

CHAPTER 7

BASIC ELIGIBILITY AND ENTRY STANDARDS

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CHAPTER 7

BASIC ELIGIBILITY AND ENTRY STANDARDS

0701. Divorce Proceedings, Recently Bereaved or Appearing as a Witness

- a. With the exception of those applying for entry into the RNR, candidates who declare that they are awaiting divorce proceedings, or have suffered a recent bereavement, are not to be fully processed until their personal circumstances have been resolved. This will ensure that, once entered, they will not be distracted by this upheaval during Phase 1 Training.
- b. Candidates who will be required to appear as a witness in a criminal or civil court may be processed, however they should be counselled that given the tempo of Phase 1 Training they may wish to defer entry until after their appearance in court.

0702. Medical Standards for Candidates – General

- a. Careers Advisers (CAs) are not, in any circumstances, to comment on, advise or guide candidates on their medical suitability for entry.
- b. All candidates must be medically fit to serve world-wide. In general, physical defects of the body, impediment of speech, defect of sight or hearing, and pre-disposition to constitutional or hereditary disease or weakness will cause rejection if these conditions are considered to be of such a nature as to render the candidate incapable of performing general duties in the RN ashore and afloat.
- c. Automatic rejection will apply to those suffering from active asthma, epilepsy, diabetes, the majority of childhood cancers (even if successfully treated), colitis, Crohns Disease or any other long standing bowel disorder or removal of spleen, rheumatoid arthritis, or other major bone or joint disorders. An application may be rejected due to other medical conditions which are not listed but which are subject to the discretion of the examining doctor or Service Medical Authorities. Selected medical appeals will be examined by a board chaired by SMO(SE) and should be forwarded to R&A SEMC. Medical appeals will be conducted dependent on the needs of the Service, no candidate is entitled to a medical appeal.

0703. Option for Medical Discharge During Phase 1 Training

- a. Ratings and other ranks who, during Phase 1 Training, are found to be unfit for service due to a medical condition which existed prior to entry and has so materially worsened as to render the recruit unfit to continue training will be discharged from the service on medical grounds. This period is interpreted as the first 10 weeks of training for RN recruits, and the first 15 weeks for RM recruits. For any individual this method of discharge period may, therefore, cover periods of back-classing, rehabilitation and leave, but with an absolute upper limit of 12-months. The following administrative action will be taken by the NETE:

- (1) A letter will be sent to the recruit (or parents/guardians if under 18) explaining the reasons underlying the decision and indicating whether they can re-apply in the future and, if so, what conditions will have to be met prior to that re-application.
- (2) A discharge letter will be forwarded to the recruit's GP as part of transferring primary care. The FMed 133 will normally suffice but PMOs may provide additional information as appropriate.
- (3) A letter will be forwarded to the appropriate AFCO indicating that the recruit has been medically discharged and whether they may re-apply in the future.
- (4) A letter will be forwarded to SMO SE providing full medical details of the condition leading to the discharge and indicating whether this was pre-existing and could reasonably have been expected to have been identified at the initial medical. Information on any prior treatment or specialist assessment should also be provided.
- (5) For officers and recruits from Commonwealth and non-UK countries, who are granted exempt from UK Immigration Control while in service, reference should be made to Para 5465.

- b. Candidates who, prior to entry, deliberately withhold information concerning a pre-existing medical condition will be discharged Fraudulent Entry.

0704. Physical Standards for Candidates – Height

- a. The minimum height standards for candidates are:
 - (1) RN General Service, RM and Reserves: 145cm.
 - (2) Submariner: 157 cm.
 - (3) RN aviation: 151.5 cm.
 - (4) RFA personnel are not required to meet a minimum height standard.
- b. The requirement for a reach test has been made obsolete; it is no longer valid for any candidate and is not to be offered. Candidates must, without exception, meet the minimum height criteria.

0705. Physical Standards for Candidates – Weight

- a. **General.** Candidates must have a minimum body mass index of 18 (JSP 950, Leaflet 6-7-7, Annex C contains further information).
- b. **BMI Standards.** Using the information provided by candidates on application, BMI should be checked using the calculator provided. The acceptable BMI range is:

- (1) For candidates under 18: between 17 and 27 inclusive.
- (2) For all other candidates, between 18 and 28 inclusive.
- (3) Exceptionally, candidates who fall outside these criteria, but in the judgement of the CA will meet the new entry fitness standards, must be referred to NAVY R&A-SEMC SO3 to authorise a waiver. This will allow the candidate to proceed to medical assessment, where further checks will be conducted in accordance with more detailed medical entry standards.
- (4) The result of BMI check is to be captured in DRS on the pre-medical section, medical summary page. This will form the auditable detail for deferring candidates who do not meet the required BMI standard.
- (5) Candidates who fail to meet the required BMI standard should not be processed further but informed to contact the CA once their BMI meets the required standard. The candidate's involvement is to be changed to deferred, under the subject heading BMI. An alert is to be set for the required contact period/s, with CAs maintaining contact with these candidates at intervals not exceeding 3-months. A journal entry is to be recorded to register contact. The CA is to record the BMI on RITS; if the BMI heads further from acceptable levels the candidate is to be rejected.
- (6) Candidates who are deferred for BMI should be advised to contact their GP for advice and referred to the pre-joining fitness programme, available on the RN Careers website. The NHS website¹ has a BMI healthy weight calculator and is available for candidates to measure their progress. Candidates should also be advised that height and weight will be measured, and BMI recalculated during the medical assessment process.

c. **RM (excluding RMBS).** All RM Officer, OR and RMR candidates must weigh at least 65kg; or have a minimum BMI of 23 before commencing New Entry Training. Weight is to be measured during medical. **ACTION: CAREERS STAFF.** Candidates must be guided to maintain this minimum eligibility weight/BMI between the AFCE ME Medical and joining; a candidate who is underweight during the entry medical check at CTCRM may not be accepted for RM entry. No waivers are to be issued to those who fall short of these metrics.

0706. Candidates Affected by Asthma or Hayfever

a. **Asthma.** Candidates who suffer from asthma, or have required treatment for asthma, or have been prescribed medication during the last four years, should not be accepted into the RN. Individuals who suffered from asthma as a child may be considered but only if they have been treatment and symptom free for at least 4 years. Individuals prescribed a single inhaler for a chest infection may be eligible after GP consultation and evidence to SEMC.

1. <https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/>

b. **Hay Fever.** Mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication (including inhalers). Hay fever in aircrew has the potential to cause incapacitation in flight. Aircrew candidates with a declared history of hay fever may be considered for selection if they have had no treatment and no symptoms in the 4 years preceding their appearance at the selection Medical Board.

c. In cases where there is doubt as to the individual's fitness, they must be referred by the AFCO to SMO SE with the RN Respiratory Questionnaire completed by the candidate's GP.

0707. Eyesight Standards for Candidates – General and Corrected Vision

a. Eyesight standards are promulgated in JSP 950. Individual branch standards are shown in the Eligibility Matrix (JEM) ([Para 0760](#)).

b. There are a large number of abnormalities of the eye or visual system (congenital, traumatic or pathological) which may be a cause of rejection regardless of visual acuity. These are detailed in JSP 950 Lft 6-7-7 Section 4 Annex A, but include those candidates who have monocular or unocular vision or who have suffered a detached retina or undergone lens implantation or corneal grafting.

c. Candidates who have undergone certain types of surgery for correction of refractive errors may be acceptable for service subject to certain criteria and following specialist assessment. Acceptable forms of surgery include Photorefractive Keratectomy (PRK), Photorefractive Astigmatic Keratectomy (PARK), Laser In-Situ Keratomileusis (LASIK) and Intrastromal Corneal Rings (ICRs), otherwise known as Intrastromal Corneal Ring Segments (ICRSs). Candidates who have undergone Incisional Keratectomy i.e. Radial Keratectomy (RK), Astigmatic Keratectomy (AK) or a combination of both will be rejected. It should be noted however that any form of surgical correction of myopia or hypermetropia is an absolute bar to entry as aircrew (Pilot or Observer). Candidates seeking advice on corrective laser surgery should be given a copy of the letter available on the MIS which deals with eye surgery.

d. There is no general restriction to the wearing of spectacles or contact lenses to improve visual efficiency provided the eyesight standards, aided and unaided, are met. Candidates must not wear contact lenses, however, for a minimum of 48 hours prior to the eyesight test.

e. If a candidate who does not possess spectacles or other visual aids fails the eyesight test, but the AFCO ME considers that their visual acuity could be correctable within the prescribed limits for entry to the Service, then the candidate should normally be referred to an optician to confirm this. Candidates are to be advised that reimbursement for such an examination may be made on their return to the AFCO for further medical examination.

f. It is a PJHQ mandate that all personnel deploying to an operational theatre must have passed the Annual Personal Weapon Test (APWT). To fire an SA80 rifle effectively the user must be able to independently close the LEFT eye. As part of the Entry Medical, candidates must demonstrate the ability to close the LEFT eye independently. Those unable to do so are unfit for entry.

0708. Eyesight Standards for Candidates - Colour Perception (CP)

a. CP testing will be conducted during the service entry medical using the Ishihara 38 Plate Booklet. The test is to be conducted in a well-lit area. Fluorescent lighting is acceptable.

b. Candidates requiring testing to CP1 and CP3 standard are to book a Holmes-Wright lantern test via the CA.

c. Candidates who are below CP3 will be required to undertake a further CP test using the Colour Perception Trade Test Board. All wires are to be correctly matched by colour and connected to the wire on the opposite side of the board. The candidate is to complete the test within 3 minutes in a well-lit area. Results are to be recorded as follows:

(1) All wires correct - CP4.

(2) Any wire incorrect - CP5.

d. The candidate may wear glasses if necessary.

0709. Dental Standards for Candidates – General and Orthodontics

a. Candidates may be rejected for excessive dental decay or other oral conditions that are identified during the recruiting medical examination (see JSP 950 Lft 6-7-7 Annex M).

b. Due to the proven difficulties of continuing orthodontic treatment during the initial training period, recruits who are undergoing active orthodontic treatment with fixed or removable appliances are to be strongly encouraged to complete the course of treatment prior to entry. If orthodontic treatment cannot be completed prior to entry, the entry date is to be deferred (with the exception of DTUS/DSUS/UCE and joining URNU).

