



Army Foundation College

Uniacke Barracks, Pennypot Lane
HARROGATE, HG3 2SE

www.army.mod.uk/harrogate
www.facebook.com/afcharrogate



JUNIOR ENTRY (SHORT) COURSE INTAKE 37 JOINING INSTRUCTIONS

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 37, which forms up on Sunday 21 September 2014 and graduates in August 2015.
2. You are to report to the AFC between 1100 hrs and 1500 hrs on Sunday 21 September 2014. 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.
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 32. Your recruitment office will issue you with a rail warrant to travel from your nearest railway station to Harrogate station if required. A shuttle 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 25 to 27 of this document, along with advice on how some of these items can be sourced. All items listed are required during your training and you must bring these with you.
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. Spectacles should have frames of a subdued colour. Tinted or polychromatic lenses may only be worn for medical reasons.

Documentation

8. A list of the documentation that you must bring with you is included at paragraph 24 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 a 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.
11. Bank account details must be produced on arrival at the AFC, including the name of the bank, account name, account number and sort code.
12. You monthly salary will be paid on the last working day of each month, minus deductions.
13. You should bring enough cash to buy essentials in the first month of training, such as a College T-Shirt and personal toiletries. There is a cash machine on site where no-fee cash withdrawals can be made. **Please do not bring more than £75.**
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

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.
16. Mobile phone coverage is patchy at the AFC. Feedback from current JS suggests that the better network is EE and those for which it is a carrier. Three was regarded as mediocre, while Vodafone and O2 were considered to be poor.

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.
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, though during training it is advisable to wear them during off-duty periods only. Females are allowed to wear stud or sleeper ear rings in uniform except on physical training. You are not allowed to get a tattoo once 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 right hand column of the page. The AFC's website address is on the footer of this document.
22. The AFC Short Course training content can be found at paragraph 30.

Reporting For Duty Kit List

23. Your initial weeks at AFC will pass very quickly. There is much to be done in administering you and commencing your training. You must arrive as fully prepared as you can. 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 and which of these items are included in the optional 'JS Starter Kits'.

24. **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.

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	If applicable	
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	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. Photocopies of exam results must be brought.	
11	Bank account details	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 www.ehic.org 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	Any vaccination certificates	If applicable	
14	Personal prescription medication	You must make us aware of any prescription medication on arrival.	
15	Details of any medical issues or procedures since passing selection	If applicable	

25. **Clothing.** Do not bring lots of civilian clothes as storage space is limited and you will not have 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 in colour – Speedo type for males, one piece swimsuit for females. No beach shorts or bikinis.	
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).	

26. **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		
02	Shaving gel/foam		
03	Razor (not electric)	Detachable heads with spare blades	
04	Toothbrush and toothpaste		
05	Large bath towels x 3	Name to be stitched onto towels	
06	Face flannel x 2		
07	Nail brush and nail clippers		
08	Cotton buds		
09	Shower gel		
10	Antiperspirant	Spray or roll on	
11	Shampoo		
12	Comb or brush	As appropriate	
13	Personal prescribed medication	As appropriate	
14	Hairspray & nets/grips	Females will wear their hair tied whilst in Uniform. Hairnets are to reflect natural hair colour.	
15	Sanitary products	As appropriate	

27. **Miscellaneous Equipment and JS Starter Kits.** In addition to optional personal items such as mobile phones, a small music player, photographs of family and books, the following items are mandatory. They may be purchased separately before arrival or reserved in advance as part of a 'JS Starter Kit'.

JS STANDARD STARTER KIT - £55			
Ser	Item	Remarks	Check
1	1 x clothes brush		
2	2 x boot brushes		
3	2 x soft yellow dusters		
4	10 x sturdy jacket and trouser hangers	Wooden hangers are normally the best, not the individual trouser hanger.	
5	Sewing kit	Black and green cotton threads are required.	
6	Coloured permanent markers	Must be 4-pack of fine or superfine markers.	
7	Head torch	This should have a red light setting.	
8	3 padlocks		
9	10 x tent pegs	These are to be the robust, metal sort.	
JS STARTER KIT – PREMIUM - £90			
<i>In addition to the items listed above, the Premium kit contains the following:</i>			
10	Alarm clock	A small, battery operated one is ideal.	
11	Wristwatch	Black digital watches are recommended.	
12	2 x arc markers		
13	Sealable plastic bags	These should be of various sizes.	
14	Selyt cloth		
You will be provided with sheets, pillows and a duvet with cover. Issued sheets and duvet covers are found to be more hygienic and they are laundered free on a weekly basis.			

28. **JS Starter Kit Ordering.** To reserve a JS Starter Kit, send an email to getyouinpacks@compass-group.co.uk including the name of the JS for whom it is for and whether the standard or premium version is required. These are to be collected and paid for with cash on Reception Day; this must be brought with you as the cash machine on site will be out-of-bounds.

29. **Prohibited Items.** There are some items that are not allowed to be 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 £75)**
- **Alcohol**
- **Non-prescribed medicines**
- **Offensive posters or magazines**
- **No laptops, TVs, games consoles or iPads/tablets**

Junior Entry (Short) Course Training Content:

30. 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 fieldcraft 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 two week-long packages that will develop JS communication, problem-solving and teamwork skills. Although shorter, the training packages have been designed to develop the Junior Soldiers (JS) by inculcating practical, analytical and mental robustness in an 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. **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.

31. 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

32. 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.

CHECKLIST

Personal Documents	
Bank Account Details	
Personal Clothing	
Toiletries	
JS Starter Kit	
Terms and Conditions Read	
Spectacles/Contact Lenses	
Cash (no more than £75)	
Mobile Phone and Charger	
Check for Prohibited Items	
Rail Warrant from Army Careers Office (if required)	

Items purchased individually

Ordered for collection