

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 Maritime Reserves, 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 during initial 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 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 Naval Service 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 other long standing bowel disorder or removal of spleen, rheumatoid arthritis, or any 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. All medical appeals will be examined by a board chaired by SMO(SE) and should be forwarded to CNR SEMC.

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 this 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 any additional information they may wish to the GP.

(3) A letter will be forwarded to the appropriate AFCO indicating that the recruit has been discharged under the scheme 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 picked up at the initial medical. Information on any prior treatment or specialist assessment should also be provided.

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

0704. Physical Standards for Candidates - Height

a. Minimum height standards for candidates

(1) MR, RM, RFA and RN General Service is 151.5 cm.

(2) Submariners is 157 cm.

(3) RFA personnel are not required to meet a minimum height standard.

b. With the exception of Submariners, potential candidates who measure less than the above heights can be offered the opportunity to take the RN Reach Test. The test requires candidates to reach the top clip of a standard RN bulkhead door. Test rigs are based at the Institute of Naval Medicine (Gosport), and in Rosyth, London and Manchester. Potential candidates will be required to travel to undertake the test, and will be provided with a return rail ticket by Careers Staff. Candidates should be advised that their likelihood of success in the reach test is extremely low. AFCOs are to refer candidates who wish to carry out the reach test to NAVY-CNR OPS PC CA1 (PNB 27747).

0705. Physical Standards for Candidates - Weight

a. **General.** The standards for entry regarding weight are contained in JSP 346. Candidates must have a minimum body mass index of 18 (see JSP 950, Chapter 2 (JSP 346, Leaflet 2, Annex C) for further clarification).

b. **BMI Standards.** Using the information provided by candidates in their online application, BMI should be checked using TAFMIS or the calculator provided. Acceptable range is:

- (1) For candidates under 18 years of age, BMI between 17 and 27 inclusive.
- (2) For all other candidates, BMI between 18 and 28 inclusive.
- (3) Exceptionally, candidates who fall outside of these criteria, yet in the judgement of the CA will meet the new entry fitness standards, must be referred to NAVY CNR-OPS MM 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 results of BMI check is to be captured in TAFMIS 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 advanced in the recruiting process but informed to contact the AFCO when 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.
- (6) Candidates who are deferred for BMI should be advised to contact their GP for advice in meeting the BMI standard and referred to the pre-joining fitness programme, available on the RN website. The NHS Choices website has a BMI healthy weight calculator at 'NHS BMI 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. **Royal Marines (excluding RMBS).** All RM Officer, OR and RMR candidates must weigh at least 65 kg OR have a minimum BMI of 23 before undertaking the PRMC, POC or commencing New Entry Training. Weight is to be established during medical. **ACTION: CAREERS STAFF.** Candidates must be guided to maintain this minimum eligibility weight/BMI between the AFCO ME Medical and joining; a candidate who is underweight during the final entry medical check at CTCRM may not be finally 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 currently suffer from asthma, have required treatment for asthma, or have been prescribed medication, during the last four years, should not be accepted into the Service. Individuals who have 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 consultation with the GP by AFCO ME.

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 ME to SMO(SE) with the RN Respiratory Questionnaire completed by the candidate's general practitioner.

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 [Para 0759](#).

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 346 Chapter 3 Article 0302 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. However, candidates must not wear contact lenses 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, AFCO ME are to test for 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 by the AFCO ME 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 AFCO ME booking system.

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 in a well-lit area within 3 minutes. Results are to be recorded as follows:

- (1) All wires correct - CP4.
- (2) Any wire incorrect - CP5.
- (3) 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 346 Chapter 4).

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, Welbeck and URNU).

0710. Food Allergies and Related Conditions

As a general rule 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 AFCO ME, referring to SMO(SE) if 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 sexual discrimination. 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 provisional entry date, a candidate reveals that she is pregnant, her application may be deferred on the grounds of protecting the health and safety of the candidate and her unborn child since there are genuine health and safety risks in allowing her to undertake initial training. Following the birth however, the candidate is free to continue her application and should be referred to the AFCO ME as part of the normal recruiting process. The requirement for the provision of child care 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 provisional entry date, her entry into the Service must be allowed to proceed. If the candidate gives birth whilst awaiting entry, the candidate is free to continue her application after childbirth and should be referred to the AFCO ME as part of the recruiting process. The requirement for the provision of child care should be explained at the update interview stage.
- d. Should a pregnant candidate wish to defer or cancel her entry to the Service, the candidate must formally request deferral or cancellation in writing. This letter must be retained in the candidate's S1605. 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. AFCO MEs may seek advice from PMOs of NETEs or SMO(SE).
- f. Advice on maternity, paternity and adoption in the Naval Service is at Chapter 35.

