CHAPTER 10

OFFICER SELECTION PROCESSES

(Sponsor: NAVY RA-DHd RA)

CONTENTS

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.*

SECTION 1 - INITIAL OFFICER SELECTION PROCESSES

Para
1001. Recruitment Process for Officers
1002. Officer Recruiting – AIB/OSC/CBAT Briefings and De-Briefing
1003. Maritime Reserves Officers' Recruiting Process

SECTION 2 - ADMIRALTY INTERVIEW BOARD (AIB)

1004. General Information
1005. Candidate Becomes Ineligible During Application or Selection
1006. Pre-Assessment Eligibility Checks and Admin Procedures
1007. Selection Categories and Follow-up Procedures

SECTION 3 - OFFICER SPECIALIST SELECTION PROCESSES

1008. Specialist Recruitment for Medical, Dental, Nursing and Environmental Health Officers
1009. Chaplains
1010. Computer Based Aptitude Test (CBAT)
1011. Final Selection Boards

ANNEX

Annex 10A: Sponsorship
Appendix 10A1: Overview of RN Engineering Officer Recruitment Schemes - By Point of Attendance at AIB
Appendix 10A2: Overview of RN Engineering Officer Recruitment Schemes - Education Flow Diagram

CHAPTER 10

OFFICER SELECTION PROCESSES

SECTION 1

INITIAL OFFICER SELECTION PROCESSES

1001. Recruitment Process for Officers

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 RN and RM officer recruitment pathway to provide time-bound recruitment objectives along a candidate's journey into the RN. Included below are the Key Performance Indicators (KPIs) to which Recruitment Staff will adhere to as standard procedure whenever possible.

b. **Application.** The candidate applies via the RN Website using a link to the Management Information Systems (MIS) and is contacted by the Recruitment Force. On immediate receipt of the application, but NLT than 7 days, the assigned Career Adviser (CA) is to conduct and record initial Candidate Relationship Management (CRM) and issue Request For Information (RFI) including:

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

(2) DAA link.

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

(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, including Royal Navy Medical Questionnaire (RNMQ which includes the Family Origin Questionnaire (FOQ)) and Consent for Request for Primary Health Care Record (PHCR)[1]. Once completed the RNMQ and FOQ is returned to NAVYRA-CPCMedical@mod.gov.uk automatically. The Eyesight test routine is to be completed concurrently with the completion of the RNMQ and FOQ, in addition to SC application and DAA.

[1] 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.** It is the candidates responsibility to email or take personally the PHCR Consent Form 2 to their NHS GP.

(7) RN candidates are not to be rejected at SI if they declare they cannot swim or a weak swimmer. Swimming declaration RFI is to be sent to all RN candidates for completion iaw policy.

c. **Defence Aptitude Assessment (DAA).** All Candidates are required to sit the Defence Aptitude Assessment (DAA) except for Professionally Qualified Candidates who can provide evidence of the requisite degree qualification[2] for the role they are applying for (e.g., Med, Eng, and Chaplain). Professionally Qualified Officer candidates are to be queued straight to AIB, without conducting the DAA. All new applicant DSUS, UCE and Scholar candidates are required to conduct the DAA[3] Candidates that however, if they have already been successfully selected onto a scheme, they are not required to conduct the DAA retrospectively

(1) **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.

(2) **Education Scoring Matrix.** This is to be completed for all candidates. This provides the details of functional skills training requirements during RN training.

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

(4) **DAA Attempts.**[4] 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.

(5) **DAA Waivers.** DAA waivers will be considered by HQ Policy and Plans to meet Service needs.

(6) **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. Amended DAA Threshold scores cannot be applied retrospectively to candidates that previously failed the DAA for their preferred role. 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.

---

[2] If BMs provide an Educational Waiver for degree type, then this negates the requirement for a DAA. The candidate would be deemed Professionally Qualified.
[3] With exception of UCE candidates who must achieve a DAA pass for standard score (Officer). DSUS and Scholars do not require a pass, and score provides additional data for any FSB only.
[4] See Chapter 8, para 0810.

d. **Security Clearance and Developed Vetting.**

(1) **Security Clearance (SC).** SC is required for all candidates, except for X (INT) officer candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on completion of BPSS and conducted over SHINE during officers' BPSS Check. 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.

(a) Security Clearance must be confirmed prior to entry. Careers Staff are to inform candidates that should their SC not be granted 7 days before their allocated entry date; this date will be deferred. 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.

(b) Residency Waivers should be applied for at this stage. A candidate requiring a Residency Waiver is not eligible for any of the 4 DV roles or for WEO(SM) or X(SM) Officer.

(2) **DV Application.** All X(INT) Officer DV applications are to be submitted as routine and raised to priority if required when a joining date is known. 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.

(3) The SC waiver process is to be used in extremis, on a case-by-case basis. Guidance to be sought via R&A Policy WO1.

e. **Admiralty Interview Board - All Officers.** RN and RM officer candidates who have passed DAA, should be queued for AIB Multistage Assessment process which includes a Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE). RN Candidates should also be queued for MedFit at this point. A-Level scholarship, DSUS and UCE candidates must undertake their AIB to support qualification for the relevant supported educational scheme.

f. **CBAT.** All X(P), X(O), and ATC candidates are to complete CBATs. Officer Aircrew CBATs are to be completed concurrently with the AIB process. Candidates applying for Pilot can only sit CBAT once.

g. **RN CPC.** As soon as the candidate is allocated to the RN CPC, the CAs are to send the Self-Measurement and Code of Conduct Declaration RFI. All Direct Entry Officer Cds will follow the same process as the Ratings on CPC.

h. **RM OSC.** Due to the physical rigours of OSC all RM will be required to be medically and physically assessed before being eligible for OSC. From passing SI, or officers' BPSS check, all candidates are to receive CRM to encourage them to physically prepare for PJFA[5] and OSC, noting this preparation is unsupervised and done entirely at the Candidates own risk.

(1) RM CTC Medical assessment will take place when RM CTC Medical assessors receive a candidates PHCR following the request at paragraph 1001, sub-paragraph b. Both the RNMQ and PHCR will be considered.

(2) Following successful completion of the CTC Medical Assessment the PJFA RFI is to be issued. The candidate is to be booked onto a PJFA no later than 7 Days after CTC medical assessment. A pass at RM PJFA is valid for 6 months. There is no limit to the number of attempts a RM Candidate may have at the RM PJFA and will be advised as necessary by the DoCC Commando In-Reach Team (CIT).

(3) CAs are to queue RM officers to the next available OSC following successful PJFA and AIB pass. The target time from RM CTC Medical Assessment to completion of OSC is NLT 30 days.

(4) Successful RMO Candidates will be presented to FSB in July and allocated for entry by the Officer Allocator.

(5) Candidate who fail OSC will normally receive a recommendation from OC OSC (e.g. to return in 6 weeks, or return in 12 months). The CA needs to ascertain whether the candidate wishes to continue with Royal Marines officer selection at a later date or consider alternative careers in the RN, either as an officer or rating, or as an OR. If the candidate is intent on pursuing a Commission in the RM, the next steps will be guided by the recommendations from OC OSC.

(6) Candidates who have passed OSC but are not selected can be given the option of making an RMOR application with the requirement to pass the Recruit Orientation Phase (ROP) waived so long as entry is within one year of passing the OSC. All other elements of the RMOR process are to be completed in accordance with the ROM. Of note, this is not the case of a ROP 'pass' being used instead of an OSC, as in addition to physical attributes.

(7) Legacy RM University Bursary candidates will be required to pass a complete OSC in the September or October of their final year at university, in order to allow sufficient time for remedial training, plus a second attempt at OSC should that be required. Once the candidate has passed OSC, they will join RM officer training the following September.

