

THE ROYAL ELECTRICAL AND MECHANICAL ENGINEERS

CORPS INSTRUCTION No E5

by

Regimental Headquarters Royal Electrical and Mechanical Engineers

Artificer Selection and Training

1. **Sponsor.** The Sponsor for this Corps Instruction is Chief Instructor REME Arms School.
2. **Authority.** This Corps Instruction is issued under the authority of Colonel REME.
3. **Review Date.** This Corps Instruction will be reviewed annually by the Authoriser and will be updated when deemed necessary. The last review was conducted [13 Mar 23](#) and was updated accordingly
4. **Previous Instruction.** This Corps Instruction supersedes the previous Corps Instruction No 5 Issue [20](#) dated [4 Dec 22](#).
5. **Equality Analysis.** This Corps Instruction has been considered against the Public Sector Equality Duty and whilst it does impact on people it does not impact adversely on any protected characteristic group and thus an Equality Analysis Impact Assessment (EQIA) was not completed, the initial assessment is archived and available from the Corps Instruction Sponsor.
6. **Change Log.** The following amendments have been made in this issue:

Ser	Change Description	Location
1	DELETE Pot Art maths JPA recording	Para 44.b
2	DELETE Pot Art Aviation JPA Recording	Para 44d & e
3	NEW Comment including waiver policy	Table 4 Ser 4
4	NEW Reserve Artificer academic waiver policy	Para 85

Part I - Introduction

7. **Aim.** The aim of this Corps Instruction is to set out the procedures for the selection and training of REME Staff Sergeant Artificers.

8. **Contents.** This Instruction comprises the following:

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Part II - General

Definitions

9. **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.

10. **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. Commissioning.

11. The PAB report will contribute towards the Formal Career Review (FCR)¹ for non-aviation trade soldiers in line with their Supervisors / Class 1 report and career management feedback provided by REME Soldier Wing. This report will then be delivered by the soldiers CoC within 12 months of Supervisors / Class 1 course completion.

12. **Artificer Selection and Course Loading Board (ASCLB).** The ASCLB runs in May each year and considers all soldiers who are fully qualified and meet all criteria for boarding as outlined in this Corps Instruction at Table 2. The board is controlled by REME Soldier Wing under the direction of SO1 REME Soldiers. A Potential Artificer cannot be considered for Artificer selection and course loading unless their 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.

13. **Potential Artificer.** The title Potential Artificer refers to any REME soldier, no matter their 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 tradesperson for Artificer training. Advice can be sought from any REME officer, Warrant Officer, RHQ REME or the REME Arms School.

14. 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.

¹ Corps Instruction E6 Part XI part 2.

15. **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 Table 2 and para 54).
16. **Artificer Trainee.** An Artificer trainee is a soldier attending an Artificer training course.

Mental and Physical Fitness

17. 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. In a more general sense have 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. Artificer candidates are therefore expected to be on Unit Level 3 PT prior to arrival on and throughout the Artificer course. The RFT(S) is a critical Training Objective of ACFC², 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.

18. Soldiers with a Joint Medical Employment Standard (JMES) less than Medically Fully Deployable (MFD)³ will only be:
- a. Assessed by PAB when supported unequivocally by a report in the form of Appendix 9 and Appendix 26 to AGAI 78 certifying that they are fit to undergo the PAB. Where it is deemed that further information is required for assessment the Chief Instructor REME Arms School will request it through the soldier's CoC.
 - b. Selected for Artificer Training when supported unequivocally by a report in the form of Appendix 9 to AGAI 78 certifying that they are fit to undergo Artificer Training and have passed the Employability Board. Where it is deemed that further information is required for the employability board the Chairperson will request it through the soldier's CoC.
 - c. Course loaded for Artificer training when supported unequivocally by a report in the form of Appendix 9 and Appendix 26 to AGAI 78 certifying that they are fit to undergo Artificer Training. Where it is deemed that further information is required for course loading the Chief Instructor REME Arms School will request it through the soldier's CoC. Failure to provide this will result in automatic removal from training,

² 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 ALDP policy.

³ JMES standards are listed in the PULHHEEMS section of AGAI 78.