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. This paragraph includes 'flesh tunnels'. Should a candidate elect to remove the 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 Naval Service 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). Naval Service tattoo policy is only repeated here and is stated in Para 3817. The AFCO ME is to bring to the attention of Careers Staff any applicant with a tattoo which is considered unacceptable.

b. **ACTION: AROs, ACLOs, ARMs and CAs.** All are reminded that the interpretation of whether a tattoo is offensive, or not, is an executive function. It is not the responsibility of the AFCO ME 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 using the normal command chain (ARM/ARO).

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. Advice is to be sought from NAVY CNR-OPS WO in cases of doubt.

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

e. NAVY CNR-SO2 OPS may be consulted if there remains doubt. On no account are Careers Staff to advise candidates to have tattoos removed and should state that the candidate cannot join the Naval Service whilst wearing the non-compliant tattoo.

0714. Minimum Age Requirements for Application

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

(1) **Ratings/Other Ranks Entry.** The candidate is aged at least 15 yrs and 9 months. Exception: candidates are not to be forwarded for selection boards and auditions under the age of 16 years.

(2) **Officer Entry.** The candidate is aged at least 15 years 9 months. Exception: Potential Welbexians may become enquirers at age 14 years.

(3) Applications to Welbeck Technical College may be processed from enquiries at age 14 years, with parental permission.

(4) The candidate will be eligible to leave school under the Local Education Authority rules.

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 yrs understand the full implications of the undertaking they are 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 Armed Services.

(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 otherwise than at 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.** Pupils may leave school on the last Friday in June in the school year in which they reach the age of 16 years. 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 can 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.

(b) 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 years before any processing can take place. This is sought when the RT invitation email is sent.
- b. Parental consent must be checked prior to the RT and is then valid for the remainder of the recruiting process. This consent is provided by parental signature on the form that is sent with the invitation to attend RT.

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 CNR 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 under 17 years old will not be assigned to HM Ships or an RM Operational Unit until they have attained 17 years of age.
 - (2) Those few personnel under the age of 18 years serving in HM Ships or with an RM Operational Unit will, wherever feasible, be removed from situations in which their Commander in Chief and 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 selection interview.
- 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 Careers Adviser 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 included with Part Entry Papers (PEPs).
- 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 forwarded to HMS RALEIGH/CTCRM with the Part Entry Papers.

0719. Age Restrictions on Entry - Ratings/Other Ranks

- a. **Minimum Age.** All candidates must enter Initial Naval Training (INT) either on their birthday or the day after in line with the minimum age birth year for the branch / specialisation as directed in the CNR BRd 3(1) Eligibility Matrix. 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 CNR BRd 3(1) Eligibility Matrix and on or before reaching their next birth year. For example, RN rating: 36 years (up to the day prior to their 37th 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 BPSS, obtain security clearance 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 years old on the first day of the month of entry to BRNC or CTCRM.

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

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

- a. **Sixth Form Scholars.** As there must be no formal break in education between academic Years 11, 12 and 13 where candidates will normally be 16, 17 or 18 years of age, advice is to be sought from CNR OES for any candidate outside this range.
- b. **Welbeck.** Candidates must be aged between 15 years 9 months and 17 years 6 months on 1 September immediately preceding the day they intend to enter the College. Entry takes place once per annum, in September.
- c. **Defence Technical Undergraduate Scheme (and non DTUS Bursars).** Candidates must be under 23 at the commencement of their degree course and under the age of 26 on entry to the Naval Service. Candidates are usually accepted for a 3 year course but can be selected for a 4 year course. Non DTUS Bursars must be under the age of 26 on the first day of entry to BRNC or CTCRM. Their age on commencement of the degree course will therefore be dependent upon the length of the course.

0722. RNR/RMR Recruiting Process - Age Limits and Waivers

- a. Normal age limits are detailed in the CNR BR 3 Eligibility Matrix ([Para 0759](#)). However, NPT(RES) may approve age waivers for candidates who do not meet the age criteria.

b. **Age Waivers.** If the candidate falls outside the age limits for RNR/RMR candidates, Careers Staff are to take the following actions:

(1) Careers Staff are to make a formal application for an age waiver to CNR RP using the standard approval to process method. Once received the application will be forwarded to the NPT(RES) Branch Manager for RNR candidates and NPT(RM) 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 the subject's identity has not been 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 documents.

(1) Nationality Identifying Documents

(a) **British Nationals:** Full 10 year passport or 2 of the following:

i. British Driving Licence.

ii. Birth Certificate issued within 6 weeks of birth.

iii. Cheque book and bank card – with 3 statements and proof of signature.

iv. Credit Card – with 3 statements and proof of signature Credit Card – with photograph of the individual.

v. Proof of residence – such as a current tax, gas, electricity or telephone bill.

(b) **Other Nationals:**

i. National Identity Card.

ii. Full Passport and a Home Office document confirming the individual's United Kingdom (UK) immigration status.

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

(1) National Insurance Card (for those registered for employment). (Students/overseas Candidates will be allocated a National Insurance number on entry).

(2) National Health Service Card.

(3) If applicable, Marriage Certificate and Change of Name Deed.