(8) Bursars who do not pass the complete OSC prior to commencement of training, or drop out of the selection process, will be required to repay the cost of their Bursary or apply to join the RN in an alternative specialisation.

[5] PJFA also refers to vPJFT+ for Overseas candidates and PJFT+ for Northern Ireland candidates.

i. **Aircrew and ATC Medicals.** Candidates that are declared fit at RN CPC and pass AIB are to undertake an Aircrew Medical. The Aircrew Medical is to be booked straight after AIB for all X(P), X(O), and ATC candidates and is to take place ASAP. Aircrew candidates are not to be submitted for intake until they have passed Aircrew Medical.

j. **Mandatory Compliance Check (MCC).** The MCC is to be uploaded to RITS as a word document, completed and verified by the CA prior to the candidate being submitted for intake, as per detailed on the form. A final entry check must be conducted by the TMs, setting a task for the RM to verify. The MCC must be downloaded to the Desktop, completed, and uploaded to RITS as a PDF for final entry, then deleted from Desktop and the deleted items folder. RMs must complete a 100% check of MCCs which is verified on RITS

k. **Overseas Candidates.** Overseas Candidates are not to be loaded to an AIB or OSC without approval of the Overseas Team. Refer to the Recruiting Operating Manual (ROM) and the Overseas policy for further information.

l. **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 no later than 31 days 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.

m. **Final Entry Brief (FEB).** The FEB is completed by INT staff prior to entry via digital means.

n. **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 in RITS 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.

1002. Officer Recruiting - AIB/OSC/CBAT Briefings and De-Briefings

The CA is to brief each candidate before attendance at AIB/OSC+/CBAT. The purpose of the brief is not to coach candidates to pass, but instead to ensure candidates understand the format and expectations of each assessment and have prepared accordingly. Upon completion of an assessment the CA is to de-brief the candidate, discussing feedback (available on MIS) and what level of suitability the candidate is displaying for their chosen profession, discussing other options (such as rating/OR) if suitability is low. All briefs and de-briefs can be conducted remotely and recorded in notes on MIS.

1003. Maritime Reserves (MR) Officers' Recruiting Process

a. In overview, the recruiting process for Maritime Reserves officers is the same as that for Regular Service officers.

b. **Royal Navy Reserve (RNR) Officers.** There are 4 routes for officers to enter the RNR:

(1) **General Entry Officer.** General Entry officer candidates will be allocated to the Warfare profession. Upon successful completion of Fleet Board, they may then choose to specialise further.

(2) **Medical and Nursing Officers.** For Medical and Nursing Officers who have transferred to new Common Terms and Conditions of Service, or who joined after 1 Apr 05, the Regulations in JSP 527 (Career Management Regulations for Defence Medical Services Medical Services, Dental Officers and Nursing Personnel) take primacy. For Medical and Nursing Officers who have not transferred to new CTOS, legacy regulations continue to apply in full.

(3) **Chaplains.** Chaplain candidates are to provide a CV for forwarding to Navy RA-Chaplain On receipt of the CV, it is to be uploaded to RITS.

(4) **Temporary Commissions in Times of Emergency.** The Defence Council may grant a temporary commission in the MR, in such rank as may be deemed appropriate, to suitable persons who volunteer their services in times of emergency. Temporary officers of the MR will be entitled, while so employed, to the rank, pay and allowances of the corresponding permanent rank in the MR and generally will be treated in all other respects, and be subject to the same regulations, as permanent MR officers. Such officers will be liable to service either ashore or afloat as may be directed by the Defence Council, until their commission is terminated.

(5) All RNR officer candidates are to be actively encouraged to maintain ongoing contact with their local RNR unit prior to officer assessment, but care must be taken to manage expectations and to ensure that such contact is kept at an 'acquaint' level.

(6) CAs are to ensure that candidates are invited to meet the local RNR unit Commanding Officer (CO) but there is no requirement for the CO to provide a reference or recommendation for the candidate. Specifically, the RNR unit CO is not interviewing or approving candidates for entry.

(7) The MR does not currently require competitive selection or a Final Selection Board post-assessment. CMR HQ will confirm the candidate's specific terms and conditions of service (TACOS) including date of entry, uniform grant, pay scale and rank on entry.

c. **MR Officers (RN/RM).** Candidates with a previous Commission who have also successfully attained their Green Beret are eligible to apply for seamless transfer as a FireFly transferee within 36 months of completion of Regular Service (POC for engagement of FireFly 36 is NAVY RA-Project Firefly WO1). Entry for all such candidates, however, is subject to manning clearance from the MR Career Manager (NAVY PEOPLE-MR BM RES WO).

d. Undertaking Officer Assessment is not required for an officer who has already held a Commission, e.g.:

(1) Former RN officers.

(2) Former officers of the other UK Regular and Reserve forces and former officers of Commonwealth Armed Services.

SECTION 2

ADMIRALTY INTERVIEW BOARD (AIB)

1004. General Information

a. **Aim of Officer Candidate Assessment.** The aim is to assess the suitability of applicants to be trained as officers.

b. **Direct Entrant Candidates.** All candidates are eligible to sit their AIB post successful completion of their DAA. Other elements of the recruitment process should be completed concurrently.

c. **In-Service Candidates.**

(1) **Application.** The process for In-Service candidates is different to that for DE. Guidance for In Service candidates is in BR3 Chapter 50: Chapter 50 - Promotion to Officer by Ratings and Other Ranks (mil.uk). All RN and RM candidates are to be nominated by completion of Annex 50H form which is to be submitted to the relevant Recording Authority (RA) located at Annex 50A. RAs will make note of the candidates' details, check their eligibility and upload the document to the AIB RA Teams Channel before notifying the AIB Operations team. While candidates are able to complete the AIB Multistage Assessment process in any MedCat, they must meet the medical criteria to promote to the officer core in line with Chapter 50, para 5014 (UY/CC), para 5026 (SUY/SCC).

(2) **Process.** It is the responsibility of the AIB Operations Team to liaise with UY/CC candidates to facilitate their DAA. Once an UY/CC candidate passes the DAA, candidates' will normally be informed of the date of their AIB Multistage Assessment process at least one month in advance. All candidates' will receive a link to RITS, which they must open and complete in order to proceed with their application. The AIB Operations Team will upload the completed electronic copy of the Annex 50H to the candidate's RITS account. The normal waiting time for an AIB is no more than 3 months. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the branch Final Selection Board (FSB) where necessary. The AIB Operations Team will also liaise with In-Service candidates to establish candidate availability, prior to loading the candidate to the AIB Multistage Assessment process.

(3) **Timing.** The AIB Multistage Assessment process is designed to be completed in quick succession. The maximum period between Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE) should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process. Where candidates' move or delay their AIB on more than two consecutive occasions, they will be required to commence the AIB assessment process in full. RAs will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the branch FSB Board where necessary.

(4) **Information Technology.** The 'Tazio' platform is not compatible with MODNET or DII Afloat. For those who are abroad or deployed, individual Chain of Commands should make every effort ensure candidates can conduct their AIB using appropriate technology. Where possible, the AIB Operations Team will book a candidate on a AIB Multistage Assessment prior to deployment.

(5) **Results.** In-Service candidates will receive their AIB results in the form of an 'AIB Outcome Letter' via RITS. The letter will be loaded to the AIB RA Microsoft Teams Channel for RA review and successful candidates will be awarded a JPA competency administered by the AIB Operations Team.

