



Royal School of Artillery

International Joining Instructions



March 2024



RSA International Joining Instructions

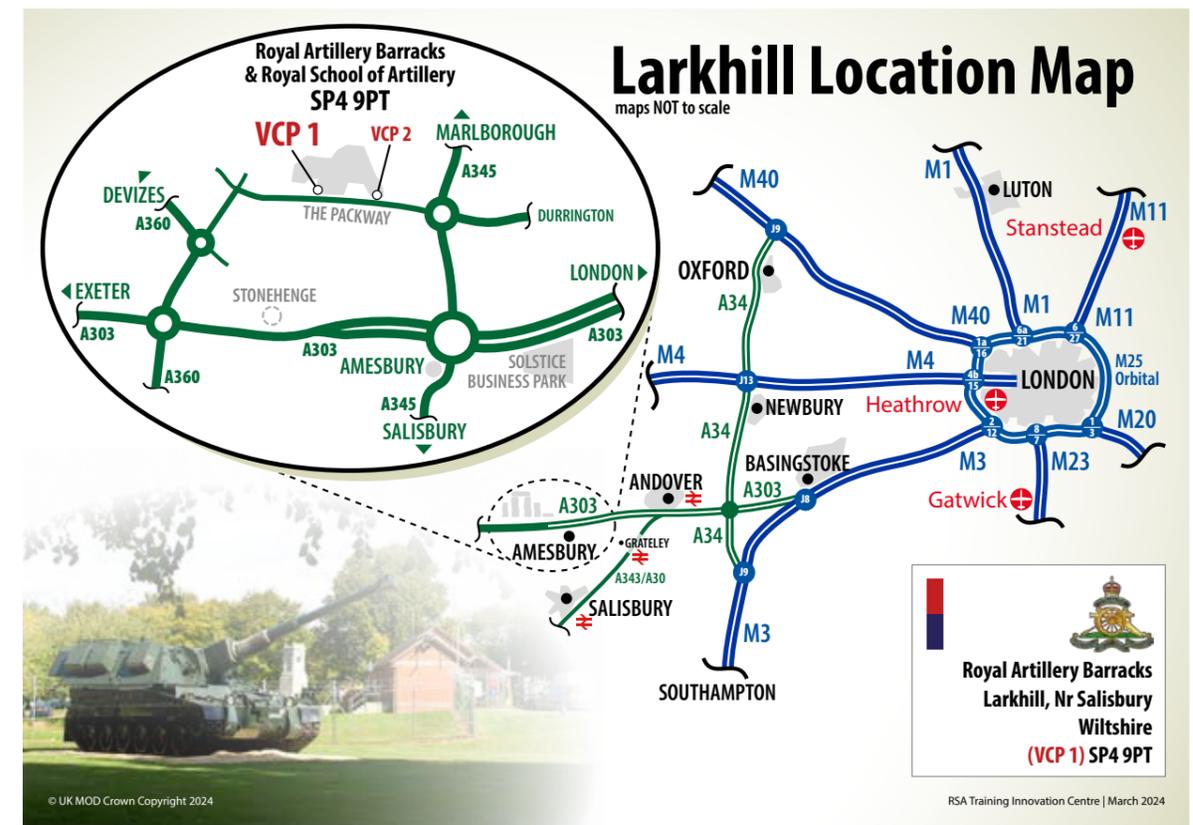
Introduction

1. Welcome to the Royal School of Artillery (RSA). We hope that you will enjoy your learning experience here at the RSA and take away many new skills and happy memories.
2. This instruction is intended to help you with the administrative requirements related to your training and your time spent here at Larkhill. If you do have any questions or queries regarding these instructions, then please contact our Defence Engagement Team (DE):

3. Email:

Deborah.Morrison850@mod.gov.uk or

Tracey.Brigstock459@mod.gov.uk



4. The RSA is located at the Royal Artillery Barracks, Larkhill. The barracks is 3 miles to the north of the town of Amesbury, Wiltshire on the A345 road, this is the Salisbury to Marlborough road.

