



Army Secretariat
Army Headquarters
IDL 24 Blenheim Building
Marlborough Lines
Andover
Hampshire, SP11 8HJ
United Kingdom

Ref: FOI2020/00305/05/04

E-mail: ArmySec-Group@mod.gov.uk

Website: www.army.mod.uk

Email: [REDACTED]

31 January 2020

Dear [REDACTED],

Thank you for your email of 08 January in which you requested the following information:

“Please can I have a copy of the latest REME Corps Instruction on Artificer training.”

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A search for the information has now been completed within the Ministry of Defence, and I can confirm that the information in scope of your request is held and is below.

In response to your request please find attached a copy of REME Corps Instruction on Artificer Selection and Training. Some of this information is exempt from release under section 40 (Personal Data) of the FOIA. Section 40(2) has been applied to some of the information to protect personal information as governed by the Data Protection Act 2018. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in deciding to withhold the information.

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB ([e-mail CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Manning Portfolio 2
Army Secretariat

**THE ROYAL ELECTRICAL AND MECHANICAL ENGINEERS
CORPS INSTRUCTION NO E5**

By

Regimental Headquarters Royal Electrical and Mechanical Engineers

*Authorised by: The Corps Colonel
Sponsor: Chief Instructor REME Arms School*

ARTIFICER SELECTION AND TRAINING

- 1. Authority.** This Corps Instruction is issued under the authority of Colonel REME, Regimental Headquarters, The Royal Electrical and Mechanical Engineers.
- 2. Sponsor.** The Sponsor for this Corps Instruction is the Chief Instructor REME Arms School.
- 3. Review Date.** This Corps Instruction will be reviewed by the sponsor annually.
- 4. Previous Instruction.** This Corps Instruction supersedes the previous Corps Instruction No E5 Issue 15 dated 11 Feb 19. Additionally, it supersedes REME TA Standing Instruction No7 Edn 6 dated Jun 12.

PART I - INTRODUCTION

- 5. Aim.** The aim of this Corps Instruction is to set out the procedures for the selection and training of REME Staff Sergeant Artificers.
- 6. Contents.** This Instruction comprises the following:

Ser	Section	Contents	Page
1	Part I	Introduction	1
2	Part II	General	2
3	Part III	Selection Procedure	4
4	Part IV	Artificer Training	9
5	Part V	Reserve Artificer Selection and Training	13
6	Annex A	Medical Assessment of Non-MFD Artificer Candidates	A-1
7	Annex B	Potential Assessment Board (PAB) - Terms of Reference	B-1

Ser	Section	Contents	Page
8	Annex C	Certificate of Non-Attendance at PAB	C-1
9	Annex D	Application to attend PAB	D-1
10	Annex E	Artificer Selection and Course Loading Board (ASCLB) - Terms of Reference	E-1
11	Annex F	Artificer Trainee Review Board - Terms of Reference	F-1
12	Annex G	Application to attend PAAB - Reserve	G-1

PART II - GENERAL

DEFINITIONS

7. **REME Staff Sergeant Artificer.** REME Staff Sergeant Artificers both Regular and Reserve are competent, by virtue of their selection, education and training, to exercise independent command, leadership, engineering and managerial judgement. They can understand and remedy failures both in equipment covered by their engineering discipline and others for which they have received no formal training, using general engineering principles, quality techniques, as well as authorised and expedient procedures. They are capable of performing duties at a higher level of responsibility than technicians and artisans. Intellectually they need to be aware of current political, social, military and technical affairs to enable them to represent these to their soldiers. They assume personal responsibility for carrying out demanding engineering and military tasks whilst training for war and during war-fighting operations. They are able to complete their military and technical tasks regardless of local circumstances. They are able to survive, fight and work in all phases of war and lead others in doing so.

8. **Potential Assessment Board (PAB).** This is a two-day board delivered and facilitated by DSEME under the President of PAB (Commandant DSEME). The board is designed to assess the potential of all REME soldiers' during their Supervisors / Class 1 course. Directing Staff assess potential for future employment possibilities including:

- a. Artificer.
- b. Military Training Instructor (MTI).
- c. Regimental Roster roles.
- d. Commissioning.

9. The PAB report will contribute towards the Formal Career Review (FCR) for the soldier in line with their Supervisors / Class 1 report and an insert from APC. This report will then be delivered by the soldiers CoC within 12 months of Supervisors / Class 1 course completion.

10. **Potential Artificer.** The title Potential Artificer refers to any REME soldier, no matter his trade, rank or experience, exhibiting some or all of the characteristics expected of a REME

Artificer. It is the responsibility of SJAR reporting officers of all cap-badges to comment on the suitability of a tradesman for Artificer training. Advice can be sought from any REME officer, HoC CSS or the REME Arms School. A Potential Artificer cannot be considered for Artificer selection and course loading unless his SJAR contains unqualified recommendations for both promotion and Artificer training. A soldier who has received a pass at PAB does not necessarily warrant a recommendation to attend Artificer training.

11. **Artificer Candidate.** An Artificer candidate is a soldier who has applied to attend or is attending a PAB. A soldier remains an Artificer candidate until they are:

- a. Graded Deferred Watch (DW) or Not Suitable (NS) by the PAB (see para 31), or
- b. Commences Artificer training, or
- c. Leaves the zone for consideration by the ASCLB (see paras 41 and 43).

12. A soldier returns to candidate status by applying to return to PAB or applying for reinstatement to Artificer training, provided they satisfy the relevant eligibility criteria.

13. **Artificer Trainee.** An Artificer trainee is a soldier attending an Artificer training course.

MENTAL AND PHYSICAL FITNESS

14. Artificer selection and training is physically and mentally demanding and COs/OCs must therefore ensure that candidates make adequate preparations for both their attempts at the PAB and any subsequent attendance on the Artificer course. This does not imply that candidates should be trained, mentored or coached on the actual specifics of the Board itself, but that they are well prepared mentally to give a sound, confident account of themselves under pressure and in a more general sense through a thorough understanding of basic engineering principles such as cantilevers, counterbalance, basic rope work etc. It is the soldier's responsibility to maintain their standard of physical fitness. An Artificer is a leader and leaders need to be robustly fit in order to lead effectively; this applies as an Artificer candidate, trainee and throughout their career as an Artificer. The AFT is a critical Training Objective of ACFC¹, COs/OCs must certify that the candidate is fit to complete Artificer training when acknowledging receipt of course joining instructions using the provided 'Fit to Attend' certificate.

15. Soldiers with a Joint Medical Employment Standard (JMES) less than Medically Fully Deployable (MFD)² will only be course loaded when supported unequivocally by a report in the form of Appendix 9 to AGAI 78 certifying that they are fit to undergo the PAB/Artificer training and have passed the Employability Board. Where it is deemed that further information is required in order to make an informed decision, the soldier can sign the consent annex for discussion to take place between the Chairman of the ASCLB with the Lyneham Garrison SMO, or the soldier should be referred to the Lyneham Garrison SMO. Guidance is at Annex A.

16. Should the JMES of a trainee undergoing Artificer training decrease, the training unit is to immediately submit a case to Comdt DSEME through CI REME Arms School detailing:

- a. The cause of the decreased JMES.
- b. An estimate of the duration of the lower JMES.
- c. An assessment of the trainee's course performance to date.

¹The ACFC is not classified as a generic Army career course but as a REME fast-track career course therefore the Corps can specify the TOs for physical standards. This conforms to Corps CLM policy.

²JMES standards are listed in the PULHHEEMS section of AGAI 78.

- d. A recommendation for continuation in, or withdrawal from, training.

In all such cases, a Trainee Review Board (TRB) is to be convened in accordance with para 56.

17. REME Sldr Wing is to advise the TRB of any restrictions that will affect the trainee's employability within their Artificer category in order to help inform the TRB's recommendations regarding completion of training and appointment as an Artificer.

18. Training units must ensure that they do not breach Medical-in-Confidence regulations when disclosing medical information. If a trainee refuses permission to disclose information regarding their medical condition the training unit may recommend removal from training; in such cases the TRB can seek the advice of the Lyneham SMO. Any soldier who refuses to disclose medical records for use in decisions must be re-graded as per AGAI 78 to MND P and processed through RECU (Appx 22). Any Return of Service will remain extant at 36 months from the intended course completion date.

PART III - SELECTION AND COURSE LOADING PROCEDURES

19. **Identification.** The early identification of potential Artificers is the responsibility of all REME unit and sub-unit commanders. Whilst the majority of candidates will make their first attempt at the PAB during their Supervisors / Class 1 course, it is essential that specific mention of a soldier's continued suitability for Artificer training is made on their Serviceman's Joint Appraisal Report (SJAR) if they are subsequently to be loaded by the ASCLB. Following a successful PAB and prior to course loading, potential Artificers must seek, and be given, every opportunity to develop and exercise those leadership qualities required of an Artificer in order to gain an unqualified recommendation for Artificer selection and training. They must also maintain a good level of physical fitness and robustness. Reporting officers should understand that a pass at PAB does not warrant a recommendation for Artificer training. It is imperative that only those who warrant a recommendation receive them.

