



## Army Foundation College

Uniacke Barracks, Pennypot Lane  
HARROGATE, HG3 2SE

[www.army.mod.uk/harrogate](http://www.army.mod.uk/harrogate)  
[www.facebook.com/afcharrogate](https://www.facebook.com/afcharrogate)



## JUNIOR ENTRY (SHORT) COURSE INTAKE 53 JOINING INSTRUCTIONS

Annex :

A. Photo Consent Form

### Reception and Travel

1. You have been selected for a place on the Junior Entry (Short) Course at the Army Foundation College (AFC). You will be part of Intake 53, which forms up on Sunday 16 September 2018 and graduates Thursday 21 Feb 2019.

2. Depending on the first letter of your surname, you are to report to the AFC between:

First letter of surname (inclusive)	Report timing
A – J	1000 – 1130
K – R	1130 – 1300
S - Z	1300 – 1430

If you are unable to arrive during these reporting times or if you are delayed you should notify the AFC Guardroom on 01423 813248 as soon as possible so that alternative arrangements can be made to receive you. The first meal that you will receive will be evening meal.

3. Your parents or guardians may bring you to the AFC. They will have the opportunity to learn about what you will be doing by visiting the various stands in the reception hall, meeting members of the training teams and attending the Commanding Officer's opening address. Refreshments will be available for purchase in the reception hall.

4. Directions to the AFC are at paragraph 33. Your recruitment office will issue you with a rail warrant to travel from your nearest railway station to Harrogate station if required. A shuttle bus service from Harrogate Train Station to the AFC will run on the Sunday of arrivals. There is no requirement to pay for a taxi.

### Clothing and Equipment

5. A list of clothing and equipment to be brought with you can be found at paragraphs 27 to 29 of this document, along with advice on how some of these items can be sourced.

6. You are to travel to the AFC smartly dressed; males should wear a suit or trousers, shirt and a tie and an appropriate equivalent for females. Jeans are not considered to be smart.

7. If you wear contact lenses or spectacles, bring them with you, **along with your most recent prescription from the opticians**. Spectacles should have frames of a subdued colour. Tinted or polychromatic lenses may only be worn for medical reasons.

Orthodontic appliances (braces) **are allowed** during training at AFC Harrogate. Emergency care will be provided by the onsite dental centre along with routine treatment and check-ups. However

routine orthodontic appointments must be scheduled in the leave periods from training. Since these occur roughly every 6-7 weeks this should not cause a problem with scheduling NHS orthodontic treatment around the college training schedule.

If you decide not to accept the NHS orthodontic provision, the Army will not provide braces during phase I or II training. Subsequently you may not then be eligible to receive orthodontics within the military. Please remain on your NHS orthodontic referrals list if you have been referred for this.

There have been instances in the past where recruits have had braces removed prior to starting at the AFC(H) – **do not have your braces removed. You are allowed braces at the AFC(H).**

## Documentation

8. A list of the documentation that you must bring with you is included at paragraph 26 of this document.

## Terms and Conditions of Service

9. You are to read and fully understand the Terms and Conditions of Service issued to you during your recruitment process in advance of your journey to the AFC, as you will be asked to sign an agreement upon arrival.

## Pay

10. You must arrive at the AFC with an adult bank account and cash card. This will enable the administration staff to enter your details onto the Army pay system on day one and ensure you are paid correctly. You will have the opportunity to open a savings account during your training should you wish to do so.

11. Bank account details must be produced on arrival at the AFC. Ideally your latest bank statement should be brought showing the name and address of the bank, account name, account number and sort code. This bank account **MUST** be in your name.

12. Your monthly salary will be paid on the last working day of each month, minus deductions. If your arrival date is after the 10<sup>th</sup> day of the month then you may NOT be paid until the following month. If you have had previous employment then you must produce a P45, this will prevent any errors of overpayment of tax. Your starting salary is £14,931 p.a. (as at 1 Apr 17).

