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HQ SERVICE CHILDREN'S EDUCATION
Bielefeld
British Forces Post Office 39



ADDITIONAL INFORMATION

GERMANY

EMPLOYMENT AND GENERAL INFORMATION

INTRODUCTION

If you have not worked for the Ministry of Defence (MOD) before, you may not be aware of the several differences between your Terms and Conditions of Service with us and other Government Departments and private sector employers. Although the following information is quite complex, it is important that you are aware of essential details regarding working within a military environment with SCE and living overseas and that these are explained at an early stage. This will help you when deciding to apply. Please be aware that this is general information, and anything specific to the post will be provided if necessary.

Most people find serving overseas with SCE an enjoyable and memorable experience but it does involve upheaval and requires you to think about your personal and family circumstances rather more than employment in the UK. Working overseas will have implications for your personal life, which you will want to consider.

You might also wish to be aware that the MOD does not make any compensatory payment for loss of spouse's income and it may not always be possible for your spouse to obtain work overseas within the German economy. Spouses and children have access to the full range of tax-free shopping benefits that are enjoyed by the postholder. In addition they are entitled to apply for the range of clerical and support service posts within the local military environment, but such employment is not guaranteed.

You may also have elderly relatives who will be affected if you move overseas for a long period. You should be aware that compassionate travel back to the UK at public expense is permitted only in certain circumstances. The entitlement to such travel is regulated and it may not always be possible to fly you home to the UK.

In addition, the MOD does not currently recognise unmarried partners or partners without a civil partnership for allowance purposes which means that if you are not married to your partner and want him or her to accompany you overseas, you are responsible for all their costs. This means that you will only be entitled to receive the benefits available to a single officer for payment in respect of medical treatment overseas and accommodation allowances amongst others.

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It is not possible to provide you with the complete range of detail about terms and conditions of Service in this information sheet. Consequently, if there is anything you would like more information about please ask. You should contact Defence Business Services (DBS)

Defence Business Services Contact Details

Civilian Telephone: 0044 8003457772

Military Telephone: 93345 7772

E-mail: PeopleServices@dbs.mod.uk

RECRUITMENT APPEALS PROCEDURE

If you consider that you have been discriminated against during recruitment because of your race, sex, disability, age or sexual orientation, then send full details within 14 days of the alleged act being discovered to the People Service Centre.

PRE-EMPLOYMENT CHECKS

Although employed overseas you are applying for a UK based appointment. All such appointments are subject to pre-employment checks, which may include security clearance. You should be aware that if successful at interview clearances are required and therefore it will take a time before we are able to make a formal offer of appointment. Consequently, you should not take steps to end your current employment or make any financial commitments related to your posting overseas until you have received a formal offer of appointment.

MEDICAL CLEARANCE

Similarly, all UK based appointments are subject to confirmation of medical fitness for service overseas. Medical clearance entails completion of forms that are sent to ATOS Health Services who may ask your GP for your records.

PAYMENT OF SALARY

Whilst serving overseas, salary may be paid into an overseas bank account in local currency (converted at the current Forces Fixed Rate of exchange), a UK bank account in Sterling, or a combination of the two.

This is a "UK-based" post, and is therefore subject to UK taxation.

ADVANCE OF SALARY

If your appointment overseas is for a period of at least 12 months, you may apply for an advance of salary. The advance is intended to assist with unexpected additional personal expenditure incurred in the UK directly as a result of your appointment overseas. The advance may be granted up to a maximum of 3 months gross salary. Such advances are at Departmental discretion and are not an automatic right. The advance is interest-free and payable over 3 years by direct deduction from salary.

COST OF LIVING ADDITION ALLOWANCE

A variable tax free Cost of Living Addition (COLA) is currently payable. The purpose of COLA is to ensure that your overseas standard of living is equivalent to that which you would have in the UK.

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In order to qualify for the payment of COLA, your main residence must be in the UK. If you are already in theatre, or are normally resident outside the UK, you are unlikely to qualify.

Essentially, COLA is a top-up to salary and not part of salary and is paid in overseas areas where living costs are higher than the UK. The COLA system is based upon the average lifestyle rather than that of a particular individual. Rates are revised on 1 February and 1 August each year. YOU SHOULD NOTE THAT COLA RATES COULD GO UP OR DOWN.