0710. Food Allergies and Related Conditions

Generally, a history of gluten enteropathy or gluten sensitivity, serious food allergy (e.g. peanuts), lactose intolerance and inborn errors of metabolism are incompatible with military service. Exceptions to this general guidance may be permitted under certain circumstances and will be determined by the service entry medical process, referring to SMO SE as required.

0711. Pregnant Women - Acceptance for Training, Deferrals and Cancellations

- a. To refuse or defer an offer of employment to a woman solely on the grounds that she is pregnant constitutes unlawful discrimination on the basis of sex. Careers Staff are not to ask candidates if they are, or intend to become, pregnant.
- b. If during the recruiting process, but before being given a Conditional Offer of a provisional entry date, a candidate reveals that she is pregnant, in accordance with the RN's duty of care obligations, her application may be deferred to allow the requisite selection tests to be taken at a later timescale to protect the health and safety of the candidate and her unborn child. Following the birth however, the candidate is free to continue her application and should be referred to SEMC as part of the normal recruiting process. The requirement for the provision of childcare should be explained at the earliest opportunity. Refer to Para 0510 (Childcare provision during and after initial training).
- c. If a candidate declares herself to be pregnant after she has received a Conditional Offer of a provisional entry date, her entry into the Service must be allowed to proceed providing the conditions are met. Legal advice **must** be sought from NLS SO1 Employment law on **all** occasions this paragraph is engaged. If the candidate gives birth whilst awaiting entry, the candidate is free to continue her application after childbirth and should be referred to SEMC as part of the recruiting process. The requirement for the provision of childcare should be explained at the update interview stage.
- d. Should a pregnant candidate wish to defer or cancel her entry to the Service, this is to be recorded on DRS with all subsequent actions outlined, including Medical re-assessment and the intent for deferral or withdrawal. The candidate should not, however, be forced to do so.
- e. A candidate who requests advice on possible health and safety risks should be referred to her own GP. Careers Staff must not offer medical advice. RFF staff may seek advice from SEMC.
- f. Advice on maternity, paternity and adoption in the RN is at Chapter 35. Prior to a candidate's entry into the RN, Medical advice may be sought from SEMC; legal advice may be sought from NLS SO1 Employment Law.

0712. Body Piercing and Wearing of Jewellery

- a. Current fashion has encouraged the practice of body piercing and the wearing of body jewellery. The risk of injury, infection and the requirement for an individual's bearing to be neat, discreet and have a restrained personal appearance when in uniform, combine to make body piercing inappropriate within a Service environment.
- b. No jewellery is to be visible with uniform other than the following items:
 - (1) Signet and wedding rings for men.

(2) Signet, engagement, wedding rings and small plain gold sleeper or stud earrings for females.

(3) All medical personnel (MOs, NOs, NNs, Dental Officers and MAs) must follow current clinical guidelines when in a clinical environment or clinical uniform.

c. **Flesh Tunnels.** Should a candidate elect to remove a flesh tunnel, the hole resultant of the piercing must be resolved to enable eligibility on health and safety grounds.

d. No other form of jewellery will be allowed to be worn on the body even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper. Body piercing does not include a piercing of the ear lobe for the wearing of a stud or sleeper.

0713. Tattoos

a. Individuals applying for entry into the RN are to be rejected if they have any tattoo, whether visible or not, which is obscene or offensive (eg. racist, anti-religious, crude, overtly sexist, drugs related or of an extreme political nature). RN tattoo policy is stated in Para 3817 and only repeated here. The Service Entry Medical Examiner is to bring to the attention of Careers Staff any applicant with a tattoo which is considered unacceptable.

b. **ACTION: Careers Staff.** The interpretation of whether a tattoo is offensive, or not, is an executive function. It is not the responsibility of the Service Entry Medical Examiner to make such a decision but they are to highlight the existence and description of any tattoos to the CA who is empowered to make a judgement as to whether it is offensive. If there is doubt, advice should be sought via the chain of command.

c. Tattoos which are visible on a front view passport photograph taken whilst the candidate is wearing an open necked polo style shirt with one button undone eg. on the face, throat, front of ears or forward of a line from the bottom of the ear to the collar bone, are not permitted and are a bar to entry. In cases of doubt, advice is to be sought from R&A-P&P WO1.

d. When rejecting candidates it must be explained that the RN, as a disciplined Service, requires an individual's bearing to be neat, discreet and have a restrained personal appearance when in uniform.

e. On no account are Careers Staff to advise candidates to have tattoos removed but should state that the candidate cannot join the RN whilst wearing the non-compliant tattoo.

0714. Minimum Age Requirements for Application

a. An application for entry to the RN may be accepted from an individual provided that:

(1) **Ratings/Other Ranks Entry.** The candidate is aged at least 15 yrs and 9 months before application can be accepted. Note: candidates are not to be forwarded for selection boards or auditions until they are at least 16 years of age. Candidates entering either intelligence roles cannot enter until 17 years old as they cannot achieve Developed Vetting (DV).

(2) **Officer Entry.** The candidate is aged at least 15 years 9 months. Exception: Potential Scholars may become enquirers at age 14 years, but may not apply until they are 15 years old. If required the first year's A-level Scholarship payment may be backdated.

(3) The candidate will be eligible to leave school under the Local Education Authority rules prior to joining the RN.

b. Conditions of Service and Reserve liability are to be fully explained to all candidates at the enquiry stage. It is essential that candidates under the age of 18 understand the full implications of the undertaking they are considering entering into.

0715. Statutory School Leaving Ages (Age of Participation)

a. Students must stay in some form of education or training until their 18th birthday (if they were born after 1 Sep 97). Their options are as follows:

(1) Full time education.

(2) An apprenticeship or traineeship which may include the UKAF.

(3) Part time education or training – as well as being employed, self employed or volunteering for 20 hours or more a week.

b. It is illegal to employ a child full-time until the laid down statutory school leaving age is reached. This requirement is binding on all children, their parents and guardians, whether or not the child is enrolled in a school. Children educated outside school, whether under arrangements made by the parent or by a local authority, are also debarred from taking full-time employment until the relevant date.

c. The specific limitations are as follows:

(1) **Schools in England and Wales.** Pupils may leave school on the last Friday in June in the school year in which they reach the age of 16. The school year normally ends on 31 Aug.

(2) **Schools in Northern Ireland**

(a) Pupils whose 16th birthday falls between 1 Sep and 1 Jul may leave school after 30 Jun.

(b) Pupils whose 16th birthday falls between 2 Jul and 31 Aug may leave school after 30 Jun the following year.

(3) **Schools in Scotland**

(a) Pupils whose 16th birthday falls between 1 Oct and the last day of Feb inclusive, may leave school at the Christmas holiday.

(a) Pupils whose 16th birthday falls between 1 Mar and 30 Sep may leave school after 31 May.

0716. Parental Consent for Candidates and Enquirers Under 18

a. **ACTION: AFCO.** Parental consent must be obtained for those under the age of 18 before any processing can take place. This is sought when the RT invitation email is sent as a request for information via MIS.

b. Parental consent must be checked prior to the RT; this is then valid for the remainder of the candidate's recruitment journey.

0717. Under-18s and Active Service – UN Convention on the Rights of the Child

a. The purpose of this complex legislation is to strengthen the rights of children by prohibiting their participation in armed conflict.

b. The legislation has no direct impact on R&A but, should a query be raised by a candidate, parent or member of the general public concerning this subject, the following points may be made:

(1) Those aged under 17 will not be assigned to HM Ships, Submarines or an RM operational Unit.

(2) Those few personnel under the age of 18 serving in HM Ships, Submarines or with an RM Operational Unit will, wherever feasible, be removed from situations in which the Fleet Commander or Chief of Joint Operations deem there to be a "greater than low risk of direct involvement in hostilities".

0718. Parental Consent Form for Under-18s

a. A MoD Form 486 is required for all candidates under the age of 18 on entry. This form must be signed by parents post SI.

b. The form is to be given to the candidate for parental consent signature and returned to the AFCO on completion. Although the details of the form are computer generated, they must be checked by the CA for accuracy. The 'Notes' relating to parental consent are to be explained to the candidate and it must be stressed that the 'witness to signature' is to be signed by a person with some standing in the community (examples at [Para 0723](#). sub para (d)). MoD Form 486 is to be uploaded to MIS for visibility by ARM/NETE.

c. Recruiting personnel are to issue the parental consent form for photography of under 18s at the same time as the MoD Form 486. The consent form should be uploaded to MIS for visibility by NETE.

0719. Age Restrictions on Entry - Ratings/Other Ranks

- a. **Minimum Age.** Candidates must not enter Initial Naval Training (INT) any earlier than their birthday or the day after, in line with the minimum age birth year for the branch/specialisation as directed in the JEM at [Para 0761](#). For example, RN Officer: 17 years, this means they may enter BRNC on or after their 17th birthday.
- b. **Maximum Age Limit.** All candidates must be entered into INT in the year shown as the 'Max to join' as published in the JEM at [Para 0761](#) and on or before reaching their next birth year. For example, RN rating: 39 years (up to the day prior to their 40th birthday).
- c. Careers Staff must use discretion when considering processing candidates who are approaching the upper age limit. Consideration must be given to the requirement to complete the DBS, obtain SC and enter the candidate before the upper age limit is reached.

0720. Minimum Age Restrictions on Entry - Officers (Direct Entry)

Officer Entrants must be over 17 on the first day of the month of entry to BRNC or CTCRM.

0721. Age Restrictions on Entry - Officers (Bursary/Sponsorship)

Notwithstanding the general regulations above, special age restrictions apply to certain officer entry types:

- a. **Sixth Form Scholars.** Sixth Form scholars may apply to join via the A-level Scholarship scheme from 15 years old to enable commencement in year 12. The scheme is open only to Engineer Officer Candidates who will go onto study for a degree via the DSUS or UCE scheme. All Candidates will be a minimum of 18 years old on joining BRNC and fully entering the RN.
- b. **Defence STEM Undergraduate Scheme.** Candidates must be under 23 at the commencement of their degree course and under 26 on entry to the RN. Candidates are usually accepted for a 3-year course but can be selected for a 4-year course. Candidates may have been A-Level Scholarship candidates and as such will commence the DSUS immediately after Year 13.