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, officer of the armed forces, 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 stage 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. The recruiting authority 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 Service discharge category.
- (4) Concealment of identity for the purposes of terrorism or espionage.
- (5) 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 Naval Service (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/residency biometric passes/stamps are in date. If any of the above expire during the applicant's process, their DRS 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 AFCOs.

c. **ACTION: ACLOs/CAs.** They should sight the candidate's passport(s) entering the passport number into the MIS. Full details are set out below.

d. **Rating/Other Rank Candidates.** All candidates entering the Naval Service must hold a valid passport, which must be sighted by a CA as early as possible in the recruiting process (e.g. RT). Candidates without a passport should be advised to wait until passing the required selection interviews and medical before applying for a passport to avoid nugatory expense on their part. 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, and at the discretion of CNR OPS SO1.

0727. Passport Fees - Payments by Candidates and Reimbursements

a. It will be the responsibility of the candidates 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 form in MIS Letters should be given to the candidate for reimbursement of the fees. 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. Policy states that the passport requirement for candidates without a valid passport should be after passing the selection interview and medical. This is to ensure financial propriety and an audit trail. 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 claim form, passed to the AFCO for a counter signature endorsing the payment and then sent to NAVY FIN-TRG INT DESK OFFR, Leach Building, HMS EXCELLENT. These requests will be processed promptly on receipt and a cheque from DBS, Liverpool will be sent in 10 working days, directly to the home address of the applicant.

c. A similar process is to be adopted on the reimbursement to candidates of travel expenses to and from the PJFT. 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 and claims will be paid at appropriate mileage rate. The use of taxis should be in exceptional circumstances and reason for use should be stated on the form. Again, it is up to the discretion of the CA to authorise payment due to true hardship.

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

0728. Recording Candidate Passport Details

The passport number is to be entered in the MIS in order for the passport number to be pre-populated onto the PEP summary sheet sent to the NETE.

0729. Visa Exemptions for Commonwealth Candidates

a. Under section 8(4) of the Immigration Act 1971 members of the Armed Forces are exempt immigration control for the duration of their service in the Armed Forces. Commonwealth candidates with visa restrictions in their passports, who are acceptable in all respects, may be entered into the Naval Service. The appropriate MIS Letter is to be raised by CNR OES/AFCO and must be included with Entry Papers when forwarded to the New Entry Training Establishment. All candidates must hold a valid passport and visa/residency permit before entering the Naval Service.

b. Once engaged/attested, the New Entry Training Establishment is to forward the candidate's passport and the covering MIS letter to the Home Office. The letter must state that the candidate has now entered the Armed Forces and request an exempt stamp to be placed in the passport.

0730. Nationality Eligibility Criteria for Recruitment into the Naval Service

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

(1) **Sole British Citizen**¹. 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.

(b) Born outside the UK but qualifies for British citizenship from birth by descent, eg. parents who, at the time of birth, were serving on Crown service in a country other than a Commonwealth country or the Republic of Ireland 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 Republic of Ireland 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:

(a) British citizens who hold nationality of any other country.

1. 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. Please 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) Irish citizens, as described at Para 0730 a [sub para \(2\)](#), who hold nationality of another country
- (c) Commonwealth citizens, as described at Para 0730 a [sub para \(3\)](#) who hold nationality of another country.
- (d) Born outside the UK but now holds Dual British citizenship following naturalisation. Their former Nationality is also retained².
- (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 Armed Forces. This means that they are eligible to apply to join the Naval Service.
- b. Asylum Seekers or Refugees are not eligible for entry into the Naval Service.
- c. **Nationality Waiver.** In exceptional circumstances, a waiver of the recruitment eligibility criteria may be granted by the Hd NPS (on behalf of the Secretary of State for Defence) to candidates who are Commonwealth citizens or citizens of the Republic of Ireland 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 CNR OES (for Officers) or CNRRP (for Ratings and Other Ranks).
- (2) A copy of the individual's AFCO4 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.
- (3) AIB or CNRRP should then forward the paperwork to the Head of Terms of Service for consideration within the Navy Command Headquarters. Once a decision has been made, all documents will be returned to the ACLO/AFCO for a reply to be made to the candidate.
- 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 Naval Service.
- e. **National Service Liability.** Candidates who are citizens of a country other than the UK or the Republic of Ireland must (where indicated below) 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. Such documents must be produced by the candidate before an application can be accepted at the AFCO or AIB.

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

(1) Commonwealth Countries - only where national/military service is currently required: Bermuda, Botswana, Cyprus, Malaysia, Mozambique and Singapore³.

(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 9 Nov 15).

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

3. 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 and Royal Marines Personnel

- a. The CNR Eligibility Matrix for RN, RM and RFA covers the eligibility requirements for Ratings/Other Ranks and Officer entry into the RN, RM and RFA. See [Para 0759](#).
- b. The CNR Eligibility Matrix for Maritime Reserves covers the eligibility requirements for Ratings/Other Ranks and Officer Entry into the Maritime Reserves. See [Para 0760](#).

