



**Headquarter Regiment
Army Training Centre (Pirbright)**
Alexander Barracks, Pirbright, Woking, Surrey
GU24 0QQ



Web: www.army.mod.uk/pirbright
Facebook: www.facebook.com/atcpirbright
Blogs: britisharmyblog.wordpress.com/training

MESSAGE FROM COMMANDING OFFICER, HEADQUARTER REGIMENT, ARMY TRAINING CENTRE (PIRBRIGHT)

Lieutenant Colonel Robert F Sandford SCOTS

Congratulations on being selected for a place at the Army Training Centre (Pirbright) to conduct your basic training. You are to report to the camp between 1400-1600hrs on the Sunday that the course starts. This letter will give you an overview of what you can expect so that you come prepared for your training at Pirbright. Attached to this letter is a Documentation and Kit Checklist which you must read thoroughly and bring all the required items with you on arrival to Pirbright.

Please note – it is likely that you have received these instructions some time before you are due to commence training. If this is the case, please contact your recruiter at the National Recruiting Centre for an up-to-date version or revisit this link for the most current version.

Your parent(s) or guardian(s) can drop you off on the Sunday you arrive and if they wish, they may take the opportunity to tour the camp and see where you are going to be staying for the next 14 weeks. They will also get the opportunity to meet your training teams and have a short but informative presentation on the training that you will undergo during your stay. If your parent(s) or guardian(s) wish to drop you off and to attend the briefing, you must all arrive at the front gate no later than 1530hrs. The tour will finish no later than 1800hrs. Directions on how to get to the camp can be found on the [ATC\(P\) Homepage](#) under 'How to find us'.

The Army Training Centre at Pirbright is based in the South East of England near Woking and is supported by varied training areas, modern ranges and excellent facilities. You will be housed in comfortable accommodation blocks on Camp which you will share with other Recruits in your Section. There is a reasonable amount of privacy and all facilities are modern and well equipped. Male and female students are accommodated separately.

On arrival at Pirbright you will have your arrival administration completed by a clerical team, so it is extremely important that you bring with you the requested information on the Kit Checklist that is attached to this letter. You will then be introduced to your training staff that are responsible for leading you through your initial training, referred to as Basic Training, which follows a 14 week common military syllabus (CMS). The course can be viewed online at the [ATC\(P\) Homepage](#) under 'Training'. All instructional staff are specially selected and you will be assigned to a Section of up to 12 trainees with a Section Commander instructor, who wears the rank of Corporal. They will be your team leader and mentor for the duration of your time at the centre.

The first week will focus mainly on your personal administration, issuing you with your kit and equipment and completing your medical health checks. Exercise ICE BREAKER will take place at the end of this week and will give you a flavour of what to expect during the remainder of the course. Also during the first week, your fitness will be assessed by a series of physical tests. These assessments include a 1½ mile run, similar to that which you completed at the Selection Centre. This enables us to establish your level of fitness when you commence training and then monitor your progress throughout the course.

The course is both challenging and demanding, involving a range of military subjects designed to enable you to take your place in what is widely regarded as the best Army in the World. Do not be

daunted by this as we have highly trained instructors that will teach and give encouragement the whole way through.

In addition to military training you will have the opportunity to participate in a week of adventurous training (AT) in the Brecon Beacons, Wales. Activities may include rock climbing, abseiling, caving, hiking, and kayaking. You will also get a chance to visit the Foreign & Commonwealth War graves in Belgium during Exercise VALIANT SPIRIT when you study the Realities of War.

Your training will finish at the end of week 14 with a Pass-off Parade, to which you can invite your parents, family and friends to see you proudly finish your Basic Training. After the parade you will normally have leave (holiday) granted in which you can travel home with your guests prior to commencing your subsequent Trade Training.

You can ask your Army Careers Centre for advice if you are unsure about any aspect of your chosen career or view the [ATC\(P\) Homepage](#) for all the latest information on your Regiment or Corps.