0722. Maritime Reserves Recruiting Process - Age Limits and Waivers

- a. Normal age limits are detailed in the JEM ([Para 0762](#)). P&T WF CM, however, may approve age waivers for candidates who do not meet the age criteria.
- b. **Age Waivers.** If the candidate falls outside the RNR/RMR age limits, Careers Staff are to take the following actions:
 - (1) Make a formal application for an age waiver to R&A SO2 Res using the standard approval to process method. Once received, the application will be forwarded to the RNR BM for RNR candidates and RMR Career Manager for RMR.

- (2) If approved, eligible and recommended the candidate is to be processed in the normal way.

0723. Identity Documents - Acceptable

a. An essential aspect of establishing the trustworthiness and integrity of an individual is confirming their identity. If identity is not properly established as part of the BPSS procedure, any further vetting is likely to be flawed.

b. To be eligible for processing, all candidates must produce the following original Nationality Identifying Documents.

- (1) British Nationals: Full 10 year passport or 2 of the following:

- (a) British Driving Licence.
- (b) Birth Certificate issued within 6 weeks of birth.
- (c) UK Banking Card - with 3 statements and proof of signature.
- (d) Credit Card - with 3 statements and proof of signature Credit Card - with photograph of the individual.
- (e) Proof of residence - such as a current tax, gas, electricity or telephone bill.

- (2) Commonwealth and Non-British Nationals:

- (a) National Identity Card.
- (b) Full Passport and a Home Office document confirming the individual's UK immigration status.

c. For processing and entry documentation, Ratings/Other Ranks are also required to produce the following:

- (1) National Insurance Letter (for those registered for employment)².
- (2) National Health Service Card/number.
- (3) Change of name Deed Poll (Enrolled or Unenrolled) is to reflect the name by which the candidate wishes to enter Service. Any change of name deed must support and match the name listed on other valid forms of ID detailed in sub paras (1) and (2) above, noting the name on the Birth Certificate will not be the same. Candidates should not be processed until supporting and coherent evidence of their current identity is available.

2. Students/overseas candidates will be allocated a National Insurance number on entry.

- d. In some cases, particularly where young individuals are concerned, such documents may not be available to prove identity. Where this appears to be a genuine problem, the individual should be asked to give a passport-sized photograph endorsed on the back with the signature of a person of some standing in the individual's community, for example a JP, medical practitioner, UKAF officer, clergyman, teacher, lecturer, lawyer, bank manager, or civil servant. The signatory should have known the individual for a minimum of 3 years. This should be accompanied by a signed statement from the signatory giving their full name, address and telephone number, and confirming the period that they have known the individual.
- e. References which may be obtained during the Reference check can also be used to provide the basis for proof of identity, particularly when given by a reputable organisation or person known to the MoD. Where an individual has particular difficulty in proving identity and obtaining adequate referee coverage, it may be appropriate to get both from the same referee.
- f. Careers staff should check that the signatures on the photograph and the statement match. In all cases of doubt, the signatory should be contacted to confirm that they did complete the statement and have known the individual for the stated period.
- g. Nothing within this list reduces the requirement for a passport check to confirm a candidate's nationality before entry.

0724. ID Documents – Unacceptable

The following documents are not acceptable as proof of identity:

- a. An International Driving Licence.
- b. A copy of a Birth Certificate (dated more than 6 weeks after birth).

0725. ID Documents - Verification

- a. **ACTION: CAREERS STAFF.** When checking documents it should be borne in mind that a small proportion of individuals may not be who they claim to be. There can be a number of motives for such deception, including:
- (1) Illegal immigration.
 - (2) Concealment of a criminal record.
 - (3) Concealment of previous UKAF discharge category.
 - (4) Concealment of identity for the purposes of terrorism or espionage.
 - (5) Department of Social Security (DSS) fraud.
- b. **ACTION: CAREERS STAFF.** The following checks are to be made to verify the documents produced by the candidate:

- (1) Original documents are to be produced. Transcripts or photocopies are unacceptable. Modern photocopies are often difficult to identify and should be checked very carefully, comparing with known genuine versions.
 - (2) Check that paper and typeface are similar to any others you have to hand and that watermarks, where appropriate, are present (passports and driving licences invariably have watermarks).
 - (3) Examine documents for alterations or signs that photographs or signatures have been changed. Check that signatures correspond with other examples in your possession.
 - (4) Check that details on documents correspond with those already recorded.
 - (5) Check the date of issue of documents. Care should be taken where documents are recently issued, particularly if they are new and there is little referee coverage.
 - (6) Check that any signature on the documents compares with other examples and, if practicable, ask the candidate to sign something in the presence of CA/ACLO.
- c. **ACTION: CANDIDATE.** It is the responsibility of the candidate to provide the documents referred to above. Careers staff are to give advice on what is required but are not to get involved with the procurement of documents for candidates.

0726. Passport Requirements, Validity and Sighting

- a. All candidates entering the RN (including Reserves) must hold a valid passport.
- b. The type of passport required will depend on the candidate's nationality:
 - (1) **British Citizens.** Must hold a valid UK Passport.
 - (2) **British/Dual Nationals.** Must hold a valid UK Passport. They may also hold a valid passport relevant to their dual nationality.
 - (3) **Commonwealth/Irish Citizens.** CAs are to ensure all Commonwealth Citizens have a valid passport, and all visas biometric residency permits and passport stamps are valid for the duration of their recruiting pipeline and up to the date of entry into the Service. If any of the above expire during the applicant's process, their MIS account must be 'Deferred' until they produce an in-date document. No letters to support an applicant's Home Office request are to be given by CAs.
- c. **ACTION: ACLOs/CAs.** Candidate's passport(s) must be sighted with the passport number entered into the MIS. Full details are set out below.

d. **Rating/Other Rank Candidates.** All candidates entering the RN must hold a valid passport, which must be sighted by a CA as early as possible in the recruiting process (e.g. RT or via SHINE selection interview AND uploaded to DRS/RITS). To avoid nugatory expense on their part, candidates without a passport should be advised to wait until passing the required SI and medical before making such an application. Candidates are not to be entered into the Service until their passport has been sighted.

e. **Waivers.** Waivers to the above rules will be granted only in exceptional circumstances, at the discretion of R&A SO2 P&P

0727. Passport Fees - Payments by Candidates and Reimbursements

a. It is a candidate's responsibility to obtain and pay for their own passport. Candidates requiring new or renewed British passports should be encouraged to visit the nearest Main Post Office for a Passport Application Form.

b. In the event of the candidate expressing a genuine difficulty, then the claim reimbursement via a MOD form available from R&A WO1 P&P. The measure of genuine hardship of the candidate should be at the discretion of the CA. Hardship must be fully proven to the full satisfaction of the CA and always be considered the exception. Candidates without a passport may be processed up to and including the SI and medical. The candidate must request a receipt when they send their application to the Passport Office/Post Office; this receipt will need to be attached to the MOD Form 1108 claim form, then emailed to R&A Desk Officer in Navy Command HQ, Finance Section, Leach Building, as at the address on the claim form. Email Aldred, Andrew E1 (NAVY FIN-TRG COMCORESPT2); Andrew.Aldred339@mod.gov.uk. These requests will be processed by DBS Liverpool, and payment will be by BACS transfer to the candidate's nominated bank account.

c. In exceptional cases candidates may be refunded distance or hardship expenditure at public expense for various categories of travel as follows;

- (1) AFCO or OCLC attendance.
- (2) Recruit Test.
- (3) Pre-Joining Fitness Test (PJFT).
- (4) Medical Examination.
- (5) Eyesight Test.

Assistance should not be offered, but given only when the individual explicitly requests help, when it is evident to the CA that the candidate will be required to travel a considerable distance within the UK, or the candidate would incur genuine financial hardship in meeting the cost, then, at the CA's discretion, assistance with attending these events is to be made available when requested. A similar process is to be adopted for the reimbursement to candidates of passport expenses. Candidates must be encouraged to use public transport at all times and the actual fare incurred may be

claimed on submission of receipts. Candidates wishing to use a private vehicle are to state the mileage for the journey on the form; claims will be paid at appropriate mileage rate. The use of taxis must be in exceptional circumstances only; a reason for use must be stated on the form.

d. When exceptional instances merit authorisation of a distance/hardship payment the UIN of N6032A is to be used.

e. Under no circumstances should money be withdrawn from Contingency accounts and given to candidates.

0728. Recording Candidate Passport Details

The passport is to be copied, verified and uploaded to MIS as early as possible in the process.

0729. UK Immigration Exemptions for Commonwealth Candidates

a. Under Section 8(4) of the Immigration Act 1971 members of the UKAF are exempt immigration control for the duration of their service. On discharge, however, immigration exemption is no longer valid and in these circumstances, reference should be made to Chapter 19. Commonwealth candidates with a valid UK visa, who pass all elements of the recruitment process, including SC, may be entered into the RN. The appropriate MIS Letter is to be raised by R&A OES/AFCO/RNRAC and must be included with Entry Papers when forwarded to the NETE. All candidates must hold a valid passport and visa/residency permit before entering the RN. Where a candidate comes from a non-visa country, then a flight boarding pass or airline ticket with date of entry to the UK must be provided.

b. Once engaged/attested, the NETE UPO/HR Admin Office is to forward the candidate's passport and the covering MIS letter to the Home Office, a template for which can be found at Annex A to Chapter 19. The letter must state that the candidate has now entered the UKAF, and request an exempt stamp to be placed in their passport.

0730. Nationality Eligibility Criteria for Recruitment into the Royal Navy

a. For entry into the RN, a candidate must satisfy one of the following nationality criteria:

(1) **Sole British Citizen**³. An individual who was:

(a) Born in the UK (including the British Crown Dependencies of the Channel Islands and Isle of Man) and has been a British citizen at all times since birth.

3. The following are **not** British citizens unless they qualify under historical nationality criteria: British Overseas Territories citizen, British Overseas citizen, British subject, British National (Overseas) or a British Protected person. All are classed as Commonwealth citizens. Refer to the website www.gov.uk/types-of-british-nationality or contact the Home Office/UK Visas and Immigration for further information if required.

(b) Born outside the UK but qualifies for British citizenship from birth by descent eg. parents who, at the time of birth, were employed on Crown service in a country other than a Commonwealth country or the Republic of Ireland (RoI) and the birth was registered at a British Military unit or British Embassy or Consulate.