19. Further details on the management of Artificer Candidates with a JMES less than MFD is at Annex A.

20. Should the JMES of a trainee undergoing Artificer training decrease, 8 Bn REME are to immediately convene a Trainee Review Board (TRB) in accordance with para 64 and inform Comdt DSEME and CI REME Arms School detailing the information below. The TRB when making recommendation must apply AGAI 78, noting the minimum employment standards for REME Soldiers. Artificer Trainees should not be assigned to Units as an Artificer with a JMES grading of Permanently Medically Non-Deployable (MND(P)).

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

21. 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. Any Return of Service will remain extant at 36 months from the intended course completion date.

22. 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 8 Bn REME SMO. Any soldier who refuses to disclose medical records for use in decisions must be re-graded as per AGAI 78 to A6L6M6E1 and considered for termination of Service on administrative grounds⁴.

⁴ AGAI 78 para 78.1032 AEL 119 dated Dec 19.

PART III - Identification

23. **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 Senior Supervisors / Class 1 course, it is essential that specific mention of a soldier's continued suitability for Artificer training is made on their Joint Appraisal Report (SJAR) if they are subsequently to be considered by the ASCLB.

24. 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.

25. 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.

Feeder and Alternative Feeder Trades

26. 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.

Ser (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

27. **Procedure for candidates from feeder trades.** The selection process for candidates from feeder trades is detailed at Part V and Annex B.

28. **Procedure for candidates from alternative feeder trades.** Considerable time and resources are necessary to qualify and train an Artificer from an alternative feeder trade⁵. Only tradespeople 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.

⁵ 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.

- a. The selection and training process for candidates from alternative feeder trades is:
- (1) Pass the PAB.
 - (2) Recommendation for Artificer training in their SJAR.
 - (3) Selected as potentially suitable for Artificer training by RHQ REME.
 - (4) Career Manager review.
 - (5) Trade conversion training.
 - (6) Trade experience.
 - (7) ASCLB selection.
 - (8) Attend and pass an Artificer training course.
- b. **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.
- c. **Career Management review.** The Career Manager is to rigorously consider the time and investment required to convert trades, the candidate's ability to convert and the manning requirement. The Career Manager will make a recommendation
- (1) For training in the chosen discipline
 - (2) Or inform the candidate that they are to be re-apply with further evidence the following year
 - (3) Or that they are not to receive Artificer training in the discipline of their choice.
- d. **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.
- e. **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.
- f. **ASCLB selection.** Following their trade experience period, candidates recommended for Artificer training in their current SJAR, and meeting the ASCLB criteria in Table 2 will be considered by the ASCLB for selection for Artificer training.
- g. **Failure during trade conversion training.** A candidate who fails to obtain the qualifications necessary to convert to a feeder trade will no longer be considered for Artificer training. They are to appear before an Artificer TRB. 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.

29. **Transferees.** 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.

Potential Assessment Board (PAB)

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

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 for Artificer potential as follows:

- a. **Pass (P).** Has passed the PAB and is eligible for consideration by the ASCLB (subject to satisfying the criteria in Table 2).
- 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 Senior Supervisors / Class 1 course.

32. The President of the PAB has the authority to grant any caveat if they assess, 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 Senior Supervisors / Class 1 Course.** The PAB is programmed into Class 1 trade courses for REME soldiers in non-aviation trades⁶. Formal PAB is already programmed into Aviation trade Senior Supervisor courses for those soldiers who have not yet attempted PAB (this will expand into all CEGs as the Sup/Sen Sup model is adopted). Aviation Supervisors may apply for a PAB prior to their Senior Supervisors course. 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 Senior Supervisors / Class 1 course for medical or compassionate reasons will require Annex E 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.

⁶ This is the earliest opportunity feeder trades have to attend PAB.

a. **Formal PAB having already attempted a PAB⁷.** Where a soldier who has already presented at PAB attends a course where PAB is formally programmed again, this should be considered a PAB post Senior Supervisor / Class 1 Course attempt. Where the PAB is not attempted, as formally programmed, the previous PAB report will contribute to their FCR. Soldiers who do not attempt the PAB will require an Annex E to be completed by their trade school company commander. This certificate is to be forwarded to REME Soldier Wing for enclosure in the soldier's P/File.

34. **PAB post Senior Supervisor / Class 1 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 attempt⁸.