20. **Feeder and Alternative Feeder Trades.** Artificer candidates are normally drawn from feeder trades shown in Table 1. All REME trades can apply to follow the same broad Artificer selection and training process, however those not in feeder trades (ie those in alternative feeder trades) will be required to convert into a feeder trade before commencing Artificer training.

Serial (a)	Artificer (b)	Feeder Trade (c)
1	Aircraft	Technician Aircraft
2	Avionics	Technician Avionics
3	Electronics	Technician Electronics
4	Vehicles	Vehicle Mechanic
5	Weapons	Armourer

Table 1 - Artificer Feeder Trades

PROCEDURE FOR CANDIDATES FROM FEEDER TRADES

21. The selection process for candidates from feeder trades is detailed at para 41.

PROCEDURE FOR CANDIDATES FROM ALTERNATIVE FEEDER TRADES

22. Considerable time and resources are necessary to qualify and train an Artificer from an alternative feeder trade³. Only tradesmen of exceptional quality and with strong motivation to become an Artificer should be encouraged to pursue this path. REME COs/OCs are to discuss the suitability of such soldiers for Artificer training with REME Sldr Wing following completion of PAB during their Supervisors / Class 1 course.

23. The selection and training process for candidates from alternative feeder trades is:

- a. Pass the PAB.
- b. Recommendation for training.
- c. Selection as suitable for Artificer training by ASCLB.
- d. Trade conversion training.
- e. Trade experience and subsequent ASCLB review.
- f. Attend and pass an Artificer training course.

24. **PAB.** All candidates are to attend and must pass a PAB to confirm their potential for Artificer training. To allow time for conversion, candidates identified as having the potential to change trades should look to apply for a PAB whilst a Class 2 tradesmen.

25. **First Consideration by ASCLB.** After passing the PAB, candidates with a recommendation of re-trading and Artificer training in their current SJAR will be considered by the next ASCLB. In addition to the normal ASCLB criteria, the ASCLB is to rigorously consider the time and investment required to convert trades, the candidate's ability to convert and the manning requirement. The Board is either to recommend training in the chosen discipline or inform the candidate that they are to be re-presented to the Board with further evidence the following year or that they are not to receive Artificer training in the discipline of their choice.

26. **Trade Conversion Training.** A successful candidate at ASCLB will undertake an accelerated programme of trade conversion training. On completion of this training they must have obtained Supervisors / Class 1 standard in their new trade.

27. **Trade Experience and Subsequent ASCLB Review.** Upon completion of their trade conversion training, candidates will be posted to a unit for 2 years to gain experience in their new trade. Following this period, candidates recommended for Artificer training in their current SJAR, and assessed to be of the required trade and mathematical standard by their trade school, will be reviewed by the ASCLB (The Trade School Assessment Report is at Appendix 1 to Annex E).

28. **Failure During Trade Conversion Training.** A candidate who fails to obtain the qualifications necessary to attend Artificer training will no longer be considered for Artificer training by the ASCLB. They are to appear before an Artificer TRB convened by the school at which they are being trained. The TRB is to make recommendations concerning the candidate's future employment to REME Sldr Wing. They will consider the recommendations of the TRB and the soldier's preference, before issuing an assignment order.

³ In most cases the feeder trade basic course must be started prior to the 9 year service point to ensure sufficient residual service will remain for the candidate to commence artificer training after their trade experience posting (see paras 25 and 26).

TRANSFEREES

29. Candidates who have transferred into REME will not normally be given priority loading on Supervisors / Class 1 courses in order for them to qualify for Artificer selection. The normal interval at trade prior to attending Supervisors / Class 1 training is 4 years from gaining Class 2 standard for non-technician trades and 4 years from gaining Class 3 standard for technician trades. Applications for consideration for advanced Supervisors / Class 1 course loading should be submitted through the Chain of Command, supported by recommendation in SJARs, in line with the standard accelerated course loading direction found in Land Equipment Engineering Standards.

PAB

30. **Terms of Reference.** Terms of Reference for the PAB are at Annex B.

31. **PAB Grades.** In order to pass, candidates must show the Board that they have the character, planning ability, oral expression, composure, integrity, physical ability, dominance and team spirit to become an effective Artificer. The PAB will grade candidates as follows:

- a. **Pass (P).** Has passed the PAB and is eligible for consideration by the ASCLB (subject to satisfying the criteria in para 41).
- b. **Deferred Watch (DW).** Not yet up to standard but may appear again before the PAB after a specified period of deferment not to exceed 2 years. The grading of DW is only to be applied to candidates who are eligible *for one further attempt* at the PAB.
- c. **Not Suitable (NS).** Not suitable for consideration for ASCLB. A candidate graded NS is not to re-appear before the PAB. The reasons for the candidate's unsuitability for Artificer training are to be given by the PAB report. The grading of NS is not to be applied to candidates appearing before the PAB during their Supervisors / Class 1 course.

32. The President of the PAB has the authority to grant any caveat if he assesses, on the advice of the Board, that a candidate may have difficulty with Artificer training. In effect, the President is able to 'shade' a pass mark at the PAB and require subsequent evidence that the candidate has undertaken additional training prior to consideration by the ASCLB.

33. **PAB During Supervisors / Class 1 Course.** The PAB is programmed into Supervisors / Class 1 trade courses for REME soldiers in ALL trades⁴. Soldiers will no longer be given the opportunity to decline this attempt at the PAB as it contributes towards their FCR, which will be placed on their P/File held by REME Sldr Wing. Soldiers who are unable to attempt the PAB on their Supervisors / Class 1 course for medical or compassionate reasons will require Annex C to be completed by their trade school company commander. This certificate is to be forwarded to REME Sldr Wing for enclosure in the soldier's P/File. Subject to this certification, soldiers will be allowed two attempts at the PAB from their units.

34. **PAB Post Class 1/ Supervisor Course.** Soldiers who are graded DW on their 1st PAB are to be allowed one further attempt at the PAB. It is the soldier's responsibility to apply to REME Sldr Wing to attend PAB. Candidates at their 2nd attempt will be graded P or NS. In rare cases, soldiers may apply for a third attempt, directly to SO2 REME Sldrs. This must not be seen as a method by which candidates simply can 'have another go' and thus each application must specify why a 3rd attempt is being requested and must contain the CoCs specific and personal recommendation. Such requests will normally only be considered when a potential candidate has waited at least 24 months following being graded NS on their 2nd attempt⁵.

⁴This is the earliest opportunity feeder trades have to attend PAB.

⁵SJARs for those requesting a 3rd attempt at PAB must confirm a candidate's suitability for Artificer trg, paying specific attention to his motivation and the manner in which the individual has addressed those short-comings highlighted at previous PAB.

35. **Application to Attend PAB.** Supervisors / Class 1 course trainees from all trades will automatically be loaded onto PAB. Soldiers who commenced their Supervisors / Class 1 courses prior to September 18, and hence did not have the opportunity to attend PAB during their course, will normally have a maximum of 2 opportunities to attempt PAB. If the CoC believe a soldier from a non-feeder trade have potential and wish to have them tested and assessed through the PAB process they are to apply for the soldier to attend a PAB. Soldiers who wish to attend PAB other than during their Supervisors / Class 1 course, are to apply to SO2 REME Sldrs using the form at Annex D. A REME officer must countersign all applications to confirm qualifications and suitability of the applicant. Reserve candidates must submit their application to SO2 Trg Pol Res, HoC CSS. The qualifications required to attend PAB are:

- a. **Feeder Trades.** Supervisors / Class 1 standard in the respective feeder trade.
- b. **Alternative Feeder Trades.** Class 2 standard in an alternative trade.

36. **Fitness to Attend.** Fitness to attend PAB is to be confirmed in accordance with paras 14-16 and Annex A.

37. **PAB Loading Process.** The loading of PABs from Supervisors / Class 1 courses is carried out by the PAB ASM⁶ in consultation with the respective School. REME Sldr Wing, Sect A, will regularly provide details of all applications to attend a PAB to the PAB ASM.

38. **Notification of Results.** Candidates will be notified of their results (see para 31) and any pre-ASCLB training requirements at the end of the PAB. The recommendations of the PAB are to be notified by the REME Arms School on behalf of the President to REME Sldr Wing and the candidate's CO/OC. PAB reports formulate part of the soldier's FCR delivered by the unit CoC and will be included in P/Files. Copies are also given to the soldiers.

