



# Army Foundation College

## Harrogate



### Junior Entry (Long) Course Joining Instructions

#### Reception and Travel

1. You are to report to the Army Foundation College (AFC) between 1000 hrs and 1600 hrs on the Sunday **16 March 2014** at the start of your course. 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.
2. Your parents or guardians are welcome to bring you to AFC if this is convenient for them. This will give them an opportunity to meet some members of the Training Teams. They can purchase light refreshments such as hot drinks and confectionery in the College before departing for their return journey.
3. 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 station to AFC will run on the Sunday of arrivals. There is no need for you to pay for a taxi.

#### Clothing and Equipment

4. A list of clothing and equipment that you should bring can be found at paragraph's 25, 26 and 27 of this document. All items listed are required during your training and you should bring these with. Some items can be purchased at the Costcutters store (on camp) and College PRI Shop (supplies basic military equipment not issued to Soldiers (on camp)) but you should bear in mind that some items may cost a little more when purchased on camp and they may sell out.
5. You should travel to AFC smartly dressed in smart trousers, shoes, shirt and tie (or female equivalent). No jeans.
6. 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

7. A list of the documentation that you must bring with you is included at paragraph 24 of this document.

#### Terms and Conditions of Service

8. Prior to arriving at AFC you must read and fully understand the Terms and Conditions of Service issued to you during your recruitment process.
9. You have a fantastic opportunity for training and development at the AFC and so long as you give the Army your full commitment you will not be disappointed with the life that service in the Army will provide you.

## Pay

10. You must open a bank account with a cash card prior to arrival at AFC as this will enable the administration staff to enter your details onto the Army Pay system on day one, to ensure you are paid correctly.
11. On arrival you will be required to produce details of your Bank account. The details we will need are the name of the bank, the name of the account, the account number and sort code.
12. Once your banking details have been set up you will be paid at the end of each month (minus living costs).
13. Payment for the Duke Of Edinburgh's Award Scheme course will see £105 deducted from the first two months of salary. Upon completion of the course most of this cost is reimbursed. There will also be a £20 deduction from the first salary payment to cover the costs of the Sport and Skill programme.
14. You are advised to bring enough funds for you to manage through the first month of training. Money will only be required for purchase of college T-Shirt and personal items like toiletries. Please bring your cash card with you to enable cash withdrawals if needed. **Please do not bring more than £75.**
15. You will be given a presentation with a full explanation of the military salary system and how it works, including additional expenditure that will be incurred (laundry expenses, etc) during week one of training.

## General Guidance

16. Please ensure that your parents, relatives and friends are aware that during the first six weeks mobile phones will be withdrawn and secured. They may only be available for a few hours in the evenings. After the first six weeks they are not used during normal working hours but are available all evening. In addition, the mobile phone coverage for some networks within AFC is not good, and reception on mobile phones can be patchy.
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 fitness, upper body strength and cardiovascular fitness, as well as your 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 get one.
20. If you are married you are not entitled to married accommodation while at AFC. Married recruits will be given details regarding Service Families Accommodation (SFA) during the course.
21. Please check the AFC's internet site 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 Long Course training content can be found at paragraph 29.

## 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 getting you launched into 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 list below tells you what to bring and also acts as a checklist so that you can tick items off as you pack. If you are organised before you arrive you will save both us and yourself time during what will be a very busy period.

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 have as much of this documentation as possible 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 <b>Photocopies of exam results must be brought</b>	
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 are cash machines in 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 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 do not get many opportunities to wear them during the first 6 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. The emphasis throughout training is placed on learning how to look after the equipment issued and to this end 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. Ideally, this should be worn on arrival	
02	Civilian over jacket/coat	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. <b>No beach shorts or bikinis.</b>	
04	Swimming hat	For females	
05	Flip flops/shower shoes		
06	Underwear (Supporting)	15 x sufficient for 7 days (Females require sports bras)	
07	Nightwear (as appropriate)	Remember, you will be sharing a room with up to 11 others.	
08	Socks	15 x black high ankle sports socks will suffice	
09	Dressing Gown	Optional (Female Junior Soldiers suggested it was a good idea to bring one)	