(2) **Sole Irish Citizen.** Someone who was born in the RoI and has been a citizen at all times since birth.

(3) **Sole Commonwealth Citizen.** Someone who was born in the independent Commonwealth country of which they are now a citizen and has been a citizen of the country at all times since birth. A full list of Commonwealth countries is shown at [Para 0730](#) sub para g.

(4) **Dual Nationals.** The following individuals are also eligible to apply to enter the RN (subject to award of SC):

(a) British citizens who hold nationality of any other country, with exception of CSSRA.

(b) Irish citizens, as described at [Para 0730](#).a sub para (2), who hold nationality of another country, with exception of CSSRA.

(c) Commonwealth citizens, as described at [Para 0730](#) a sub para (3), who hold nationality of another country, with exception of CSSRA.

(d) Born outside the UK but now holds Dual British citizenship following naturalisation. Their former Nationality is also retained⁴. These candidates may not be eligible if they are dual CSSRA or for certain roles.

(5) **Gurkhas.** The Armed Forces (Aliens) Regulations 2009 exempts citizens or nationals of Nepal who serve or have served for not less than 5 years in the Brigade of Gurkhas, from the prohibition on aliens serving in the UKAF. This means that they are eligible to apply to join the RN.

b. Asylum Seekers or Refugees are not eligible for entry into the RN.

c. **Nationality Waiver.** In exceptional circumstances, a waiver of the recruitment eligibility criteria may be granted by Hd DDPM (on behalf of the Secretary of State for Defence) to candidates who are Commonwealth citizens or citizens of the RoI at the time of their application (whether sole or dual nationals) but were born outside the country of which they are now a citizen or have formerly held a different nationality. Reference: Ch 63, 6314

(1) Candidates who seek such a dispensation will have their case considered on its individual merits and are not to be processed; applications for a waiver should be made in the first instance to R&A OES (for Officers) or R&A P&P SO2.

4. Unless voluntarily rescinded to be considered a Sole British Citizen. Evidence of the rescindment is required.

(2) A copy of the individual's AFCO Form 101 is to be forwarded as part of the submission along with a brief report stating whether the candidate is recommended for a waiver or not.

d. Candidates who do not meet the conditions above, and are not eligible to be considered for a waiver, are to be counselled that they do not meet the nationality eligibility criteria for entry into the RN.

e. **National Service Liability.** Candidates who are citizens of a country other than the UK or the RoI (as indicated below) must present written confirmation from the Government of the nation(s) concerned that they are not required for national service (or military service), either now or at some future date. Documentation must be produced by the candidate before an application can be processed further.

(1) Commonwealth Countries - only where national/military service is currently required: Bermuda, Botswana, Cyprus, Malaysia, Mozambique and Singapore⁵.

(2) Non-Commonwealth Countries – on every occasion.

f. **Promotion to Officer from the Ranks.** RN and RM candidates holding sole Commonwealth citizenship should be advised that, in most branches, they will not be able to be promoted to officer from the ranks (via the Upper Yardman/Corps Commission or Senior Upper Yardman/Senior Corps Commission schemes) due to nationality employment rules which stipulate the need to hold British citizenship.

g. **List of Commonwealth Countries** (as at 8 Jul 20)

Antigua and Barbuda	India	St Kitts and Nevis
Australia (see Note 1)	Jamaica	St Lucia
The Bahamas	Kenya	St Vincent and the Grenadines
Bangladesh	Kiribati	Samoa
Barbados	Lesotho	Seychelles
Belize	Malawi	Sierra Leone
Botswana	Malaysia	Singapore
Brunei Darussalam	Maldives	Solomon Islands
Cameroon	Malta	South Africa
Canada	Mauritius	Sri Lanka
Cyprus	Mozambique	United Republic of Tanzania
Dominica	Namibia	Tonga
Eswatini	Nauru	Trinidad and Tobago
Fiji	New Zealand (see Note 2)	Tuvalu
The Gambia	Nigeria	Uganda
Ghana	Pakistan	United Kingdom (see Note 3)
Grenada	Papua New Guinea	Vanuatu
Guyana	Rwanda	Zambia

5. This list of countries is reviewed annually.

**Notes:**

1. *Including the Australian External Territories: Australian Antarctic Territory (including MacDonal, Heard and Macquarie Islands), Christmas Island, Cocos (Keeling) Islands and Norfolk Island.*
2. *Including the New Zealand Colonies and Dependencies: Niue, Ross Dependency, Tokelau Islands Group; and the associated state: Cook Islands.*
3. *Including the British Overseas Territories: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn Islands, St Helena, Ascension, Tristan da Cunha, South Georgia and the South Sandwich Islands, Turks and Caicos Islands, the Sovereign Base Areas of Akrotiri and Dhekelia on Cyprus.*

0731. Employment of Royal Navy Personnel

- a. The R&A JEM for RN, RM and RFA covers the eligibility requirements for Ratings/Other Ranks and Officer entry into the RN, RM and RFA. See [Para 0760](#).
- b. The R&A JEM for RNR/RMR covers the eligibility requirements for Ratings/Other Ranks and Officer Entry into the Maritime Reserves. See [Para 0761](#).

0732. Residency Criteria**a. Introduction**

(1) In order to obtain SC all candidates should have resided in the UK (including Northern Ireland) or the RoI continuously prior to application iaw JSP 440. This ensures that UKSV's IT security vetting system ('CERBERUS'), has access to sufficient historical data on the applicant to fully assure the security vetting process (see Annex 63A).

(2) Applicants with less than 5 years UK/RoI residency i.e. have lived or travelled/visited, studied or worked overseas for prolonged periods, will provide an incomplete picture to CERBERUS, which interfaces with Security Service and Police National Computer (PNC) systems, and limits the credibility of Credit Worthiness Checks (CWC) etc.

b. Residency Criteria for Foreign and Commonwealth Candidates

(1) In order to obtain Security Clearance (SC), all Regular Commonwealth candidates⁶ must have resided in the UK (including Northern Ireland) for a period of 5 years continuously with no single period of absence in excess of 180 days or more than 12 months accumulative in the 5 year period at the point of application⁷.

6. In accordance with [Para 0730.g](#).

7. Application is defined as the date of receipt of the MIS application at the AFCCO.

(2) An individual who has been out of the country for more than 180 days in a single period, or more than 12 months accumulative within the period of 5 years immediately prior to application is ineligible. Past residency does not count⁸

(3) RNR/RMR applicants are required to demonstrate that they have indefinite Leave to Remain (ILR)⁹ (also referred to as Settlement¹⁰). There are no transitional arrangements for RNR/RMR.

(4) The 5 year UK residency requirement does not apply to citizens of the RoI living in RoI. Citizens from Malta and the Republic of Cyprus, who previously had freedom of movement to live and work in the UK as European Union/ European Economic Area Citizens will now need a Visa to be in UK or have EU Pre or EU Settlement Status and will require a Residency Waiver. Individuals who are subject to [Para 0732](#) sub para b(2) may still require a residency waiver.

(5) All Re-entrants are subject to the above eligibility criteria.

c. **Residency Criteria for Non-Commonwealth Candidates**¹¹

(1) UKSV will automatically process any RN candidates:

(a) With at least 5 years continuous UK (including Northern Ireland) or RoI residency prior to application or,

(b) who have either¹²:

i. Lived in the UK or RoI **continuously** for at least the last **3 years immediately prior** to application **or**;

ii. Lived in the UK or RoI for a total of **4 years out of the last 5** (which might, for example, allow candidates that have travelled/ worked/studied abroad for no more than 12 months in the last 5 years to qualify for minimum residency).

(c) In all cases periods of up to 28 days spent out of the UK/RoI e.g. to allow for foreign holidays, may be disregarded.

(2) The residency status of the candidate's parents or partner is not considered for standard SC clearances, except for Cryptologic Technicians, Warfare Specialist (Int), Warfare Officers (Int) – see [Para 0732.c.sub para \(3\)](#).

(3) A residency waiver may be requested iaw [Para 0733](#) in the following circumstances:

8. Consideration is to be made in accordance with [Para 0732](#). b.sub para (4).

9. Indefinite leave to remain (often known as 'ILR' or 'settlement') is permission to remain in the UK without any time restrictions on the length of stay. It is not the same as naturalisation as a British Citizen.

10. MR transferring to the Regular service must comply with [Para 0732](#). sub para a. and have 5 years Residency.

11. Includes British Citizens living abroad, Dual British Nationals and those listed at [Para 0732](#). b.sub para (4).

12. Navy PSYA has granted UKSV with a blanket concession to accept shorter periods of UK/RoI residency. In these circumstances a short term SC will be granted until sufficient data is available to UKSV to complete the normal vetting process.

- (a) For candidates who do not meet the criteria at [Para 0732.c](#).sub para (1).
- (b) If concerns are raised over a candidate's residency or security suitability during the SC process. At the point it becomes apparent that a residency waiver is required, UKSV will inform the relevant sponsor of the need for a residency waiver and inform Navy PSyA and the procedures at [Para 0733](#) shall be followed.
- (c) **Cryptologic Technicians, Warfare Specialist (Int), Warfare Officers (Int)**. Candidates for entry into the above branches require Developed Vetting (DV) and must have resided in the UK for a minimum of 10 years continuously immediately prior to making an application. A residency waiver will only be considered exceptionally. In addition to holding sole British citizenship, candidates considering these BOPs must satisfy the following requirements:
- i. Their parents must be sole British.
 - ii. Their spouse/cohabitant and their surviving parents must hold sole British nationality.
 - iii. Their immediate family, and any other person to whom the candidate is bound by affection or obligation, should not be subject to physical, mental or other forms of duress by a foreign power.