13. You should bring enough cash to buy essentials in the first month of training, such as personal toiletries. There is a free to use cash machine on site where cash withdrawals can be made. You will also be asked to pay the PRI a one off fee of £10 which will be collected by your Platoon Sergeant in the first few days. **Please do not bring more than £100.**

14. A full explanation of the military salary system and how it works, including additional expenditure that will be incurred (such as laundry expenses), will be given in your first week of training.

## Mobile Phones/Mobile devices

15. Family and friends should be informed that your mobile phone will be withdrawn and secured for the first six weeks, with access usually limited to a few hours in the evenings. Mobile phones can normally be used all evening thereafter, although they may not be used during working hours. Ipad/tablets/laptops are not to be brought to AFC during the first 6 weeks. After this these items may be allowed by Platoon Staff.

16. Mobile phone coverage is patchy at the AFC. Feedback from current Junior Soldiers (JS) suggests that no network works better than another. The signal in the JS accommodation is poor; however anywhere else it is fine. There is free Wifi in the accommodation for JS to use.

### General Guidance

17. You are advised to learn basic washing and ironing skills before joining to enable you to maintain your uniform to a high standard. There are ironing boards available to purchase in the shop on camp. You are advised to purchase your own prior to arrival.

18. You are strongly encouraged to develop your upper body strength, cardiovascular fitness and basic swimming skills as you will be tested on arrival. If you require further information on building your fitness, visit the ArmyFit website.

19. When in uniform, no jewellery is to be visible other than signet or wedding rings. Females are allowed to wear stud or sleeper ear rings in uniform except on physical training. You are not allowed to get a tattoo whilst you are at the college and will be subject to disciplinary action if you do so.

20. If you are married you will not be entitled to married accommodation while at the AFC. Married recruits will be given details regarding Service Families Accommodation (SFA) during the course.

21. Please check the AFC's internet page to ensure that your kit list document is the latest version. The pre-arrival Information page always has the latest version of this document on the left hand column of the page. The AFC's website address is in the footer of this document.

22. The AFC Short Course training content can be found at paragraph 31.

23. **Please note you have been allocated a training place at Harrogate based on the role you have chosen. Changing role once you have started will only be considered in exceptional circumstances.**

24. Parcels may be sent to the JS once they are conducting training. These should only contain essential items. There is no requirement to send additional food in particular sweets. The JS are provided a healthy balanced diet and as part of their physical development eating extra will impact their development.

### Reporting For Duty Kit List

25. Your initial weeks at AFC will pass very quickly. There is much to be done in administering you and commencing your training so you must arrive well prepared. You will be issued with all of your military clothing, College tracksuit and equipment on arrival, but there are a number of things that you need to bring with you. The lists below tell you what to bring.

26. **Documentation.** During your initial week there is a lot of documentation required to ensure that you are correctly inducted into the Army. It will make our job and your life much easier if you bring all necessary documentation with you.

- a. During training you will be offered a range of vaccinations for protecting you against diseases that can be prevented. Which vaccines you are offered will depend on your vaccination history.