The rate of COLA received is dependent on salary banding and marital status with additional variable allowances for qualifying children. Please note that for purposes of payment of COLA a child is considered to be aged up to 19 and in full time education. Where, however, single or married unaccompanied staff reside in Mess accommodation including on a temporary basis, COLA is paid at a reduced rate designed to reflect the savings that such facilities permit.

CHILD ELEMENT OF COLA AND CHILD CARE ADDITION

Both of these allowances are a tax-free addition to COLA and are payable when you have one or more dependant children. The Child Care Addition is only payable when one or more of your dependant children are permanently resident at post.

CHILD BENEFIT

If you have a child or children for whom you are in receipt of Child Benefit, the payments continue when you are overseas.

LOCATION

This is a mobile grade and you may be required to transfer to any SCE location throughout the world. Compulsory transfers are subject to redeployment rules and carry an entitlement to transfer allowances.

ACCOMMODATION

Accommodation overseas is provided rent-free by MOD in the first instance and fuel and lighting costs are met within specific parameters. However, as you have been specially recruited for service overseas you will be required to pay for your accommodation and utilities (e.g. electricity, gas water, oil) after 5 years. In Germany you will usually be accommodated in a Service Quarter or Hiring and which will be furnished to the appropriate approved furniture scale. You should be aware, however, that the availability and range of accommodation does vary throughout the overseas command. Married, married unaccompanied and single staff may be allocated a house but it could be a flat. You may wish to note, therefore, the implications for children and/or pets.

Wherever possible arrangements should be made to ensure that accommodation is available for you before you are posted. Where this is not possible (e.g. because of high demand on official MOD accommodation) you may stay in a local hotel and claim subsistence for up to 15 nights whilst permanent accommodation is being sought.

MARRIED ACCOMPANIED ACCOMMODATION

Subject to availability, married personnel accompanied by their dependants are usually accommodated in either a service Family's Quarter (FQ) or a hiring, the latter being a private house or flat rented by the Department. A married individual may be required to take up his/her

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appointment initially unaccompanied with their dependents joining them at a later date if it is unlikely that official accommodation would be available within two weeks. In this event, the individual may be temporarily accommodated in an official Mess until such time as married accommodation becomes available.

If a service FQ or hiring is unlikely to be available for sometime, you may in exceptional circumstances be required to occupy private accommodation and claim Overseas Rent Allowance (ORA) within prescribed limits. The need for individuals to remain in ORA accommodation is reviewed each year.

SINGLE AND MARRIED UNACCOMPANIED ACCOMMODATION

Accommodation for single or married unaccompanied individuals is usually a flat or house, subject to availability. In the event that such accommodation is not available immediately you may be required to reside in a service Mess until suitable accommodation is available.

UNMARRIED PARTNERS/PARTNERS WITHOUT A CIVIL PARTNERSHIP

Accordingly, the Tri-Service Accommodation Regulations (JSP 464) makes it clear that under no circumstances may Service or Civilian single personnel and single lone parents co-habit with a partner (who is not their legal spouse) in Single Living Accommodation or Service Family Accommodation (SFA). The no co-habitation rule is stipulated in the License to Occupy SFA and it is also extended to substitute single and family accommodation, which is found from the commercial rental market.

CONDUCT AND DISCIPLINE

Whilst living overseas in a Service community, you will be expected to conform to the standards which prevail there. You and your dependants should remember that you will appear in the eyes of the host community as representatives of the UK and should behave accordingly. Behaviour in private life, which in the UK would not generally concern MOD, could discredit the UK or MOD if practiced overseas. For example, if debts are incurred, care should be taken to settle them promptly.

If you, or a dependant, are involved in a case of misconduct abroad, it may be decided that repatriation of your family to the UK is necessary and financial penalties may be imposed. In all departmental disciplinary cases, you have of course the right of appeal against the penalty imposed.

DUTY TRAVEL

Duty travel may be undertaken by public transport or by use of a contract vehicle. The most likely vehicle to be provided will be a small saloon or estate car. Contract vehicles may not be used for private travel.