0733. Residency Rules – Waiver Application

- a. Candidates who do not meet the Residency criteria/rules iaw [Para 0732](#).sub para c. and require a waiver are required to provide additional supporting documents, as detailed in subsequent paragraphs, for Navy PSyA-Pers SY to determine the potential security risk. If deemed acceptable, Navy PSyA will provide UKSV with a Residency Waiver authorising the issue of "Short Term SC", which will be reviewed when the applicant has resided in the UK for the minimum period necessary for a credible CWC and PNC check to be carried out.
- b. Waiver requests against the 5-year residency requirement ([Para 0732](#). sub para b) for British or British Dual Nationals are dealt with strictly on a case-by-case basis by either OES, R&A POLICY & PLANS E1C or R&A's Overseas Office.
- c. Waiver requests against the 5-year residency requirement ([Para 0732](#). sub para b) for C&NB Citizens are dealt with strictly on a case-by-case basis by either PSyA, R&A POLICY& PLANS E1C or R&A's Overseas Office.

d. Following the normal application to UKSV for SC using the online CERBERUS facility a concurrent residency waiver application is to be made to Navy PSyA via R&A ;POLICY & PLANS E1C, for UK nationals or the R&A's Overseas Office. The e-Form 'UKSV 001' will not be visible to Navy PSyA (or UKSV) to consider alongside the supporting documentation until CERBERUS status shows 'In Progress' i.e. both candidate and sponsor have completed the application. Therefore, recruiting staff should compile the necessary supporting information and only submit this once CERBERUS indicates 'in progress'. A business case must be annotated on the on-line UKSV SC application stating the following *"Applicant does not meet the residency for UK, however, supporting documentation has been submitted to PSYA"*.

e. In order to mitigate the potential security risk, the following evidence to confirm identity and the applicant's loyalty, reliability and trustworthiness is required. Applicants are mandated to provide ALL of the following documentation:

- (1) Birth Certificate.
- (2) Passport.
- (3) AFCO Form 101.
- (4) At least 2 full written references (as per below).

Plus (as appropriate):

(1) Mandatory for UK Citizens/Expatriates who have Resided or Undertaken Full-Time Education or Employment Overseas:

- (a) Evidence of educational qualifications (where appropriate).
- (b) Written reference from head teacher (where appropriate).
- (c) Overseas police certificates (or statement to detail non-availability).
- (d) Full details of employment and employee references (where appropriate).
- (e) Suitable proof of residence for time spent abroad.
- (f) Character references (e.g. from fellow employees/students).

(2) Mandatory for UK Citizens who went Travelling/Backpacking Overseas either During Gap Year or Post Full-Time Education:

- (a) Character references (e.g. from fellow UK travellers/students).
- (b) Detailed Itinerary of where travelled/stayed.
- (c) Overseas police certificates (or statement to detail non-availability).

(3) **Mandatory for ALL Applicants who are NOT Sole UK Citizens:**

- (a) Overseas employee or academic references. (Signed and dated.)
- (b) Character references. (Signed and dated.)
- (c) Written confirmation of non-eligibility for conscription iaw [Para 0730](#) sub para e.
- (d) Educational qualifications (where appropriate).
- (e) Suitable proof of residence for time spent abroad.
- (f) Overseas police certificates. All CNB(or statement to detail non-availability UK Nationals only).

(4) **Discretionary (As Appropriate):** References from UK organisations based overseas (e.g. FCO missions, British Council, NGOs).

f. Originals to be sighted, checked and certified copies provided with submission for residency waiver consideration to:

- (1) R&A Officer Allocations: for UK based Officer candidates.
- (2) R&A P&P WO1: for UK based Ratings/Other Ranks candidates.
- (3) R&A Overseas Team: for all overseas candidates eg. from the RoI or Commonwealth countries listed at [Para 0730](#) sub para g.

g. Residency waivers are considered on a case-by-case basis. Meeting the criteria detailed above does not guarantee that Navy PSyA Personnel Security staff will issue a residency waiver.

h. In the event of an individual failing to obtain SC clearance their employment with the RN will be terminated, even if they have already entered the RN.

0734. Security Clearance and Travel Requirements for Overseas Candidates

Overseas candidates may attend pre-selection courses, auditions or selection boards.

a. **Security Clearance (SC).** A candidate is not to travel to the UK to join the RN or RM until SC has been issued. If a candidate's joining date is known they must be issued SC at least one month prior to this date to enable them to make appropriate travel plans. Of note, the candidate will also be required to complete a full Face to Face Medical in UK also RT, when ESM cannot be satisfied, will be required in UK until introduction of the on-line Defence Aptitude Assessment (DAA).

b. **UK Resident Sponsor.** The candidate must provide details of a genuine sponsor who is resident in the UK. The candidate must understand, and confirm, that this sponsor will be able to, where required:

- (1) Support the candidate's travel from the UK point of entry to the nominated sponsor's address. MOD will not fund travel to UK. MOD will fund travel only from the sponsor's address to the Phase 1 Establishment.
 - (2) Provide accommodation for the candidate from arrival in UK to commencing Phase 1 Training. The sponsor must be aware that the date of joining is subject to change due to factors outside MOD control and must be able to provide accommodation until the revised joining date. MOD will not provide or fund accommodation for candidates.
 - (3) Provide the recruit's with support to accommodation during main leave period when the Phase 1 Training establishment is closed down.
- c. **Return Travel to Country of Origin.** The candidate must have sufficient funds in their bank account to support a journey back home if the career in the RN/RM does not work out for them at an early stage. Their visa will not support remaining in the UK on leaving the service and MOD will not fund their travel home.

0735. Eligible Candidates – Entry into Recruiting Procedure

- a. **ACTION: CANDIDATE.** Once eligibility has been confirmed at the online application and conduct of CRM (Para 0507) the candidate will be asked to complete a Tattoo Proforma and MOD Form 493 (and Parental Consent Form where applicable), and may be invited to attend the AFCCO to sit an RT (if ESM is not suitable). On successful completion of RT they will attend an SI normally via SHINE video link and continue with the rest of the selection process.

0736. Ineligible Candidates

- a. During the CRM process it is essential that the proper rejection procedure is followed. Candidates who are not eligible to continue with their application are only to be rejected after careful consideration. It is most important that any reason for rejection is explained and conveyed as sympathetically as possible. Rejections are to be made by a qualified CA only (standfast re-entrants).
- b. Certain Occupations are ineligible to join the RNR/RMR, as follows:
 - (1) Serving members of UKAF or Volunteer Reserve Forces (including Sponsored Reserves), Commonwealth or foreign equivalents – including members of the NCS without reckonable regular-service prior to entry.
 - (2) All members of the Sponsored Reserves including RFA personnel who have accepted Sponsored Reserve status.
 - (3) Serving members of a University Royal Naval Unit (URNU) including Honorary Midshipmen and Training Staff.
 - (4) Candidates in receipt of any form of sponsorship detailed in Chapter 15.

- c. **ACTION: CAs.** Whilst there are no longer any Reserved Occupations, employees are to be strongly encouraged to verify their employer's local policy for employment of Reservists. It is common for employers to establish quotas on the overall number of Reservists permitted.
- d. Officers with an existing liability for call-out as officers on the Retired or Emergency Lists must inform the Naval Secretary of their intention to join the RNR. Once they have joined, call-out will normally be in their capacity as an RNR, as opposed to RFR, Officer.
- e. Former Regular Service ratings with an RFR liability are required to sign a declaration acknowledging that they will be re-enrolled into the RFR to complete remaining RFR time should they be discharged from the RNR before their RFR liability is fulfilled. This declaration is administered by the parent RNR unit during attestation.
- f. Candidates are not eligible for entry into the RN and are **not to be processed** with any of the following unspent convictions:
- (1) Hospital Order.
 - (2) Sexual offences (including those listed on the Sex Offenders Register).
 - (3) Offences involving loss of life.
 - (4) Arson.
 - (5) Terrorist Activities.
 - (6) Explosives.
 - (7) Misuse of Drugs:
 - (a) Any offence relating to Trafficking or Supply of drugs.
 - (b) Any offence relating to the use of Class A drugs.
 - (c) More than one conviction for "possession for personal use" of a Class B or C drug (see drugs classifications).
 - (8) Three or more offences against persons, property, dishonesty or serious motoring offences.
- g. Candidates with **spent** or **unspent** convictions for sexual offences, drugs related offences, violence or dishonesty, or those who have been subject to a custodial sentence or Hospital Order are not eligible for entry into Medical, Dental or Nursing branch/specialisations.

- h. Candidates are also not eligible to be processed if they:
 - (1) Are on bail or awaiting criminal prosecution.
 - (2) Have unpaid fines or compensation orders.
 - (3) Have unexpired Conditional Discharge, Bound Over or Curfew Orders.
 - (4) Have Probation, Community Service or Combination Orders which have not been completed.
 - (5) Are subject to a supervision requirement or order; community supervision order, care order, or fit person order for committing a criminal offence.

0737. Rejecting Candidates

- a. **ACTION: CAREERS STAFF.** It is R&A policy that candidates who are rejected may, at the discretion of the CA, be either verbally rejected or rejected by letter. A rejection reason is to be entered on MIS and the AFCO 101.
- b. Candidates may be re-interviewed provided they meet the RT requirement for the new role. The timescale for the re-interview is at the discretion of the CA, and the appropriate MIS letter sent.
- c. Candidates who 'fail to attend' (FTA) at any stage of the recruiting process prior to being given a Conditional Offer of a Provisional Joining date (eg. RT, SI, medical triage, PJFT, selection board, audition or pre-selection course) are to be considered for rejection.
- d. It is essential that details of any candidates who refuse to attest or engage at the NETE are recorded on MIS by R&A PLANS RA.

0738. Baseline Personal Security Standard (BPSS)

BPSS is a collective term for pre-employment enquiries made to ensure that suitability has been properly established and checked, of those who may have uncontrolled access to, or knowledge or custody of, Government assets. The BPSS is an essential part of the MoD's system of protection against risks from terrorism, espionage and crime by providing assurance about the identity and integrity of individuals.