0732. Residency Criteria**a. Introduction**

(1) In order to obtain security clearance all candidates should have resided in the UK (including Northern Ireland) or the Republic of Ireland continuously prior to application iaw JSP 440. This ensures that the Director Business Services-National Security Vetting's IT security vetting system (DBS-NSV, or 'NSVS'), 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/Republic of Ireland residency, i.e. have lived or travelled/visited, studied or worked overseas for prolonged periods, will provide an incomplete picture to NSVS, which interfaces with Security Service and Police National Computer systems, and limits the credibility of Credit Worthiness Checks, etc.

b. **Residency Criteria for Foreign and Commonwealth Candidates**

(1) In order to obtain security clearance all Regular Commonwealth candidates⁴ 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 at the point of application.⁵

(2) An individual who has been out of the country for greater than 180 days within the period of 5 years immediately prior to application, is ineligible. Past residency does not count⁶.

(3) Maritime Reserve applicants are required to demonstrate that they have indefinite Leave to Remain (ILR)⁷, also referred to as Settlement.⁸ There are no transitional arrangements for Maritime Reserves.

(4) The 5 year UK residency requirement does not apply to Citizens of the Republic of Ireland, Malta and the Republic of Cyprus, who have freedom of movement to live and work in the UK as European Union/European Economic Area Citizens. 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 Candidates⁹**

(1) DBS-NSV will automatically process any Naval Service candidates:

(a) With at least 5 years continuous UK (including Northern Ireland) or Republic of Ireland residency prior to application.

(b) Or who have either¹⁰:

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

ii. Lived in the UK or Republic of Ireland 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).

4. In accordance with Para 0730. [sub para g](#).

5. Application is defined as the date of receipt of the ICARAS application at the AFCCO.

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

7. Indefinite leave to remain (often known as ILR' and '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.

8. Maritime Reserves transferring to the Regulars must comply with Para 0732.a. and have 5 years Residency.

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

10. Navy PSYA has granted DBS-NSV with a blanket concession to to accept shorter periods of UK/Republic of Ireland residency. In these circumstances a short term SC will be granted until sufficient data is available to DBS-NSV to complete the normal vetting process.

In all cases periods of up to 28 days spent out of the UK/Republic of Ireland, 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 Security Check (SC) clearances, except for Communication Technicians - see Para 0732 c (3) [sub para c](#).

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

(a) For candidates that do not meet the criteria at Para 0732 c [sub para \(1\)](#).

(b) If concerns are raised over a candidates residency or security suitability during the SC process. At the point it becomes apparent that a residency waiver is required, DBS-NSV 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) **Communication Technicians.** Candidates for entry as a Communication Technician (CT) 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 for prospective CTs. In addition to holding sole British citizenship, CT candidates 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 DBS-NSV 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 Police National Computer (PNC) and Credit Worthiness Check (CWC) 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, OPS E1C or Overseas Recruiter.

c. Waiver requests against the 5 year Residency requirement (Para 0732 [sub para b](#)) for Foreign and Commonwealth Citizens are dealt with strictly on a case-by-case basis by either PSyA, OPS E1C or the Overseas Recruiter.

d. Following the normal application to DBS-NSV for security check (SC) using the online NSVS facility a concurrent residency waiver application is to be made to Navy PSyA by CNR RP, CNR OES or the Overseas Recruiter. The, e-Form `NSV001' will not be visible to Navy PSYA (or indeed DBS-NSV) to consider alongside the supporting documentation until NSVS status shows "In Progress", ie. both candidate and sponsor have completed the on-line application. Therefore, recruiting staff should compile the necessary supporting information and only submit this once NSVS indicates 'in progress'.

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:

- Birth certificate.
- Passport.
- AFCO Form 101.
- 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:

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

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

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

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

- Overseas employee or academic references
- Character references
- Certificate of non-eligibility for conscription law Para 0730 [sub para e](#)
- Educational qualifications (where appropriate)
- Suitable proof of residence for time spent abroad
- Overseas police certificates (or statement to detail non-availability)

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

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

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

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

(6) 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) CNR OES for UK based Officer candidates.
- (2) CNR RP for UK based Ratings/Other Ranks candidates.
- (3) Overseas Recruiter, AFCO London, for all overseas candidates, e.g. from the Republic of Ireland 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 Naval Service will be terminated.

0734. Security Clearance for Overseas Candidates

Overseas candidates may attend the PRMC, PRNC, auditions or selection boards but are not to be allocated a provisional entry date until SC has been received from NSV.

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 will be invited to attend the AFCO for a Recruiting Test (RT). On successful completion of RT they will attend a selection interview and continue with the rest of the selection process.

b. **ACTION: CAREERS STAFF.** Careers Staff are to then raise Form S1605 (Applicant's Document Cover). This is to be used to contain the documents and correspondence generated during the recruiting process. The front cover of the S1605 is to be completed with enough detail to continue with the selection process in the event of MIS not being accessible. The S1605 and contents are to be retained in the AFCO for 12 months after end-stating.