35. **Application to Attend PAB.** Senior Supervisors / Class 1 course trainees from all trades will automatically be loaded onto PAB. Soldiers who commenced their Senior 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 Senior Supervisors / Class 1 course, are to apply to SO2 REME Sldrs using the form at Annex F. 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.** Senior 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 15 to 20 and Annex A.

37. **PAB Loading Process.** The loading of PABs from Senior Supervisors / Class 1 courses is carried out by the PAB ASM⁹ in consultation with the Training Unit. 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 29) 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

⁷ Where a SP returns to complete a career course (Class 1 / Senior Supervisor).

⁸ SJARs for those requesting a 3rd attempt at PAB must confirm a candidate's suitability for Artificer trg, paying specific attention to their motivation and the manner in which the individual has addressed those short-comings highlighted at previous PAB.

⁹ On behalf of the REME Arms School.

delivered by the unit CoC and will be included in P/Files. Copies are also given to the soldiers.

Part IV – Potential Artificer Development and Qualification

39. 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.

40. Potential Artificers must demonstrate a high level of maths and technical knowledge and understanding in their feeder trade. This underpins their ability to apply general engineering principles as an Artificer. Each feeder trade has a different development pathway, Annex B.

41. **Potential Artificer maths.** Artificer candidates must be Potential maths exempt or examination pass to be considered at ASCLB. This provides the mathematical pre-requisites for Artificer training educational accreditation.

42. **Potential Artificer trade.** Artificer candidates must be Potential trade exempt or examination pass to be considered at ASCLB. Trade in this context is science and technical principles. This provides the technical and science pre-requisites for Artificer training educational accreditation.

43. **Potential Artificer maths and trade course details and loading.** Annex C.

44. **JPA recording.** Potential Artificer maths and trade exemptions and passes are recorded on JPA. JPA competencies are created directly from TAFMIS. Units are not to create JPA competencies manually. Any manual JPA competencies will be investigated, and administrative action may be taken. Exemptions should be loaded onto TAFMIS by DSEME training admin team hence automatically updating JPA. Examination passes should be notified by DSEME Validation to the DSEME training admin team to be loaded onto TAFMIS and thence JPA. Where a pass or exemption is missing the Unit should notify SO2 Artificer Training at the REME Arms School who will liaise with DSEME training admin to investigate and update the TAFMIS record. The following JPA competencies are used:

a. Armourer.

(1) Current

(a) Maths: REME|POT ART ARMOR MATHS EXEMPT|Army|

(b) Trade: REME|POT ART ARMOR TRADE EXEMPT|Army|

(2) Legacy.

(a) Maths: REME|POT ART MATHS PASS|Army|

(b) Maths: REME|POT ART MATHS ELECTR MECH|Army|

b. Vehicle Mechanic.

(1) Current.

(a) Maths: REME|POT ART VM MATHS EXEMPT|Army|

(2) Legacy.

- (a) Maths: REME|POT ART MATHS PASS|Army|
- (b) Maths: REME|POT ART MATHS ELECTR MECH|Army|

c. Technician Electronics.

(1) Current.

- (a) Maths: REME|POT ART TECH ELECT MATHS EXEMPT|Army|
- (b) Trade: REME|POT ART TECH ELECT TRADE EXEMPT|Army|

(2) Legacy.

- (a) Maths and trade: REME|POT ART TECH ELECT EXEMPT|Army|

45. **Vehicle Mechanic**

a. **Trade.** VMs are trade exempt by virtue of passing their class 1 or supervisors course.

b. **Maths.** Potential Artificer Electromechanical Maths paper may be attempted three times. A maximum of one of these attempts may be the attendance on the Potential Artificer Electromechanical Maths (PAEM) course. The Potential Artificer Electromechanical Maths paper requirements can be completed by:

(1) Attending the Potential Artificer Electromechanical (PAEM) course at DSEME Lyneham.

(2) Completing the Potential Artificer Electromechanical Maths Paper following self-learning on the DSEME VLE.

46. **Armourer.**

a. **Trade.** Potential Artificer trade requirements are ideally met by reaching the stipulated standard during the Supervisors / Class 1 course¹⁰. Failure to do so will necessitate the candidate sitting a Potential Artificer Trade Paper (two attempts at this trade paper are permitted).

b. **Maths.** Potential Artificer Electromechanical Maths paper may be attempted three times. A maximum of one of these attempts may be the attendance on the Potential Artificer Electromechanical Maths (PAEM) course. The Potential Artificer Electromechanical Maths paper requirements can be completed by:

(1) Attending the Potential Artificer Electromechanical (PAEM) course at DSEME Lyneham.

c. Completing the Potential Artificer Electromechanical Maths Paper following self-learning on the DSEME VLE.

