ASSESSMENT CENTRE JOINING INSTRUCTIONS

Congratulations on being selected to attend an Assessment Centre.

It is important that you read and understand these instructions prior to your arrival at the Assessment Centre. Please ask your Candidate Support Manager if you have any questions.

Introduction

You are attending the Assessment Centre to confirm your eligibility and suitability to join the Regular or Territorial Army soldier and for the job preferences you have chosen. Your assessment will normally last two days, which includes an overnight stay.

Accommodation and meals will be provided during your stay at no cost to you; however, you should bring sufficient money for your own expenses and refreshments on the journey to and from the Assessment Centre.

If you are under the age of 18 years you may be accommodated for a second night if you are unable to get home within a reasonable time. You must ensure, therefore, that you bring with you a reliable contact telephone number for your parent(s) or guardian(s).

Documentation to bring

You must bring the **original** documents:

- Documents to help us verify Proof of Identity
  See the list on page 7 for guidance on exactly what to bring
- Education, professional qualification certificates and evidence
  If you have Maths, English, or other appropriate GCSE certificates (or equivalents) please bring these. If you have trade certificates and NVQs in technical training in a trade for which you are applying, then bring these too. These will be important for determining which tests you may have to take at the centre, if any.

These will be scanned by the Assessment Centre staff and held on an electronic file. The original documents will be given back to you.

Travel

The National Recruiting Centre Travel Team will contact you regarding travel instructions. You will be directed to arrive at the nominated railway station to board the Assessment Centre transport (excludes Belfast):

Assessment Centre	Arrival Point
AC Belfast	Main Entrance Palace Barracks, Belfast
AC Glencorse	Edinburgh Waverley Station (Market Street exit)
AC Lichfield	Lichfield City Station
AC Pirbright	Brookwood Station

Candidates **must** be at the Arrival Point at the time given by their Candidate Support Manager to meet their designated transport.
Candidates **must not** report directly to Glencorse, Lichfield or Pirbright Assessment Centres. Car parking **is not** available at these locations. If you are being given a lift by a friend or relative you must report to the Arrival Point at the designated time.

Clothing and Equipment

You should arrive at the Assessment Centre wearing sports kit and tracksuit.

You will need to bring:

- Sports Kit
  Shorts, plain T-Shirt (short sleeved), training/running shoes (with laces not slip-on shoes) and a tracksuit or similar (females are advised to wear a sports bra). You should be wearing your sports kit on arrival.
- Interview Clothes
  The interview should be thought of as a formal job interview and you should dress appropriately. i.e. A clean shirt, suit, tie or smart trousers/skirt and shoes.
- Toiletries
  You should bring enough toiletries (including a towel) for the duration of your stay.
- Changes of Clothes
  As part of the assessment you will be outside even in poor weather conditions. You should bring sufficient changes of sports kit for the duration of your stay.
- Waterproof Jacket
  A warm waterproof jacket is advisable.
- Small Padlock
  This will be used to secure your personal belongings.

You will be issued with:

- A numbered bib
  You are to wear your numbered bib at all times within the Assessment Centre and when undergoing assessment activities.
- Protective headgear and coveralls
  These will be provided when required for the Team Tasks.

Vests are not permitted and jeans are not suitable for any of the physical tests.

Any item of clothing that may cause offence should not be worn. e.g. T-shirts with offensive slogans.

You are advised not to bring valuables such as an iPad, laptop or a lot of cash as secure storage space is limited.

Mobile phones are not to be used within buildings and will be removed for safe storage upon arrival along with your watch and valuables.

The wearing of any body supports or sports bandages are not permitted whilst taking part in any physical exercise.

Prior to any physical exercise the Assessment Centre staff will ensure that you are not wearing supports or jewellery. If you are wearing supports or jewellery and do not remove them on request then you will not be allowed to continue with the assessment.

Health and Safety

You should be aware that basic training in the Army is physically demanding. If you are successfully selected for service and granted a place for Phase 1 training, you should note that you could place yourself at risk if you were to start training with an injury or condition that may affect your ability to meet the physical demands placed on you.

In particular, the basic Army training you will receive has been assessed as containing aspects which may cause harm to a pregnant female or her unborn baby so should not be undertaken by pregnant women. If you know you are pregnant or believe that there is a possibility that you may be, you must notify your Candidate Support Manager before the course start date. At the very latest you should notify your Phase 1 Training Unit upon your arrival there. Your case will be discussed with you and you will be offered advice about the possibility and time frame of an alternative start date.