**You are to bring the documents listed below with you and have them ready for the reception process:**

### PERSONAL DOCUMENTS

Ser	Document	Remarks	Check
01	National Insurance card		
02	P45 or P60	If applicable	
03	Marriage certificate	If applicable	
04	Birth certificate		
05	Birth certificates of children	If applicable	
06	Any legal orders or documents	Relating to custody, change of names, pending court cases, divorce etc.	
07	Driving Licence (or Provisional)	If held	
08	Adult Passport	If held	
09	Passport photographs	8x required, recent photos	
10	Any qualifications or educational certificates	If certificates have not yet been received, you should bring your statement of results. <b>Photocopies of exam results must be brought.</b>	
11	Bank account details/Bank Statement	The account must have a sort code. Open an account with a cash card and bring this card with you. There is a cash machine at the College.	
12	European Health Insurance Card (EHIC)	You can apply for this online at <a href="http://www.ehic.org">www.ehic.org</a> or at the Post Office. It is free and you will need it if you go on any overseas trips during your time at the College.	
13	The most recent eye test prescription from your opticians.	<b>If you currently wear glasses/contact lenses.</b>	
14	Any vaccination certificates	<b>This is important.</b>	
15	Personal prescription medication	You must make us aware of any prescription Medication on arrival.	
16	Details of any medical issues or procedures since passing selection	If applicable.	
17	Photo Consent Form.	This is Annex A to this document. If your parent/guardian gives consent then you are covered for involvement in any news, entertainment or promotional video/imagery. Please bring it with you on reception day.	

27. **Clothing.** Do not bring lots of civilian clothes as storage space is limited and you do not get many opportunities to wear them during the first six weeks of training. All uniforms are provided, however it is your responsibility to maintain your kit to a high standard. You will receive instruction on how to do this. Emphasis is placed on learning how to look after the equipment you are issued throughout training so you are discouraged from buying additional items unnecessarily. Additional equipment should not be purchased until advice has been sought from the Training Team.

**You are to bring the items listed below:**

PERSONAL CLOTHING			
Ser	Clothing Item	Remarks	Check
01	One smart set of civilian clothes	Smart trousers, shoes, shirt and tie, this should be worn on arrival.	
02	Civilian overcoat/jacket	As appropriate to the time of year.	
03	One pair of swimming trunks or swimsuit	Black or dark blue trunks for males, one piece swimsuit for females. <b>No beach shorts or bikinis.</b>	
04	Swimming hat	Applies to females only.	
05	Flip flops/shower shoes		

06	Underwear (supporting)	15 x sufficient for seven days (females require sports bras).	
07	Nightwear (as appropriate)	Remember, you will be sharing a room with up to 11 others.	
08	Socks	Sufficient for civilian outfits; socks will be issued to be worn with uniform.	
09	Dressing gown	Optional (female JS suggested it was a good idea to bring one).	
10	Sports kit.	Sports t-shirt, shorts, and a pair of running trainers.	

28. **Personal Hygiene.** Becoming a soldier often involves hard physical work in dirty conditions. It is important that you maintain a high standard of personal hygiene, for the sake of your own health and the comfort of those who are sharing accommodation with you.

**You must bring the following items as a minimum:**

PERSONAL HYGIENE AND TOILETRIES			
Ser	Item	Remarks	Check
01	Soap and soap dish	X1	
02	Shaving gel/foam	X2	
03	Razor (not electric or Disposable)	Enough to shave every day (males)	
04	Toothbrush and toothpaste	X2	
05	Large bath towels	X2 Name to be stitched onto towels	
06	Face flannel	X2	
07	Nail brush and nail clippers	X1	
08	Shower gel	X4	
09	Anti-perspirant	X4	
10	Shampoo	X4	
11	Comb or brush	As appropriate	
12	Personal prescribed medication	As appropriate	
13	Hairspray & nets/grips	Females will wear their hair tied whilst in Uniform. Hairnets are to reflect natural hair colour.	
14	Sanitary products	As appropriate	

29. **Miscellaneous Equipment.** Personal items such as mobile phones, a small music player, photographs of family and books are recommended. The following items are mandatory:

- a. 2 x boot brushes and **Brown** boot polish (Kiwi suggested).
- b. 15 x sturdy jacket hangers (all the same).
- c. 5 x sturdy trouser hangers (all the same).
- d. 4 x Med/Large padlocks.
- e. 1 x good quality iron and ironing board. You will use it everyday.
- f. 4 x Tent pegs (any colour).
- g. 1 x Head torch (white light with red filter).

30. **Prohibited Items.** There are some items that are not allowed to brought to AFC for safety, legal, security and cultural reasons.