(6) **Exemptions.** Warrant Officer Commissioning Scheme (WOCS) candidates do not have to conduct an AIB and will continue to be managed through the WOCS by their respective branches. While Senior Corps Commission candidates are required to conduct an AIB, they do not attend a Royal Marine Officer Selection Course.

d. **AIB Multistage Assessment.** The AIB assessment process is 2 stages and is the same for RN, RM, RFA, RNR, RMR candidates, regardless of entry type (DE or In-Service). The process is delivered by the Royal Navy's commercial partner Sopra Steria, and is an online assessment which is accessed by laptop or a PC using the Tazio virtual platform. Candidates will receive instructions on the compatibility requirements of the technology required to conduct the PRI and GPE when loaded for their AIB. The format is as follows:

(1) **Pre Recorded Interview (PRI) – Stage 1.** Candidates will be loaded to a Candidate Cohort List and will receive a AIB Holding Notice within RITS. They will subsequently receive an invitation to conduct a PRI using a link which will be valid for 7 days from the point of being sent. On completion, candidates will move forward to Stage 2. Candidates will be asked 8 questions and will have 2 minutes to provide their answer. Competencies which are assessed during Stage 1 are motivation, awareness and communication skills.

(2) **Group Planning Exercise (GPE) – Stage 2.** Candidates will receive an email notification to book their GPE. Working against the clock, candidates must read the briefs provided and adopt teamwork and problem-solving skills to identify the issues and decide on the best available solution with the assets and resources at your disposal. At the end of the group session, candidates will be moved into a separate virtual room where they will be asked one to one question which centre around scenario information and changes which require dynamic decision making. Competencies which are assessed during Stage 2 are Teamwork and Collaboration, Problem Solving, Confidence and Resilience, Communication and Effective Intelligence.

(3) Where a candidate fails to attend their PRI or GPE, they will be removed from the AIB Multistage Assessment process, unless they contact Sopra Steria to explain their absence. Where a candidate fails to attend a pre-arranged second attempt, they will be removed from the AIB process in its entirety. Relevant RF/RA will be notified to this effect.

(4) The AIB Multistage Assessment is designed to be completed in quick succession. The maximum period between PRI and GPE should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process.

e. **AIB Misconduct Policy.** The AIB has recently introduced a Misconduct Policy which provides a standard response to the detection or suspected detection of misconduct at any point during the AIB Multistage Assessment process. Misconduct in this respect, is considered to mean unacceptable or improper behaviour and can be described as, but is not limited to:

(1) **Plagiarism. To use another person's idea or a part of their work and pretend that it is your own.** This includes ideas or work, including paraphrasing, which originates from someone other than the candidate. This includes any material which is considered to have originated by someone who is in the current assessment process, as well as those who have taken part in any previous assessments, whether in the current AIB format or otherwise.

(2) **Collusion. To do something secretly with another person or group, in order to deceive or cheat others.** Whilst group work is utilised and encouraged at certain stages within the assessment, the following activities are prohibited:

(a) Secret or illegal co-operation, to cheat or deceive.

(b) Preparing a piece of work with others, then claiming it as your own.

(c) Allowing someone to copy your work, to subsequently present it as being their own. This includes the sharing of any interview questions or planning scenario details and questions.

(3) **Cheating. To behave in a way that is not honest or fair, to win something or gain something.** This is the use or attempted use of unauthorised assistance which is not permitted within the assessment process. It can be described as, but not limited to:

(a) Copying answers from another person(s) or candidate.

(b) To have a person(s) present in the room during any part of the assessment process.

(c) Communicating with any other person(s) during any part of the assessment process; unless authorised to do so by Sopra Steria or AIB staff.

(d) Use of any unauthorised material including the use of AI technology or device. **Heavy reliance on notes** or **reading from a script** will have a **negative** impact on PRI scoring.

(e) The use of Group Planning Exercise documents/material, following direction to close down any windows or information relating to the assessment.

(f) Obtaining and using an unauthorised copy of any assessment paperwork or material.

(g) Impersonation.

(h) Plagiarism and collusion.

(4) **Fraud.** False representation in this context is when a candidate deliberately lies or misrepresents the truth when conducting their AIB Multistage assessment process, to make a gain for themselves or a loss to another candidate.

f. **Misconduct Penalties.** Any person who is found to have assisted, either directly or indirectly, a person to commit an act considered to fall within the scope of this misconduct process will be managed in the same way as if they had themselves committed an act of misconduct. Any candidate suspected of misconduct at any stage of the AIB Multistage assessment process will be reported to Officer Commanding AIB (OC AIB) and a full review will be initiated. Any candidate found on the balance of probabilities, to have breached the AIB Misconduct Policy will not be permitted to re-attempt the AIB Multistage Assessment process for a minimum of 12 months, unless stated otherwise by OC AIB.

g. **Booking and AIB.** CAs must ‘Queue’ candidates to ‘Event Type’ - ‘Admiralty Interview – Holding Notice’ in RITS. Candidates will then be loaded to an ‘event’ by the AIB Operations Team and a AIB Holding Notice will be distributed via RITS. This notice advises the candidate they have been loaded to an AIB Cohort, and to prepare for communications from Sopra Steria to commence the AIB Multistage Assessment process. Each Cohort has a maximum of 66 candidates.

(1) If a candidate chooses to defer their application, or wishes to withdraw their application, the CA must inform the AIB Operations Team as soon as practicable.

(2) The CA must contact the AIB Operations Team and advise of any situational change which results in the candidate being ineligible during AIB Multistage Assessment process. The AIB Operations team will remove the candidate from the AIB 'Event' and advise Sopra Steria accordingly. CAs should requeue their candidate to an AIB 'Event', if and AIB is required at a later date.

h. **Loading Candidates to AIB Events.** The AIB Operations Team will initially check a candidates' RITS diary to establish availability to commence the AIB process. Where diaries have not been populated, the AIB Operations Team will engage with the candidate to establish a viable date to commence the AIB Multistage Assessment process. On completion, the Operations Team will load candidates to an AIB 'Event' on RITS and distribute an AIB Holding Notice. The candidates' details are subsequently forwarded to Sopra Steria who administer the AIB Multistage Assessment process in its entirety.

i. **AIB Results.** The AIB Operations Team mark the candidate as either pass or fail on RITS. AIB will provide a list of all successful candidates including AIB scores, in advance of any FSB. AIB Results will be distributed via RITS each Tuesday. The CA is to contact candidates (by phone if appropriate) within 7 days of their AIB result, irrespective of their performance and provide CRM as required. Should the candidate fail the AIB they should be counselled towards RPG priority rating roles.

j. **AIB Re-attendance Policy.** Candidates will be allowed a maximum of 2 attempts at the AIB, each appearance being separated by a minimum period of 3 months, provided they remain eligible. In exceptional circumstances, this timeline may be reduced at the discretion of OC AIB where there is a Service need. Any justifiable request for a third attempt at AIB must be passed directly to SO2 N5. Each request will be considered by OC AIB and in only the most exceptional circumstances will a third attempt be permitted. Candidates who are unsuccessful at AIB may reapply to commence the process 12 months post their final AIB attempt. AIB pass will expire after 5 years; however, candidates must remain eligible for selection. Where a candidate requests to conduct a further AIB to improve their score, a formal request must be made via email to the AIB Operations Team. A candidate is to note the most recent attempt score will be their current score, this can include either a decrease in score or a failure. Requests will be considered on a case-by-case basis and authorised by OC AIB. Where a candidate has fallen foul of the AIB Misconduct Policy and has been formally removed from the AIB process by OC AIB, CAs should 'Defer' candidates on RITS, manage accordingly, before re-loading their candidate to AIB iaw OC AIB's direction.[6]

[6] All Misconduct Decision Letters are loaded to RITS and will specify when a candidate should be reloaded to AIB.

1005. Candidate Becomes Ineligible During Application or Selection

After submitting an application, a candidate may become ineligible. It is most likely that this ineligibility will be determined in the first instance by the CA. **Reference: ROM** contains administrative direction to be taken in such circumstances.