ASCLB

39. **Role and Terms of Reference.** The ASCLB's role is to select candidates as suitable for Artificer training and, separately, to load selected and fully qualified candidates onto Artificer training courses. Terms of Reference for the ASCLB are at Annex E.

40. **Course Vacancies.** HoC CSS, in conjunction with REME Sldr Wing, is responsible for determining the number of Artificers to be trained each year considering the Artificer liability and manning forecast.

41. **ASCLB Selection as Suitable for Artificer Training.** Candidates who meet the following criteria will be considered by the ASCLB:

- a. PAB pass.
- b. Completed 2 years of service following the successful completion of a Supervisors / Class 1 feeder trade course. In exceptional cases discretion to alter this rule rests with SO1 REME Sldr Wing.
- c. Successfully completed JNCO CLM Parts 1, 2 and 3.
- d. Potential Artificer trade exemption or examination pass.
- e. Potential Artificer maths exemption (Technicians only) or examination pass.

⁶On behalf of the REME Arms School.

- f. Candidates must have 6 years residual service at the end of the Artificer training course. This includes the 2 extra years that conversion to VEng (FC) brings.
- g. Unqualified recommendations for both promotion and Artificer training in their current SJAR⁷.
- h. Hold a JMES grade of MFD or exceptionally MLD and suitable to pass the Employability Board. All Appendix 9 for downgraded soldier must be uploaded to PAPMIS, in accordance with AGAI 78 and a 'Fit to Attend Certificate'⁸ clearly supporting the candidates' ability to complete Artificer training. Where it is deemed that further information is required to make an informed decision, the soldier can sign the consent annex for discussion to take place between the Chairman of the ASCLB with the Lyneham Garrison SMO; or the soldier should be referred to the Lyneham Garrison SMO.
- i. Registered as an Engineering Technician with the UK Engineering Council via a professional Engineering institute.
- j. Candidates must have successfully completed MATT 2 and passed AFT in the 6 months prior to the ASCLB.
- k. REME Sldr Wing reserves the right to consider personnel at ASCLB without all the pre-requisite criteria, where a manning need exists.

42. Once selected as suitable for Artificer training by the ASCLB it is the candidate's responsibility to become fully qualified for Artificer training by completing SCLM Pt 1⁹ and to maintain recommendations for both promotion and Artificer training in their current SJAR (see para 41g). Soldiers should also attempt to complete SCLM Pt 3 where possible before Artificer training. Reporting officers who consider that a candidate is no longer suitable for Artificer training must raise a Significant Change¹⁰ SJAR providing reasons for their non-recommendation.

43. ASCLB Zone. Soldiers will cease to be considered for selection to attend Artificer training when they leave the ASCLB zone. The zone ends when the soldier has insufficient residual service to meet the requirement detailed in para 41f.

44. Return of Service. Candidates selected to attend Artificer training must agree to complete a return of service. This must be signed by the candidate, witnessed by an officer and returned to REME Sldr Wing no later than 4 months prior to the course start date. Failure to return this certificate will result in removal from the Artificer training course for which the candidate has been selected. All Artificer training attracts a return of service of 36 months from the end of Artificer training, regardless of completion or course length, in accordance with the extant Tri-Service Training Return of Service DIN.

45. Lifed Selection for Artificer Course Loading. Those selected at ASCLB for Artificer course loading will have 12 months from the publication of ASCLB results to satisfactorily pass SCLM Pt 1. It is the responsibility of the individual to ensure that official confirmation of course completion is passed to REME Sldr Wing. Failure to complete outstanding training requirements within this period will result in de-selection¹¹.

⁷ REME sldrs serving at E2 should not be penalised by the application of other capbadge promotion criteria. In case of doubt it is requested that initiating offfrs consult the REME chain of cmd.

⁸ Appendix 3 to Annex A of CI E5

⁹ Loaded by REME Soldier Wing; applications in writing (email) for course loading.

¹⁰ Refer to JSP 757, Annex D to Chapter 2, para 2D.17 for direction on raising additional reports

¹¹ Following de-selection, candidates may return to ASCLB for future consideration as long as they remain eligible for Artificer course loading in line with the requirements at para 41.

PART IV - ARTIFICER TRAINING

QUALIFICATIONS REQUIRED TO ATTEND ARTIFICER TRAINING

46. Candidates who meet the following requirements will be loaded onto an Artificer course. Parent units are to notify REME Sldr Wing as candidates achieve SCLM Pt 1 pass. Candidates must remain qualified to attend Artificer training at all times prior to course commencement and throughout to course completion.

- a. Selected as suitable for Artificer training by ASCLB.
- b. SNCO CLM Part 1 completed and graded Competent (green)¹².
- c. Unqualified recommendations for promotion and Artificer training in their current SJAR.
- d. Appropriate driving licences in accordance with REME Corps Instruction E6 dated Jan 19.
- e. Certified fit to attend in accordance with paras 14-16. All candidates must have successfully completed MATT2 including passing an AFT in the 6 months prior to commencing ACFC1. Candidates must successfully complete MATT 2 during ACFC 1 and 3.
- f. Qualified to hold the minimum rank of Substantive Sergeant for the duration of the Artificer course and to promote to substantive¹³ Artificer SSgt¹⁴ on completion of the course¹⁵.
- g. JMES of Medically Fully Deployable (MFD) or Medically Limited Deployable (MLD). (See para 15). Annex A is to be submitted to REME Sldr Wng for all MLD candidates.
- h. Have successfully gained the Level 2 literacy qualification.
- i. All trades less Avn trades are to have a JAMES (L) login and be a JAMES Repair Manager.
- j. All trades must hold the EngTech competency for courses loaded from ASCLB 19 onwards.

47. Artificer Maths and Trade Requirements (Technician Trades). Potential Artificer Maths and Trade requirements are ideally met by reaching the stipulated standard during the Supervisors / Class 1 course¹⁶. If Tech Av and Tech Elec trades fail to reach 70% in Maths and Trade on their EO51 course they are required to attend the REME Potential Artificer Development Course (PADC) at DSEME Lyneham. If a Tech Ac fails to reach 70% at Trade, or Maths and Trade, they will be required to re-attempt the FO20 course at DSEME Lyneham. If a Tech Ac fails to reach 70% in Maths only, then they can attend a PADC for maths at DSEME Lyneham. Candidates who fail at PADC will be permitted one further attempt, either by re-attending PADC or sitting the exam papers in accordance with para 48 (this only applies for maths for Technician Aircraft. For trade they will have to re-attend FO20 at DSEME Lyneham).

¹² Candidates selected as suitable for artificer training by ASCLB are to complete SNCO CLM Part 1 before attending the artificer course. Confirmation of artificer course loading will not be given until the candidate has proved himself fully qualified.

¹³ Those soldiers who have not completed SCLM Pt 3 will remain as an Acting SSgt until the competency is gained.

¹⁴ For example, receipt of a driving ban or AGAI 67 administrative action may result in de-selection.

¹⁵ A period of 12 months is allowed after the artificer course has ended in which to complete SNCO CLM Parts 2 and 3. Substantive promotion of SSgt will not be granted until SNCO CLM Part 3 has been completed, however seniority will then be back-dated to the artificer course completion date.

¹⁶ Technician Avionics cannot be Maths/Trade exempt from their Supervisor course. They are required to complete EO51 (part of the Tech Elec Supervisors / Class 1 course) at DSEME Lyneham to be qualified in Maths and Trade for ASCLB. These bids are to be submitted to REME Sldr Wing.

48. Artificer Maths and Trade Requirements (VM and Armr). Potential Artificer Trade requirements are ideally met by reaching the stipulated standard during the Supervisors / Class 1 course¹⁷. Failure to do so will necessitate the candidate sitting a Potential Artificer Trade Paper (two attempts at this trade paper are permitted). Potential Artificer Maths requirements can be completed either by attending the Potential Artificer Vehicles course (PAV) or Potential Artificer Armourer Course (PAA) at DSEME Lyneham or by completing the Potential Artificer Maths Paper (a maximum of three attempts at this maths paper are permitted, including attendance at PAV/PAA).

49. Applications for Maths or Trade paper exams are to be submitted to REME Sldr Wing who will then request parent units to arrange for them to be taken at an appropriate AEC. Applications can be made for soldiers on operational deployments to complete the maths or trade papers (less Technician CEGs); these examinations will be under unit control and must be supported by CO/OC. REME Sldr Wing will only issue an assignment order confirming attendance on the Artificer course once they have received confirmation that an individual is fully qualified in accordance with para 48.