PRIVATE TRAVEL

In Germany, duty free petrol or diesel fuel is available using fuel coupons purchased within a monthly ration entitlement. Fuel costs are thus substantially reduced in comparison with the UK. You will also have the opportunity to purchase your own vehicle at tax-free prices.

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OTHER ALLOWANCES

OVERSEAS TRANSFER GRANT

The Overseas Transfer Grant (OTG) is a tax-free lump sum payment, which recognises the miscellaneous expenses incurred when setting up a new "home". It is payable if you are posted on a permanent posting for a period of 12 months or more. You may also claim the OTG if you are initially posted on detached duty terms but your posting is subsequently changed to a permanent posting. Appointees of contracts in excess of 365 days will be eligible for a tax free transfer grant. The transfer grant is not payable to contracts of less than 365 days.

PAYMENT OF GRANTS/TRAVEL EXPENSES/ADVANCES OF SALARY ETC

The Transfer Grant, Advances of Salary and the reclaiming of other expenses including travel, can only be paid upon a new employee being issued with a staff number by the Ministry of Defence. A staff number is allocated to an individual once they have taken up post and only then will all claims be processed for payment.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

TRAVEL OVERSEAS

The MOD will provide you and entitled members of your household with a passage at public expense to your permanent duty station overseas and for your return to UK at the end of your tour. The official method of travel is by air. Dependant children aged 19 and over do not qualify for travel under these regulations but if they are still in education may qualify for one School Children's Visit per year. Normally your spouse and other entitled members of the family may travel abroad with you if it has been confirmed that suitable accommodation is available. If it is not possible for you and your dependants to travel together at the outset, arrangements will be made for them to follow at the earliest opportunity. Dependants entitled to outward travel at public expense are:

- a. Your spouse
- b. Unmarried children of your marriage and unmarried stepchildren, adopted children or children by a former marriage of you or your spouse who are resident in your household, and who on the date of your transfer:
 - i) are under 18;
 - ii) Whatever their age are dependent on you by reason of mental/physical infirmity;

c. A Child who is not yours but for compassionate or welfare reasons is a bona fide dependant; travel is subject to b. above.

d. A nanny – where single officers with dependant children require continuity of childcare and the availability of English speaking nannies at the overseas area is limited. All such cases should be submitted to DBS E-mail PeopleServices@dbs.mod.uk in the first instance for approval, which will take account of local as well as Departmental policy.

As you are being posted to mainland Europe if you wish to drive to your overseas duty station, you may undertake Privately Arranged Travel (PAT). You may claim expenses for the most direct route. Further details may be provided on request.

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BAGGAGE/FURNITURE

You are entitled to ship baggage at public expense within the following entitlements:

Unaccompanied Baggage:

Single/Married unaccompanied:
Up to 14 cubic metres.

Married accompanied without children:
up to 15.5 cubic metres.

Married / single parent with one or more children (all under the age of 19):
up to 20 cubic metres.

FURNITURE MOVEMENT SERVICE

If you are a householder posted to Northwest Europe (Germany, Belgium, and The Netherlands) on a permanent appointment (a minimum of 3 years) you can use the Furniture Movement Service (FMS). This Service enables you to move all your household effects, therefore, if you decide to use it you will not be able to claim any reimbursement for storage costs. The main features of the FMS are as follows:

all effects can be moved in one consignment up to a maximum of 67.92 cubic metres;

Full packing service;

If the consignment exceeds 67.92 cubic metres the excess is a private matter between the individual and the contractor;

Deferred delivery on return to the UK at public expense for a maximum of 28 days;

There is no entitlement to storage in the UK at public expense.

All furniture and unaccompanied baggage is conveyed by official means and by the MOD 's Unaccompanied Baggage's Contractor. .

If you do not satisfy the householder status criteria, you are not entitled to conveyance of furniture.

TRANSIT INSURANCE

If you are entitled to shipment of effects at public expense, you may claim reimbursement of the cost of transit insurance, within the following "insured for" maxima, currently £26,002.80. If you decide to use a policy offered by the Unaccompanied Baggage Manager (UBM), currently the shipping company, that gives the choice of "New for Old" policy, MOD will not reimburse the cost of the premiums for this level of cover unless you can demonstrate that your current home contents policy was issued on those terms.

