



**Headquarters**  
**Army Training Centre Pirbright**  
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Web: [www.army.mod.uk/pirbright](http://www.army.mod.uk/pirbright)  
Facebook: [www.facebook.com/atcpirbright](http://www.facebook.com/atcpirbright)  
Blogs: <http://britisharmy.wordpress.com/uk/atcp>



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**MESSAGE FROM THE COMMANDING OFFICER ARMY TRAINING CENTRE PIRBRIGHT**  
Lieutenant Colonel D Denning RIFLES

Congratulations on being selected for a place at the Army Training Centre Pirbright to conduct your initial training. **You are to report to the camp between 1000 hrs and 1300 hrs on the Monday 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.

Your parent(s) or guardian(s) are able to drop you off on the Monday you arrive so that they may have the opportunity to tour the camp and see where you are going to be staying for the next fourteen 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 parents or guardians wish to drop you off and to attend the briefing, you must all arrive at the front gate **no later than 1030hrs**. The tour will finish no later than 1300hrs. Directions on how to get to the camp can be found at [www.army.mod.uk/pirbright](http://www.army.mod.uk/pirbright) 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. Recently the Army has invested £96 million in new accommodation at Pirbright, 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 Phase 1, which follows a 14 week common military syllabus. The course can be viewed online at [www.army.mod.uk/pirbright](http://www.army.mod.uk/pirbright) under 'Training'. All instructional staff are specially selected and you will be assigned to a Section of up to 12 other trainees with a Section Commander instructor, with the rank of Corporal, who is 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 the week which will give you a flavour of what to expect during the remainder of the course. In addition, your fitness will be assessed by a series of physical tests. This assessment includes a 1½ mile run similar to that which you completed at the Army Development and Selection Centre (ADSC). 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 in the Brecon Beacons, Wales. Activities may include rock climbing, abseiling, caving, hiking, mountain biking and kayaking.

Your training will finish at the end of week 14 with a Pass out Parade, to which you can invite your parents, family and friends to see you proudly finish your Phase 1 Training. After the parade you will normally have leave granted in which you can travel home with your parents, family and friends prior to commencing your Phase 2 Training

Before you arrive, I encourage you to read the booklet entitled 'Recruit Training in the Army'. It is available from your local Army Careers Information Office and it contains useful additional information about your training. You can also ask your Army Careers Information Office for advice if you are unsure about any aspect of your chosen career or view the British Army Homepage at [www.army.mod.uk](http://www.army.mod.uk) 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](http://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.

D Denning RIFLES  
Lieutenant Colonel  
Commanding Officer Headquarters Army Training Centre

## ARMY TRAINING CENTRE - PRE-ARRIVAL INFORMATION

### ARMY SELECTION

1. **Receiving a Start Date.** After you have passed the Army Development & Selection Centre (ADSC) selection process 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 Phase One Army Training Centre at Pirbright (ATC) between **1000hrs** and **1300hrs** on the Monday at the start of your course (including public holidays). Confirm the reporting date with your local Recruiting Office.

3. **Train.** Your Recruiting Office 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 the ATC will run on the day of arrival. There is no need for you to pay for a taxi.

4. **Drop Off.** Your parents or guardians can bring you to ATC if this is convenient for them. If your parents/guardians wish to drop you off and attend the briefing then you must arrive at the front gate by 1030hrs. They will have the opportunity to meet members of the Training Staff and to see where you will be living and working. Your parents/guardians can purchase refreshments at ATC 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.

Attestation Clerk      01483 79 8289  
Enlistment Clerk      01483 79 5202

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 Recruiting Office. A list of the Recruiting Offices can be found on the Army Jobs website at [www.armyjobs.mod.uk/inyourarea](http://www.armyjobs.mod.uk/inyourarea).

### 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 and you should aim to bring these with you if you can. Some items can be purchased at the Spar and Regimental Shop at the ATC but you should bear in mind that items may cost more when purchased on camp rather than in a supermarket.

7. **Arrival Dress.** You should arrive at ATC wearing a suit/jacket, shirt with collar, tie, smart trousers (not jeans), shoes for males and a smart skirt, trousers, shirt/blouse, shoes 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.

## DOCUMENTATION

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

## TERMS AND CONDITIONS OF SERVICE

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

11. **Rights to Discharge**. You will notice that you are committed to completing at least your first 4 weeks of service. From this point you have an option to Discharge As Of Right (DAOR) up to the end of your last week of training (Week 14). The Army can choose to discharge you right up to the end of your training, particularly if we decide by that late stage that you are not suited to Army life. This gives you the maximum opportunity to get used to Army life and ensures that you do not have to make a hasty decision about your future.