ACTING RANK

50. A trainee below the rank of Sergeant is to be granted the rank of substantive Sergeant with effect from the first day of their Artificer training. Those not qualified to hold the rank of substantive Sergeant will not be course loaded and will be reconsidered by the next ASCLB if they remain eligible in all other respects. Trainees who cease to remain qualified to hold the rank of substantive Sergeant during Artificer training will be removed from the course. Re-instatement may be applied for in accordance with para 60.

TRAINING

51. Artificer training has 3 elements:

a. Management Training. During Artificer Command and Field Course 1 (ACFC 1) trainees are trained in a range of management and communication skills predominantly aimed at preparing them for the forthcoming technical phase of the course. Trainees are to pass the exams for both Costings & Finance and Project Management. They are also required to pass the Annual Fitness Test (AFT) and the current Soldier Conditioning Review (SCR) in line with the current PT policy and MATT requirements. The Army's fitness standard of the AFT is the pre-course requirement for and a critical Training Objective of ACFC, the SCR is also a critical Training Objective of ACFC¹⁸ in line with an indication of leadership qualities of the trainees.

b. Technical Training. During ACFC 2 trainees undergo technical training delivered by Babcock staff and military trainers, whilst being administered by 8 Training Battalion REME. The aim of Artificer technical training is to provide trainees with the technological foundation for their careers as Artificers. This fundamental training develops their systems engineering, diagnostic and repair abilities.

c. Command, Leadership and Military Training. During ACFC 3 trainees are trained in the tasks and command responsibilities of a Staff Sergeant Artificer. They receive command, leadership, management, planning, and engineering systems training aligned with the Battlecraft Syllabus (BCS) in line with the 'Back to Basics' direction from CFA. These combine with the aim of developing the skills Artificers need to command situations, lead soldiers and manage resources effectively and efficiently. They are also required to complete physical

¹⁷ Maths and Trade exemptions are awarded by obtaining a minimum of 70% on their Maths and Trade exams during their Supervisors / Class 1 course.

¹⁸ The ACFC is not classified as a generic Army career course but as a REME fast-track career course therefore the Corps can specify the TOs for physical standards. This conforms to Corps CLM policy.

leadership training, pass the Annual Fitness Test (AFT) and the current Soldier Conditioning Review (SCR) in line with the current PT policy and MATT requirements. The Army's fitness standard of the AFT is the pre-course requirement for and a critical Training Objective of ACFC, the SCR is also a critical Training Objective of ACFC¹⁹ in line with an indication of leadership qualities of the trainees.

52. Incorporated Engineer Qualification. Two years after the completion of their course, Artificers, as a result of their education, training and experience, should be able to apply for membership of a Professional Engineering Institution (PEI) in the grade of Incorporated Engineer (I Eng). The Corps strongly encourages Artificers to apply for membership of a PEI as a demonstration of their commitment to professional engineering standards within the Army and their own Continuous Professional Development (CPD). Artificers are also encouraged to extend their academic education to the full extent of their individual ability, whether by voluntary study in their own time or as part of career training. The Corps has gained a measure of Accreditation of Prior Learning (APL) from the Artificer and Warrant Officer courses, details of which can be obtained from SO1 Standards & Assurance, HoC CSS.

APPOINTMENT, SENIORITY AND PROMOTION

53. A successful trainee is to be appointed as an Artificer and promoted to the substantive rank of Staff Sergeant with effect from the date of completion of all elements of their Artificer training²⁰. Para 9.140 of Queen's Regulations for the Army applies²¹. Those soldiers who have not completed their SCLM Pt 3 prior to Artificer Training will be assigned in Acting Rank, until the competency is gained.

DEFERRAL OF AN ARTIFICER COURSE

54. Any candidate who cannot commence their Artificer training for medical or welfare reasons may be given a 12-month deferral. Any candidate who defers their course start other than for medical or justifiable welfare reasons, or for whom the 12-month deferral period has expired, will be reconsidered by the next ASCLB along with the other eligible candidates. Deferrals should be staffed in writing to REME Soldier Wing SO2 for ratification at the next ASCLB, or in exceptional cases, out of committee.

FAILURE TO COMPLETE AN ARTIFICER COURSE

55. Prior to and during training, candidates and trainees must remain recommended for Artificer training by their CO/OC. If for any reason a candidate falls below the standard required to undertake Artificer training, CO/OCs are to notify REME Sldr Wing immediately. Trainees undertaking Artificer training who fall below the standards required will be subject to a Trainee Review Board (TRB).

56. Artificer Trainee Review Boards. The training schools are to convene Artificer TRBs as necessary to review cases of trainees who fail to maintain the required discipline, physical (including all MATTs) or academic standards. If, upon completion of Artificer training, a disciplinary matter is unresolved (eg investigations or administrative action outstanding) the trainee will only be appointed as an Artificer following the conclusion of the disciplinary process provided that they remain qualified and recommended for appointment. Once appointed their seniority will be backdated to the date the trainee completed Artificer training. TRB Terms of Reference are contained in Annex F.

¹⁹ The ACFC is not classified as a generic Army career course but as a REME fast-track career course therefore the Corps can specify the TOs for physical standards. This conforms to Corps CLM policy.

²⁰ This allows the possibility of a split course for medical or welfare reasons. Seniority in the rank of Artificer SSgt will only be backdated to the originally planned course completion date in exceptional circumstances.

²¹ The CO retains authority for the promotion of soldiers under his/her command.

57. AGAI 67. AGAI 67 is to be applied to all cases of removal from Artificer training, whether blameworthy or non-blameworthy.

58. Removal for Medical Reasons. Should a trainee be removed from Artificer training for medical reasons the respective School is to provide a report to articulate those reasons and make a recommendation, in consultation with MO, on when the individual is likely to return to a suitable level of fitness. The report is to be submitted to REME Sldr Wing for a decision on where best to assign such trainees.

59. Acting Rank on Removal from Artificer Training. Trainees who are removed from training for any reason are to relinquish any acting rank with effect from the date of removal from training. They are to be assigned to a suitable unit for duty in their substantive rank and trade.

60. Reinstatement. Soldiers removed from training for justifiable medical or welfare reasons may apply for reinstatement once circumstances allow. Whilst their case will be considered by the next available ASCLB they will not need to be reselected, however they must remain fully qualified for Artificer training in accordance with para 46. Those soldiers removed from training for reasons other than medical or justifiable welfare reasons, or those who elect to remove themselves, will only be considered for reinstatement following at least one SJAR containing a strong recommendation for reinstatement from their CO²². Such individuals will be reconsidered at the ASCLB and must remain eligible for Artificer training in accordance with para 46. Requests for reinstatement are to be submitted in writing through CO to REME Sldr Wing.

INTERPRETATION OF THIS CORPS INSTRUCTION

61. In all cases where doubt exists over the interpretation of this Instruction, units are to refer the matter to REME Sldr Wing for guidance who will, if necessary, seek adjudication by the Sponsor and/or a ruling by the PAB President.

²² In some situations, it may also be beneficial to submit a more detailed letter in addition to SJAR comments explaining such recommendations, notably in order to provide better guidance to ASCLB

PART V - RESERVE ARTIFICER SELECTION AND TRAINING

62. The principals and process for Reserve Artificer selection and training will follow Parts II to IV wherever possible. The aim of this part of the instruction is to highlight any key deviations and clarify the steps for reserve applicants and their career managers.

63. Intent. In part-time employment alone, we cannot expect to deliver Further Education or fully develop our tradesmen to the Artificer standard. Therefore, Reserve Artificers are expected to hold a Level 4²³ engineering²⁴ qualification and will normally be vocational engineers so that we can build on their professional expertise. Therefore, the intent is to recognise and select engineering leaders, expose them to military engineering management processes and develop their confidence in command, in order to reinforce their already evident technical leadership.

64. Re-instatement of Artificers upon re-enlistment. Ex-Artificers who re-enlist within 3 years of termination will normally be accepted in their previous substantive rank and seniority, subject to the COs endorsement on the attestation paper²⁵. For re-joins between 3 and 6 years authority must be gained from [DM\(A\)](#) and a more cautious assessment made. The CO's recommendation will be made on the basis of the ex-Artificer's core competence²⁶, that may include relevant civilian vocational experience gained since leaving.

PAB

65. Applications are welcome from Supervisors / Class 1 tradesman (or Class 2 from non-feeder trades) in accordance with the rules at Part III. Note that applications (at Annex D) are sent to ASM ES Trg at Army HQ, not APC, no later than 8 weeks prior to the PAB. PAB dates and instructions are available from [REME Arms School](#).

- a. **Additional eligibility.** Reserve PAB applicants must hold at least a Level 3 academic or vocational qualification and be developing towards a Level 4 (or above) engineering award.

66. Applicants should be aware that the PAB is both physically and mentally demanding, so preparation is key; Directing Staff can only score the candidate's performance 'on the day'. Medical and fitness guidance is at Annex A.