EDUCATION

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SCE provide schools in our main areas abroad which are comparable to those in the UK. There is no charge to civilian personnel. Prospectuses are available from the School Secretary of the Schools in the overseas area. SCE can provide contact numbers.

You are strongly advised to seek advice before you make any commitments particularly if your children are of secondary school age. CEAS Tel: 0198061 8244 will give advice and for some areas have booklets available.

PROVISION FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)

The majority of special educational needs can be met in SCE schools, sometimes through the provision of extra resources. However, there are some needs which cannot be met e.g. profound and multiple learning difficulties, severe autism or behavioural difficulties, blindness, deafness, etc. There are also some special medical and non-educational needs which cannot be met in every location overseas e.g. speech and occupational therapy. It is therefore important that you notify us in advance if you have a child with special needs, and obtain further advice before confirming acceptance of an overseas post with SCE. This will allow us to ensure that you do not find yourself being posted to a location where those needs cannot be met, and enable us to advise about the range of options that would be available to you.

Whilst you are based overseas, access and entitlement to various elements of special needs provision is dependant on local availability. It is important that you should be fully aware of any implications this may have for your family before accepting the offer of appointment. If you are in doubt and would like further advice about provision for children with special needs, please contact **the SCE AEO(SEN) Tel: 0049 5254 982 4898**.

GOLDEN HELLOS AND REPAYMENT OF TEACHERS' LOAN (RTL) SCHEME

Applicants should note that SCE teachers are deemed by the Teacher Development Agency and Student Loans Company to be ineligible for the Golden Hello and RTL schemes. This is because these schemes have limited geographical scope and only apply to maintained schools in England and/or Wales.

NURSERY SCHOOL PROVISION

From 1 January 2001 SCE provided nursery education for all three-year-olds from the term after the child's third birthday. Places are an entitlement for all 3 year olds of parents working for MOD with British Forces in Germany, Germany and other SCE schools worldwide, and are 15 hours for 5 days a week, for 39 weeks per year. (There is no requirement for your child to attend school until the term after your child reaches the statutory school age of 5). The nature of the entitlement – i.e. fee-paying/non-fee paying – is determined on the same basis as the entitlement to attend SCE schools. Your child is eligible for a part-time nursery place if you would like to take up this entitlement, from the beginning of the term after his/her third birthday, with the following termly entry and "cut off" dates:

| | |
|--------------|------------------|
| Autumn term: | 3 by 31 August |
| Spring Term: | 3 by 31 December |
| Summer term: | 3 by 31 March |

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These dates mirror those used in England and Wales, and are regardless of the actual date that any term starts. If you are posted to an area where there are no SCE facilities, and your child is eligible for a Nursery place, you may claim Nursery Allowance. If you are unclear of your entitlement you should contact CEAS 0198061 8244 for advice.

SCHOOL CHILDREN'S VISITS

If you leave your children at school in the UK you may be eligible to have them visit you at your overseas post for the 3 main school holidays. These are called School Children's Visits (SCVs). These visits are usually organised by the overseas area and require advance authority from SCE Personnel. Children are eligible for 3 visits per annum up to the age of 18 and one visit per annum from 18 to 25 providing they are in full time education.

ELECTORAL REGISTRATION

If you go to work overseas you may register as an "Overseas Elector". This will give you access to a postal vote if you wish or you may vote by proxy. To take advantage of these arrangements you will need to contact your local Electoral Registration Office.

INSURANCE OF PERSONAL EFFECTS

While you are overseas it is your responsibility to ensure that all your personal effects, including house contents, are adequately insured. The cost of living assessment on which COLA is based takes account of insurance of personal and household effects and of private cars/vehicle insurance. There is no entitlement to any compensation from MOD for loss or damage unless this occurs on official duty or during riots abroad. You are responsible for your personal property during flights and you are advised to adequately insure it, as claims for compensation are subject to statutory limits whether you travel in Civil or Crown aircraft. Ex-gratia payment for uninsured losses from MOD would only be made as a last resort and only where no such payments are made elsewhere (e.g. by the airline).

LEAVE

For teaching staff your leave entitlement will be commensurate with the school leave year. You will be expected to teach for 195 days each year, 5 of which will be non-contact days.