1006. Pre-Assessment Eligibility Checks and Admin Procedures

a. **Reference: ROM** contains supporting instructions.

b. **Fleet Air Arm Assessment.** The AIB Operations Team book candidates to AIB and CBATs concurrently. Candidates who have taken the tests before will be reviewed to decide if further tests are permissible. When a re-test is approved, there must be a minimum of 12 months between tests.

1007. Selection Categories and Follow-up Procedures

a. By passing the assessment process, including satisfying the medical standards, and security clearance requirement, a candidate has demonstrated sufficient potential to be expected to successfully complete INT(O) at either BRNC or Phase 1 Training at CTCRM. This does not mean that a candidate has been selected for entry as an officer, which should be made very clear to candidates throughout the recruiting and selection process.

b. **Candidate Selection.** Those candidates that satisfy all requirements at point 1007a of the assessment process will be forwarded to a Final Selection Board (FSB) before each NETE intake, if the available number of Candidates exceeds places available in training. Where required, a candidate is only selected for entry as an officer if successful at FSB.

c. **Candidate Selected for Officer Training.** Upon selection, the candidate will receive an Offer of Service stating the profession, Commission, seniority and joining date being offered for BRNC/CTCRM.

d. **Candidate Selected for a Scholarship and Defence STEM Undergraduate Scheme (DSUS) Award.** Upon being awarded sponsorship, the candidate will receive a Deed of Acceptance stating the Commission, financial value and start date of the award being offered.

e. **Pre-Joining Medicals for Scholarship and DSUS Award Holders.** Prior to NETE entry, all sponsored candidates must remain in date for medical and fitness assessments.

SECTION 3

OFFICER SPECIALIST SELECTION PROCESSES

1008. Specialist Recruitment for Medical, Dental, Nursing and Environmental Health Officers

a. Due to the individual assessment required, specialist qualifications and relevant experience, recruitment of candidates interested in gaining commissions as Medical, Dental, Nursing, Medical Services Officer Submariner Health Physicist and Environmental Health Officers are handled in conjunction with the MED SAT n R&A HQ. CAs are to ensure Medical Specialists are aware of candidates early in the process. The CA is to email the candidate's details to NAVY RA-MEDMAILBOX@MOD.GOV.UK.

b. Medical Officer (MO) and Dental Officer (DO) cadets can apply once they commence medical or dental school training to ensure all recruitment elements are completed in good time ahead of the FSBs which sit in the Jun before they start their 3rd year of training. Failure to get candidates to the FSB can result in all places being taken (MO: 16 per year, DO: 2 per year) with very limited opportunities for a second chance at selection. DGE MO and DO candidates can apply once they commence their Foundation Years (FYs) of training (FY1 or FY2). MO candidates enter BRNC on completion of FY2 and DO candidates enter on completion of FY1 on the Sept BRNC intake and complete 15 weeks Initial Naval Training (INT(O)).

c. Newly qualified nurses can start applying in their third year of University. No one will enter INT until they have their Nursing and Midwifery Council (NMC) Personal Identification Number (PIN). Nursing Officers (NOs) selection takes place annually in Oct. Those selected will undertake 30 weeks of phase 1 training at BRNC followed by an assignment to a Joint Hospital Group (JHG) unit.

d. CAs are to contact R&A Medical Specialist Attract Team (MSAT) with any queries, or to give the contact details to candidates for further information.

e. All qualified candidates will need to email a CV for approval to the MSAT at the earliest opportunity; to include their registration or PIN number, if they have it.

f. Invitations and guidance for attending the Final Assessment Boards will be sent a month prior to board date. Candidates need to be ready in all respects to be invited.

g. Candidates with international certificates of education will require educational equivalency from NARIC (National Academic Recognition Centre) to demonstrate qualifications to UK standards and all must have a UK Registration.

h. After a candidate completes the initial officer selection process outlined above, the selection pathway for each respective medical pathway for officers is as follows:

(1) **Medical Officers (MO)/Medical Officer Cadets and Dental Officers (DO)/Dental Officer Cadets.**

(a) Due to the lengthy recruitment process, candidates can apply as soon as they are in medical or dental school to ensure they have met all required elements to be eligible to attend an FSB. The cut off for candidates applying for a cadetship is 4 months prior to their FSB. Candidates should be ready for the Jun FSB prior to entering their third year for funding to commence. Delays in this could result in cadetships being filled as they remain competitive.

(b) MO and MO Cadets candidates are required to submit a 'Why Me?' personal statement to the R&A MSAT 2 weeks prior to their FSB. This will be presented to the FSB board members along with their AIB result Guidance on the 'Why Me?' statement will be provided by the MSAT CPO.

(c) All Dental Officers and Cadetship candidates will sit a Virtual Assessment Board (VAB) on the platform SHINE. The VAB guidance will sent to candidates 4 weeks prior to the interview and SHINE links sent 2 weeks prior.

(d) FSBs for all MO/DO cadets and DGEs take place in Jun of each year.

(2) **Nursing Officers - Adult.** FSBs take place annually in Oct each year. FSBs may be required to be brought forward if BRNC allocation for NO is altered.

(3) **Nursing Officers - Mental Health.** FSBs take place annually in Oct each year. FSBs may be required to be brought forward if BRNC allocation for NO is altered.

(4) Medical Services Officer Submariner Health Physicist. FSBs take place in Oct each year.

(5) Environmental Health Officers. FSBs will be ad hoc.

1009. Chaplains

a. The eligibility criteria for the Royal Naval Chaplaincy Service incorporates suitably qualified and experienced professionals, celebrants and clerics from other major World Religions and non-religious practitioners, in addition to the existing Christian denominations that commend Chaplains to the Armed Forces.

b. CAs must engage with the Specialist Chaplain Recruiter (SCR) with any queries. Candidates should engage with the SCR at an early stage, and so the contact details below must be provided. The SCR is responsible for outlining and overseeing the chaplaincy-specific aspects of the application process including determining eligibility, engaging with endorsing authorities (EA) and loading for the Final Selection Board (FSB).

c. Chaplain Candidates do not complete a Defence Aptitude Assessment as they will be expected to hold a higher education qualification. However, Candidates must provide a CV detailing their relevant experience, as well as evidence of relevant academic qualifications.

d. Chaplain Candidates do not complete an AIB Multistage Assessment, but instead complete a formal face to face Final Selection Board (FSB) where AIB elements are assessed (see below).

e. All candidates for RN Chaplain or RNR Chaplain must be currently engaged as a Christian, Hindu, Humanist or Non-Religious, Jewish, Muslim, or Sikh cleric or practitioner and commended to the Royal Naval Chaplaincy Service by an officially recognised Endorsing Authority (EA). It is the responsibility of the Candidate to seek this approval. Details of EAs may be obtained from the Royal Naval Chaplaincy Service Headquarters. EA approval is a prerequisite for FSB.

f. Royal Naval Chaplaincy is not an entry-level role and therefore candidates are required to be professionally qualified and experienced at time of application.

(1) Candidates are required to hold three years post ordination or accreditation experience in a full-time capacity. This experience must be sufficiently broad and far-reaching so that the applicant is able and experienced in a wide range of pastoral care, rites of passage and community work.

(2) The SCR can ascertain a candidate's eligibility by requesting and reviewing a CV. It is not the role of the SCR to determine suitability at this stage, just that a candidate meets the basic experience criteria.

(3) Some faith and belief roles are mostly part-time; therefore, a judgment of equivalency must be made through the SCR.