67. Ex-Regular applicants who have already attended a PAB should communicate with [CM CSS REME](#) to establish their grade and recommendations. Those with deferrals will be allowed to apply for subsequent PABs in accordance with the rules at Part III.

RESERVE ARTIFICER SELECTION

68. Selection Criteria. In order for the candidate to be selected for Artificer training they must meet the following criteria:

- a. Have achieved a PAB pass.
- b. Completed 2 years of service (at trade) following the successful completion of a Supervisors / Class 1 feeder trade course.
- c. Hold a Level 4²³ engineering²⁴ qualification, or higher. Exceptionally candidates may not have a Level 4 award, but the unit would be invited to submit evidence of equivalent

²³ Recognised Qualifications Framework: <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

²⁴ As listed by the Engineering Council: <http://www.engc.org.uk/education-skills/course-search/database-of-technician-qualifications/>

²⁵ [Reserve Land Forces Regulations](#) para 01.05.053 'Classification of Soldiers with Previous Military Service'

²⁶ In accordance with LEES Chapter 4.

technical competence; for example, being IEng accredited or being a vocational engineering manager.

- d. Have earned unqualified recommendations for both promotion and Artificer training in their most recent SJAR.
- e. Have 6 years residual service ('as at' the ASCLB).
- f. Successfully have completed JCLM Parts 1 and 3.
- g. Hold a JMES grade of MFD or exceptionally MLD. If down-graded, the board will want to view a current²⁷ Appendix 9 (from AGAI 78) that clearly allows the candidate to complete the physical elements of Artificer training; [Annex A](#) refers.

RESERVE ARTIFICER TRAINING

69. Having been selected for Artificer training the potential Reserve Artificer should attend the following courses:

- a. [Safety Course for Managers](#) (SCM). SCM is a 3 day course at the [REME Arms School](#), apply via ASM ES Trg at Army HQ.
- b. [Artificer Command and Field Course \(Part III\)](#). Reserve potential Artificers must satisfy the requirements of ACFC III which includes:
 - (1) Course pre-requisites are listed at Part IV of this Corps Instr.
 - (2) A workbook containing pre-course materiel and experiential learning is to be completed and authenticated by an EngO prior to the validation exercise.²⁸
 - (3) Reservists will attend weeks 8 and 9 of the ACFC III, including the validation exercise. Course dates are available from the [REME Arms School](#), candidates can apply via their PSIs to ASM ES Trg at Army HQ.
- c. [The Engineering Systems Course for Auditors and Managers](#). ESCAM is a 4-day course at the [REME Arms School](#), apply via ASM ES Trg at Army HQ.
- d. **CLM**. Potential Artificers must complete SCLM: Part 1 (Substantiation) training and education to promote to Sgt; Part 3 (education) to promote to SSgt, and; Part 2 (In Unit Training) when taking up appointment. Details are in the [CLM Handbook](#) where Annex I contains REME specific policy.

RESERVE ARTIFICER PROMOTION AND APPOINTMENT

70. Cfn or LCpl candidates who pass PAB should be considered for Local Cpl whilst under Artificer development. Battalions are encouraged to employ candidates as Acting Cpls if vacancies exist and they are otherwise qualified. They can hold this rank if they continue to be recommended for Artificer training, or are promoted to Cpl.

71. Once a candidate is selected by the ASCLB they should be awarded Acting Sgt.

72. On successful completion of the ACFC III validation exercise, potential Artificers should be awarded Acting SSgt. This will also be the trigger and authority for substantive promotion to Sgt (if they are not already in that rank), assuming they are qualified.

²⁷ Must be less than 6 months old.

²⁸ As at May 17: The workbook and Reserve Artificer course delivery is under development.

73. Potential Artificers are to be promoted to substantive SSgt and appointed as Artificers once:

- a. They complete SCM, ACFC III validation and ESCAM courses, and
- b. They complete SCLM Parts 1 and 3, and
- c. They occupy an Artificer post.

74. RCMOs should apply to APC CM CSS Reserve who will authorise each promotion in accordance with this Corps Instr.

ADMINISTRATION

75. **Pay.** Battalions are requested to authorise attendance as VTOD for time spent on selection and individual development. Artificer training courses should be considered as Normal Training or Annual Continuous Training as appropriate.

76. **Travel and Allowances.** Individuals should be eligible for travel and allowances as appropriate to the training type.

77. **Documentation.** All courses and qualifications are to be recorded as JPA competencies. Promotions at each stage must have the prior authority of APC CM CSS Reserves to avoid conflict or embarrassment.

78. Reserve Contacts.

- a. Enquires/applications: ASM ES Res Trg, ES TDT, LWC
- b. Promotion policy: SO2 Pers Ops Res, RHQ REME

Annexes:

- A. Medical Assessment of Artificer Candidates Graded Below P2 Medically Fully Deployable (MFD).
- B. Potential Assessment Board - Terms of Reference.
- C. Certificate of Non-Attendance at PAB.
- D. Application to Attend PAB.
- E. Artificer Selection and Course Loading Board - Terms of Reference.
- F. Artificer Trainee Review Board - Terms of Reference.

**MEDICAL ASSESSMENT OF ARTIFICER CANDIDATES GRADED BELOW P2 MEDICALLY
FULLY DEPLOYABLE (MFD)**

INTRODUCTION

1. **General.** In the Contemporary Operating Environment (COE) there are no 'front lines' in the traditional sense and REME soldiers must be prepared to fight to achieve their mission. For this reason, REME career training for those most likely to command and lead in the COE includes arduous field exercises and revision/training in Basic Close Combat Skills (BCCS) and in line with the Battlecraft Syllabus. The Artificer Command and Field Course (ACFC) Phase 3 is one such career course and all phases are formally assessed. PAB also contains physically demanding assessments, with an emphasis on agility and upper body strength. Exceptionally, REME soldiers whose medical grading is below P2 MFD may still be considered for PAB and subsequent Artificer training providing they are certified fit to do so by a Medical Officer (MO).

POLICY FOR ATTENDANCE AT PAB AND ARTIFICER TRAINING

2. **Basic Principle.** Downgraded personnel will attend the same PAB and Artificer training as fully-fit personnel and be assessed alongside them against the same criteria. All personnel seeking to attend PAB and Artificer training must:

a. Hold a 'deployable' Medical Deployment Standard (MDS) grading under the Joint Medical Employment Standards (JMES) system. This will typically be one of the following:

- (1) P2 Medically Fully Deployable (MFD) with no restrictions.
- (2) P2 MFD with a medical risk marker (medical 'flag').
- (3) P3 Medically Limited Deployable (MLD)²⁹.

b. Be capable of meeting all Artificer Course Training Objectives (TOs): assessed and un-assessed, without special consideration³⁰.

c. If below P2 must be able to meet all course TOs, deploy and complete the field exercise, BCCS and all physical testing requirements of ACFC 3 without risk of their condition being made worse.

d. Be able to successfully complete MATT 2 including an AFT **Pass**.

3. **Soldiers Temporarily Downgraded.** Soldiers temporarily downgraded, typically to P3 MLD(R) or to a temporary Medically Non-Deployable (MND) grade, are to defer attendance, either onto ACFC 1 or ACFC 3, until fully recovered and upgraded or until their grading becomes stable and permanent and a re-assessment is required. The examining MO is to check that any treatment required is in hand and take any necessary steps to expedite the soldier's treatment and recovery. Where a soldier has yet to commence ACFC 1 and recovery time is estimated at over 4 months, the soldier's case is to be reviewed in conjunction with the parent unit and REME Sldr Wing.

4. **Soldiers Permanently Graded P3 MLD.** Soldiers graded P3 MLD and whose grading is permanent and stable are to be examined by a Medical Officer (MO), who is to certify that the soldier is fit to attend the PAB or to undertake Artificer training, including completion of the field

²⁹ A Medical Board may award the PULHHEEMS grading of P7 MND but loading of candidates holding this grading will be exceptional.