The full postal address is:

The Royal School of Artillery.
 Royal Artillery Barracks,
 Larkhill,
 Salisbury,
 Wiltshire. SP4 8QT
 United Kingdom.

The postcode/zip code for a Sat Nav is: SP4 9PT (VCP 1) or SP4 8QT (VCP 2).

Course Training Programme

5. A detailed Course Training Programme will be sent to you by your Course Staff. All enquiries about the training and your stay at the RSA must be directed to the DE Team.
6. Please ensure that you take time to read the programme fully so you understand the course content and the activities you will undertake.

Arrival

7. When travelling to Larkhill the following information will be of help to you:
 - a. **Travel by Rail.** If you are travelling from London, you will depart from Waterloo Station. Trains to Salisbury or Andover depart every hour. (Journey takes approximately 75 mins). If travelling from Bristol and the West of England, you should stop at Salisbury Station.
<https://www.southwesternrailway.com/contact-and-help/contact-us>
 - b. **Taxi.** Larkhill Garrison approved taxi companies: Griff's Taxi – 07900 483030; AVID Taxi – 07738 439728; Stephens Taxi – 07788 727616 (8 seater); Vision Cabs – 07757 424151
 - c. **Travel by Private Transport.** If you are travelling by private transport and wish to park your vehicle within the Royal Artillery Barracks, you will be expected to comply with the rules and conditions outlined in the Private Vehicles Section of this instruction.
 - d. **Public Transport.** Public transport to Amesbury and Larkhill is available from Andover and Salisbury. Buses to Amesbury leave from near to the front entrance of the barracks at approximately hourly intervals.
<https://www.salisburyreds.co.uk/services>
 - e. **Travel Documents.** You are to be in possession of your return travel documents. Ensure that travel arrangements have been made for a return flight on the day after your detailed course dispersal date. The RSA will not and cannot issue travel documentation.

Private Vehicles

- a. **Car Parking.** Ample car parking (see map) is provided at your respective messes and close to your accommodation blocks. Under no circumstances are you to drive from your accommodation to the training blocks. Red, Blue and Green Car Parks are not to be used by students. Failure to comply with this instruction may result in the loss of your parking privileges or disciplinary action being taken.
- b. **Car Registration.** Students travelling by private transport and wishing to park their vehicle within RSA during the course, are to register details of their vehicle with the VCP 1 on Glover Road (entrance to RSA), where they will be issued with a car pass for the duration of their course. This pass must always be displayed in the vehicle windscreen when the vehicle is parked in camp. It must be handed back to the VCP on completion of the course. Please speak to your course instructor should you need any assistance.
Email – ArtyCen-VCP-Mailbox@mod.gov.uk
Ross Road VCP 1 – 01980 845794
Glover Road VCP 2 – 01980 845481
- c. **Hire Cars.** For those internationals hiring vehicles whilst training at the RSA, you are to register your vehicle with the Vehicle Control Point (VCP) where you will be issued with a temporary car pass for the duration of the course. This pass must be displayed in the vehicle windscreen when the vehicle is parked within the Barracks.

Reporting In

8. All Ranks should report as follows:
 - a. **Officers.** Officers who arrive between 0700 - 1530 hours Monday to Friday are to report to the Royal Artillery (RA) Mess Reception. Officers arriving outside these hours will find their key in a box in a named envelope in the main reception the mess is open 24hrs a day for access, students are responsible for collecting their key from the main reception. All new students are to report to the RA Mess reception at the earliest opportunity. The mess reception number is 01980 845209.
 - b. **Warrant Officer (WO)/Senior Non-Commissioned Officer (SNCO)s.** WOs/SNCOs who arrive between 0700 – 2300 hours Monday to Friday should report to the mess Manager, Tel 01980 845467. Students arriving outside these hours are to collect a named envelope from 14 Regt Guardroom, Royal Artillery Barracks for allocated accommodation keys and information.
9. You are also to report to the Defence Engagement Section as soon as possible after your arrival at the RSA. This is to be during work hours; 0830 - 1700 hrs. The section is located in the main headquarters building; RSA, Building 356, Room 39 or Room 46.