General Instructions

You should contact your Candidate Support Manager if:

- You cannot attend your designated assessment event
- You have any special dietary requirements
- You are unable to meet the travel plan timings given to you by the National Recruiting Centre or you are unable to attend the Assessment Centre.

If you are observing Ramadan you are advised not to attend any assessment event during this period due to the arduous nature of the activities. Your Candidate Support Manager will provide an alternative date for you.

The highest standards of behaviour are expected whilst travelling to, attending for and travelling from the Assessment Centre.

Please note: You will **not** join the Army directly from the Assessment Centre. You will be advised of the results of your performance during the final interview and You will be contacted by your Candidate Support Manager within 2 days of completing your assessment course. If successful, you will then provisionally be offered a job upon completion of all other pre-employment checks.

You **should not** give up your current employment until you have a firm offer of employment with the Army.

Voluntary Withdrawal:
If at any time you wish to withdraw from assessment, or you are injured, you will be asked to complete a form and we will do our best to get you home as quickly as possible. You will be interviewed and encouraged to continue with all elements of the assessment where possible.

Data Protection:
The Army will protect your privacy by keeping your personal information safe. We will use this information to assess your eligibility and suitability to join. We will not share your information with other organisations outside the Army.

Equality, Diversity, Harassment and Bullying:
The Army believes that everyone has the right to be treated without discrimination – particularly on grounds of race, gender, sexual orientation, disability, belief or age. The Army upholds the core value of Respect for Others and recognises the operational contribution made by all persons. All tests are conducted as fairly as possible, which includes using different physical standards for male and female candidates. If you have any concerns please raise them with the Assessment Centre Manager prior to departure. **Harassment and bullying in whatever form will not be tolerated.**

ASSESSMENT CENTRE PROGRAMME

The programme is designed to give you an insight into Army life and will assess you against entry standards expected of the Army. You will have already received advice on the programme but you should expect the following:

Medical Examination

You will undergo a thorough medical examination by the medical team to confirm that you are fit enough to conduct the physical assessment tests without incurring any undue risk or injury.

The medical examination will **not** include an internal examination and a chaperone will be available if required. All females who are to be examined by a male Doctor and all minors (up to the age of 18 years) may be accompanied by a chaperone. If you would like to request a chaperone, please notify your Candidate Support Manager.

Prior to the examination you will undergo some pre-medical tests including; urinalysis (urine test), audiogram (hearing test), vision test, colour perception test, respiratory peak flow lung capacity test and your height, weight and waist will be measured (to calculate your Body Mass Index). You will also undergo an ECG (electrocardiogram) and where required an echocardiogram will be conducted.

Appropriate underwear should also be worn; men must wear underpants and women must wear properly fitting bras and pants (G-strings are not to be worn).

Before attending the medical examination there are some things you should do to prepare:

- Physical Condition
  If you have incurred an injury, have recently been ill or feel unwell and are not 100% physically fit prior to attending you are strongly advised not to attend as you may not be capable of completing the physical tests and will have to return for a further visit. **Pregnant females are not to attend assessment**.

- Family Medical History
  You will be asked questions about your family medical history, and it would be helpful if you could **be prepared for these questions** by finding out about any medical issues that your family may or may not have had.

- Eye Sight
  If you have ever worn glasses or currently wear glasses for any reason (e.g. reading, watching TV or driving) you **must bring them with you**. If you have an in-date Opticians Certificate confirming your visual acuity please bring it with you.

- Contact Lenses
  Soft contact lenses (including disposables) **must be removed** 48 hours before attending assessment. Hard contact lenses **must be removed** 10 days prior to assessment.
  Failure to do so may result in your medical being deferred to a later date. Contact lenses may not be inserted into your eyes until after your medical examination. If you use contact lenses you must also bring contact lens solution (if required).

- Food and Drink
  You are advised **not** to drink fizzy drinks, energy drinks, alcohol or coffee nor eat any sugary foods for at least 12 hours before your medical as this may adversely affect your urine sample.

Physical Selection Standards (Recruits) (PSS(R))

Your physical tests will begin after your medical examination and will be split over two days.

All tests will be explained and demonstrated by a member of the Physical Training staff before you attempt them.

The standards expected for each test vary depending on your job choice. You should give all of the tests your best effort.

The PSS(R) consists of 3 parts that are:

- Power Bag Lift
  This test requires the candidate to lift a power bag from the ground to a platform 1.45m from the ground. This represents lifting a rucksack onto the back of a military truck. The weight of the bags increases by 5 kg from 15 kg to a maximum 40 kg.
  This test will normally be completed on Day 1.

- Jerry Can Lift/Carry
  This test requires a candidate to lift two full jerry cans each weighing 20 kg and carry them a certain distance as required for your job role.
  This test will normally be completed on Day 1.