¹⁰ Trade exemptions are awarded by obtaining a minimum of 70% on all their Trade exams during their Supervisors / Class 1 course.

47. **Technician Electronics.** Potential Artificer Maths and Trade requirements are ideally met by reaching the stipulated standard during the Supervisors / Class 1 course¹¹.

a. **Trade.** Failure to reach 70% in trade on their EO51 course will necessitate the candidate sitting a Potential Artificer Technician Trade Paper. Two attempts at this trade paper are permitted. One of these attempts may be attending the Potential Artificer Technician Development (PATD) course at DSEME Lyneham to complete the electrical principles module on PADC Y005. To support taking the Potential Artificer Technician Trade Paper self-learning is available on the DSEME VLE.

b. **Maths.** Failure to reach 70% in maths on their EO51 course will necessitate the candidate sitting a Potential Artificer Technician Maths Paper. Two attempts at this maths paper are permitted. One of these attempts may be attending the Potential Artificer Technician Development (PATD) course at DSEME Lyneham to complete the Engineering Maths module on PADC Y005. To support taking the Potential Artificer Technician Maths Paper self-learning is available on the DSEME VLE.

c. The pass mark for PADC is 60% as opposed to 70% for Maths or Trade exemption.

48. **Technician Avionics** Technicians Avionics are Maths and Trade exempt by passing Senior Supervisors Course or Class 1 course.

49. **Technician Aircraft.** Technicians Aircraft are Maths and Trade exempt by passing Senior Supervisors Course or Class 1 course.

¹¹ Maths and Trade exemptions are awarded by obtaining a minimum of 70% on their Maths and Trade exams during their Supervisors / Class 1 course.

Part V - Selection and Course Loading

50. **Role and Terms of Reference.** The ASCLB’s role is to select candidates as suitable for Artificer training and to load fully qualified candidates onto Artificer training courses. Terms of Reference for the ASCLB are at Annex G.

51. **Course vacancies.** REME Sldr Wing, is responsible for determining the number of Artificers to be trained each year considering the Artificer liability and workforce forecast.

52. **ASCLB selection as suitable for Artificer training.** Candidates who meet the criteria in table 2 will be considered by the ASCLB:

Ser	Criteria	Remarks
1.	PAB pass.	
2.	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.
3.	Aviation Technicians ¹² only. A minimum of 1 SJAR as a Senior Supervisor (Sgt). ¹³¹⁴	
4.	Successfully completed Cpl ALDP MT (Military Training) and ME (Military Education) ¹⁵ .	
5.	Potential Artificer trade exemption or examination pass ¹⁶ .	
6.	Potential Artificer maths exemption (Technicians only) or examination pass ¹⁷ .	
7.	Artificer vehicle and weapons candidates must have 8.5 years residual service on 1 May prior to ASCLB ¹⁸ . Technician Artificer candidates must have 10 years residual service on 1 May prior to ASCLB ¹⁹ . In both cases this may include the 2 extra years that conversion to VEng (FC) brings.	
8.	Unqualified recommendations ²⁰ for both promotion and Artificer training in their current SJAR ²¹ .	
9.	Hold a JMES grade of MFD or exceptionally MLD and suitable to pass the Employability Board. An Appendix 9 for downgraded soldier must be uploaded to PAPMIS, in accordance with AGAI 78, clearly supporting the candidates’ ability to complete Artificer training.	Where it is deemed that further information is required for selection the Chairperson of the employability board will request it through the soldier’s CoC.
10.	Candidates must have successfully passed the employability board which requires them to be in date ITR Core Fitness and be in date RFT(S)pass.	
11.	Must be registered as an Engineering Technician with the UK Engineering Council via a professional Engineering institute.	.

¹² Technician Aircraft and Technician Avionics.

¹³ Authorised by CAE(A) letter dated 11 Oct 18.

¹⁴ Legacy Class 1 Technicians (Class 1 prior to 31 Mar 17) are eligible as Cpls.

¹⁵ Or be qualified with legacy Cpl CLM qualifications.

¹⁶ JPA pass and exemption codes shown in para 42.