As part of your preparation, I urge you and your family to visit the Army Families Federation (AFF) website at www.aff.org.uk. The AFF is the independent voice of Army families (including parents, guardians, partners and extended family members) and works hard to improve the quality of life for Army families around the world, on any aspect that is affected by the Army lifestyle. The AFF have been instrumental in achieving positive improvements to Government and MOD policy, resulting in improved delivery of services to our families. They also provide a useful signposting service to help you find the right person to speak to, as well as being a source of valuable information for you and your families through its website and magazine, the AFF Families Journal (to which your parents can subscribe through the AFF website).

To conclude; you should ensure that you read the attached Documentation and Kit Checklist as you will be asked for the documents on immediate arrival. Come prepared to work as part of a team, to try your best, to never give up and you will quickly find that you are on track to passing your training with flying colours. Good Luck!

R F Sandford SCOTS
Lieutenant Colonel
Commanding Officer
Headquarter Regiment
Army Training Centre (Pirbright)

ARMY TRAINING CENTRE - PRE-ARRIVAL INFORMATION

Army Selection

1. **Receiving a Start Date.** After you have passed selection at the Army Assessment Centre (AC) you will receive a start date for your basic training. Depending on the results of your medical assessment and your choice of cap badge, it might take up to 6-8 weeks to receive a start date. However, be prepared to wait for up to 12 months.

Reception and Travel

2. **Reporting.** You are to report to the Basic Army Training Centre at Pirbright (ATC(P)) between **1400-1600hrs** on the Sunday of the start of your course (including public holidays). Confirm the reporting date with your local Army Careers Centre.

3. **Train.** Your Career Centre can issue a rail warrant for you to travel from your nearest railway station to Brookwood in Surrey. A shuttle bus service from Brookwood Station to ATC(P) will run on the day of arrival. There is no need for you to pay for a taxi.

4. **Drop Off.** Your parent(s) or guardian(s) can bring you to ATC if this is convenient for them. If your parent(s) or guardian(s) wish to drop you off and attend the briefing then you must arrive at the front gate by 1530hrs. They will have the opportunity to meet members of your Training Staff and to see where you will be living and working. Your parent(s) or guardian(s) can purchase refreshments at ATC(P) before departure. Anyone accompanying you should bring a driving **license** or **passport** with them as identification for booking in at the Guardroom.

5. **Late Arrivals.** If you are unable to arrive during the reporting times above, or if you are delayed, you should notify the Attestation or Enlistment Clerks as soon as possible so that alternative arrangements can be made to receive you. Their numbers are below:

- a. Enlistment Clerk 01483 79 8588
- b. Guardroom 01483 79 8404
(For Sundays & Out of Working Hours)

If you cannot attend for the first day at all then you will need to contact your local Career Centre. A list of these Centres can be found on the Army Jobs website at:
www.army.mod.uk/join.

Kit and Equipment

6. **Kit Lists.** A list of kit and equipment that you should bring can be found at Annex A to this document. All the items listed are required during your training. These can all be purchased once you have arrived in Pirbright, for a discounted price of £58. They can also be pre-ordered from the PRI shop on camp. Details of how to do this are in paragraph 6 of Annex A. Whilst it is fine for you to bring these items with you, they will probably be cheaper if purchased on camp.

7. **Arrival Dress.** You should arrive at ATC(P) wearing a suit/jacket, shirt with collar, tie, smart trousers (not jeans), shoes for males and a smart skirt, trousers, shirt/blouse, shoes (not stilettos) for females. Refer to the kit list in Annex A for more information.

8. **Spectacles/Contact Lens Wearers.** If you wear contact lenses and also have spectacles make sure you bring them both with you. Spectacles should have frames of a subdued colour and tinted or polychromatic lenses may only be worn with approval from a doctor.

9. **Documentation.** A list of the documentation that you must bring with you is at Annex A.