12. **Under 18s**. If you are under 18 years old and have completed 4 weeks of training, you will be able to DAOR for a period of six months from the day of arrival in full time training, or your 18th birthday - whichever is earlier.

13. Experience has shown that as soldiers approach the end of their training, having been able to take 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 that you give it your full commitment, you will not be disappointed with the life that service in the Army can provide.

## PAY

14. **Bank Account**. You must open a **Current Bank Account** prior to arrival. The account must be in **your name** and it 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.

15. **Cash and Pay**. You should bring enough cash to manage through the first weeks of training - this should not exceed £180. Expenses that each recruit can expect will be £48.00 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 cash point card for the account into which you will be paid). At the end of the first month of training your wages will be deposited directly into your current bank account. **You will not be paid in cash.**

Your gross monthly pay will be £1195.73 (figures based on a 30 day month).

Financial deductions you will experience will be: (figures based on a 30 day month)

- PAYE - £81.60
- NI - £55.85
- Food - £137.33
- Accommodation - £46.81
- Over 18's - Council Tax contribution - £2.48

16. **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

17. **Kit Security**. Kit security is important to ensure you retain those items required for training, but also those personal items 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.

18. **Communications**. Please ensure your parents/guardians are aware that during the working day (this will include some evening work) mobile phones will be switched off. If you have a particular compassionate reason for needing to have a phone on, discuss this with your Training Team. The mobile phone coverage for networks within the ATC is poor and reception on mobile phones can be patchy (Vodafone and O2 seem reasonable and a signal for most networks is possible somewhere in camp). There are payphones available for use in camp. Computers with internet connections are available in the WRVS 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.

19. **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.

20. **Fitness**. You are strongly encouraged to develop your fitness, 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 ArmyFit website at <http://www.armyfit.mod.uk>.

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

22. **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.

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

24. **Families Day**. There is a families day at the end of week 7, usually on a Thursday which gives your family a chance to come and visit you and get a feel for what your training involves.

25. **Visiting Home**. After families day at the end of week 7 you will be able to return home for a long weekend and a chance to relax and catch-up with your friends and families.

26. **Recreation Facilities**. Whilst the training will be busy, time is set aside for rest and recreation. The centre 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.

## WELFARE GUIDANCE

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

28. **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 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.

29. **Proof of Education.** All soldiers are required to prove that they are educated to the correct standard upon commencement of Phase 2 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 7 of training.

## ON THE WEB

30. **Relevant Websites.** There are a number of useful websites with further information relating to basic training at Pirbright. The websites provide useful information for both recruits coming to Pirbright as well as their parents or guardians. For more information about basic training, visit the British Army website at [www.army.mod.uk/pirbright](http://www.army.mod.uk/pirbright).

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

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

## DOCUMENTATION & KIT LIST

1. Your initial weeks at ATC 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
(a)	(b)	(c)	(d)
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	Partner's past 5 years of addresses.	Only applicable if married or living together.	
8	Passport Photos x 4		
9	NHS Card	If you do not have an NHS card, speak to your local NHS General Practitioner (GP)	
10	Bank Details	You <b>must</b> arrive at Pirbright having opened a UK Bank Account. Details required include Account number, Sort code, Name of Bank, Address of Bank	
11	Marriage certificate	If you are married	
12	Birth certificate of children	If you have any	
13	Driving Licence	If held	
14	P45	If applicable - must be dated within 8 weeks of arrival date at Pirbright	
15	European Health Insurance Card	You can apply online at <a href="http://www.ehic.org.uk/">www.ehic.org.uk/</a> or call 0845 606 2030. You can also ask for a form from your local post office	
16	Any civilian qualification certificates		
17	Any legal orders relating to divorce, custody, change of name etc		
18	Details of any pending court cases		
19	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.	
20	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:

<b>PERSONAL CLOTHING</b>			
Ser	Item	Remarks	Check
(a)	(b)	(c)	(d)
1	One smart set of civilian clothes	Males: Suit/Jacket, shirt with collar, tie, smart trousers (not jeans), shoes	
2	One smart set of civilian clothes	Females: smart skirt, trousers, shirt/blouse, shoes	
3	1 set of casual civilian clothes for wearing out of work time		
4	Underwear	Briefs/sports Bras needed for PT lessons (females). Sufficient for 7 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		
9	Shower footwear, i.e. flip-flops	For hygiene	
10	Sports Kit (T shirt/shorts/socks and trainers)	<b>Note:</b> Sports Kit is only required if you have a significant previous injury or if you have sustained an injury since completing Selection Centre	

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:

<b>PERSONAL HYGIENE &amp; TOILETRIES</b>			
Ser	Item	Remarks	Check
(a)	(b)	(c)	(d)
1	Razor, shaving foam/gel	For Males & Females as appropriate	
2	Shower gel/soap with soap dish	For Males	
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	

5. **Swimming Kit.** Part of your training will include swimming lessons.