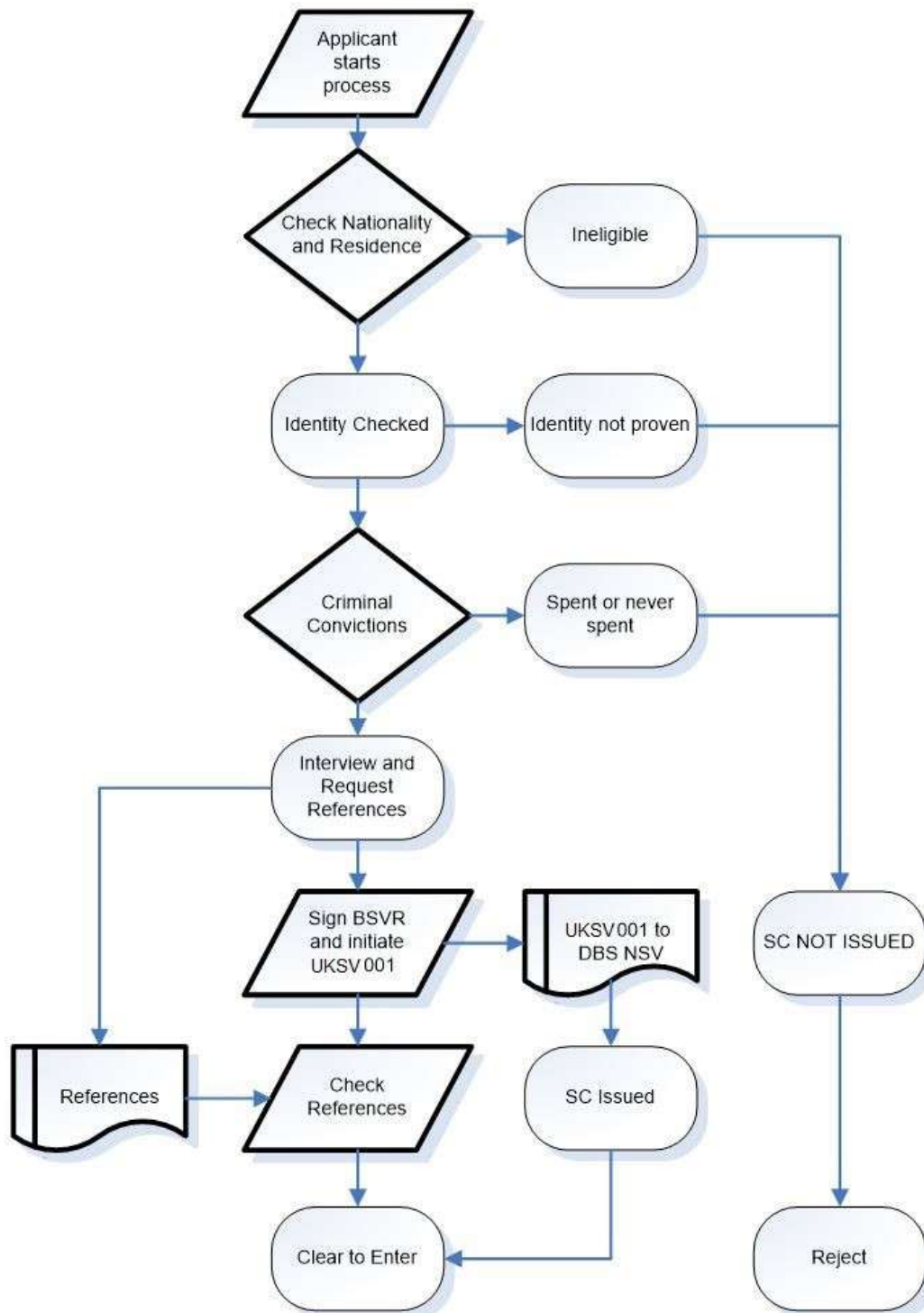
0739. BPSS – Use within Recruiting Process

a. The BPSS forms part of the recruiting process. It is important that all those conducting any part of the BPSS understand that the suitability of a candidate for service in RN must be assessed from both security and employability aspects. While the checks for each aspect are complementary, some of the checks for security require different processes. There will be cases where, although a candidate may be able to meet the requirements for obtaining a SC, they may not be employable. The converse may also be true. In particular the security checks conducted by UKSV using UKSV 001 will only be as good as the information provided by the initial checker. The role of Careers Staff in conducting the BPSS is therefore of critical importance. Unless Careers Staff take great care, and use an inquisitive mind and imagination, in establishing and checking the identity of the candidate, later processes may be irretrievably flawed.

b. The following components form part of the BPSS:

Nationality, Immigration and Residency requirements.	Security and employability
Identity.	Security and employability
Record of Criminal Convictions.	Trustworthiness, security and employability
By Interview, background, motivation, character and financial difficulties.	Security and employability
By Medical examination, confirmation that there are no indications of instability or addiction.	Security and employability
Suitability established by receipt of satisfactory education, employment, and character references from reliable persons.	Security and employability

Figure 7-1. Security Clearance Process Flow Chart



c. For information regarding the BPSS process at RT refer to Para 0819 - Initiating BPSS at RT.

d. For information regarding acceptable forms of documentation refer to [Para 0723](#) to [Para 0725](#).

0740. Security Clearance - Applying to UKSV

- a. Once the candidate has passed the SI, references are to be obtained and the BPSS check completed. To avoid unnecessary use of resources and over-burdening PSyA and UKSV, however, the SC is not to be initiated until the candidate has been issued their Conditional Offer of a Provisional Joining date.
- b. A record of the date of initiation of the UKSV 001 to UKSV is to be made in MIS.
- c. Candidates may attend CPC, and Medical and Aircrew recruitment serials and selection boards in parallel with the SC application.
- d. Careers staff must inform UKSV, by cancelling on NSVS, of those candidates who are rejected or withdraw their application after submission has been made to UKSV for SC.
- e. Should the candidate already hold an SC e.g. as a serving member of the Armed Forces, UKSV may transfer the SC without a new NSV 001.

0741. UKSV Processing of Security Clearance Applications

- a. On receipt of the UKSV 001, UKSV will carry out checks against the National Collection of Criminal Records and carry out a CWC. The Security Services check is carried out by an external agency.
- b. UKSV expects to process SC within the timescale laid down in JSP 440. Where overseas enquiries are needed, or candidates need to be contacted with reference to undeclared criminal convictions or debts, however, the process is likely to take longer. The UKSV Help Desk can be contacted to check on the progress of SC applications, although progress can be monitored on CERBERUS.
- c. A candidate cannot enter the RN until SC has been received. In certain circumstances and in the interests of national security, SC may be refused. A reason for refusal of SC will not be given. It is therefore vital that, on completion of successful interview, the candidate is cautioned using MIS generated Post Interview Caution.

0742. UKSV Notification of Security Clearance

- a. UKSV will forward notification of SC to the sponsor electronically and by post for those candidates awarded SC.
- b. **ACTION: AFCO.** On receipt of the SC notification at the AFCO, the SC number and date is to be input into MIS. The SC certificate is to be uploaded to documents thus making it available to NETE.

0743. Security Clearance Validity Periods

- a. An SC is normally valid for 10 years provided that the candidate enters the Service within 6 months from the date of issue. PSyA, however, has agreed to extend this period to 12 months from date of issue. The candidate's SC will lapse 12 months from the date of issue if the candidate has not entered the Service and an application for renewal should be made.
- b. Applications for renewal of SC should not be made until 11 months from the date of initial applications. For applicants who are due to join the RN around the renewal point, extensions may be granted by R&A Plans RA2 up to a maximum of 13 months from original date of application.

0744. UKSV Security Clearance Refusal Procedure

- a. UKSV informs the sponsor of those candidates who have been refused SC.
- b. **ACTION: AFCO.** UKSV will write directly to the candidate rejecting the application for the SC. Once it is apparent that the SC has not been granted, a period of 7 days is to be allowed for UKSV to issue their letter then reject the candidate on MIS. A further application is not to be accepted without permission from R&A HQ. Queries or complaints from the candidate must be forwarded to R&A HQ and a holding letter sent to the candidate to this effect.

0745. Security Clearance Applications – Guidance to Candidates

- a. **ACTION: CAREERS STAFF.** Careers Staff must fully explain to the candidate the significance of the UKSV 001 and MoD Form 493 when they are issued. The candidate must be warned that failure to disclose relevant information when completing these forms is likely to be regarded as evidence of unreliability and may result in rejection for entry into the RN.
- b. **ACTION: CAREERS STAFF.** Candidates are to be instructed to complete the UKSV 001 using identical data to that inserted by the CA/R&A OES when initiating the form. Completion of the form is thereafter 'intuitive', although CAs/R&A OES may need to be in close contact with the candidate as they fill out the form. Guidance notes for the applicant and sponsor are on the UKSV website.

0746. Reserves Entries: Security Clearance Waivers

- a. **ACTION: AFCO.** If a candidate has not received their SC four weeks after submission of SC application, then the AFCO is to request a waiver from CMR SO2 Training (NAVYMR-HQRNRTRAININGSO2@mod.gov.uk). Any such waiver is granted at risk; candidates must be reminded that SC is mandatory for acceptance into service.
- b. Candidates in receipt of an SC waiver are not to progress beyond Phase 1 until Training full SC is granted. They may attend HMS RALEIGH but must not be branched. If SC is subsequently refused the candidate is to be discharged.

0747. Disclosure and Barring Service (D&BS)

Refer to R&A POLICY & PLANS for current roles that require D&BS clearance prior to entry.

0748. Cryptologic Technicians, Warfare Specialist (Intel), Warfare Officers (Intel)

- a. Once candidates have passed SI, DV clearance applications are to be initiated by the AFCO.
- b. On award, DV clearance will not exceed 7 years; however, there are certain circumstances when a clearance awarded will be for a shorter period; authority remains with NAVY PSyA Per Sy. It will remain valid until the candidate enters service, regardless of how long the candidate is in the recruitment pipeline and will automatically be refreshed once the candidate joins SCU.
- c. A candidate with full SC clearance may enter NETE as long as the DV process has been initiated. If the DV is not in place prior to the new entrant joining Phase 2 Training, this will be dealt with in service.

0749. References

References are no longer routinely processed by the AFCO, with the following exceptions:

- a. Candidates with residency issues.
- b. If the CA has any doubts.

0750. Sighting of Certificates and Qualifications

- a. Candidates applying for any form of entry requiring educational qualifications are to produce certificates, unless awaiting results, when attending RT; these certificates must be uploaded to MIS by the candidate.
- b. **ACTION: CAREERS STAFF.** CAs are to verify academic qualifications by sighting original certificates, taking a copy and certifying a true copy of the original. Detailed educational qualifications are found in the entry matrices at [Para 0758](#) and [Para 0759](#).
- c. Candidates may be processed whilst awaiting results of examinations but are not to be entered until fully qualified. If any doubt exists about the acceptability of educational qualifications, guidance is to be sought from R&A POLICY & PLANS or OAC.

