:

(a) Diploma: Minimum Grade PP.

(b) Subsidiary Diploma: Minimum Grade M.

(c) 90 Credit Diploma: Minimum Grade PP.

(d) Certificate: Minimum Grade D.

(5) **Level 4 or Higher Qualifications.** Level 4 or higher qualifications in a STEM or Engineering Discipline are acceptable in lieu of Level 3 qualifications and include:

(a) HNC Engineering.

(b) HND Engineering.

(c) FdEng Engineering.

(6) Any applicant presenting with a bachelor's degree (BEng, BSc) in an approved Engineering discipline or STEM based subject, as a part of their application, are to be immediately counselled by their CA for consideration of the Direct Graduate Entry (DGE) Engineer Officer entry route. CAs are to inform the R&A AA Coordinator and SAT Eng SO3 of this educational standard for specialist engineering CRM support to be provided to the applicant.

f. **Governing Bodies.** Acceptable governing/awarding bodies include, but are not limited to the following:

(1) Business and Technology Education Council (BTEC).

(1) Oxford Cambridge and RSA (OCR).

(3) City and Guilds.

(4) Pearson.

(5) Excellence, Achievement and Learning (EAL).

g. **Alternate Qualifications**. Any applicant presenting a qualification not listed in this RI but clearly of an engineering discipline at level 3 or above may be considered on a case-by-case basis. Further advice can be gained from the R&A AA Coordinator.

h. **Defence Aptitude Assessment (DAA).** The minimum eligible scores for all roles within the AA Scheme are as follows; no discretion or DAA waiver can be applied.

i. Details for AA Terms of Service can be found in chapter 5, paragraph 0515.

0917. Direct Entry Fast Track Engineering Technician (DEFT)

a. Direct Entry Fast Track (DEFT) Engineering for MEGS and WEGS have been introduced IOT identify suitable candidates earlier in the recruiting process and provide an improved promotion opportunity to those who do not fully meet the eligibility for Accelerated Apprenticeship Schemes.

b. **Eligibility Criteria.** The FT Technician scheme will be monitored by EGS Work Force planners against the requirement and updated to reflect changes in educational qualifications as they are introduced, and the scheme matures.

c. **Academic requirements.** The FT Scheme requires applicants to hold specified Level 2 qualifications. There are 2 options open to applicants:

(1) **Option 1.** Applicants must have Mathematics and English Language GCSE Grade 4/C and above or equivalent and a STEM based subject at Grade C or above (4-9):

(a) Physics

(b) Chemistry

(c) Physical Science

(d) Electronics

(e) Engineering

(f) Computer Science or Studies

(2) Acceptable GCSE Equivalents

(a) SCE Ordinary Grade, Grade C or above

(b) SCE Standard Grade (Credit (Grade 1-2))

(c) Scottish National 5, Grade C or above

(d) Irish Leaving Certificate Ordinary Level, Grade C or above.

(3) **Option 2.** Applicants must have Mathematics and English Language GCSE Grade 4/C and above or equivalent and a vocational qualification in an engineering discipline at Level 2, generally carrying the title "Level 2 Diploma in Engineering" with a minimal grade of 'Pass'. There are many sub-disciplines or 'pathways' including:

(a) Mechanical

(b) Electrical or Electronic

(c) Manufacturing

(d) Aeronautical

(e) Computing

d. **DAA.** Respective DAA Threshold (Index) scores with specific stanine scores to meet the ET requirements, are detailed in the DAA Threshold Scoring Matrix. Waivers will be considered iaw RI 02/24, on a case-by-case basis. These scores are continually reviewed and are subject to change following guidance from respective Workforce Planners, depending on service requirements.

(1) Governing Bodies

(2) Acceptable governing/awarding bodies include but are not limited to:

(3) Business and Technology Education (BTEC)

(4) Oxford Cambridge and Royal Society of Arts (OCR)

(5) City and Guilds

(6) Pearson

(7) Excellence, Achievement and Learning (EAL)

e. Any applicant presenting a qualification that is not listed in this RI but is clearly an engineering discipline, at level 2 or above, may be considered on a case-by-case basis in consultation with the respective BM.

0918. Final Selection Boards

a. Where any profession or role is oversubscribed, or where limitations are applied to the number of applicants (such as for non-UK Candidates), there may be a requirement to hold a Final Selection Board (FSB). The function of an FSB is to select the most suitable Candidates for intake to the Service.

b. FSBs should always be conducted by a panel, with a nominated chair and at least 2 further members. One member of the panel should be from the appropriate Workforce Planning and Talent area (e.g. the relevant BM).

c. FSBs should use as much information as is available to make their selection decisions. This could include:

(1) DAA score

(2) Selection Interview Score

(3) Evidence of Skills and Experience gathered at Selection Interview

(4) Evidence of Skills and Experience gathered through curriculum vitae/specialist application form

(5) CBAT score

(6) Educational qualifications

(7) Evidence relating to previous service in HM Armed Forces

(8) Conduct of a specialist selection interview

(9) Candidates volunteering for shortage specialisations or the Submarine Service.

d. Candidates should generally be presented to no more than 3 successive FSBs. Where a Candidate is unsuccessful at one or more FSBs, and is unlikely to be selected in the future, they should be counselled by their CA to consider alternative professions/roles for which they are eligible.

e. Where Candidates will be presented to an FSB for their chosen profession or role, they should be made aware of this and informed of the timescales involved. FSBs should be held such that the Candidate and relevant NETE are given at least 6 weeks' notice of their potential entry to Service.