¹⁷ JPA pass and exemption codes shown in para 42.

¹⁸ 8.5 years residual service ensures candidates have 6 years residual service at the end of their planned Artificer Training, regardless of which Artificer course they are loaded on through the training year.

¹⁹ 10 years residual service ensures candidates have 6 years residual service at the end of their planned Artificer Training, regardless of which Artificer course they are loaded on through the training year.

²⁰ Candidates must be recommended with no caveats E.g. when, after etc

²¹ 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 ofrs consult the REME chain of cmd.

12.	REME Sldr Wing reserves the right to consider personnel at ASCLB without all the pre-requisite criteria, for exceptional candidates and/or where a staffing need exists.	
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Table 2 Criteria to be considered at ASCLB

53. Post ASCLB selection.

a. Once selected as suitable for Artificer training by the ASCLB it is the candidate's responsibility to:

(1) Become fully qualified for Artificer training by completing Sgt ALDP (MT and ME)²² including completing any Remediation Action Plan (RAP).

(2) Maintain recommendations for both promotion and Artificer training in their current SJAR (see table 2).

b. Reporting officers who consider that a candidate is no longer suitable for Artificer training must raise a Significant Change²³ SJAR providing reasons for their non-recommendation.

c. REME Sldr Wing will only issue an assignment order confirming attendance on the Artificer course once the candidate has passed the employability board and they have received a Certificate of Suitability and Training Return of Service.

54. 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 table 2.

55. 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 REME Artificer training attracts a return of service of 36 months from the expected end of Artificer training²⁴, regardless of completion or course length, in accordance with JSP 750 Centrally Determined Terms of Service²⁵.

56. Lifed selection for Artificer course loading. Those selected at ASCLB for Artificer course loading will up to 12 months from the publication of ASCLB results to become fully qualified for Artificer training. 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-selection²⁶.

²² Loaded by REME Soldier Wing; applications in writing (email) for course loading.

²³ Refer to JSP 757, Annex D to Chapter 2, para 2D.17 for direction on raising additional reports

²⁴ Royal Marine Artificer Training attracts a 42 month Return of Service.

²⁵ JSP 750 Annex C.

²⁶ 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 table 2.

Part VI – Artificer Training

Qualifications required to attend Artificer Training

57. Candidates who meet the requirements at Table 3 will be loaded onto an Artificer course. Parent units are to notify REME Sldr Wing as candidates achieve Sgt ALDP (MT and ME). Candidates must remain qualified (table 3 represents the criteria), and recommended, to attend Artificer training at all times prior to course commencement and throughout to course completion, failure to do so will result in de-selection.

Ser	Criteria	Remarks
1.	Selected as suitable for Artificer training by ASCLB.	
2.	Sgt ALDP (MT and ME) complete and Remediation Action Plan (RAP) complete ²⁷ .	
3.	Unqualified recommendations for promotion and Artificer training in their current SJAR.	
4.	Appropriate driving licences in accordance with REME Corps Instruction E6.	
5.	All candidates must have successfully completed ITR Core Fitness including passing a RFT(S) in the 6 months prior to commencing ACFC1 ²⁸ . Candidates must be on Unit Level 3 PT. Candidates must successfully complete ITR Core Fitness during ACFC 1 and 3.	
6.	JMES of Medically Fully Deployable (MFD) or Medically Limited Deployable (MLD). Appendix 9 and appendix 26 ²⁹ are to be submitted to REME Arms School for all Artificer candidates below MFD. Losing Units must certify that Artificer candidates below non MFD are fit to attend through an Appendix 26.	See paras 15 to 20
7.	Qualified to hold the minimum rank of Substantive Sergeant for the duration of the Artificer course and to promote to substantive Artificer SSgt on completion of the course.	
8.	All trades less Avn trades are to have a JAMES (L) login and be a JAMES Repair Manager.	
9.	Strongly recommended all trades hold the EngTech competency.	

Table 3 Criteria to be loaded onto an Artificer course

58. Substantive and Acting rank.

a. Dependant on Promotion Boards in the same Promotion Year as ASCLB, Artificer students may be granted acting rank or substantiate as Sgts at the commencement of their course.