- 2.4 km (1.5 mile) Run
  This is a timed run over a measured distance in PT kit and trainers and is supervised by Assessment Centre staff.
  We recommend that you have practiced on a road surface and have consistently met the entry standards required for you job role prior to attending for assessment.
  This test will normally be completed in the morning of Day 2.

Education and Suitability Tests

On Day 1 you may also be required to complete:

- The British Army Recruit Battery Test
  Soon to be replaced with the Army Cognitive Test (Verifier)
- Literacy and Numeracy tests
  Dependent upon the educational certificates you have provided
- A Technical Selection Test
  If required by your job choice

These will be conducted under test conditions. More details and test examples can be found on the Army website[1]

The Icebreaker

You will be given an opportunity to introduce yourself to the other candidates by giving a small Icebreaker presentation about yourself and a subject chosen for you.

1: http://www.army.mod.uk/join/20277.aspx (Practice tests)

Introduction to Training

You will receive a standard military training lesson on which you will be tested the next day.

Evening Activities

During the evening you will be able to socialise with other candidates and relax with them.

There may also be the opportunity to revise for the next morning's test on the military lesson.

Alcohol is not to be brought to nor drunk during your time at the Assessment Centre.

Team Activities

On Day 2 you will complete a series of Team Tasks that will be assessed and scored.

You will be briefed on the objective before each task.

This is an opportunity to impress the assessors with your team spirit, determination, motivation and commitment to the Army.

Interview

The interview will take place after lunch on Day 2.

The Interviewer will have reviewed your performance and assessed your results throughout your attendance at the Assessment Centre.

They will conduct a structured interview and will further assess your suitability for employment in the Army.

The Interviewer **will** tell you the results of your assessment and your Candidate Support Manager will be informed of your performance.

Your Candidate Support Manager will contact you within 2 working days to confirm the outcome of the assessment and to discuss the next stage of your application.

In the Event of Delay

If you are delayed during your journey to the Assessment Centre you should telephone the relevant centre on the telephone number shown below. For all other matters, including if you cannot attend for assessment, you should inform your Candidate Support Manager.

- Assessment Centre **Belfast** – 07738 733904
- Assessment Centre **Glencorse** – 07738 733917
- Assessment Centre **Lichfield** – 07738 733921
- Assessment Centre **Pirbright** – 07738 733928

Proof of ID – What to Bring

To prove your identity you must bring original documents to the Assessment Centre.

- A total of 3 items (from the items listed in the table below)
- At least 1 of them **must** be from Group 1

Group 1 Items	Group 2a Items	Group 2b Items (within the last 6 months)
Passport (In date)	UK Driving Licence (old style paper version)	Statement (Mortgage, Bank/Building Society or Credit Card) or Savings Book with current address
Biometric Residence Permit	Non-UK Photo Driving Licence	Utility Bill or Council Tax Statement (or parent's Utility bill if under the age of 18)
Driving Licence (photo card + counterpart)	Birth Certificate (short version issued after time of birth)	P45/P60 Statement
Birth Certificate (long version issued at time of birth)	Marriage Certificate	Benefit Statement or Child Benefit Book/Tax Credit Information paid to the parent with the Child's name on it if under the age of 18
*Scottish Candidates must provide proof of parents' identity	Adoption Certificate	Letter from Head Teacher or College Principal confirming passport photo signed on the reverse.
	HM Forces ID Card	Letter from Youth Organisation or Sports Club on headed paper confirming passport photo signed on the reverse.
	Fire Arms Licence	Work Permit/Visa
	National Insurance Card	EU National ID Card
	Student Rail Card	Bank/Building Society Account Opening Confirmation Letter
		Cards Carrying the PASS accreditation logo
		Financial Statement (e.g. pension, endowment, ISA)
		Document from Central or Local Government or Government Agency/Authority (e.g. Social/Welfare Worker)
		Letter Reference from current Employer or latest School report

Proof of ID examples:

- **Example 1**: Passport + Driving Licence (photo card + counterpart)
  Not OK – 3 items required, but only 2 items provided
- **Example 2:** Passport + Driving Licence (photo card + counterpart) + Utility Bill
  OK
- **Example 3:** Marriage Certificate + Utility Bill + Council Tax Statement
  Not OK – 3 items provided, but none from Group 1
- **Example 4:** Parent's utility bill (U-18) + National Insurance Card
  + Letter from Head Teacher and passport photo signed on the reverse + Bank Account opening letter (showing current address) + School report – 5 items from Group 2 **OK**