Reception

10. Details of reception are as follows:
 - a. **Officers.** Officers will be met by a Course Instructor at 0815 hrs at the Officers' Mess entrance on the first day of the course.
 - b. **WOs/SNCOs.** Students will be met by a Course Instructor at 0815 hours at the WO/SNCO's Mess entrance.
 - c. Contact a member of the DE Team if there is a problem.

Accommodation

- a. **Barrack Accommodation.** Accommodation for ALL students is pre-booked by RSA. Students (including those on long courses) must not book accommodation separately.
- b. **Married Accompanied Accommodation.** <https://www.ameydefenceservices.co.uk/housing/repairs-maintenance/fr563-customer-new-repair-request/>

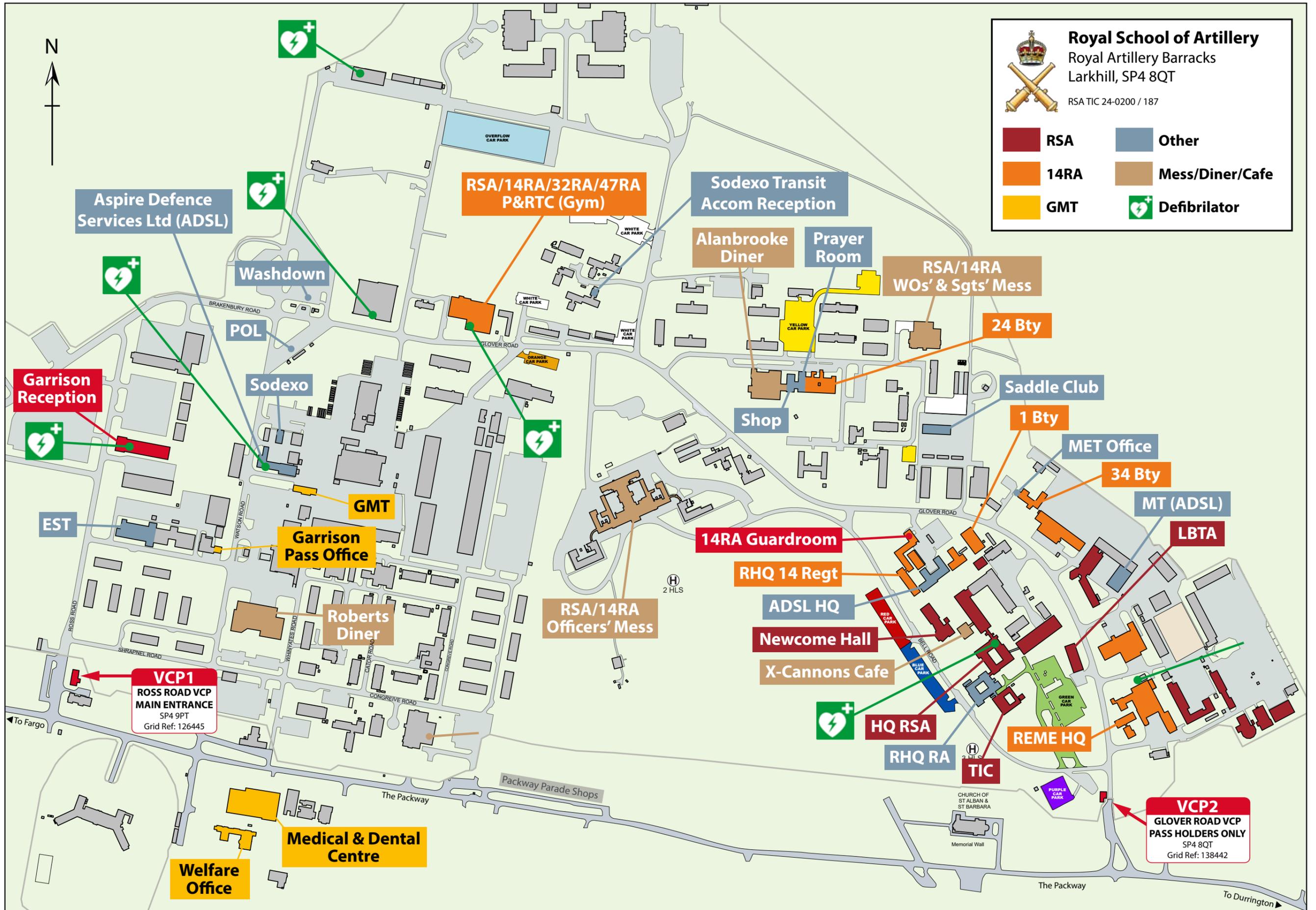
Welfare

11. Email - ArtyCen-14RA-Welfare_Off@mod.gov.uk | Phone - 01980 845325
12. 14 Regt RA Unit Welfare Office provides welfare support and advice to all military personnel who are administered by 14 Regt RA. This includes entitled dependants.
13. The Welfare Office is located in Bldg 609 which is next to the Medical Centre.
14. Opening hours are:

Monday to Thursday	0800-1230 / 1330-1630
Friday	0800-1230

15. If there is an emergency out of hours, the Duty Welfare staff can be contacted via the Orderly Officer on 01980 845433 (Guardroom).







Salisbury Plain Hive

RC-Pers-HIVE-Tidworth@Mailbox.gov.uk

Army Families Federation (AFF)

<https://aff.org.uk/>

Internet

16. Internet facilities are available as follows:

- a. **Living Accommodation/Messes.** All rooms have free internet access, you will need to register to use it.
- b. There is internet available in most buildings.

17. **Electrical Equipment.** All students who bring any personal electrical equipment or electrical items on site are to have them Portable Appliance Tested (PAT). They must have current electrical safety test stickers soon after arrival onto the course or if it can be done in country before you arrive. Please also note that you will need to bring a 3-pin adaptor with you. If you are unable to get your equipment tested before you leave for the course, please speak to your course instructor. This is in compliance with PAT policy and is a student's responsibility.
18. **Mobile (cell) Phones.** UK SIM cards are available from Tesco in Amesbury, SP4 7RT.

Equipment

19. A detailed administration letter from your Course Staff will list the personal equipment you are required to bring to support your training. The RSA has limited resources available.