0751. Educational Requirements - Ratings/Other Ranks

- a. Entry into most Rating/Other Rank roles in the RN does not require any formal educational qualifications.
- b. All candidates must, however, complete the RT. There are minimum RT scores required by each role as detailed shown in the JEM.

c. In addition to the RT, the following branches also require GCSE or equivalent grades as detailed in the JEM:

- (1) Cryptologic Technician.
- (2) Medical Technician (Student) (Radiographer).
- (3) Medical Technician (Student) (Biomedical Scientist).
- (4) Medical Technician (Student) (Operating Department Practitioner).
- (5) Dental Nurse (Student) – 2 GCSEs.
- (6) Naval Nurse (Adult or Mental Health) (Student).
- (7) Aircraft Controller.
- (8) Aircrewman - 2 GCSEs in Maths and English.
- (9) Royal Navy Police.
- (10) Accelerated Apprenticeship Scheme.

d. **Medical Technician Student (Radiographer).** The educational eligibility standards for Medical Technician Radiographer (Student) are set by Birmingham City University (BCU). They are as follows:

- (1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis; guidance from R&A-COHERENCE SR-MED PO available as not all are acceptable.
- (2) Education criteria and other equivalent qualifications can be found at the following link: <http://www.bcu.ac.uk/courses/diagnostic-radiography>.

e. **Medical Technician Student (Biomedical Scientist).** The educational eligibility standards for Medical Technician Biomedical Scientist (Student) are set by Aston University, Birmingham. They are as follows:

- (1) Students: 3 A-Levels at minimum BBB; must include Biology/Human Biology.
- (2) Mature Students (21+): BTEC, Access and other.
- (3) Access to Science for mature students considered on an individual basis. Subjects acceptable are: Applied Science, Biology combined with Chemistry, Biomedical Science, Biosciences, Combined Sciences, Health Sciences, Health Sciences Professions, Life Sciences and Sciences.
- (4) BTEC Level 3 Diploma in Applied Science: DD plus A-Level Biology at grade B.

(5) BTEC Level 3 Extended Diploma in Applied Science: DDD plus A Level Biology at grade B.

(6) BTEC Level 3 Subsidiary Diploma: D plus two A-Levels, including Biology at grades BB.(7) Students who have taken BTEC qualifications as a first option and who achieved five or more GCSEs (including Maths and English) at grade 4/C or above. Additional A-Level requirements listed above must also be met.

f. **Medical Technician Student (Operating Department Practitioner).** The educational eligibility standards for Medical Technician Operating Department Practitioner (Student) are set by BCU. They are as follows:

(1) A minimum of 88 UCAS Tariff points or equivalent are considered on an individual basis; guidance from R&A-COHERENCE SR-MED PO available as not all are acceptable.

(2) Education criteria and other equivalent qualifications can be found at the following link: <http://www.bcu.ac.uk/health/courses/diploma-in-operating-department-practice>.

(3) From 2024, the Healthcare & Professions Council (HCPC) will be increasing the level of qualification required for entry to the ODP register. As a result, 120 UCAS Tariff points or equivalent will be required.

g. **Naval Nurse Student (Adult or Mental Health).** The educational eligibility standards for Naval Nurse (Student) are set by BCU. They are as follows:

(1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis; guidance from R&A-COHERENCE SR-MED PO available as not all are acceptable.

(2) Education criteria and other equivalent qualifications can be found at the following link: <http://www.bcu.ac.uk/courses/nursing-adult>.

(3) Evidence of study within the last 5 years.

(4) Evidence of clinical experience / exposure in adult health care.

h. **Medical Technician Qualified (Radiographer).** Eligibility Standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: BSc in Diagnostic Radiography.

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Radiographer.

- i. **Medical Technician Qualified (Biomedical Scientist).** Eligibility Standards are as follows:
- (1) Minimum age on entry is 20 years.
 - (2) Educational qualifications: IBMS accredited Degree in Biomedical Sciences. Non-accredited degrees will be considered; guidance from R&A-COHERENCE SR-MED PO available as not all are acceptable.
 - (3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry with HCPC as Biomedical Scientist.
- j. **Medical Technician Qualified (Operating Department Practitioner).** Eligibility Standards are as follows:
- (1) Minimum age on entry is 20 years.
 - (2) Educational qualifications: DipHe or BSc Degree in Operating Department Practice.
 - (3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry with HCPC as Operating Department Practitioner.
- k. **Naval Nurse Qualified (Adult).** Eligibility Standards are as follows:
- (1) Minimum age on entry is 20 years.
 - (2) Educational qualifications: BSc/MSc or BN in Adult Nursing and be registered with the Nursing and Midwifery Council (NMC). Contact R&A COHERENCE SO3 for guidance
 - (3) **Registration.** Candidates must be registered prior to entry. The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A OPS NRAPO. Candidates must be registered prior to entry as Registered General Nurse (RGN) or Registered Nurse (RN) (Adult) on sub part 1 (RN1, RNA) or alternatively sub part 2 (RN2, RN7) of the NMC.
- l. **Naval Nurse Qualified (Mental Health).** Eligibility Standards are as follows:
- (1) Minimum age on entry is 20 years.
 - (2) **Educational Qualifications.** BSc/MSc or BA in Mental Health Nursing and be registered with the Nursing and Midwifery Council (NMC).

(3) **Registration.** Candidates must be registered prior to entry. The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry as Registered General Nurse (RGN) or Registered Nurse Mental Health on sub part 1 (RN3, RNMH) or alternatively sub part 2 (RN4) of the NMC.

(4) **Qualified Experience.** Individuals wishing to join the RN as Medical Professionals who have not trained in the UK healthcare system, must have at least 2 years (full time equivalent) of UK NHS experience, working in the professional role for which they are applying, to be eligible to apply.

m. **RNR Nurse (Officer and Rating) Candidates.** Candidates must meet the following criteria:

(1) Registered General Nurse (RGN) or Registered Nurse (RN) (Adult) on sub part 1 (RN1, RNA) or alternatively sub part 2 (RN2, RN7) of the NMC.

(2) Officer candidates must hold a Degree or Diploma in Adult Nursing.

(3) Ratings are to hold a Nursing Degree or must be currently working towards a Nursing Degree.

(4) Currently working in an acute clinical setting.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at NAVYMR-HQRNRMEDRCTWO1@mod.gov.uk. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing AFCO with the authority to proceed with Application.

(6) RNR Nurses are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

n. **RNR Medical Technician Qualified (Radiographer).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: BSc in Diagnostic Radiography.

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry with HCPC as a Radiographer.

o. **RNR Medical Technician Qualified (Biomedical Scientist).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: IBMS accredited Degree in Biomedical Sciences. Non-accredited degrees will be considered; guidance from R&A-COHERENCE SR MED PO is available as not all accepted.

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry with HCPC as a Biomedical Scientist.

p. **RNR Medical Technician Qualified (Operating Department Practitioner).**
Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: DipHe or BSc Degree in Operating Department Practice.

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO. Candidates must be registered prior to entry with HCPC as an Operating Department Practitioner.

q. **Accelerated Apprenticeship Scheme.** Candidates must meet the following criteria:

(1) A minimum of three GCSEs (or Scottish equivalent) at Grade C (4 on the new grading system) or higher including Maths, English Language and at least one science based subject.

(2) The AA scheme requires applicants to hold specified Level 3 qualifications which provide a minimum of 48 UCAS points. There are 2 options available to applicants:

(a) **Vocational.** A vocational qualification in an engineering discipline at Level 3, generally carrying the title 'Level 3 Diploma in Engineering'. There are many sub-disciplines or 'pathways', including Mechanical, Electrical/Electronic, Manufacturing or Aeronautical Engineering as required by the individual branch.

(b) **Academic.** 2 x GCSEs (A Levels or equivalents - Mathematics (or further Mathematics)) and a STEM based subject from the list below.

- i. Physics.
- ii. Chemistry.
- iii. Further Advanced Maths.
- iv. Physical Science.

- v. Electronics.
- vi. Engineering.
- vii. Computer Studies / Science.
- viii. Design and Technology.

(c) Applicants who have a combination of A/A2 Level Maths and a STEM vocational course from the subject table above at the following level or higher (at a grade equivalent to 21 UCAS points):

- i. Diploma - minimum grade PP.
- ii. Subsidiary Diploma - minimum grade M.
- iii. 90 Credit diploma - minimum grade PP.
- iv. Certificate - minimum grade D.

(d) RT - Score of 72 or higher (minimum part scores R15, N16, M14).
No discretion is to be applied.

0752. Educational Requirements – Officers (Non Graduate)

- a. The JEM shows the educational standard for non-graduate officer entry.
- b. If unsure of overlapping subject areas, R&A OES or NAVY TRG HQ-LDO should be contacted.
- c. All officer candidates must have passed the RT test as per the requirements shown on the JEM; Mechanical Comprehension no longer forms part of the RT for officer candidates. No discretion is to be applied.

0753. Educational Requirements - Officers (Graduate)

- a. All graduate candidates will be required to hold a suitable UK degree, or equivalent, and they must satisfy the non-graduate standard above (except Chaplains who require only a Chaplaincy degree). In exceptional cases this condition may be waived, but only at the discretion of the appropriate Branch Manager (if a waiver is granted ACLOs are to annotate the MIS journal to this effect). There is no specified criterion on the Quality of Degree which states that the degree must be of honours standard; an ordinary pass degree is acceptable.
- b. **Degree Requirements.** Degrees are required only for Engineer and Medical Officer Entrants and Chaplains. While the experience and education gained at university may be beneficial to other Officer entrants the degree qualification is not a requirement.

c. **Engineer Officer Degree Requirements.** Within the Engineering Branch, each engineering specialisation will have its own engineering degree requirements. Relevant engineering degrees, as detailed at [sub para e](#) are to be accredited by the UK Engineering Council¹³ to IEng or CEng. This is aimed to attract, recruit and subsequently train individuals with the most suitable educational background to each individual engineering specialisation. This in turn should minimise training risk and deliver optimum Gains to Trained Strength (GTS). Furthermore, this should lead to enhanced professional developments as people will be recruited to the most relevant engineering specialisations in accordance with their educational backgrounds.

d. **Outside of Engineer Officer Degree Requirements.** Subject to approval by the Engineering Branch Manager (BM), those outside the educational remit with broader STEM degrees that could be relevant may be considered. Attributes that make them equally compelling such as motivation to learn, leadership capability and previous experience should also be considered. Ultimately, however, approval will be made by the relevant BM.

e. **Individual Engineer Specialisation Educational Requirements.** The educational requirements for each engineering specialisation are stipulated as follows:

(1) **WE/WESM.** UK-recognised degree accredited to Incorporated Engineer (IEng) or Chartered Engineer (CEng) level in Electrical or Electronic Engineering, Computer Science, Information Systems, Communications and Telecommunications. Degrees outside this remit will be subject to consideration by the WE/WESM BM. If the number of applicants exceeds the places available, primacy will normally be afforded to those holding Electronic, Electrical or Computer Science related qualifications.