**The following is NOT to be brought to the AFC:**

- **Any weapons – such as combat knives, firearms or replica firearms**
- **Valuable items of jewellery**
- **Excessive amounts of money (over £100)**
- **Alcohol**
- **Non-prescribed medicines**
- **Offensive posters or magazines**
- **TVs and games consoles.**

**Junior Entry (Short) Course Training Content:**

31. The programme at the AFC includes a mixture of military training, education and sports, and delivered over three terms:

a. **Military Training.** As part of the military training syllabus you will learn the basics of soldiering, from how to look after your kit to how to safely handle and fire an assault rifle. You will learn how to work in a team and carry out battle drills. On exercise, you will spend time learning new field craft skills and putting into practice what you have learned. The Common Military Syllabus (CMS) also includes first aid, map reading, drill and how to work in a chemical and biological environment.

b. **Leadership and Initiative Training (L&IT).** L&IT comprises one week-long package that will develop communication, problem-solving and teamwork skills. The training package has been designed to develop the Junior Soldiers (JS) by inculcating practical, analytical and mental robustness in an Adventurous Training (AT) environment.

c. **Physical Training.** The Physical Training (PT) programme is designed to progressively develop your muscular strength, endurance and robustness in preparation for Phase 2 Training. The PT programme includes indoor fitness sessions, runs, marches, obstacle course training, and swimming. Soldiers who are physically fit find all other aspects of training easier to complete; mental strength is improved and you will gain an increased level of energy for everything you do. You will learn and participate in a variety of sports and compete against other platoons across the College.

d. The following YouTube link will give you an idea of what life is like at AFC.

[Military Training AFC](#)

[Training Instructor at AFC](#)

d. **Education.** In Military Studies you will learn about the organisation that you have joined and develop an understanding of how the Army fits in to today's society. You will learn about the tasks carried out by the Army, how the Army is controlled, where it is deployed and why.

(1) As part of the Realities of War (RoW) package you will learn about the Second World War and how the Army's core values were as important then as they are today. This package reinforces military training and provides you with an opportunity to reflect

on those soldiers that have passed before you as you take part in a military memorial service.

(2) All JS will progress to Level 2 in either Maths, English or ICT depending on qualifications gained before arrival at the AFC. For those who have already achieved these awards there will be an opportunity to widen their academic learning.

(3) Less those JS that have already achieved a Level 2 qualification in Maths and English all JS will be enrolled onto their Army Apprenticeship while at AFC. Those who have already achieved their Level 2 award in English and Maths will be enrolled onto their apprenticeship at Phase 2 training.

(4) The following YouTube clip describes the education delivery at AFC.

[Celebrating Educational Achievement](#)

32. As part of the course you will be taught about how to embody and display the Qualities of a British Soldier which includes learning about how the Army expects you to behave both when you are on duty and off duty. Throughout the course you will be expected to apply the Army's Values and Standards.

### How to find the Army Foundation College

33. The following are directions and instructions for getting to AFC to report for the course:

a. **By Road.** The Army Foundation College is located just off the A59, approximately 3 miles to the west of Harrogate town centre. The postcode for the college is HG3 2SE.

(1) **Approaching from the West** – Follow the A59 Skipton Road in the direction of Harrogate. Approximately 3 miles before reaching Harrogate there is a signpost for the Army Foundation College, a right turn down Burley Bank Road. At the end of Burley Bank Road, turn right onto Penny Pot Lane and the college is located 200 metres on the left.