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 Careers Adviser only.

b. Certain Occupations are ineligible to join the RNR/RMR. These are:

(1) Serving members of Her Majesty's Armed Forces or Volunteer Reserve Forces (including Sponsored Reserves), Commonwealth or foreign equivalents – including members of the Careers Service 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: CAREERS ADVISERS.** 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 Naval Service 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 or community supervision order or care order or fit person order for committing a criminal offence.

0737. Rejecting Candidates

- a. **ACTION - CAREERS STAFF.** It is CNR policy that candidates who are rejected may, at the discretion of the CA, be either verbally rejected or rejected by letter. Candidates rejected verbally must also be sent the appropriate MIS 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 BOP. 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 an allocation date (eg. RT, Interview, Medical, Selection Board, Audition or PRMC) 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 CNR 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.

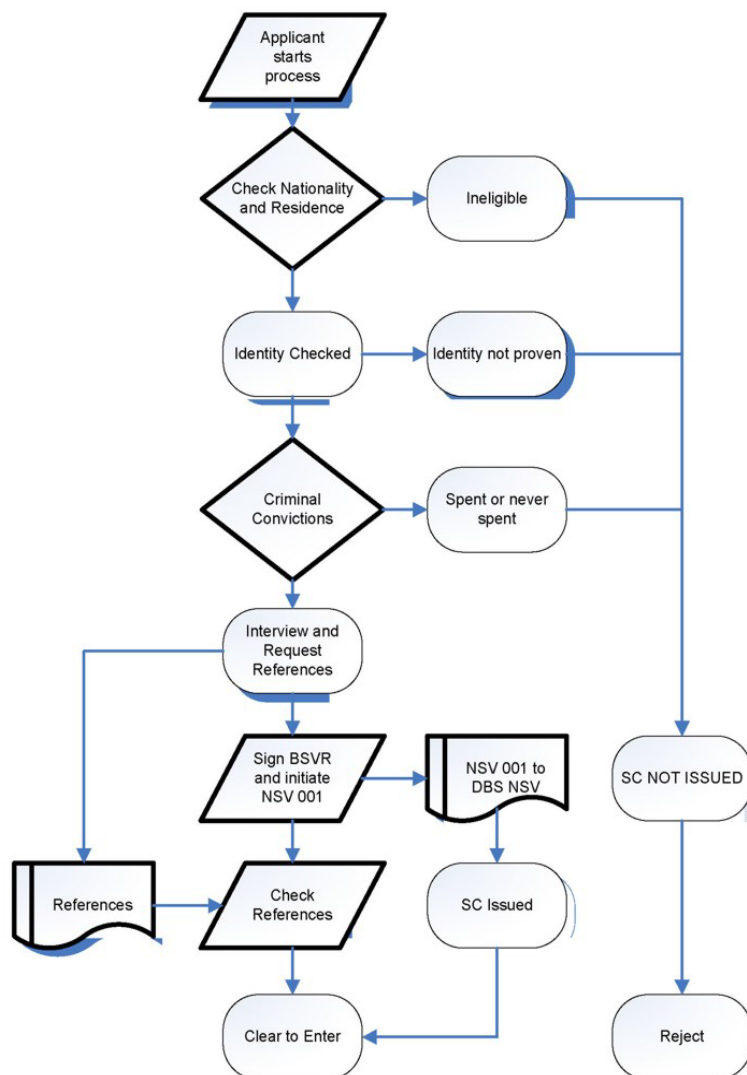
0739. BPSS - Use within Recruiting Process

- 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 Naval Service 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 Security Check, they may not be employable. The converse may also be true. In particular the security checks conducted by NSV using NSV 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 fatally 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

Fig 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 0701](#) to Para 0725.

0740. Security Clearance - Applying to DBS NSV

- a. Once the candidate has passed the selection interview, references are to be obtained and the BPSS check completed. An application is then to be made to NSV for Security Clearance (SC) using the online NSVS facility.
- b. A record of the date of initiation of the NSV 001 to NSV is to be made on the Form S1605 and MIS.
- c. Candidates may attend the PRMC, musical auditions and selection boards in parallel with the SC application.
- d. Careers staff must inform NSV, by cancelling on NSVS, of those candidates who are rejected or withdraw their application after submission has been made to NSV for SC.
- e. Should the candidate already hold an SC, e.g. as a serving member of the Armed Forces, NSV may transfer the SC without a new NSV 001.

0741. NSV Processing of SC Applications

- a. On receipt of the NSV 001, NSV will carry out checks against the National Collection of Criminal Records and carry out a Credit Worthiness Check. The Security Services check is carried out by an external agency.
- b. NSV expects to process SC within the timescale laid down in JSP 440. However, where overseas enquiries are needed, or candidates need to be contacted with reference to undeclared criminal convictions or debts, then the process is likely to take longer. The NSV Help Desk can be contacted to check on the progress of SC applications, although progress can be monitored on NSVS.
- c. A candidate cannot normally enter the Naval Service until SC has been received, although CNR OPS RA, CMR and CNR OES may grant waivers provided the SC is in progress and after discussions with NSV. 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. NSV Notification of SC

- a. NSV 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 retained in the candidate's S1605 after documentation has been forwarded to the NETE.