(2) **ME/MESM.** UK-recognised degree in Mechanical or Marine Engineering accredited to CEng or IEng level. Degrees outside this remit will be subject to consideration by the ME/MESM BM.

(3) **AE.** UK-recognised degree accredited to CEng or IEng level in Electrical, Electronic or Mechanical Engineering or an Aeronautically related degree similarly accredited. Degrees outside this remit will be subject to consideration by the AE BM. If the number of applicants exceeds the places available, however, primacy will normally be afforded to those holding aeronautically related qualifications.

(4) For WE/WESM, ME/MESM and AE the route to Incorporated or Chartered status is clearly defined. Provided that the degree studied is recognised by the UK Engineering Council, the RN's training package for Engineer Officers meets their requirements for corporate membership. For those Engineer Officers joining with non-UK Engineering Council recognised qualifications, a route to IEng and CEng status remains, but it is not as clearly defined and may need additional experience based evidence to fulfil the requirements for membership.

13. An accredited course search facility is available on the Engineering Council Website

f. **Educational Waivers (EW) - Engineer Officers.** Essentially, there are three waivers which can be granted to Engineer Officer candidates in relation to Educational qualifications. Waivers can be issued in the following circumstances. Candidates may be put forward for multiple education waivers only in exceptional circumstances.

(1) **ESM/RT.** GCSE Level 5 (not 6), or equivalent, achieved for English Language or RT discretion as long as the total is achieved. This EW may be granted by ACLO, ensuring Engineering Specialist Recruitment (ESR) are informed.

(2) **UCAS.**

(a) Less than 96 points held. If 64 or more points are held in maths and an engineering related science the candidate can be granted EW when referred to ESR.

(b) If 96 UCAS points are held but less than 64 are in maths and an engineering related science then the candidate can be granted EW when referred to ESR.

(3) **Degree.** Not both ECUK approved and compliant with Engineering BM guidance. Any EW issued for a non-compliant degree MUST be granted by the relevant. The candidate is then limited to the sub-branch that approved the EW.

g. **Medical and Dental**

(1) **Medical Officers.** DGE Medical Officers require a medical degree and full General Medical Council registration (no conditions) plus 4 months foundation training in Emergency Medical and General Practice.

(2) **Dental Officers.** DGE Dental Officers require a dental degree, full General Dental Council registration (no conditions) and to have completed Dental Foundation Training.

(3) **Nursing Officer (Adult).** Nursing Officers need to have a BSc/MSc or BN in Adult Nursing as a minimum and be registered with the Nursing and Midwifery Council (NMC).

(4) **Nursing Officer (Mental Health).** Nursing Officers need to have a BSc/ MSc or BN Mental Health Nursing as a minimum and be registered with the NMC.

(5) **Environmental Health Officer.** EHOs are required to hold a BSc or MSc in Environmental Health from an accredited institute and be registered (or working towards registration) with the Environmental Health Registration Board (EHRB).

(6) **Medical Services Officer.** MSOs must hold a UK recognised BSc/MSc or BA degree in any subject or specialisation.

(7) **Educational Waivers (EW)** - Where a qualified C has obtained a qualification that is higher than the GCSE results required for officer entry, an EW can be applied for through the Medical Branch Manager. The Specialist Medical Recruitment Team must be contacted to facilitate this.

(8) **Qualified Experience.** Individuals wishing to join the RN as Medical Professionals who have not trained in the UK healthcare system, must have at least 2 years (full time equivalent) of UK NHS experience, working in the professional role for which they are applying, to be eligible to apply.

0754. UCAS Points Requirement

a. The JEM ([Para 0760](#) refers) lists the minimum UCAS point requirement against each role.

b. UCAS Points Requirement: Unless specified higher at the JEM, ie for some Medical or sponsored education roles, every officer entrant must have 96 UCAS points.

0755. Spare

0756. Educational Equivalency – General Guidance

a. Educational equivalency is a complex area, and the GCSE and UCAS tables below provide only limited guidance. Any qualification which is not covered by these tables should be referred to the R&A P&P WO1 or the appropriate Specialist Recruitment Team.

b. Queries must be accompanied by a copy of the certificates of qualifications in question, when issued, and details of all qualifications held including those in question.

0757. Convertibility of New Scottish Qualifications

- a. The new Scottish qualifications can be mapped to the current qualifications using the equivalence table below:

SCQF Level	New Scottish Qualifications	Previous Scottish Qualifications	QCF/NQF Level	BRd 3(1) Eligibility Matrix Qualifications
1 and 2	National 1 and National 2	Access 1 and Access 2	Entry Level	Entry Level Certificates
3	National 3	Access 3 Standards Grade (Foundation Level)	Entry Level	Entry Level Certificates
4	National 4	Standard Grade (General Level) Intermediate 1	1	GCSE Grades D-G Level 1 Qualifications, Foundation Certs/Diplomas etc
5	National 5	Standard Grade (Credit Level) Intermediate 2	2	GCSE Grades A*-C Level 2 Qualifications Certs/ Diplomas etc
6	Higher (New)	Higher	3	AS/A Level
7	Advanced* Higher (new)	Advanced Higher	3/4	A Level HNC

- b. Within a National 5, a student will receive a grade A to D. There is no A* however grades A to C map across to the equivalent GCSE grade (A to C). Therefore, where the matrix currently stipulates that a candidate must hold a GCSE A* to C, this will equate to a National 5 grade C or above.

0758. Acceptable Alternatives to GCSE Mathematics and English Grade 4/C

	ACCEPT	DO NOT ACCEPT
MATHEMATICS	SCE Ordinary Grade: A, B, C *	CSE Grade 1 in Arithmetic
	SCE Standard Grade: 1, 2, 3 *	CSE Grade 1 in Applied Mathematics
	Irish Leaving Certificate Ordinary Level; 01 – 04 or A - C/A1 – C3 *	SCE pass in Arithmetic
	For Maths equivalence a candidate must present a full Mathematics level NII unit passed at a minimum of Merit level or a pass at the Higher level (indicated on certificates as NIII or H).	GCSE/SCE pass in Statistics
	Relevant Open University Credits	'Application Of Numbers' Key Skills
		GCSE pass in Computer Studies
ENGLISH LANGUAGE	A pass in a full unit of General and Communications studies at BTEC NC, ND, HNC or HND.	CSE Grade 1 in English and Business Communication
	Irish Leaving Certificate Ordinary Level; 01 – 04 or A - C/A1 – C3	A compensatory award in SCE H grade English
	SCE Ordinary Grade: A, B, C *	'Communications' Key Skills
	SCE Standard Grade: 1, 2, 3 *	

0759. UCAS Requirements – Qualifications other than A/AS/H level

- a. As listed at <https://www.ucas.com/file/63536/download?token=sxmdfCS-> (UCAS Tariff Tables)
- b. Equivalencies for all other qualifications must be referred to R&A OES.

0760. Eligibility Matrix – RN, RM and RFA



The JEM_RM_RN_RFA Eligibility Matrix may be found by navigating back to the Home Page and clicking on the button entitled 'Forms'.

0761. Eligibility Matrix – Maritime Reserves



The JEM_MR Eligibility Matrix may be found by navigating back to the Home Page and clicking on the button entitled 'Forms'.

0762. Specialist Entry RNR Officers

- a. **Medical.** Candidates must be fully registered with the General Medical Council (GMC) of the UK and be a fully accredited Consultant or a Specialist Trainee working in Emergency Medicine, Anaesthetics, Gastro-intestinal and Vascular Surgery, Trauma Orthopaedics, Burns and Plastics, Maxillofacial Surgery, Ophthalmology, Ear, Nose and Throat, Urology, Microbiology, Haematology, Radiology, Critical Care, General Medicine, General Practice, Psychiatry or Rheumatoid and Rehabilitation Medicine. Any other Medical/Surgical speciality or sub-speciality will be considered on an individual basis. Candidates are to provide a professional CV to be forwarded to R&A's Specialist Recruiter (NAVYMR-HQRNRMEDRCTWO1@mod.gov.uk). Medical students or junior doctors may join the RNR as a General Entry Officer.
- b. **Chaplain.** Entry requirements are the same for regular Chaplains as shown in the MR JEM (see Para 1011.b sub para (4)).
- c. **Amphibious Warfare(AW).** Suitably experienced serving or former Merchant Navy (MN) Deck and Engineer officers are recruited into the RNR(AW) specialisation to provide Senior Naval Officer (SNO) onboard commercial shipping chartered for military purposes and Ship-to-Objective Manoeuvre (STOM) watch-keepers onboard RN amphibious assault platforms (see Para 1012.b sub para (3)).

0763. Recording of Candidates Complaints about the Recruiting Process.

This process does not remove the autonomy of ARO, ARM or OM to deal with issues whenever possible. Complaints against personnel should be escalated via the chain of command and directed to the CO RFF via EWO or XO as appropriate. Noting this could be sensitive and close hold.

- a. Formal written letter posted directly to R&A HQ by the candidate.

R&A Complaints and Feedback
Recruitment and Attraction
Room 202
Building 1/180
JAGO Road
HMNB Portsmouth
Hampshire
PO1 3LU

- b. R&A HQ to issue confirmation of receipt via holding letter within 5 working days.
- c. Complaint to be addressed within 20 working days or, exceptionally, further holding letter explaining the reason for delay.
- d. All complaints to be centrally recorded on R&A HQ SharePoint including dates of despatch.
- e. Received correspondence to be uploaded to SharePoint for historical capture and to MIS.