(2) **Approaching from the East** – Leave the A1 at junction 47, heading towards Harrogate on the A59. At the roundabout go straight ahead onto the A658 towards Harrogate. Go straight over the next roundabout and continue to the A661 roundabout, taking a right turn in the direction of Harrogate. Continue on the A661 until reaching the next roundabout, at this point go straight ahead following the A59 again. Keep following the A59 through Harrogate until the roundabout junction with the B6161, turn left here (signed Army Foundation College) then turn right at the next roundabout onto Penny Pot Lane – the college is 800 metres on the left.

b. **By Rail.** The nearest train station is Harrogate, approximately 3.5 miles from the college. Harrogate is well served by trains from Leeds and York, which are both on major rail lines. One train per hour comes from York and two per hour come from Leeds. A shuttle service from Harrogate station to AFC will run on the Sunday of arrivals. There is no need for you to pay for a taxi.

c. **By Air.** The nearest airport is Leeds Bradford Airport which is approximately 15 miles away. Frequent buses run between the airport and Harrogate town centre on service 737. By car, follow the A658 from the airport in the direction of Harrogate. Turn left onto the B6161 signed for Leathley and then follow this road through Beckwithshaw to the Jubilee roundabout where there is a left turn sign to the College on Penny Pot Lane.

d. **By Bus.** There are currently no bus services to the AFC.

34. **Facebook.** There is a dedicated Facebook page set up and run by members of the permanent staff. All JS and families are encouraged to 'Like' the page as it will provide regular updates and photographs of activities undertaken by the JS. In addition there will be a live chat session with Permanent Staff the week before you arrive. Any questions you have will be answered at this session, keep an eye out for it being advertised on our page, search @afcharrogate. Furthermore, on Reception Day your parents or guardians will be invited to join a dedicated closed Facebook group for Intake 53 which will provide them with regular updates on training and answer any specific questions that are raised pertaining to the course.

35. **Counter Terrorist Check.** When you arrive at the AFC, 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 AFC.** 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>

## CHECKLIST

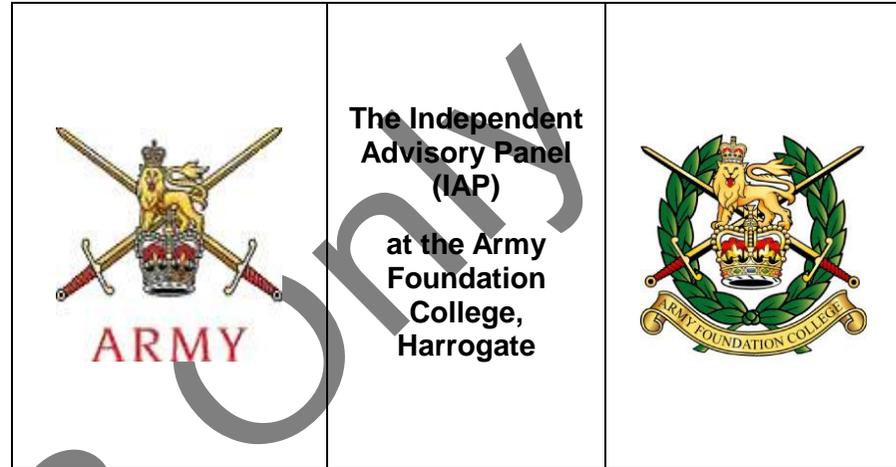
Personal Documents	
Bank Account Details/Bank Statement	
Personal Clothing	
Toiletries	
Terms and Conditions Read	
Spectacles/Contact Lenses	
Cash (no more than £100)	
Mobile Phone and Charger	
Check for Prohibited Items	
Rail Warrant from Army Careers Office (if required)	



Two IAP members are assigned to each of the five Companies at the College, so that they can understand and explore all aspects of the training and care of the Junior Soldiers and the work of the permanent staff. Members of the IAP have access at any time to the College site or wider afield and always produce a written report on any activities they observe. These can include dropping into Company Lines, visiting classes, observing military training and attending exercises.

On every visit a key part will be talking directly with the JS about their experiences to date. IAP reports always acknowledge positive work which is observed, as well as recording any issues relating to the welfare or the duty of care to JS. They may also make recommendations, where applicable.