(4) If a candidate does not hold the requisite experience to be eligible to apply for the role, the SCR will offer advice on what further experience is required in order for the candidate to be eligible to apply in future.

g. Newly qualified and accredited clerics/practitioners may apply for Probationary RNR Chaplaincy with 1 year of full-time experience.

h. Other requirements are summarised below and are set out in full within the Royal Naval Chaplaincy Service Recruitment Policy. Further details may be obtained from the SCR.

(1) **Age.**

(a) Minimum age - 26

(b) Regular – must begin INT no later than one day before 49th birthday

(c) Reserve – must enter training pipeline no later than one day before 54th birthday.

(d) Exceptionally, age waivers may be sought from the Branch Manager (BM) subject to service need, and after approval from The Chaplain of the Fleet (COTF).

(2) **Medical and fitness standard.** Assessed at Candidate Preparation Course (Regulars) or MEDFIT+ (Reserves).

(3) **Driving licence.** Must hold a Full UK Manual Driving Licence at the point of application. Both sides of the Driving Licence must be shown to prove this.

(4) **Nationality.** Must be a national of the United Kingdom, a Commonwealth national, or hold dual nationality with one of these states. If a candidate is not a national of the United Kingdom guidance should be sought from the overseas team within Recruit and Attract (R&A) to determine eligibility

i. Candidates who are not eligible must be informed as such at an early stage in the application process. Such candidates will be written to, via the Recruitment IT System, by the Specialist Chaplain Recruiter explaining why they are not eligible to proceed.

j. Eligible Chaplain Candidates should attend a funded Look at Life Course once a formal application has been made and full or anticipated future eligibility has been confirmed. This is organised by the Specialist Chaplain Recruiter.

k. The FSB panel comprises of the Chaplain of the Fleet (or Staff Chaplain Maritime Reserves for RNR Candidates), Deputy Chaplain of the Fleet, the Chaplaincy Career Manager, and an AIB representative who acts as an independent advisor.

l. After FSB but before a Chaplain enters INT they must have completed an Enhanced DBS Check suitable for Employment (currently provided through uCheck), in accordance with BRd 3(1) Para 6047. This must be initiated by the CA.

m. Updates are directed by the Chaplain of the Fleet and the Armed Forces Chaplaincy Policy Board which ensures coherence across all three Services.

n. Contact details for Chaplaincy HQ, Specialist Chaplain Recruiter and Endorsing Authorities:

Email: NAVY CHAPLAINCY-GROUP MAILBOX (MULTIUSER)

Postal address:

Royal Naval Chaplaincy Service Headquarters
Second Floor
Tanner Building
HMS EXCELLENT
Whale Island
Portsmouth
HANTS
PO2 8ER

1010. Computer Based Aptitude Test (CBAT)

a. Attendance at CBAT is a key milestone in their application process. Though there is limited preparation which can be conducted for CBAT, CAs are to ensure that they engage with candidates prior to attendance to ensure they fully understand the process they are about to undertake.

b. Officer CBATs are to be completed concurrently with the AIB process. A check for previous attempts will be made by R&A Plans & Allocations and all eligible candidates will be booked onto the next available CBAT. When booked, the event will appear in the event tab on the candidate profile in RITS as a ‘Future Event’ and the booking request will no longer appear.

c. Once R&A Plans & Allocations have allocated a place on CBAT, joining instructions will be sent to the candidate via a CBAT RITs Event. As CAs engage prior to CBAT, they must ensure that the candidate is in receipt of this booklet and confirm that it has been read and understood. This will include a request for the candidate to confirm attendance. Candidates are required to stay at RAF CRANWELL overnight. Testing lasts a full day, and candidates are informed of the test results by the Senior Naval Instructor RAF CRANWELL and their staff. All aptitude tests are computer based and include verbal, numerical and spatial reasoning, work rate, mental capacity, and psychomotor psychometric tests. Officer candidates are processed as Aircrew and sit Pilot, Observer and ATC tests with their profession preference noted.

d. RAF CRANWELL will send all CBAT results to Recruit & Attract Allocations Team for input onto RITS and CA action. The CA is to contact the candidate to discuss the implications of the CBAT on the career options open at the time. Unsuccessful candidates must wait a minimum of 12 months before returning to CBAT. Pilot candidates are only allowed to undertake CBATs once, this includes any previous CBAT attempt with other services. A Pilot candidate who fails CBATs can be reconsidered only for Observer or Air Traffic Controller following a resit. CAs should contact all unsuccessful candidates within 7 days to discuss their options. Recruit & Attract Allocations Team should be notified by email if candidates who are not recommended to re-take the tests wish to be considered for another profession. CAs are responsible for managing their returning candidates. Candidates will be allowed to retake the tests up to the age of 26.

e. Sitting the aptitude tests for the Special Flying Award (which is separate from the CBATs) will not preclude a candidate from sitting the full CBATs.

f. It is important to note that if a candidate passes for more than one area, it is the Final Selection Board which will select their profession, not the candidate's preference. Pilot candidates have no opportunity to re-take CBAT and must pass every stanine. CBAT passes are valid for 3 years.

g. Candidates who fail to meet the special requirements for an Aircrew specialisation, but who are appropriately qualified for other specialisations, arms or branches may be considered for an alternative entry. The CA should advise the candidate on the alternative career options available within the Fleet Air Arm. Every effort should be made to maintain the candidate's enthusiasm in a Fleet Air Arm career despite the setback. The candidate may also wish to consider a naval career outside the Fleet Air Arm, which may require a further interview. If the candidate is content to continue in an alternative aircrew sub-specialisation offered by the Board, or to pursue a second-choice role, then the candidate is to confirm this decision to the CA.

h. Where candidate fail CBATs, the CA will need to advise the candidate on the alternative career options available within the RN. Every effort should be made to maintain the candidate's enthusiasm for a Naval career despite the setback, and this may well necessitate a further interview to re-evaluate motivation and awareness and understanding for a different role. The candidate may wish to take time to consider the options available before progressing further and may therefore, decide to withdraw the application in the meantime.

i. The RAF and Army CBAT omits the full battery of tests required to assess aptitude for role of Observer. A candidate who has valid CBAT results from an RAF or Army application may re-attend RAF Cranwell to complete the Observer element of CBAT only, in order to ensure a complete set of results.

1011. Final Selection Boards

a. Where any profession or role is oversubscribed, or where limitations are applied to the number of applicants, 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) AIB Score

(3) Evidence of Skills and Experience gathered through AIB

(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.

ANNEX 10A

SPONSORSHIP

1. Candidate Ownership

During the application phase (prior to assessment) candidates are managed by the Recruiting Force (RF) with CRM support from Engineer Specialist Attract Team (SAT) where requested. Once ready for Assessment and Allocation, R&A's Officer Allocation and Assessment Team take ownership of the candidate. Assuming the candidate passes and is given a place on a Scholarship/Sponsorship programme, BRNC then take over as the candidate's studies begin. R&A CAs will assist in ensuring the candidates are fully eligible to commence IOT, including making sure the candidate is in date for MedFit and SC as close to the start of the final year at university as possible. All should be complete within term one of the final academic year (before Christmas).