0743. SC 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. However, Pers SyA has agreed to extend this period to 12 months from date of issue or 36 months for overseas candidates. 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 CNR OPS RA up to a maximum of 13 months from original date of application.

0744. NSV SC Refusal Procedure

- a. NSV informs the sponsor of those candidates who have been refused SC.
- b. **ACTION: AFCO.** AFCO will write direct to the candidate using the rejection letter on MIS. The reason for rejection will not be given. A further application is not to be accepted without permission from CNR HQ. Queries or complaints from the candidate must be forwarded to CNR HQ and a holding letter sent to the candidate to this effect.

0745. SC Applications - Guidance to Candidates

- a. **ACTION: CAREERS STAFF.** Careers Staff must fully explain to the candidate the significance of the NSV 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 Naval Service.
- b. **ACTION: CAREERS STAFF.** Candidates are to be instructed to complete the NSV 001 using identical data to that inserted by the CA/CNR OES when initiating the form. Completion of the form is thereafter 'intuitive', although CAs/CNR 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 NSV website.

0746. Maritime Reserves Entries - SC Waivers

- a. **ACTION: AFCO.** If a candidate has not received their SC 4 weeks after submission of SC application then the AFCO is to request a waiver from CMR SO2 Training (NAVYMR-HQRNRTRAININGSO2@mod.uk). Any such waiver is granted at-risk; candidates must be reminded that security clearance is mandatory for acceptance into service.

- b. Candidates in receipt of an SC waiver are not to progress beyond Phase 1 until full SC is granted. They may attend HMS RALEIGH but must not be subsequently branched. If SC is subsequently refused the candidate is to be discharged.

0747. Communication Technicians

- a. DV clearance applications are to be initiated by the AFCO once candidates have passed selection interview.
- b. DV clearance is valid for 7 years once granted. It will remain valid until the Candidate enters service, regardless of how long the Candidate is in the recruitment pipeline and will automatically get refreshed once the Candidate joins SCU.
- c. A candidate with full SC clearance may enter new entry training 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.

0748. References

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

- a. Welbeck candidates.
- b. Candidates with residency issues.
- c. Candidates where an SC waiver is required.
- d. If the CA has any doubts.

0749. 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.
- 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 0759](#) and [Para 0760](#).
- 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 CNR OPS RR SO2C or AIB.

0750. Educational Requirements - Ratings/Other Ranks

- a. Entry into most Rating/Other Rank branches in the Naval Service does not require any formal educational qualifications.

b. All candidates must however complete the Recruiting Test (RT). There are minimum Test scores required by individual branches and these are shown in the Eligibility Matrix.

c. In addition to the RT the following branches also require GCSE or equivalent grades as shown in the Eligibility Matrix:

- (1) Communications Technician.
- (2) Medical Technician (Student) (Radiographer).
- (3) Medical Technician (Student) (Biomedical Scientist).
- (4) Medical Technician (Student) (Operating Department Practitioner).
- (5) Dental Nurse - 2 GCSEs.
- (6) Naval Nurse (Adult or Mental Health) (Student).
- (7) Aircraft Controller.
- (8) Undergraduate Apprenticeship Scheme (UGAS).
- (9) Accelerated Apprentice 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 300 UCAS Tariff points or equivalent are considered on an individual basis.
- (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: 300 UCAS Points to include at least A-Level B in Biology/Human Biology. Chemistry at A/AS level desirable but not essential.
- (2) Mature Students (21+): BTEC, Access & other:
 - (a) Access to Science for mature students considered on an individual basis.
 - (b) BTEC Level 3 Diploma in Applied Science: DD plus A-Level Biology at grade B.

- (c) BTEC Level 3 Extended Diploma in Applied Science: D*DD.
- (d) BTEC Level 3 Subsidiary Diploma: D plus two A-Levels, including Biology at grades AB.
- (e) 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 Birmingham City University (BCU). They are as follows:

- (1) A minimum of 220 UCAS Tariff points or equivalent are considered on an individual basis.
- (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>.

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

- (1) A minimum of 300 UCAS Tariff points or equivalent are considered on an individual basis.
- (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 Degree in Radiography.
- (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 CNR OPS NRAPO. 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.** BSc Degree in Haematology, Biochemistry, Blood Transfusion or Microbiology.
 - (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 CNR OPS NRAPO. Candidates must be registered prior to entry with Health Care and Professions Council (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.** 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 CNR OPS NRAPO. Candidates must be registered prior to entry with Health Care and Professions Council (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 or MSc in Adult nursing (the applicant may be eligible if within 9 months of gaining this qualification - contact CNR OPS NMD 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 CNR 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 Nursing and Midwifery Council.
- 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 (the applicant may be eligible if within 9 months of gaining this qualification - contact CNR OPS NMD 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 CNR OPS NRAPO. 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 Nursing and Midwifery Council.