Terms and Conditions of Service

10. **Terms and Conditions of Service.** Prior to arriving at ATC(P) you must read and fully understand the Terms and Conditions of Service that will have been issued to you during your recruitment process.

a. **Discharge As Of Right (DAOR).** All recruits enlisting into the Regular Army for the first time have the right to claim their termination according to the terms of their engagement. A recruit shall have the right to determine his/her service by giving not less than 14 days notice in writing to his/her Commanding Officer.

b. **DAOR Conditions.**

(1) **If aged under 18 years at attestation.** A Recruit can apply to leave the Service at any time after the end of 28 days and before the end of six months from the date on which you first reported for full time paid duty – when you attest. You do not have to pay anything to exercise this right, but 14 days' notice is required which **MUST** be given within this six months period.

(2) **If aged 18 years or over at attestation.** A Recruit can apply to leave the Service at any time after the end of 28 days and before the end of three months from the date on which you first reported for full time paid duty – when you attest. You do not have to pay anything to exercise this right, but 14 days' notice is required which **MUST** be given within the three months period.

c. Experience has shown that as soldiers approach the end of their training, having taken the time they need to settle in, very few of them wish to leave the Army. You have a fantastic opportunity for training and development at Pirbright and, provided you give it your full commitment, you will not be disappointed with the life that service in the Army can provide.

Pay

11. **Bank Account.** You must open a Current Account prior to arrival. The account must be in your name and cannot be a savings account. On your first day you will be required to produce the details of your bank account, to include the account number and the sort code; this will enable the administration staff to enter the details onto the Army pay system. At the end of the first month of training your wages will be deposited directly into this bank account.

12. **Cash.** You should bring enough cash to get you through the first weeks of training - this should however not exceed £120 (plus £58 if you chose to purchase the job lot of general items detailed at para 6 of Annex A). Expenses that each recruit can expect will be £48 for a tracksuit and for male recruits only, £10.00 for 2 haircuts. You should also ensure that you have some provision for drawing money when you need it (a bank card for the account into which you will be paid).

13. **Pay.** Below is a basic outline of your pay and deductions:

a. Your initial gross annual salary will be £15,230.16 equating to £1269.18 per calendar month (figures based on a 30-day month). This will increase after 26 weeks to £18,858.00.

b. Financial deductions you will experience will be: (figures based on a 30-day month) PAYE & NI contributions will vary depending on employment prior to joining the Army but will be approximately £150 per month.

- c. Daily food charge of £5.29 effective from 1 Feb 2019.
- d. A daily accommodation charge of £1.62.
- e. A charge in Lieu of Council Tax (over 18's only) of £0.11 per day.

14. **Financial Guidance.** You will be given a presentation during the first week of training, with a full explanation of the military salary system and how you will be paid, including any additional expenditure which will be incurred during your training.

General Guidance

15. **Kit Security.** Kit security is important to ensure you retain those items required for training, but also those personal items you brought from home which could prove to be a tempting target for an opportunity theft. You should ensure that you bring padlocks (as on the kit list) and that they are suitable to protect your kit, particularly if you choose to bring valuable laptops/phones/etc. You will be briefed on kit insurance in the second week so you do not need to get it before you arrive.

16. **Communications.** Please ensure your parent(s) or guardian(s) are aware that during the working day (this will include some evening work) mobile phones will be switched off. If you have a reason for needing to have a phone on, discuss this with your Training Team. Mobile phone coverage for networks within the ATC(P) is poor and reception on mobile phones can be patchy. There are payphones available for use in camp. Computers with internet connections are available in the welfare complex. Recruits may wish to bring their own laptops, but must provide proof that they are insured either on a specific or general family policy - specific kit insurance advice is available on arrival.

17. **Washing & Ironing.** You are advised to learn basic washing and ironing skills before arrival to enable you to maintain your uniform to a high standard. There is a free laundry system in camp for routine washes.

18. **Fitness.** You are strongly encouraged to develop your upper body strength, cardiovascular fitness and basic swimming skills before arrival. If you require further information on building your fitness speak to your Recruiter or visit the British Army "How to Prepare" Webpage, where you can download android and iOS apps to prepare yourself physically at <https://apply.army.mod.uk/how-to-join>.

19. **Haircuts.** You should arrive with a short and tidy haircut which should not be unnaturally coloured.