<b>SWIMMING KIT</b>			
Ser	Item	Remarks	Check
(a)	(b)	(c)	(d)
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 that you should bring with you.

GENERAL ITEMS			
Ser	Item	Remarks	Check
(a)	(b)	(c)	(d)
1	Cash to spend	Not exceeding £120	
2	Boot cleaning kit	2 x brushes, 1x Kiwi black polish, 2x Kiwi mid tan polish and 1 tin of Kiwi Parade Gloss polish	
3	Selvyt	A cloth used for bulling boots and shoes	
4	Sewing kit	Black, white and khaki thread, needles and safety pins	
5	Coat hangars x 20	Wooden type	
6	Small torch	Preferably a head torch with a red filter	
7	Pens	Black Biro type and a black permanent marker	
8	Padlocks x 8	Key Locks advisable for improved security, 4cm x 4cm (approx) with a shackle diameter no larger than 1cm	
9	Tent Pegs x 10	Basic type	
10	Elasticised Bungees x 10	Dark Green, 30cm (not 30 ins) in length each (approx)	
11	Twisters x 2 pairs	Twisted elastic ties to go around the boot keep trousers tidy	
12	Wristwatch		

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

OPTIONAL ITEMS			
Ser	Item	Remarks	Check
(a)	(b)	(c)	(d)
1	Writing paper, envelopes, stamps		
2	Personal items, i.e. photo's		
3	Mobile phone		
4	Swimming goggles		

8. **Do Not Bring.**

- **Bed linen**
- **Blankets**
- **Pillows**
- **Duvet**
- **Ironing Board**

**ATC(P) RECRUIT ARRIVAL PROFORMA**

**Service Details** (\*Indicates to delete where necessary)

Service Number: \_\_\_\_\_ Troop/Platoon: \_\_\_\_\_

Regt / Corps: \_\_\_\_\_

Army Careers Office: \_\_\_\_\_

Former Service: \*No / \*Yes If so please indicate: \*Navy / \*RAF / \*Army / TA

**Personal Details**

Full Name (Inc. middle names): \_\_\_\_\_

Title: \*Mr / \*Mrs / \*Miss / \*Ms National Insurance No: \_\_\_\_\_

Marital Status:	Single (Maristat 5)	<input type="checkbox"/>	Married (Maristat 1)	<input type="checkbox"/>	Legally Separated (Maristat 5)	<input type="checkbox"/>
	Divorced (Maristat 5)	<input type="checkbox"/>	Widowed (Maristat 1)	<input type="checkbox"/>	Civil Marriage (Maristat 1)	<input type="checkbox"/>

**Marriage Certificate: \*In AF B9999 / \*Not in AF B9999**

Date of Birth: \_\_\_\_\_ Town of Birth: \_\_\_\_\_

County of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Permanent Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No. (Landline): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Children: \*Yes / \*No (If so, list details below)

(1<sup>st</sup> Child)

(2<sup>nd</sup> Child)

Full Name: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Gender \*Male / Female  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Gender \*Male / Female  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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"/>		

**Emergency Contact (EC) Details**

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

**Emergency Contact** Is this your NOK

Title: \*Mr / \*Mrs / \*Miss / \*Ms Relationship: \_\_\_\_\_  
Full Name (Inc. middle names): \_\_\_\_\_

Permanent home address: \_\_\_\_\_  
(Full Address, inc. County and Postcode)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Postcode) (Country)

Telephone numbers: (Home) \_\_\_\_\_  
(Mobile) \_\_\_\_\_  
(Work) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Additional Emergency Contact** Is this your NOK

Title: \*Mr / \*Mrs / \*Miss / \*Ms Relationship: \_\_\_\_\_

Full Name (Inc. middle names): \_\_\_\_\_

Permanent home address: \_\_\_\_\_  
(Full Address, inc. County and