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 Nursing and Midwifery Council.

(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 CNR Nurse Recruit Adviser (NRA) at NAVYCNR-OPSNRAPO@mod.uk. This will be appended to the candidate's journal by NRA. On NPT(Res) Branch Manager 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 CNR Specialist Recruiter.

n. **Undergraduate Apprenticeship Scheme (UGAS).** Candidates must meet the following criteria:

(1) A minimum of 5 GCSEs (or equivalent at Grade 4/C or better including Maths, English and at least one science based subject.

(2) New UCAS Tariff Tables are being introduced for use from 1 Sep 17 onwards. Depending on the expected date of entry the following UCAS point achievement is required:

(a) For applicants expected to enter the Royal Navy prior to 1 Sep 17: **using the 2016 UCAS Tariff Tables**, a minimum of 160 UCAS Tariff points or equivalent with a minimum of 120 points derived from Science, Technology, Engineering and Maths subjects.

(b) For applicants expected to enter the Royal Navy on 1 Sep 17 or later: **using the 2017 UCAS Tariff Tables**, a minimum of 48 UCAS Tariff points or equivalent derived from Science, Technology, Engineering and Maths subjects.

o. **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 and at least one science based subject.

(2) The AA scheme requires applicants to hold specified Level 3 qualifications. There are two options open to applicants:

(a) **Option 1 - (All) 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.

Or

(b) **Option 2 - (ME, WE, MESM & WESM only) Academic.** GCEs (A-Levels) in Mathematics and Physics at Grade D or higher (or Scottish equivalent).

(c) **Option 2 - AE only - Vocational and Academic.** GCEs (A-Levels) in Mathematics and Physics at Grade D or higher (or Scottish equivalent) and specific Level 2 Aeronautical engineering course.

0751. Educational Requirements - Officers (Non Graduate)

a. The Eligibility Matrix shows the educational standard for non-graduate Officer entry.

b. If unsure of overlapping subject areas, CNR OES or FOST EL should be contacted.

c. All Officer candidates must have passed the RT test as per the requirements shown on the Eligibility Matrix.

0752. 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 only require a Chaplaincy degree). In exceptional cases this condition may be waived, but only at the discretion of CDR(E) AIB via CNR OES TSO (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. **Non Engineer.** The Direct Graduate Entry (DGE) standard is for a UK first degree, or equivalent. For candidates interested in Graduate Entry for Warfare, Aircrew, Logistics or Royal Marine Officer, the course content or class of their degree is of no real relevance to their eligibility.

c. **Engineer.** All degrees which are accredited by the UK Engineering Council¹¹ to IEng or CEng level are acceptable qualifications for entry into the Royal Navy as an Engineer Officer. Broader STEM¹² based degrees, not necessarily accredited by the UK Engineering Council will be considered for all specialisations¹³ as long as an engineering interest/experience and potential is demonstrated with the accompanying application¹⁴. Notwithstanding this, the following preferences exist for each specialisation, as follows:

(1) **WE/WESM.** UK-recognised degree accredited to IEng or CEng in Engineering, Computer Science, Information Systems, Communications and Telecommunications. 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.

(3) **AE.** UK-recognised degree accredited to CEng or IEng level in Electrical, Electronic or Mechanical Engineering or an Aeronautically related degree similarly accredited. However, if the number of applicants exceeds the places available, primacy will normally be afforded to those holding aeronautically related qualifications.

(4) **E(TM).** UK-recognised honours degree in any subject.

(5) 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 Royal Navy'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.

d. **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.

11. An accredited course search facility is available on the Engineering Council website:
<http://www.engc.org.uk/education-skills/course-search/acad/>

12. Science, Technology, Engineering and Maths.

13. WE/WESM, ME/MESM, AE.

14. Education waiver will be required.

- (2) **Dental Officers.** DGE Dental Officers require a dental degree, full General Dental Council registration (no conditions) and to have completed foundation training.
- (3) **Nursing Officer (Adult).** Nursing Officers need to have a BSc/MSc or BA 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 Diploma or BSc/MSc or BA Mental Health as a minimum and be registered with the Nursing and Midwifery Council (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.

0753. UCAS Points Requirement

Each subject must be allocated a minimum of 45 UCAS points if they are provided as part of an accumulation towards the total UCAS point requirement for a role. Any subjects allocated less than 20 points are not to be accepted.

0754. Thirteen Month Rule for Qualifying Subjects

Qualifying subjects must normally have been obtained within a maximum spread of time of 13 months. Discretion may be given to candidates with exceptional qualities or those with exceptional circumstances (e.g. family break-up) which may have affected examination results. In cases of doubt advice must be sought from CNR OES.

0755. 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 CNR OES.

OES
AIB
HMS SULTAN
GOSPORT
Hampshire
PO12 3BY
Fax 023 9254 2122 (Mil 93843 2122)

- 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.

0756. 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	GCE 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.