2. Scholarship Scheme

a. The Scholarship Scheme is designed for young people, aged 15 years and 9 months to 18 years old, who wish to join the RN as Engineer Officers. It is open to those who are about to take GCSE or SCE Ordinary/Standard Grade examinations, and are intending to study for A Levels, Higher Grade, Certificate of Sixth Year Studies, or other equivalents. Those who reach the qualifying educational standard, satisfy the medical criteria, and successfully undergo the selection procedure will have places reserved for them to join the RN (or, if 'E' branch, to attend university) conditional upon their passing of A Levels (or equivalent).

b. The parents/guardians of those awarded a Scholarship will receive financial assistance towards the cost of keeping their child at school or college in order to qualify for entry to the RN (or, if 'E' branch, university). The current value of an award may be found in CP22 (Rates of Pay). Parents/guardians of those awarded a Reserved Place only will not receive financial assistance.

c. Candidates may apply for either a 2-year Scholarship and Reserved Place, or a 1-year Scholarship and Reserved Place. Candidates applying for a 1-year Scholarship and Reserved Place may also be considered for University Sponsorship, the DSUS, UCE or Non-Graduate Entry without having to reappear at the AIB. Except for Engineers, candidates who are awarded a 2-year Scholarship and Reserved Place and subsequently wish to apply for University Sponsorship, will be required to re-attend the AIB and be considered for selection along with other applicants. When Engineers are awarded the Scholarship, they are guaranteed a place on the DSUS or UCE (if selected).

d. Some scholars subsequently apply for Financial Assistance (FA) and are not selected, but still wish to go to university and join the RN on completion of a degree. Strict adherence to the regulations requires recovery of the scholarship, but in practice the recovery of a scholarship debt from unsuccessful FA candidates will not be pursued, provided that the candidate still wishes and applies to join the RN on completion of their degree course.

e. **Requirements.** The minimum acceptable academic requirements are: 5 acceptable GCSEs at Level 7 or higher including English Language and Mathematics. Ideally, there is to be no break in education between GCSE and further qualifications. However, in exceptional circumstances, a waiver may be considered. Such situations are to be raised to the Engineer Coherence Team to ascertain whether an application for a waiver is viable. Formal application for a scholarship is to be submitted by 1 June of the year of selection. The candidate will be required to achieve A Level results (or equivalent) suitable for DSUS. Final Entry to BRNC is taken according to one of the schemes below.

3. University Cadetship Entrant (UCE)

a. **Background.** UCE(Engineering) was originally developed as an elite entry scheme for high achievers wishing to join the Royal Navy as Engineer Officers. The scheme offers the benefit of completing Initial Naval Training (Officer) (INT(O) before proceeding to university, drawing pay as a regular Service person during their study; this means of entry has been held in abeyance since 2008. Throughout its history, the scheme has provided retention and secondary recruitment benefits, attracting high-quality applicants who provide a Naval presence at top-flight universities and invariably perform at the top of their peer group within the Service. Workforce analysis of the engineer officer cadre supports the reintroduction of the scheme for a small number of applicants per annum, which commenced in 2021.The UCE scheme is an agreed sS variation within the DSUS[1] programme, which has previously been shown to expand the recruiting pool, rather than introduce inter-Service competition within it.

b. **Scheme.** Candidates who are successfully recruited[2] via the scheme, will join Britannia Royal Naval College (BRNC) on an Initial Commission Stage (ICS) within the Engineering Branch, and complete Initial Naval Training (Officer) (INT(O)). Upon successful completion of INT(O), they will proceed to join their university and study for a 3, or exceptionally 4, year degree.

c. **UCE Terms and Conditions of Service (TACOS).** Service personnel on the UCE scheme have bespoke TACOS that differ from Direct Graduate (Engineer) entrant officers; these differences include: rank and seniority; rates of pay; promotion eligibility and allowances. UCE Officer TACOS are:

(1) Applicants will be selected prior to the opening of the UCAS University Selection Window. Upon their acceptance of a formal UCE Cadetship Offer, cadets are required to delay their university start date by 1 year[3] to enable them to attend and successfully complete INT(O).

(2) Cadets must accept and agree to the 5-year Return of Service (RoS), acknowledging the RoS commences once the Cadet has attained 'Gained Trained Strength' (GTS) status as per their training pipeline. This will be upon completion of Phase 2 technical training. Electronic copies are to be retained by Recruit and Attract (R&A) and uploaded to the RITS system.

[1] DSUS is a quad-Service scheme designed to improve the recruitment of STEM Graduates into Defence as Engineering Officers.
[2] All Service recruitment and selection process' are iaw current Recruit and Attract Policies.
[3] R&A provide template letters as part of the formal offer letter, that can be passed to the universities.

(3) Cadets Join BRNC on the date specified in their offer letter on an ICS.

(4) They will be categorised as Officer Cadet throughout the duration of INT(O) and whilst at university.

(5) They will hold the substantive rank of Midshipman with seniority based upon date of entry into Service. This rank will be retained until graduating from university.

(6) They receive an annual salary, starting on UCE Pre-Career pay spine OF0-1[4][5] and receive annual increments up to OF0-3, where they will remain on a Stand Still Rate of Pay (SSRP) until commencement of Phase 2 training. UCE cadets are not eligible for the Golden Hello Financial Incentive or an annual bursary whilst at university.

(7) Cadets will receive additional financial benefits of which they will agree to a financial undertaking with the Secretary of State for Defence; failure to meet their obligations will result in these benefits having to be repaid (further detail under Removal from Cadetship below). The addition financial benefits are:

(a) The Cadet will receive an Education Grant which is calculated on a Daily Rate of Pay (DROP)[6].

(b) Their university tuition fees will be paid. If applicable, the designated university will be instructed to send accounts for tuition fees to the Sponsored Undergraduate Administration Officer (SUAO) at BRNC. If the cadet is in receipt of a grant from Public Funds in respect of their further education they should, upon receipt of their Naval salary, inform the appropriate education or other authority that they have been awarded a University Cadetship, stating the date from which the Cadetship commenced. They must be prepared to repay any money received from their education authority after the date of the award of the Cadetship.

(8) Upon completion of INT(O), be appropriately assigned by BRNC Universities Department, to continue initial training until commencing university.

(9) The cadet must not attempt to change their accepted degree without first seeking prior approval from their Commanding Officer[7].

(10) They must accept the obligation to pass their university course and obtain their degree.

(11) Their Divisional Officer will be whomever is assigned as Sponsored Undergraduates Staff Officer (SUSO)[8].

---

[4] AFPRB 51st report
[5] JSP 754, Pt 1 (V38), Ch 4, Sect 10.
[6] Formal Offer letter will provide current DROP.
[7] Commanding Officer is Captain BRNC.
[8] R&A formal offer letter will provide detail of individual assigned as SUSO.

(12) As an officer under training, their conduct, professional performance, character and leadership qualities remain governed by current policy[9].

(13) Their reckonable service will not start until they commence Phase 2 Training[10].

(14) Notwithstanding that UCEs are Serving Regulars, they will not be entitled to allowances, except[11]:

(a) If required to travel for Service reasons.

(b) During authorised duty abroad (UCE cadets are not eligible for LSA but are entitled to duty travel and LOA as required)[12].

(15) Officers serving on an ICS are members of the Armed Forces Pension Scheme (AFPS15); however, UCE cadets pensionable pay will not commence until they start Phase 2 training (OF0 rates of pay are non-pensionable), but they will accumulate qualifying service.

(16) As a serving member of the armed forces, they are subject to the Armed Forces Act 2006[13].

(17) As a member of the armed forces, they will be subject to compulsory drug testing as per current Service policy[14].

(18) They will undertake compulsory training as directed by extant RN policy and Jolly Division Standing Orders[15]. This includes, but is not limited to, mandatory attendance at BRNC training weekends, remaining in date for RNFT and becoming a member of the University Royal Naval Unit (URNU). Further detail is available from SUSO.

(19) Qualifying service for promotion and commission transfer will commence on day 1 of INT(O). Following successful graduation, the UCE cadets will promote to Sub-Lieutenant on 1 Sep, or on day 1 of Phase 2 training[16], whichever is earlier.

(20) During INT(O) and University, UCE cadets will be paid from the UCE pay spine, at OF0 rates. This will accrue annually and will standstill at OF0-3 until commencement of Phase 2 training. Payment from the OF1 pay spine will occur on promotion to Sub-Lieutenant at the start of Phase 2 training so aligning UCE Cadets with their Direct (Engineer) peer group.