³⁰ 'Special consideration' does not include those measures that assist learning, such as the use of different colours on presentation slides, and which are simply good instructional practice.

training, BCCS elements, an SCR and the successful completion of MATT 2 including passing AFT. The MO is to be provided with a copy of this Annex and the Additional Guidance Notes at Appendix 1. The MO is to complete the appropriate Medical Restrictions Proforma as follows:

- a. **PAB Attendance.** Appendix 2.
 - b. **Artificer Training Attendance.** Appendix 3.
5. Four copies of the proforma are required, as follows:
- a. Two copies to the individual's OC (one copy for their P File and one copy to be forwarded to the PAB ASM for PAB applications or the Senior Instructor Art Trg 2 at the REME AS for Artificer training). The proforma are required prior to the start of the course to enable suitable risk assessments to be undertaken.
 - b. One copy for the individual to retain.
 - c. One copy to be filed in the FMed 4 as a folio.
6. Appendices 2 and 3 provide a checklist of PAB, field and BCCS tasks that a trainee must be able to undertake. Where doubt or risk still exist a second examination by a MO is to be organised by the REME AS prior to course start³¹.
7. **Soldiers Permanently Graded MND.** As a general principle, soldiers permanently graded MND³² will not proceed to PAB and Artificer training. This is in accordance with the Corps policy contained in Corps Instruction E6 and allows the Corps to maintain its capability in the COE by only selecting, training and promoting those who can function successfully within it. Exceptionally, soldiers with a permanent MND grading may be considered providing:
- a. They have been assessed as suitable to be retained in the Corps in accordance with Army policy.
 - b. They are capable of meeting all course Training Objectives (TOs): assessed and un-assessed, without special consideration.
 - c. They are capable of completing the field and BCCS phases without significant risk of their condition being made worse.
8. Such candidates must be referred from their MO to SMO Lyneham, who is aware of the issues in such cases, for individual assessment. SMO Lyneham is in a position to seek advice from HoC CSS and REME Arms School and to inform the decision-making process at REME Sldr Wing in each individual case. Referrals are to be made by e-mail or letter from the unit MO making the primary assessment. Individuals who do not believe their case has been handled fairly retain their statutory right to submit a Service Complaint in accordance with JSP 831, Chapter 1, Paragraph 5.

³¹ This is standard practice, using SMO Lyneham Garrison, for courses conducted at the REME AS

³² Although there are exceptions (e.g. P3 MND and P7 MLD), MND typically include the PULHHEEMS grades of P0, P4, P7 and P8.

**ADDITIONAL GUIDANCE FOR MEDICAL OFFICERS (MOs) ASSESSING
ARTIFICER CANDIDATES**

1. This Appendix provides additional guidance for MOs assessing Artificer candidates for attendance at PAB and Artificer training. It should be read in conjunction with Annex A.

2. The PAB and Artificer training are physically demanding, though in different ways. The PAB places a premium on agility and upper body strength while Artificer training demands the ability to live, work and operate in the field, including the use of Basic Close Combat Skills (BCCS) in line with the Battlecraft Syllabus. Appendices 2 and 3 provide guidance on the tasks required at PAB and Artificer training respectively. Additional guidelines are:

a. Both PAB and Artificer training involve running. Candidates with active lower limb injuries must be able to meet the running/marching criteria at Appendix 2 or 3 or should not be considered for attendance.

b. PAB places particular demands on the upper body. Candidates with upper limb or shoulder injuries should only attend PAB following successful treatment and/or stabilisation of their injury.

c. Candidates with stable spinal injuries may be considered for attendance but specific mention is to be made at Appendices 2 and 3 in order that the risks can be properly assessed.

d. Asthmatics should only attend when their condition has been optimally stabilised, and they are capable of running as normally as the next person with only occasional use of airway dilator medication.

e. Candidates with short-term medical issues that do not attract downgrading should be deferred until fit to attend.

f. Candidates who present to their MO stating that they 'do not feel ready' to attend PAB or Artificer training are not to be medically excused using this as the sole factor, though they may be excused if this 'feeling' is based on underlying medical issues.

ARTIFICER CANDIDATE MEDICAL RESTRICTIONS PROFORMA – ATTENDANCE AT PAB

SER	ACTIVITY	COMPLETE ACTIVITY?		MEDICAL OFFICER COMMENTS
		YES	NO	
(a)	(b)	(c)	(d)	(e)
<i>Can the candidate safely do the following?</i>				
1	Wear a helmet			
2	Climb, traverse and swing on ropes			If no, cannot attend
3	Climb and traverse scaffolding poles by sliding along them			If no, cannot attend
4	Individually lift & carry heavy weights (e.g. a full jerrycan or ammunition box)			
5	Jog up to 400m			
6	Does the candidate have any other specific restrictions/limitations on their activities			If yes, please give details in the space below:

Soldiers Details:

No:

Rank:

Name:

MO's Details:

Signature:

Date:



ARTIFICER TRAINEE MEDICAL 'FIT TO ATTEND' CERTIFICATE

SER	ACTIVITY	COMPLETE ACTIVITY?		COMMENTS
		YES	NO	
(a)	(b)	(c)	(d)	(e)
	Can the trainee safely do the following?			
1	Participate in up to eight battle lessons (BL) / battle exercises (BE) per day: undertaken across rough terrain; moving tactically and adopting fire positions (lying, sitting, squatting and standing as dictated by ground cover); and completing a series of tactical BCCS tasks in line with the BCS. The BCCS tasks are to include engaging the enemy; conducting battlefield casualty drills and adhering to the rules for handling captured personnel.			
2	Examples of appropriate BCCS BL and BE are: To assault a simulated enemy position moving tactically over 500m (fire team) / 800m (section), culminating in a 50m (fire team) / 100m (section) assault. This will require the individual to move tactically as a member of a pair or fire-team, providing covering fire for up to 15 seconds and then running up to 5m and adopting a suitable fire position, for a total distance of up to 100m using fire and manoeuvre			
3	To treat and extract a simulated casualty individually dragging a 12 stone dummy for up to 50m and then, with three others, carrying the casualty for a further 200m using an improvised stretcher.			
4	To assault a simulated enemy position, using fire and movement for 50m (fire team) or 100m (section), then moving tactically escorting an enemy prisoner to a rendezvous over a distance of 300m.			

**Appendix 2 to
Annex A To Corps
Instruction E5
Dated Sep 19**

5	Undertake such training carrying a weapon and the following equipment: During initial deployment; movement to a field location and recovery to a pickup point: combat clothing, boots, helmet and marching order webbing equipment carrying combat body armour (average weight 50 kgs)			
6	During each BL / BE: Assault order clothing, boots, helmet, webbing equipment and wearing combat body armour (average weight 35 kgs)			
7	Walk during initial deployment to a field location and recovery to a pickup point: walk and jog between each BL and BE location.			
8	When moving tactically, use a mixture of running, jumping ditches and gaps, walking, crawling and kneeling. It should not be necessary to climb buildings or jump from heights above one metre.			
9	Live in a field location digging shell scrapes (a body length trench dug to a depth of 12 inches) but not fire trenches for protection.			
10	Command a drill squad. (Stand for 10-15 minutes)			
11	Participate in drill.			

Soldiers Details:

No:
Rank:
Name:

MO's Details:

Signature: Date:



Notes:

1. BCCS is to be conducted realistically and in accordance with lessons identified from the COE and in line with the BCS. Soldiers unable to undertake BCCS as described above should not be considered for attendance.

POTENTIAL ASSESSMENT BOARD (PAB) - TERMS OF REFERENCE

TASK OF THE PAB

1. The task of the PAB is to assess a soldier's potential for future employments and roles within the corps. The board assesses a soldier's character, planning ability, oral expression, composure, integrity, physical ability, dominance and team spirit. The board will grade the soldier's suitability to be considered for Artificer training, Military Training Instructor, Regimental Roster characteristics or whether they have Potential Officer traits for future development. All the findings from the board are compiled into a detailed report which formulates part of the Soldier's Formal Career Review (FCR).

COMPOSITION OF THE BOARD

2. PAB are held at the REME Arms School (REME AS), DSEME, Lyneham, as required. SO3 Artificer Training in line with the PAB president and DSEME Lyneham SOTR will identify the dates of the boards. SO2 Personnel Ops, REME HQ will issue direction Formation ES staff to nominate officers as board members. It is then the Formation responsibility to nominate adequate board members in line with the requirement. The President of the Board is the Comdt DSEME. The remaining officers are as follows:

- a. **Vice Presidents.** Vice Presidents are to be REME Lieutenant Colonels or Majors selected for promotion.
- b. **Deputy Presidents.** Deputy Presidents are to be REME Majors.
- c. **Group Leaders.** Group Leaders are to be a REME Captain or Artificer Sergeant Major (ASM). In exception, a WO1 from a non-artificer CEG may take the role of Group Leader.
- d. **Observers.** REME officers, WO1s, WO2s or SSGts may attend the Board as observers. Vacancies for observers should be booked directly with the PAB ASM [REDACTED] (Tel).

3. It is important that officers responsible for nominating PAB members select individuals who have suitable experience of the PAB process. Vice Presidents, Deputy Presidents and Group Leaders are to have previously attended a PAAB/PAB in an Observer role. If there is any doubt SO3 Art Trg will provide a ruling.

PAB TESTS

4. **Leaderless Tasks.** Candidates will undertake Leaderless Tasks in small groups. These need the co-operation of the whole group to co-ordinate physical effort, spurred on by awareness of time constraints. Candidates need to visualise the circumstances, think of alternatives, dismiss the unworkable, use only the information given, draw up a logical and convincing plan and impress it upon others.