20. **Jewellery.** When in uniform, no jewellery is to be visible other than signet or wedding rings, though during your time at Pirbright these are only permitted to be worn during off-duty periods, for safety reasons.

21. **Private Vehicles.** Private motor vehicles should not be brought to ATC(P) by Recruits. There is no provision for their storage and they will not be permitted to be used for the duration of the course.

22. **Families Day.** There is a families' day at the end of week 8, usually on a Thursday which gives your family a chance to come and visit you and get a feel for what your training involves.

23. **Visiting Home.** After the families' day at the end of week 8 you will be able to return home for a long weekend giving you a chance to relax and catch-up with your friends and families.

24. **Recreation Facilities.** Whilst the training will be busy, time is set aside for rest and recreation. ATC(P) offers excellent leisure facilities including a recreation suite at the WRVS complex with games, pool tables, television and internet suite. There is also a 'Sandes' on site which is a Christian outreach charity to provide friendship and welfare facilities to members of HM forces. Sandes features a large canteen, pool tables and computer game machines. There is also a shop selling snacks and refreshments, necessities and "soldier things", a room for quiet, and a room for Sky TV.

25. **Counter Terrorist Check (CTC).** When you arrive at the ATC(P), you will have to complete an online CTC. For this you will need to have access to very detailed information about you, your family and their history. The questionnaire can be found online to have a look before you get here. **DO NOT ATTEMPT TO COMPLETE THE CTC BEFORE ARRIVING AT ATC(P).** This is purely to arm you with the answers to the question before you get here.

<https://www.gov.uk/government/publications/security-check-counter-terrorist-check-questionnaire-nsv001>

Welfare Guidance

26. **Married Personnel.** If you are married you are not entitled to married accommodation whilst at the ATC(P). Married recruits will be given details regarding Service Families Accommodation (SFA) during the course.

27. **Non-British (Commonwealth) Soldiers.** Non-British (Commonwealth) Soldiers must ensure that any issued visas are up to date prior to arrival. As permissions to travel are likely to be limited, any restrictions are to be declared to the ATC(P) staff on arrival to ensure that appropriate applications are made. If you need advice or assistance with visa exemption applications for your dependents, make this known to staff on arrival at the ATC(P).

28. **Proof of Education.** All soldiers are required to prove that they are educated to the correct standard upon commencement of Trade Training. Non-British (Commonwealth) Soldiers must ensure that their education certificates are sent to the UK to avoid unnecessary delay in the process. The opportunity to arrange transit of education documents would ideally be during the long weekend in week 8 of training.

On the Web

29. **Relevant Websites.** For more information about basic training, visit the [ATC\(P\) Homepage](#). Other options are:

a. **Facebook.** This site is a good starting point for recruits to ask questions and chat to one another before they arrive at Pirbright. The ATC(P) Facebook site can be found at www.facebook.com/atcpirbright.

b. **Blog.** You can also follow Recruit Bloggers through their basic training online at the British Army Blog site at <https://britisharmyblog.wordpress.com/training-in-the-army/>. A Blog is an online diary and the site provides an interesting insight into the day-to-day life of a recruit.

Annex:

A. Documentation and Kit List.

Documentation and Kit List

1. **General.** Your initial weeks at ATC(P) will be busy - there is a lot of administration required and you need to arrive well prepared. You will be issued with all of your military clothing and equipment on arrival; however, there are a number of things that you need to bring with you. The lists below not only tell you what to bring but should act as a check list so that you can get yourself organised and save precious time and money during your initial weeks of training.