20. **Hearing Protection.** To conform with the UK Health and Safety at Work Act policy, ear defenders are to be brought and worn on ALL courses involving the use of noisy equipment. For example; armoured vehicles, guns firing and Battlefield Simulation.
21. **Stationery.** Exercise books and publications are provided. Training publications are issued on loan for the duration of the course.

Cultural Experiences and Visits

22. In addition to the day-to-day interaction and operating with UK and other international soldiers, we hope to include cultural considerations, multi-national operating procedures and Battlespace integration.
23. Long courses will visit other countries, travel around the UK and may even conduct Battlefield Studies as part of their course syllabus. Every opportunity will be given to you to participate and expand/share your life experiences.
24. In your spare time, you can visit many tourist attractions such as: Stonehenge (1.5 miles away) a World Heritage Site, the historic city of Salisbury (8 miles) and many more. Your Course Staff and Defence Engagement Team will offer advice and provide support where possible.



Stonehenge



Salisbury Cathedral

Religion

25. All faiths and religions are fully respected and considered here at the RSA.
26. Details of church services are published weekly in Garrison Routine Orders.
27. A Prayer Room is located within the Garrison and is located in Building 38, Room G02. If you require access to the prayer room, please contact the Defence Engagement Staff.
28. **Mosque.** There is a mosque located in Salisbury. It is open for all of the 5 daily prayers. During the daytime the main prayer hall can be used for reading the Qur'an and quiet contemplation. It can accommodate over 200 people.

Address: Muslim Association of Salisbury, 19 Wilton Road, Salisbury, Wiltshire, SP2 7ED

Phone: 01722 341989

Website: <http://www.themuslimassociationofsalisbury.org/>



Salisbury Mosque

Banking Facilities

29. Banking and cash withdrawal facilities are available in Amesbury. An ATM is in the shop (Cost Cutter) next to the Regimental Restaurant. There are also two ATMs situated on the Packway Shopping area outside the barracks. There is also a NISA Store which has an ATM open 0630 – 2200hrs Mon – Fri, 0800 – 2200hrs Sat & Sun.