[9] BRd 3(1), Ch 57, Sect 5.
[10] JSP 754, Pt 1 (V38), Ch 2, Sect 3, Para 02.0310.
[11] The Sponsored Cadet Manager (SCMAN) at BRNC will provide advice and guidance regarding allowances in these circumstances.
[12] JSP 752, Ch 10, Para 10.0107(i).
[13] BRd 3(1), Ch 20, Para 2204 Jurisdiction.
[14] JSP 835, Alcohol and Substance Misuse and Testing.
[15] All engineering Officer Cadets are members of Jolly Division and administered through BRNC Universities Department.
[16] Phase 2 training aligns with the start of System Engineering and Management Course (SEMC) for the relevant engineering stream.

d. **Eligibility.** This scheme is for high achievers, and unlike other entry routes, the expectations are set higher and the competition fiercer with only 5 places available per year (2 x ME, 2 x WE * 1 x AE). To become eligible for the scheme, candidates must meet all Engineer Officer entry requirements for the Royal Navy, as per extant Recruit & Attract policy, and meet the additional requirements below:

(1) Age: 18-23 at commencement of INT(O).

(2) Degree type: Candidate must be accepted onto an approved Engineering, or STEM degree at any UK university, as detailed below in Table 10A-1.

(3) Education Requirements: 5 GCSEs at Grade 7 or higher including English Language and Mathematics. At GCE level, the candidate must have a minimum of 144 UCAS points in non-overlapping subjects, including at least Grade B in A-Level maths and an engineering-based science.

(4) The scheme is competitive and successful applicants will be selected at the UCE Final Selection Board which will consider academic results and performance through the recruiting process.

e. **Withdrawal from Cadetship.** A UCE Cadet may request to leave the service up to the Premature Termination of Career Training (PTCT)[17] point; they will have to repay all their Education Grant, University Fees and uniform grant received up to the point of exit, in accordance with current regulations and as per financial undertaking. After this point, only in exceptional circumstances, will a Cadet be permitted to leave before completing their 'Return of Service'.

f. Poor performance of a Cadet in either academia or general military performance will be managed in accordance with current policy[18]. Cadets should always maintain a high standard of behaviour throughout their sponsorship. Should they fail to meet and maintain the standards expected of a future Naval Officer, they will be subject to the professional warnings process as INT(O), as detailed in BRNCs Standing General Orders (SGO). BRNC Universities Department Joining instructions will provide the finer detail of the warnings system.

4. Defence STEM Undergraduate Scheme (DSUS)

a. This scheme provides university sponsorship to students wishing to join the RN as Engineer Officers. Study may be undertaken at any UK university; applicants may apply for a sponsorship at any time before the start of their final year, provided they are aged 18 to 35 years old. Aimed at scholars or direct applicants wishing to join the RN as Engineer Officers and read for an approved engineering degree or STEM degree at a UK university, whilst receiving FA.

b. Candidates must be studying (with at least one year remaining) or have applied to a UK university via the UCAS system. Support whilst at university will be provided by membership of a University Royal Navy Unit (URNU) if one is available within one hour's travelling time of campus.

[17] BRd 3(1), Ch 54, Para 5402 & Table 54-1 The PCPT point is classified as the last day before passing out of BRNC.
[18] BRd 3(1), Ch 57, section 5.

c. Direct entrant applicants must complete the officer recruitment process by 31 January of the academic year of entry. Successful applicants will receive a £5,000 pa FA and will have all university tuition fees paid up to a maximum of £9,250 pa; the amount of FA received will be abated from the RN Engineer 'Golden Hello' Financial Incentive (FI) for DGE, Engineer Officers. They could also earn training pay (up to 45 person training days, approx. £2,000 pa) as a member of the associated URNU. On joining the URNU, they will become listed 7C Reservists (borne for pay and admin only).

d. Applicants will be required to sign a financial undertaking which guarantees their entrance to IOT and a 3-year Return of Service thereafter on attainment of GTS.

e. All DSUS entrants will commence their undergraduate studies as General 'E' engineers. At the end of their second academic year, they will be streamed by AE, ME, or WE. Streaming of ME and WE students to SM will take place at BRNC.

f. DSUS does not provide any entitlement for extension of studies to include Masters degrees for the following reasons:

(1) No RN requirement.

(2) Not a justifiable use of funds.

(3) RN need is for OC to join BRNC on planned date to achieve GTS as planned.

(4) There will be opportunities for full time Masters study on full pay later in career.

g. There is the opportunity however for DSUS OCs to study for a fourth year to achieve a MEng if they prove to be of the highest academic standard and are engaged and remain fully eligible for the RN throughout their time at university. The following restrictions will apply to ensure only the most talented and committed individuals are permitted to extend to a MEng.

(1) No DSUS candidate will commence their university course on an undergraduate Masters degree programme. Only application for an undergraduate Bachelors degree programme will be supported by DSUS.

(2) There will be no entitlement to transfer or extend to a Masters course prior to entry as this will delay entry and GTS, as a result DSUS retain the right to reject the request.

h. Requests to extend to a Masters degree will be considered only when the following conditions are met:

(1) OC is predicted to achieve, and subsequently does achieve, a first class Bachelor degree pass.

(2) OC has not had to resit any exam in subsequent academic years due to failure.

(3) OC is in date for Fitness Test.

(4) OC is in date for medical with no changes to medical status that could affect RN entry.

i. If initial (post Bachelors degree) anticipated entry date is over 3 years since Service Entry Medical was conducted the OC must pass another Service Entry Medical prior to commencing a Masters course.

j. OCs who are permitted to extend to MEng will receive DSUS support and funding through the additional one year study.

k. Funding of the scheme is set at 35 entrants from 2022 and a maximum of 105 in 2024. This strict financial cap may limit the numbers of direct entry applicants trying to join DSUS partway through their degree. It may also restrict the numbers of candidates capable of undertaking a master's course.

l. DSUS candidates will be eligible for the £27,000 'Golden Hello' upon joining the RN; however, this will be abated against the RN component (£4,000 pa) of the FA already received.

m. **Requirements.** The minimum acceptable academic requirements are: 5 acceptable GCSEs at Level 4 or higher, including Grade 6 or higher in both English language and mathematics. At GCE, candidates must have minimum of 96 UCAS points, of which 64 are made up of mathematics and an engineering science. Candidates must have been accepted onto a degree course in a UK university studying an approved engineering degree or acceptable STEM subject, which are listed below at Table 1.

n. **Waivers.** Acceptable deviations from these standards regarding academic requirements can be found at 0713.f.

5. Defence Technical Undergraduate Scheme (DTUS) - Legacy

Applications for DTUS ended in September 21. The DTUS scheme will close when the last intake from 2021 graduate in 2024.