26. **Personal Hygiene.** Becoming a soldier involves hard physical work often 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 that 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	Wet 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	As appropriate	
10	Antiperspirant	Spray or roll on	
11	Shampoo	As appropriate	
12	Comb or brush	As appropriate	
13	Personal prescribed medication	As appropriate	
14	Hairspray & nets/grips (Hairnets should reflect natural hair colour)	Females will wear their hair tied whilst in uniform	
15	Sanitary products	As appropriate	

27. **Other Miscellaneous Equipment.** There are a number of items that will make your life easier for you.

**If possible the following should be brought with you:**

EQUIPMENT			
Ser	Item	Remarks	Check
01	1 x clothes brush		
02	2 x boot brushes		
03	2 x soft yellow dusters		

04	15 x sturdy jacket and trouser hangers	Wooden hangars are normally the best. Not the individual trouser hanger.	
05	Sewing kit	Black and green cotton	
06	Wristwatch	Black digital watches are recommended	
07	Alarm clock	Battery operated - small	
08	Stationery items	A6 or A5 notebook, Pens, pencils, rubber and ruler	
09	Letter writing kit	Including writing paper, envelopes and stamps	
10	Electric steam iron	Must pass PAT (electrical safety) test on arrival before use	
11	Ironing board	<b>Optional</b> as they can be purchased at the College.	
12	Black permanent marker	For marking uniform	
13	Small black torch with batteries		
14	A metre of black, inch wide elastic		
15	4-5 strong padlocks	<b>A must for security of lockers.</b> Not combination padlocks.	
16	10 x Tent pegs	Robust metal type	
17	Personal possessions	Photos of family/friends, books, small radio/tape/CD player, mobile phone	
<b>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.</b>			

28. **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 AFC:**

- a. **Any weapons – such as combat knives, firearms or replica firearms.**
- b. **Valuable items of jewellery.**
- c. **Excessive amounts of money.**
- d. **Alcohol.**
- e. **Non-prescribed medicines.**
- f. **Offensive posters or magazines.**
- g. **No laptops, TV's, games consoles or IPAD/Tablets.**

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

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

- a. **Military Training.** As part of the military training syllabus you'll learn the basics of soldiering from how to look after your kit to how to safely handle and fire the British Army's Rifle. You'll learn how to work in a team and carry out Battle Drills. On Exercise you'll spend time in the field learning new **fieldcraft** skills and putting in to practice what you've learned. The Military syllabus also includes **First Aid, Map Reading, Drill** and how to work in a Chemical and Biological environment.

b. **Personal & Team Development.** Personal & Team Development (P&TD) comprises four week-long packages that will develop your communication, problem-solving and teamwork skills. The packages will involve a variety of adventurous training activities, including canoeing, hill-walking, rock climbing and caving. They will also continue to build on the navigation and leadership skills required of a young soldier through command tasks and team challenges. The programme culminates with a 30 hour challenge patrol across the Yorkshire Dales.

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 session, runs, marches, obstacle course training, and sport. Soldiers that 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. In sport, you will learn and participate in a variety of sports that cumulate with competitions against other Platoons across the College.

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

(1) **Realities of War.** As part of the **Realities of War (RoW)** package you'll learn about the Second World War and how the army's core values were as important then as they are today. This package reinforces the 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 Junior Soldiers are enrolled on ICT apprenticeship which includes **Functional Skills Maths, English and ICT syllabus** as part of your education. In addition all Junior Soldiers carry out the **Driver Theory Training** that will enable you to take the test and pursue your drivers licence once you have left the College.

30. As part of the course you will be taught about how to **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'll be expected to apply the army's Values and Standards.

### How to find the Army Foundation College

31. 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 for 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.** Currently no buses stop at the Army Foundation College.