0757. Acceptable Alternatives to GCSE Mathematics and English Grade 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; A, B, C *	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.	Pass in CSE English and Business Communication
	Irish Leaving Certificate Ordinary Level; A, B, C	A compensatory award in SCE H grade English
	SCE Ordinary Grade: A, B, C	'Communications' Key Skills
	SCE Standard Grade: 1, 2, 3	

0758. UCAS Requirements - Qualifications other than A/AS/H level

QUALIFICATION	REQUIRED STANDARD
Irish Leaving Certificate	Higher Level: A pass in 5 subjects, 2 of which must be at Grade C or above equates to at least 140 UCAS points
European Baccalaureate (EB)	Completion of a full EB to the required standard for entry
International Baccalaureate (IB)	Completion of the full IB to the required standard for entry
BTEC Certificate	Distinction, Merit (at level 3)
BTEC Diploma	Merit, Merit, Merit (at level 3)

Equivalencies for all other qualifications must be referred to CNR OES.

0759. Eligibility Matrix - RN, RM and RFA



JEM_RM_RN_RFA (The JEM_RM_RN_RFA Eligibility Matrix may be found by navigating back to the Home/Splash Page and clicking on the seventh button down entitled 'Forms')

0760. Eligibility Matrix - Maritime Reserves



JEM_MR (The JEM_MR Eligibility Matrix may be found by navigating back to the Home/Splash Page and clicking on the seventh button down entitled 'Forms')

0761. Specialist Entry RNR Officers

- a. **Medical.** Candidates must be fully registered with the General Medical Council 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 CNR's Specialist Recruiter (NAVYCNR-OPSNMDSO3@mod.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 RNR/RMR Eligibility Matrix (see Para 1012 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)).

0762. Officer Recruiting - Use of Professional Achievement Predictor 'O' Level PAP(O)

- a. Educational pre-filtering aims to identify enquirers who are considered educationally weak and would have little chance of passing the AIB, or to establish whether they are sufficiently academically able to be considered for sponsorship.

- b. The Professional Achievement Predictor 'O' Level (PAP(O)) pre-filter is applied to Officer candidates who do not yet possess 'A' level passes. This filter aims to identify enquirers who are considered educationally weak and would have little chance of passing the AIB, or to establish whether they are sufficiently academically able to be considered for sponsorship or entry. Candidates who do not have at least one 'A' level (or equivalent, eg. 2 Scottish Highers) or higher qualifications at the time of contact should be scored using PAP(O). Candidates studying for qualifications above GCSE are not exempt from PAP(O). Candidates who are bypassing GCSE or equivalent qualifications to study 'A' levels, Highers etc. cannot be scored using PAP(O) since GCSE grades will not be known.
- c. The UCAS pre-filter of 96 points is applied to all university sponsorship applicant using the current UCAS Tariff and is subject to the requirements detailed in Chapter 15 Para 1504 sub para f .
- d. **Reference. ROM Ch 13 - PAP(O)** provides instructions and worked examples of how to generate a PAP(O) score.

0763. PAP(O) Filters Applied by AIB

- a. The Educational requirement for Officer Entry is described in the Eligibility Matrix. AIB has the discretion to apply the following pre-filters:
- (1) **Non-Graduate Entry.** Must have at least 5 GCSE passes at grade 4/C or above, including mathematics and English language, or equivalent. Must have a minimum PAP(O) score of 23.5 if they apply before attaining A levels.
 - (2) **Scholarship Applicants.** Must have at least 5 GCSE passes at grade 4/C or above, including mathematics and English language, or equivalent. Must have a minimum PAP(O) score of 35. Predicted grades will give an indication of achievement but candidates will not be filtered on these. The application will be acknowledged by OES and held in abeyance until GCSE results are received.
 - (3) **DTUS Applicants.** Must have at least 5 GCSE passes at grade 4/C or above, including mathematics and English language, or equivalent. Must have a minimum PAP(O) score of 23.5, although candidates are normally expected to achieve a score of 35.
 - (4) **Bursary Applicants.** Must have at least 5 GCSE passes at grade 4/C or above, including mathematics and English language, or equivalent. Must have a minimum PAP(O) score of 35.
 - (5) **Engineer Officer Bursary Applicants.** Must have at least 5 GCSE passes at grade 4/C or above, including mathematics and English language, or equivalent. Must have a minimum PAP(O) score of 35.
- b. **Failure to Achieve the Minimum PAP(O) Score.** Unless there are strong compensating qualities or exceptional circumstances, candidates who fail to reach the minimum PAP(O) score for a given entry are not to be given an Application Form.

c. Such candidates are to be counselled sensitively that they are not yet considered to be sufficiently educationally qualified to attend the AIB and will have to wait until they have gained the minimum educational qualifications for Officer Entry. If, however, such compensating circumstances do exist and the ACLO encourages the candidate to continue with their application, then the reasons for overriding the PAP(O) indicator are to be stated on the ACLO Assessment Form and the candidate's compensating strengths explained.