LEAVE TRAVEL

Leave Travel is available to those who have completed 12 months service overseas and who, on return from leave, have at least 6 months left to serve.

Leave Travel is intended to assist the officer in maintaining links with the UK as well as for the sake of health and efficiency. For this reason Leave Travel must be to the UK. You may request authority to make a Privately Arranged Journey. All the arrangements are subject to authority from HQ SCE Personnel Section.

There are no other concessionary arrangements for travel to the UK at public expense during an overseas posting unless you have compassionate reasons.

MEDICAL AND DENTAL FACILITIES OVERSEAS

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As far as practicable arrangements are made to ensure that you are provided with medical and dental treatment equivalent to that in the UK. Where possible you will be expected to use Service facilities. Prescriptions from the Doctor are free. Dental treatment is subsidised. You should register with your local Medical Centre as soon as possible where you can also find advice and guidance about local health matters. For example, Lyme disease caused by tick bites is found in some parts of Germany which, if left untreated, could result in long term conditions such as arthritis, joint and muscle pain and fatigue.

Medical cover when travelling for private purposes away from your area of duty may not be available under official arrangements and you are strongly advised to take out adequate insurance protection if this is the case.

You should be notified if you need to commence a programme of immunization before you leave the UK, but if you are unsure you should contact ATOS Call Centre, Tel: 0845 3710615.

PASSPORTS/VISAS

You and each member of your family, who is entitled to accompany you, must have a current passport with at least 6 months life remaining before expiry. If a new or replacement, passport is required you would need to complete the necessary forms, documentation and photographs.

PETS

You are not entitled to convey your pet(s) abroad at public expense nor can pets be carried on Service or MOD Chartered aircraft. If, therefore, you wish to take a pet overseas you are responsible for all the arrangements including obtaining any health certification required by the country you are being posted to. You should also bear in mind that restrictions on the importation of animals on return to the UK. Advice can be obtained from your vet or the Department for Environment, Food and Rural Affairs (DEFRA). Their address is Government Buildings, Hook Rise South, Tolworth, Surbiton, Surrey, KT6 7NF. They also have a Helpline 0645 335577.

MAIL

The service authorities can handle private mail. There is usually a British Forces Post Office (BFPO) which provides all the normal Post Office services. BFPO addresses attract special rates of postage, usually inland UK rates.

TELEVISION AND RADIO

The British Forces Broadcasting Service (BFBS) provide radio and television services in Germany. The television service is a mixture of popular BBC and ITV programmes. UK specification receivers usually need no special modification to receive BFBS television programmes. In many areas a cable TV service is also available at a monthly charge.

CURTALMENT OF TOUR

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If you curtail your tour for personal reasons you may incur penalties. In respect of the Overseas Transfer Grant (OTG) you may be liable to repay this if you resign or transfer within 12 months of taking up tour. In respect of travelling expenses; unaccompanied baggage, furniture and cars and Advance of Salary this is within 3 years of your posting. However, each case will be treated on its merit. Full details can be found in the MOD Civilian Transfer Manual Volume 2 Overseas Transfers.

ALLOWANCES ON RETURN TO THE UK

Entitlements for your return to the UK are as follows:

Up to 6 night's subsistence if you have to vacate your overseas accommodation prior to departure and necessarily incur hotel expenses;

Return travel for yourself and entitled dependants;

Return shipment of personal effects within the entitlement you had on departure from the UK.

PARTICULAR ISSUES TO BE BORNE IN MIND BEFORE SUBMITTING AN APPLICATION

- **TRANSPORT:** As accommodation provided may be some distance from the place of work and public transport may be limited, it is essential that applicants have access to their own daily transport.
- **UNMARRIED PARTNERS/PARTNERS WITHOUT A CIVIL PARTNERSHIP:** Under no circumstances may a Service or Civilian single personnel and single lone parents co-habit with a partner (who is not their legal spouse) in Single Living Accommodation or Service Families Accommodation.
- **SPECIAL NEEDS:** The majority of special needs can be met. However, there are some needs which cannot be met. It is therefore important that you notify us in advance, if you or any member of your accompanying family have special needs, and obtain further advice before confirming acceptance of a post with SCE.