2. **Documentation.** During your first week we need to check a lot of your documentation to ensure that you are correctly inducted into the Army. It will make life easier if you can bring as much as possible of this documentation with you so please bring the following documents (and a photocopy of each if possible):

PERSONAL DOCUMENTS			
Ser	Document	Remarks	Check
1	Birth Certificate		
2	National Insurance Card	If held	
3	Passport	If held	
4	Visa	Foreign and Commonwealth members only	
5	Full contact address and telephone numbers of immediate family	In cases of an emergency	
6	Town and Country of Parents' birth		
7	Passport Photos x 4		
8	NHS Card	If you do not have an NHS card, speak to your local NHS General Practitioner (GP)	
9	Bank Details	You must arrive at Pirbright having opened a UK Bank Account. Details required include Account number, Sort code, Name of Bank, Address of Bank	
10	Marriage certificate	If you are married	
11	Birth certificate of children	If you have any	
12	Driving Licence	If held	
13	P45	If applicable - must be dated within 8 weeks of arrival date at Pirbright	
14	European Health Insurance Card	You can apply online at http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx or call 0845 606 2030. You can also ask for a form from your local post office	
15	Any civilian qualification certificates		
16	Any legal orders relating to divorce, custody, change of name etc		
17	Details of any pending court cases		
18	A list of home addresses for the past 5 years and the date of birth of your parents/step parents or guardians.	Required for security vetting and Criminal Records Bureau (CRB) check.	
19	Addresses and names of any employers from the past 5 years (if applicable).	Required for security check.	

3. **Clothing.** You should not bring too much civilian clothing as storage space is limited and you will not get many opportunities to wear them during the first 7 weeks of training. All uniforms are provided and it is the responsibility of all soldiers to maintain their issued kit - you will receive instruction on this and you are discouraged from buying additional, unnecessary items before speaking to your training staff. You should bring the items listed below:

PERSONAL CLOTHING			
Ser	Item	Remarks	Check
1	Males: One smart set of civilian clothes, including a change of shirt (i.e. sufficient clothing to last for 2 consecutive days).	Males: Suit/Jacket, shirt with collar, tie, smart trousers (not jeans), shoes	
2	Females: One smart set of civilian clothes, including a change of blouse (i.e. sufficient clothing to last for 2 consecutive days)	Females: smart skirt, trousers, shirt/blouse, shoes	
3	1 set of casual civilian clothes for wearing out of work time	To include a fleece or thick sweatshirt	
4	Underwear	Briefs/sports bras needed for PT lessons (females). Sufficient for 10 days	
5	Socks x 5 pairs	Socks worn with uniform and for PT will be issued to you	
6	Natural tan tights	For females	
7	Nightwear	Remember you will be sharing a room with others	
8	Warm and waterproof outdoor coat	Warm enough to allow you to spend a lot of time outside in military cemeteries in Northern Europe.	
9	Shower footwear, i.e. flip-flops	For hygiene	
10	Sports Kit (T shirt/shorts/socks and trainers)	This is required to wear for kit sizing on Day 1. Military PT kit will be issued.	

4. **Personal Hygiene.** Becoming a soldier involves hard physical work often in dirty conditions and it is important that you maintain a good level of personal hygiene for your own health's sake, and the comfort of those that are sharing accommodation with you. You must bring with you the following items as a minimum, and additionally should consider smaller items for use on field exercises:

PERSONAL HYGIENE & TOILETRIES			
Ser	Item	Remarks	Check
1	Razor, shaving foam/gel	For Males & Females as appropriate	
2	Shower gel/soap with soap dish		
3	Toothbrush and toothpaste		
4	Deodorant		
5	Towels	2 x Bath, 1 x Hand	
6	Sanitary products	For females	
7	Hair-nets, hair-bands and slides of your natural hair colour	For females	
8	Boot cleaning kit	2 x brushes, 2 tins of Kiwi polish (1 Black and 1 Mid Tan Brown)	
9	Pens	Black Biro type and a black permanent marker	
10	Ironing Board		
11	Iron	To be a Maximum of 1200W	

5. **Swimming Kit.** Part of your training will include swimming lessons. You must bring with you the following items as a minimum:

SWIMMING KIT			
Ser	Item	Remarks	Check
1	Males - Swimming trunks, not shorts	Plain design, either black or blue	
2	Females - One piece swimming costume	Plain design, either black or blue	

6. **General Items.** There are a number of items that will make life easier for you during your time at ATC(P) that can be purchased as a job lot for £58 for collection on arrival (or as separate items from the Spar shop on Camp or SANDES Café once you are under training). Alternatively, you may purchase these yourself in advance and bring them with you.