Table 10A-1. Additional Acceptable Degrees (at Discretion of Branch Manager)

Acoustical Engineering
Aero-Mechanical Engineering
Aero-Mechanical Systems Engineering
Aerospace Design Engineering
Aerospace Manufacturing Engineering
Aeronautical and Electronic Engineering
Aeronautical Systems Engineering
Aeronautical Technology
Aircraft Maintenance Engineering
Artificial Intelligence and Mechanical Engineering
Artificial Intelligence and Robotics
Astrophysics
Automation and Control
Avionics
Chemical Engineering
Civil Engineering
Computer Science
Computer and Robotic Systems
Computational Intelligence and Robotics
Design Engineering
Digital Systems Engineering
Electrical Power Engineering
Electronic Control and Robotics Engineering
Embedded Systems and Robotics
Engineering Management
Engineering Physics
Geophysics
Mechanical Engineering with Aeronautics
Marine and Offshore Engineering
Marine Engineering and Naval Architecture
Marine Technology and Marine Engineering
Marine Technology and Naval Architecture
Marine Technology and Offshore Engineering
Marine Technology and Small Craft Engineering
Materials Engineering/Science
Materials and Process Engineering
Mathematics
Mechanical and Marine Engineering
Mechanical and Energy Engineering
Mechanical and Materials Engineering
Mechanical Engineering Design
Mechanical Systems Engineering
Mechanical Technology
Mechatronics
Mechatronics and Robotics
Motorsport Engineering
Naval Architecture and Ocean Engineering
Naval Architecture and Marine Engineering
Naval Architecture and Small Craft Engineering

(Continued)

Table 10A-1. Additional Acceptable Degrees (at Discretion of Branch Manager) (*Continued*)

Robotics
Robotics and Automated Systems
Robotics and Cybertronics
Robotics, Cybernetics and Process Automation
Robotics and Electronic Engineering
Software Engineering
Software Networks
Sustainable Energy Engineering
Systems Architecture
Systems and Control Engineering
Physics
Physics and Maths

6. Medical Financial Incentives

a. **Medical and Dental Officers.**

(b) Students may apply in their first year of a UK Medical/Dental school. Medical and Dental students are eligible for cadetships which generates an annual salary of approximately £21,000 to £24,000 for up to the final 3 years of study. This includes the payment of tuition fees and additional academic support.

(b) A 'Golden Hello' of up to £100,000 is available for some medical specialities (MO) if the individual is at ST3 level or above. SR-Med SO3 will verify this before selection and commencement of INT.

Note. *Medical Degree Apprenticeships (MDA) do not currently make an applicant eligible for the cadetship programme. Further advice on eligibility can be sought from R&A Coherence SR MED CPO.*

b. **Environmental Health Officers.** Environmental health Officers have 2 means of gaining a financial incentive:

(1) If non-chartered or EHRB registered, they join on £28,930a year and will receive support to complete the 2-year CIEH programme.

(2) Those with full registration join on £44,564 a year plus they receive a 'Golden Hello' of £27,000 (£10,000 on entry, £7,000 on completing BRNC, £10,000 after a year's service).

c. **Nursing Officers and Qualified Naval Nurse Ratings.** A 'Golden Hello' of £30,000 is offered to specialist nurses if they a long course of post graduate study in a required speciality in: Critical Care, Emergency Care, Burns and Plastics, Trauma and Orthopaedic and Primary Health Care. SR-Med SO3 will verify this before selection and commencement of INT.

APPENDIX 1 TO ANNEX 10A

OVERVIEW OF RN ENGINEERING OFFICER RECRUITMENT SCHEMES - BY POINT OF ATTENDANCE AT AIB

Table 10A-1. Overview of RN Engineering Officer Recruitment Schemes - By Point of Attendance At AIB

Year 11 - Pre GCSE	Year 12	Year 13	During or prior to University Final Year	Post-Graduation
2 Year Scholarship				
	1 Year Scholarship			
		UCE Scheme		
		DSUS		
			Sideways-entry to DSUS	
				Direct Graduate Entry

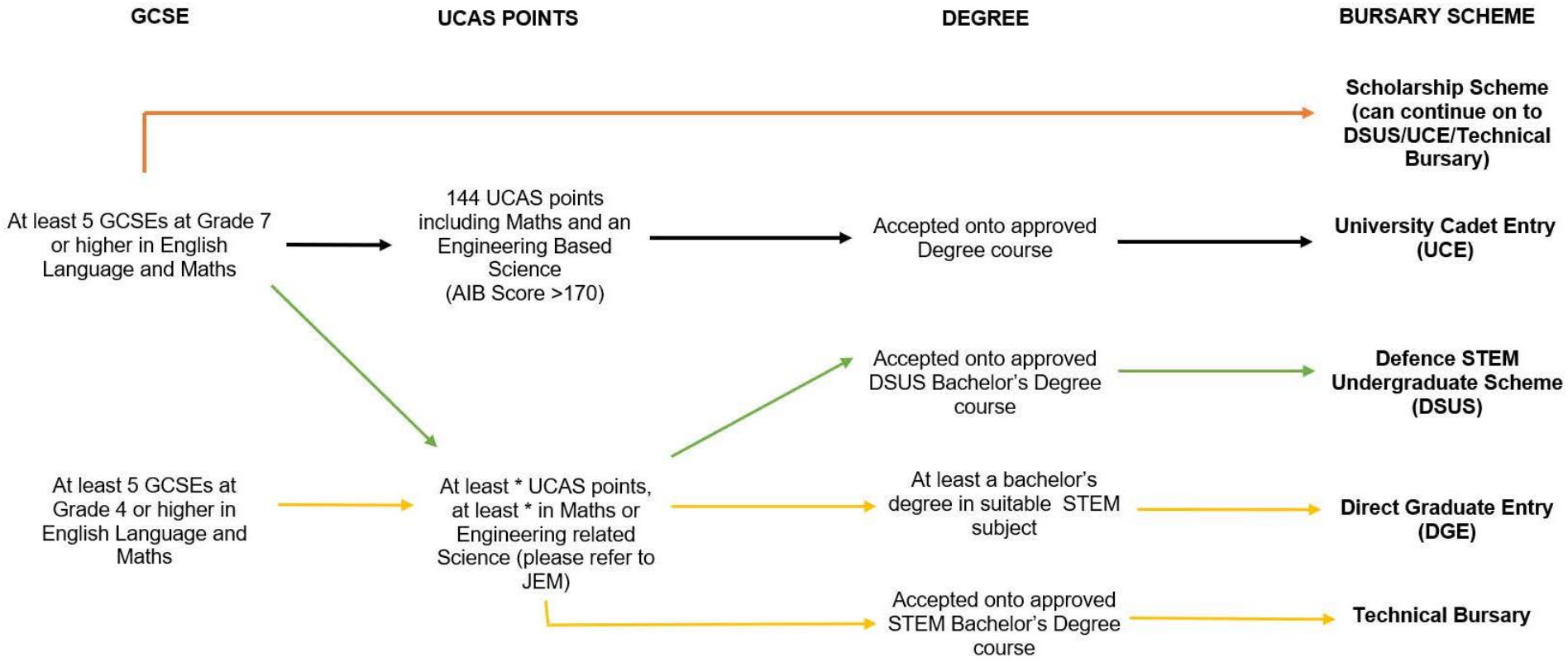
Table 10A-2. Overview of RN Engineering Officer Recruitment Schemes - By Sequence of Events

	2 Year Scholarship	1 Year Scholarship	DSUS	Sideways-entry DSUS	University Cadet Entry Scheme (UCE)	Direct Graduate Entry
Year 11 (Early)	Sit AIB					
Year 11						
Year 12	Duration of Scholarship	Sit AIB				
Year 13		Duration of Scholarship	Sit AIB		Sit AIB	
Year Immediately Post A Levels (No Gap)					Attend BRNC	
During University Before Final Year	Guaranteed Place on UCE, DSUS	Guaranteed Place on UCE, DSUS	Attend DSUS University	Sit AIB	Attend University	
Post-Graduation	Attend BRNC	Attend BRNC	Attend BRNC	Attend BRNC	Phase 2 Training	Sit AIB > BRNC

Note. *The final DTUS and Technical Bursar candidates commenced University in September 2021. From September 2022 these schemes were replaced by DSUS for University entrants.*

APPENDIX 2 TO ANNEX 10A

OVERVIEW OF RN ENGINEERING OFFICER RECRUITMENT SCHEMES - EDUCATION FLOW DIAGRAM



Note. *The final DTUS and Technical Bursar candidates commenced University in September 2021. From September 2022 these schemes were replaced by DSUS for University entrants.*