Medical

30. A pre-requisite for all international students attending artillery courses at the RSA must be in good health and physically fit and robust enough to complete the course.
31. A Sick Parade is held daily at the Medical Centre, Larkhill for all students, regardless of rank. All Ranks wishing to attend Sick Parade are to report to the Medical Centre at 0730 hrs. You are to notify your Course Staff (this may be in the form of a message via a fellow student in an emergency). In the event of you being assessed as unfit for work/duty, you are to inform your Course Staff as soon as possible. Main Reception number is 01980 845266. If you require Dental assistance, please phone 01980 845597.

Security

32. International candidates training at the RSA must hold the appropriate Security Clearance. All artillery courses available to international students are classified at Official. Failure to provide receipt of the Certificate of Security and Assurance (with a photograph) will prevent access onto the training establishment and to the course.
33. Royal Artillery Barracks, Larkhill is a large Garrison complex of which the RSA is part. The Barracks and School is surrounded by a security fence and access is via the 2 entrances or Vehicle Control Points (VCP) at Ross Road (VCP 1) and Glover Road (VCP 2). Students are always to be alert for suspicious persons and objects, and are to report any unusual activity immediately, either to your Course Staff or the Guardroom.



Mail

34. Students' mail should be addressed as follows:

Service Number, Rank, Name
 Course Number and Title
 Royal School of Artillery
 Royal Artillery Barracks
 Larkhill
 Wiltshire SP4 8QT



Garrison Facilities

35. **Sports:** There are no official recreational or sports afternoons during courses of 4 weeks duration or less. Facilities exist for badminton, squash, indoor football, basketball and general fitness.
36. **Garrison Gymnasium:** Personnel are authorised to use the gymnasium and its facilities; however, for health and safety reasons all personnel must receive an induction prior to use. No induction, no training and the gymnasium is open during the following times:

Opening Times

Monday - Thursday	0600 - 2000 hrs
Friday	0600 - 1400 hrs
Saturday	Remote Access Only
Sunday	Remote Access Only

37. **Cost Cutter:** There is a shop located next to the Main Kitchen (Alanbrooke Diner) which sells a comprehensive range of everyday requirements and daily newspapers.
38. On the main Packway there are a variety of shops and takeaways. At the top of the Packway there is a OneStop shop and a Subway. The Cross Cannons Cafe is situated on camp by the main school building and is open from 0800 - 1500 hrs.



Packway Parade

Leave

39. Leave, except for compassionate cases, will not be granted during short courses. However, students on long courses will be entitled to block leave during their stay. Weekends are normally free unless required for any extra tuition or travel.

Useful Telephone Numbers

40. The telephone numbers shown below are all military extensions. They can be obtained directly from a civilian telephone by dialling: Int'l +44 1980 84 or UK 01980 84 followed by the extension number:

RSA Larkhill	Extension
14 Regt RA Guardroom	5433
Offr's Mess Reception	5209
Offr's Mess Manager	5558
Offr's Mess Secretary	5814
Sergeants' Mess Manager	5467
SEO Defence Engagement Officer	5012
EO Defence Engagement Officer	0300 1533 515

Embracing the RSA culture and ethos

41. All students will undergo Equality and Diversity training prior to commencement of artillery courses. Internationals are expected to conduct themselves in a manner appropriate to both their parent country and the UK. Instances of misconduct will be treated sensitively and fairly.





Defence Engagement Section
Headquarters Royal School of Artillery
Royal Artillery Barracks
Larkhill
Wiltshire
SP4 8QT
United Kingdom

Telephone: **+44(0) 1980 845012 / 845215**
UK Telephone: **(01980) 845012 / 845215**
UK Military: (9) 4322 5012 / 5215
Fax: (01980) 845891

e-mail: Deborah.Morrison850@mod.gov.uk or Tracey.Brigstock459@mod.gov.uk

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