If you wish to pre-order these items for collection on arrival email: Pri.pirbright@outlook.com

GENERAL ITEMS			
Ser	Item	Remarks	Check
1	Seal Bags Small x 10		
2	Seal Bags Large x 10		
3	Selvyt	A cloth used for bulling boots and shoes	
4	Sewing kit	Black, white and khaki thread, needles and safety pins	
5	Small torch	Preferably a head torch with a red filter	
6	Karabiner/Helmet Clip		
7	Padlocks x 6	Key Locks advisable for improved security, 4cm x 4cm (approx) with a shackle diameter no larger than 1cm	
8	Tent Pegs x 10	Basic type	
9	Elasticised Bungees x 6	Dark Green, 75 cm in length each (approx)	
10	Twisters x 2 pairs	Twisted elastic ties to go around the boot keep trousers tidy	
11	Wash Bag	Hanging wash bag with mirror	
12	Flask	Small individual unbreakable flask.	

7. **Optional Extras.** The items below are not considered necessities but you may bring them if you wish:

OPTIONAL ITEMS			
Ser	Item	Remarks	Check
1	Writing paper, envelopes, stamps		
2	Personal items	i.e. photographs	
3	Mobile phone		
4	Swimming goggles		
5	Cash to spend	Not exceeding £120	
6	Wristwatch		
7	Coat Hangers x 8		
8	Pen-Knife		

8. **Unnecessary Items.** Do not bring:

- a. Bed linen, Pillows, Duvet
- b. Alcohol, ATC(P) is a non-alcohol establishment

Personal Description

Ethnic Origin (Please tick the box that applies to you):

Any Chinese background	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
Asian Pakistani	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Mixed Asian and White	<input type="checkbox"/>	Mixed Black Caribbean	<input type="checkbox"/>	White Background	<input type="checkbox"/>
Other Asian Background	<input type="checkbox"/>	Other Black Background	<input type="checkbox"/>		
Other Ethnic Background	<input type="checkbox"/>	Other Mixed Ethnic	<input type="checkbox"/>		

Next Of Kin (NOK) & Emergency Contact (EC) Details

Your Next of Kin (NOK) is the individual that is legally required to be notified in cases of your death or serious injury. The nomination order should be your spouse (if married) or a parent, brother/sister, Grandparent, Uncle/Aunt or another suitable relative. If you do not wish to nominate your NOK then you must sign a 'Refusal to Nominate NOK Certificate' and tick the box at the bottom of the form.

Your Emergency Contact is the person(s) you wish to be informed if you have been killed, wounded, missing, injured or are seriously ill. Infants and children under the age of 18 years old are NOT to be nominated as an EC.

NOK* (Spouse, Child, Mother, Father, Brother, Sister)

Is this also your Emergency Contact (EC) Yes*/No*

Do you want this NOK to receive Welfare Support Communications Yes*/No*

Title: *Mr / *Mrs / *Miss / *Ms Relationship: _____ **DATE of BIRTH:** _____
to you.

Full Name (Inc. middle names): _____

Permanent home address: _____
(Full Address, inc. County and Postcode) _____

Post Code: _____ (Country) _____

Telephone numbers: (Home) _____

(Mobile) _____

(Work) _____

Emergency Contact

Title: *Mr / *Mrs / *Miss / *Ms Relationship: _____ **DATE of BIRTH:** _____
to you.

Full Name (Inc. middle names): _____

Permanent home address: _____
(Full Address, inc. County and Postcode) _____

Post Code: _____ (Country) _____

Telephone numbers: (Home) _____
(Mobile) _____
(Work) _____

*** If you refuse to nominate your NOK please tick here:**

Signature: _____ Date: _____

Finally, the Ministry of Defence is committed to ensuring that all your personal data is used with your consent, respect for your privacy and only for the limited, clearly stated purposes within the form/or as stated below. This accords with our legal obligations under the Data Protection Act 1998.