IAP members meet at the College as a group up to six times a year with the Commanding Officer and all the Company Commanders, where specific themes and issues arising from the written IAP reports are explored in greater depth. The IAP also publishes an Annual Report on its activities which is posted on the Army Foundation College website (*put "AFC Harrogate" into Google*) and from which a copy can be downloaded.



The College is the subject of a wide range of inspections and audits, including The Office for Standards in Education (OFSTED) and the Army's own internal procedures. Such regulatory visits will result in the write up of formal reports that include recommendations for continuous improvement, and often will involve direct contact with the Junior Soldiers (JS) in training.

However, IAP members are not part of the range of regulators who visit, because their brief is different. *The role of the IAP is to focus on the duty of care and check whether it is being delivered in the daily life of the JS, whether in training in the classroom, on the parade ground, in the gym or out on military exercise.* The IAP provide an independent and non-statutory source of advice, challenge, encouragement and support to the College, by exchanging information, identifying good practice, providing feedback, asking questions and assisting in identifying possible areas for improvement.

The independence of IAP members from the College is vital. They are recruited from the local community for the range of their expertise and experience in the commercial and industrial world, the public services, education and the military. The majority are parents themselves. IAP members are unpaid volunteers, they have full Disclosure and Barring clearance and they serve for a maximum of seven years.

### IAP Members by College Company, Jan 18:

Alamein Company: **Angela Monaghan** is Chair of the IAP. She is a Registered Nurse and was the Chief Nurse at Harrogate and District NHS Foundation Trust until her retirement in 2014. She continues to work part - time for the NHS in Yorkshire. She is the mother of two young adults and was appointed in January 2012.

Alamein Company: **Richard Corby** is a Chartered Surveyor with wide experience in the property sector and is the director in charge of the Leeds office of a national practice. He has also been a trustee of Leeds Counselling for over 20 years. He lives in Harrogate and was appointed in August 2014.

Burma Company: **John Parker** is a retired businessman with extensive international experience, most recently in the healthcare sector. He was for nine years Chair of By the Bridge, a private fostering business. Appointed September 2014.

Burma Company: **Ann Mannion** is Head of Change at Addleshaw Goddard. She and her husband live in Summerbridge. Appointed May 2014.

Cambrai Company: **Sarah Nattress** is a Chartered Accountant who was a Director at PricewaterhouseCoopers. She specialised in Government and Public Services assignments and was the national lead for the firm's contract to quality assure Work Based Learning for young people, including within the Armed Forces. She now has a young family and lives in High Birstwith. Appointed in August 2015.

Cambrai Company: **Mark Roberts** undertook a series of senior marketing roles before becoming Managing Director of his own speciality beer company. He lives in Harrogate and has a young family. Appointed July 2014.

Peninsula Company: **Peter Chambers** was once a Junior Soldier himself before being commissioned into the Royal Engineers. He then became Head of Strategic Development for BT and now runs a coaching and mentoring business. Appointed July 2013.

Peninsula Company: **Rajinder Richards** is a qualified Solicitor with many years of experience in Civil Litigation. She has extensive knowledge of Court procedures and has a keen interest in Mental Health Law and Welfare rights. She has also served on North Yorkshire Police Authority, Harrogate Borough Council's Standards Committee and was an Associate Hospital Manager. Appointed June 2017.

Waterloo Company: **Caroline Hatton** is a non-practising barrister with experience in the public and private sectors. She has worked as an in-house legal adviser for a large membership organisation in the business sector and for a Regional Health Authority. She recently served as a non-executive director within the NHS. Caroline also volunteers at a local primary school helping children struggling with their reading. She has two grown up children and lives in High Birstwith with her husband. Appointed June 2016.

Waterloo Company: **Carl Nelson** is the founder and director of a community interest company providing vocational training to young people in the Harrogate district who are excluded from mainstream education. He is a former police officer, latterly serving as a Detective Sergeant on a Major Crime Team. He has three children, one of whom graduated from AFC in 2017. Appointed September 2017.