5. **Command Tasks.** Candidates are required to demonstrate to the Board their leadership skills in charge of a Command Task. Candidates are nominated in random order to command a practical task which involves the planning, briefing and execution of the given task within the rules set for the task.

6. **Individual Obstacle Course.** Candidates are required to demonstrate to the Board their planning ability in line with their physical fitness and robustness. Candidates have 3 min 30 secs best effort to successfully complete as many obstacles as possible.

7. Group Discussion. In the Group Discussion, candidates are invited to discuss a number of topics freely, one of which they are to select and introduce from a list provided. The topics change for each Board and are usually based on a mix of current military and political issues.

8. Interview. Candidates will be interviewed individually by both the Vice President and the Deputy President. The Vice President will concentrate on the soldier's career now and in the future regarding career and general life aspirations. The Deputy Presidents interview will concentrate on the candidate's family, schooling, interests/ hobbies and decision to joining the Army/ Corps and what their motivations are.

9. Planning Project. Candidates individually consider a scenario in a given time, followed by a time to discuss the plans with the group and formulate a Group Plan. The solution should involve the effective use of people and resources within geographical and time constraints. Candidates need to be able to conduct a mental estimate of the task, draw deductions from the available factors, assess all the options available and arrive at a workable solution. The candidates are questioned individually on all aspects of the problem.

10. Presentation. Candidates are given topics taken from the Deputy Presidents interview to deliver a presentation. These topics are usually about a hobby or interest of the Candidate, however if there is no suitable topic gained from the interview the Deputy President may give a REME orientated topic for the candidate to present on.

11. Written Communication. Candidates will be required to write an essay under exam conditions, the title of which will be selected by them from a list of 3 provided by the PAB ASM. They will be required to demonstrate structure, use of suitable grammar, spelling and punctuation. This is not a pass/fail criterion, however, an overall assessment of the candidate's written work will be made and anyone deemed limited/ weak will be expected to take corrective action through their chain of command - **the ASCLB will look for evidence of improvement.**

BOARDING

12. The board members deliberate on candidates using the evidence they have gained throughout the two days of assessment. Candidates are then called forward by the Vice President and individually given their results, prior to a formal brief on the way forward and potential options for them. The reports are sent to APC, the soldier's chain of command and a copy provided for the soldier.

NON-ATTENDANCE DUE TO MEDICAL OR COMPASSIONATE REASONS

The reason(s) I am unable to attend PAB on my Supervisors / Class 1 course is/are:

Signed.....
Name
Rank.....
Date

To be counter-signed by trade school company commander, with
attached medical certificate/ welfare report attached as appropriate.

Signed.....
Rank.....
Name Unit Stamp & Date

Return to:

Section A
Army Personnel Centre
CM CSS REME
MP 410 Kentigern House
APC Glasgow
65 Brown Street
GLASGOW
G2 8EX

Reserves return to:

SO2 Trg Pol Res
HoC CSS
Army Headquarters
Marlborough Lines
Monxton Road
ANDOVER
Hants
SP11 8HT

APPLICATION TO ATTEND PAB³³

From:

No	Rank	Name	
DOB	PES	Pension Service Date	
Sex (M/F)	Trade	Class 1 Course Date	
Attended PAB previously (tick applicable):		Y e s N o	
As a Field Force applicant		<input type="checkbox"/>	<input type="checkbox"/>
During Supervisors / Class 1 course		<input type="checkbox"/>	<input type="checkbox"/>
As an Army Reserve candidate		<input type="checkbox"/>	<input type="checkbox"/>
Other (comment below)		<input type="checkbox"/>	<input type="checkbox"/>
Unit Address:			

Unit email address for Joining Instructions _____

Having met the requirements of Corps Instruction E5, I would like to attend a PAB at the next available opportunity / my preferred PAB dates are*:

1st Choice		2nd Choice		3rd Choice	
-------------------	--	-------------------	--	-------------------	--

*Delete as appropriate.

To be counter-signed by a REME officer.

Signature of applicant Signed
Name Name
Rank Rank
Date Tel
Unit Stamp & Date:

³³ CoC should be aware that applications outside of Supervisors / Class 1 courses should generally be for personnel wishing to gain recommendation for Artificer training and not used as a general assessment of individuals outside of the work environment.

ARTIFICER SELECTION AND COURSE LOADING BOARD (ASCLB) - TERMS OF REFERENCE

TASK

1. The ASCLB selects and loads candidates onto appropriate Artificer Courses. The manning brick within HoC CSS and ES determine the number of course vacancies annually. The selection of candidates is based on merit and the number of reports in rank to set soldiers into their cohorts. Soldiers who have met the requirements stated in Para 41 and 46 of this Corps Instruction are considered by the ASCLB.

2. The ASCLB may also grade candidates from alternative feeder trades and review the reinstatement of trainees removed from training.

CONVENING

3. REME Sldr Wing convenes the ASCLB on behalf of the Corps Colonel REME. Boards are to sit in May of each year.

COMPOSITION

4. The composition of the ASCLB is:

Chairman: SO1 Sldrs, APC

Members: SO2 ES Trg Pol, HoC CSS
SI Art Trg, REME Arms School
1 x REME Major from the Fd Force
Corps ASM

Secretary: SO2 REME Sldrs, REME Sldr Wing

Observer: PAB ASM

PROCEDURE

5. **Assessment of Merit.** In assessing the merit of candidates, the ASCLB are to take account of:

a. Artificer Training Potential. Members will consider and score candidates according to the recommendation of artificer training potential made on each candidate by their trade school at the end of the Supervisors / Class 1 course. The format of this report is at Appendix 1 to this Annex.

b. Military Character. Candidates with a military character of less than "Very Good" will not be considered.

c. Medical Deployment Standard (MDS). Gradings less than P2 Medically Fully Deployable (MFD) must be supported as described in Annex A of this instruction. Where it is deemed that further information is required in order to make an informed decision, the soldier can sign the consent Annex for discussion to take place between the Chairman of the ASCLB with the Lyneham Garrison SMO; or the soldier should be referred to the Lyneham Garrison SMO.

6. **Allocation of Vacancies.** The selection of candidates will use:

- a. The total merit score for each candidate is to be listed in raw score order; years of service will not be considered. Selection for course loading is then to be based on the identified liability, the number of course vacancies available and the manning requirements of the ranks and trades across the Corps.
- b. Unsuccessful candidates will continue to appear before the ASCLB until successful or until they leave the ASCLB zone, as detailed at paras 42 and 44 of this instruction.

7. Reserve Artificer Selection. The ASCLB may be requested to view Reserve candidates' books to confirm that they are of satisfactory quality (suitably recommended) and are eligible for Artificer training (listed at Part V). The board does not need to grade reservists against regular candidates nor load them to courses, but it is requested that successful selections are published in order to give authority to proceed with training and subsequent promotion.

NOTIFICATION

8. Following each ASCLB, REME Sldr Wing is to publish a list of successful candidates. Unsuccessful candidates may enquire to SO2 REME Sldr Wg, through their Chain of Command, as to their respective ASCLB score and placing.

PROCEEDINGS

9. The proceedings of all ASCLBs are to be recorded by the Secretary on an AFA

2. Appendix:

1. Artificer Training Potential - Trade School Assessment Report.

ARTIFICER TRAINING POTENTIAL-TRADE SCHOOL ASSESSMENT REPORT

Ser	Number	Rank	Name	CEG	Date of Class 1 Cse	Trade Exam Results (Average)	Artificer Standard Reached?	Details of Further Trade Trg Required
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	10000007	LCpl	Bright	VMA	1 Apr-25 Dec 09	83%	Yes	
2	12345678	LCpl	Troublesome	VMA	1 Apr-25 Dec 09	39%	No	Weak in vehicle electrics theory/practical and on CR2 platform
3								
4								
5								

Signature:

Name:

Date:

Appointment:

Unit:

ARTIFICER TRAINEE REVIEW BOARD - TERMS OF REFERENCE

1. **Role.** The role of the Artificer Trainee Review Board (TRB) is to investigate any case of a trainee who fails to maintain the required standards and to make recommendations on the suitability for continuation of Artificer training.
2. **Convening.** Whilst TRBs will tend to be scheduled on an 'as-required' basis, it must be emphasised that trainees should not be kept waiting for undue periods for their review to be considered.
3. **Process.** The TRB is to consider the facts behind a trainee's failure to reach or maintain the required standards. Any recommendation for removal from course is to include recommendations on the trainee's future employability, including potential for returning to artificer training; in all cases REME Sldr Wing must be consulted. However, such decisions should remain with the CO/Comdt of the training school. The TRB must give clear evidence on the causes of a trainee's failure and any reasons for removal. Artificer TRB will recommend an appropriate course of action to be taken for trainees as follows:
 - a. Having failed to achieve or maintain the minimum standard required in technical training, military training or physical fitness.
 - b. Having failed to display the personal and professional standards required of an artificer.
 - c. Being unfit to continue training due to reduced PES, illness, injury or for any other valid reason.
4. **Levels of TRB.** There are two levels of Artificer TRB and these should be progressive whenever possible. A trainee may, however, be referred directly to a Level 2 TRB as dictated by the circumstances.
 - a. **Level 1 TRB.** The Level 1 TRB deals with Artificer trainees that fail to achieve or maintain the minimum standards required in respect of technical or military training, or failure to meet/maintain the required standards of physical fitness.
 - b. **Level 2 TRB.** The Level 2 TRB deals with problems beyond the Terms of Reference of a Level 1 TRB. This includes:
 - (1) Trainees referred by Level 1 TRB.
 - (2) Trainees that become unavailable or unfit for training for any reason.
 - (3) PES/fitness to attend falls below the required standard.
 - (4) Individuals seeking to be removed from training.
 - (5) Any case involving breach in examination rules including the use of unfair means and plagiarism.
 - (6) Issues that indicate a potential Artificer may have failed to display the necessary personal and professional standards.
 - (7) Failure to remain qualified for Artificer training – no longer eligible to hold Acting Sgt, not eligible to hold substantive SSgt on completion of Artificer training,

no longer recommended for Artificer training, loss of driving licences as required by trade.

5. **COMPOSITION OF TRB.** The TRB composition is as follows:

a. **Level 1 TRB.***

President: 2IC/ASM or SI Art Trg as appropriate

Secretary: Nil

Members: Trg Manager(s) as required to cover;
Performance, Medical, Administration including Welfare

* The president must normally be a minimum of OF3 (or OF2 in extremis), or WO1 (ASM) for SAAE trainees provided that they are qualified to at least engineering degree level or have achieved IEng.

b. **Level 2 TRB.****

President: CI Arms School for ACFC 1 & 3 or relevant CI Technical Training

Secretary: CD Art Trg for ACFC 1 & 3 or SI Technical Training

Members: CO/OC of REME Trg Bn
Head of Trg Phase / SI Art Trg as appropriate
Trg Manager(s) as appropriate
CI REME Arms School (if applicable)

** Findings and/or recommendations of TRB2 are to be endorsed by Comdt DSEME prior to implementation.

6. **POWERS OF TRB.** TRBs powers are as follows:

a. **Level 1 TRB.** The level 1 TRB is empowered to:

- (1) Allow a trainee to continue training after appropriate counselling.
- (2) Award a re-sit of any test or exam to be completed at the earliest opportunity but within 7 days of the occurrence whenever practical. Extra tuition should be made available prior to the re-sit.
- (3) Grant discretionary marks to allow attainment of the pass standard on any one occasion, taking care to ensure that the BTEC/Edexcel qualification is not jeopardised.
- (4) Refer a trainee to a Level 2 TRB when deemed appropriate.

b. **Level 2 TRB.** The level 2 TRB is empowered to:

- (1) Relegate the trainee to an existing vacancy on a subsequent course.

- (2) Relegate a trainee to the start of a subsequent course³⁴.
- (3) Remove the trainee from course pending assignment³⁵.

c. A pragmatic approach to judging the suitability of trainees to continue artificer training after failing to meet the required academic standard is appropriate. Artificer trainees should be encouraged to complete all current academic requirements and gain the HND/Foundation Degree qualification. However, some leeway exists in the academic standards for those elements of the course aimed at meeting accreditation requirements. No leeway exists in reaching the standards required to meet those course serials tied to legislative needs or the CEG's fundamental trade ability. TRB Chairmen should seek this information from course staff as part of the TRB process.

d. In cases where the trainee has been removed from the course as a result of the use of unfair means, including plagiarism, the Level 2 Artificer TRB Letter is to make a clear and unequivocal recommendation as to whether the trainee should be allowed further consideration for Artificer training by a subsequent Artificer Selection Course Loading Board³⁶ (ASCLB).

e. CO 8 Training Battalion REME is to adhere to the decision of the TRB 2. Any challenge is to be raised directly to the President of the TRB within 24 hrs.

7. **TRB PROCEDURES.** The technical training head of department may initiate TRB for Technical Training reasons and the REME Arms School may initiate a TRB for Military Training or physical fitness reasons by raising a Training Activity Report (Appendix 1). The trainee's OC may initiate an TRB for any other reason by raising an Admin Occurrence Report (Appendix 2). The procedure is as follows:

- a. A Training Activity Report or Admin Occurrence Report is submitted to the TRB Secretary.
- b. The Secretary convenes the TRB, composition as per para 5 to this Annex. An up to date report on the current situation will be presented by the appropriate TRB member(s). The Secretary presents an analysis of training performance. The CO or OC presents a Regtl/Coy Report. Following consultation, the Secretary presents the view of REME Sldr Wing.
- c. Secretary then promulgates the TRB findings and recommendations.

8. **PROMULGATION OF FINDINGS AND RECOMMENDATIONS.** TRB findings and recommendations are promulgated by the Secretary as follows.

- a. **Level 1 TRB.** TRB members using the report at Appendix 3. Level 1 TRB findings are internal to schools only but should be copied to other Schools in order that trainee conduct across the remainder of the course may be taken into account at any subsequent actions.
- b. **Level 2 TRB.** In accordance with the specimen letter at Appendix 4. A record of Level 2 TRB is to be held in the respective P/File at APC and will be made available to

³⁴A relegated trainee will not be allocated a course place at the expense of a candidate selected to fill that course place by the ASCLB. The relegated trainee will be allocated the next available vacant course place that does not disadvantage another soldier.

³⁵AGAI 67 action must be completed as part of any removal from course action, although this may need to be actioned by the trainee's CO.

³⁶There may be occasions when a Level 2 TRB decides that there are sufficient mitigating circumstances to allow the trainee to return to ASCLB. If this is the decision, it will need to be clearly articulated in the Level 2 TRB Letter.

future ASCLBs in order to identify why a trainee may have been removed from a previous course.

Appendices:

1. Training Activity Report
2. Administrative Occurrence Report
3. Level 1 Artificer TRB Proceedings
4. Level 2 Artificer TRB Specimen Letter

TRAINING ACTIVITY REPORT

TRAINEE DETAILS:

No: Rank: Name: Coy:
Course: Start Date: End Date:

Current Training Phase:

TRAINING ACTIVITY:

OTHER RELEVANT INFORMATION:

COMMENTS/RECOMMENDATIONS:

Date:

Signed:

Name:

HIO/HOD/SI Art Trg

ADMINISTRATIVE OCCURRENCE REPORT

TRAINEE DETAILS:

No: Rank: Name: Coy:
Course: Start Date: End Date:

Current Training Phase:

ADMIN OCCURRENCE:

OTHER RELEVANT INFORMATION:

COMMENTS/RECOMMENDATIONS:

Date:

Signed:

Name:

OC:

To: TRB Members

LEVEL 1 ARTIFICER TRAINEE REVIEW BOARD PROCEEDINGS

No: Rank: Name: Coy:
Course: Start Date: End Date:

Current Training Phase:

1. The above trainee was referred to a Level 1 Artificer TRB convened under the presidency of: on: as a result of:

- *a. A Training Activity Report (attached).
- *b. An Administrative Occurrence Report (attached)

2. The Board comments and recommendations are:

3. The President's decision was that the trainee should:

- *a. Continue training with present course.
- *b. Be granted a Pass grade in the test in question.
- *c. Re-sit the test on:
- *d. Be referred to a Level 2 Artificer TRB.

Date: Signed:
Name: _____
President Level 1 Artificer TRB

Signed:
Name: ____
Soldier

* Delete as necessary.

LEVEL 2 ARTIFICER TRAINEE REVIEW BOARD SPECIMEN LETTER

HEADED PAPER

See Distribution

ARTIFICER TRAINEE REVIEW BOARD

No: Rank: Name: Coy:
Course: Start Date: End Date:

Current Training Phase:

1. (Rank/Name) was referred to a Level 2 Trainee Review Board (TRB) having failed to make satisfactory progress as follows:

- a.
- b.

2. The findings/recommendations of the TRB are as follows:

- a.
- b.

3. Please promulgate a final ruling on this case in accordance with Corps Instruction E5.

Name:
Rank:
President Level 2 Artificer TRB

Name:
Rank:
Soldier

Enclosures:

Supporting documentation

Distribution:

CI REME AS
REME Sldr Wg – for inclusion in P/File in case future reference is required

Copy to:

TRB Members