(1) **Substantive Cpl successful at ASCLB and Sgt Promotion Board.** If SP promote to Sgt in the same Promotion Year as ASCLB, they will commence their Artificer course as substantive Sgts as long as all other substantiation requirements are met for that rank (ALDP MT and ME). If ME has not been

²⁷ Candidates selected as suitable for artificer training by ASCLB are to complete Sgt ALDP before attending the artificer course. Confirmation of artificer course loading will not be given until the candidate has proved themselves fully qualified.

²⁸ This is checked on ODR prior to ACFC1 starting.

²⁹ Based on the course criteria in Annex A.

completed before Artificer course, the SP will have 12 months from the end of their course to complete Sgt ALDP ME to substantiate as a SSgt.

(2) **Substantive Cpl with MT only.** Commence course as A/Sgt. On completion of course, will substantiate once ALDP ME is complete.

(3) **Substantive Cpl with MT and ME.** Commence course as a substantive Sgt.

b. **Substantive LCpl or Cpl successful at ASCLB but NOT at the Promotion Board.** If a SP does not promote to Cpl or Sgt in the same Promotion Year as ASCLB, they will be granted acting rank until the completion of their course where they will substantiate as SSgts. However, there are reversion in rank implications to the soldier if they fail the course and are subsequently removed. The policy for reversion in rank for Artificer students can be found in Corps Instr E6.

Training

59. Artificer training has 3 elements:

a. **Artificer Command and Field Course (ACFC 1)**³⁰. This is aimed to develop the management and communications skills to preparing trainees for the forthcoming technical phase of the course. Trainees are to pass the Defence Writing, presentational skills and study skills assessments. A written assignment covering Business Management Techniques for Engineers must be passed. They are also required to pass the Role Fitness Test (Soldier) (RFT(S)) and the Soldier Conditioning Review (SCR) in line with the current PT policy and ITR requirements. The Army's fitness standard of the RFT(S) is the pre-course requirement for and a critical Training Objective of Artificer Training, the SCR is also a critical Training Objective of Artificer Training³¹ in line with an indication of leadership qualities of the trainees.

b. **Advanced Engineering Skills (AES).** During AES 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. Artificer trainees are expected to play an active role within 8 Training Battalion REME, as would be expected of a SNCO of the Corps in accordance with the British Army's Values and Standards. Activities are conducted under the supervision or with the authority of the relevant Company Senior Instructor and managed by the relevant Company ASM. Particularly Battalion activities that trainees are expected to be involved in are:

- (1) Battalion directed PT.
- (2) Warrant Officers' and Sgt's Mess.
- (3) Battalion duties.
- (4) Company directed tasks.
- (5) Coaching and mentoring of company ITT and STT SP.

³⁰ Once C004 is implemented this element will be known as ACFC(a).

³¹ 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 CM policy.

c. **Artificer Command and Field Course (ACFC 3)**³². They receive command, leadership, management, planning, and engineering systems training. This is aligned with the Battle-craft 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. Training includes BOWMAN competency, Health and Safety for Managers, ESCAM (Engineering Systems Course for Auditors & Managers), Workplace Study and Ergonomics (Written assignment), Quality Assurance and Management (Written assignment), Engineering Management Systems and Army ES Principles, Procedures and Policy. They are also required to complete physical leadership training, Role Fitness Test (Soldier) (RFT(S)) and the current Soldier Conditioning Review (SCR), in line with the current PT policy and ITR requirements. The Army's fitness standard of the RFT(S) is the pre-course requirement for and a critical Training Objective of ACFC, the SCR is also a critical Training Objective of ACFC³³ in line with an indication of leadership qualities of the trainees. All trainees must pass the summative final exercise.

60. **Incorporated Engineer Qualification.** Two years after the completion of their course, Artificers who attain a BSc from their course, 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 (IEng). Those who attain an HND or DAO Level 5 qualification are required to complete additional learning to Bachelor's Degree level. This learning is accepted as complete on selection for WO2 and completion of WO ALDP. 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 SO2 Engineering Assurance, RHQ REME.

Appointment, seniority and promotion

61. 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 training³⁴. Para 9.140 of Queen's Regulations for the Army applies³⁵.

Deferral of an Artificer course

62. 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

³² Once C004 is implemented this element will be known as ACFC(b).

³³ 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 CM policy.

³⁴ 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.

³⁵ The CO retains authority for the promotion of soldiers under his/her command.

63. 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).

64. **Artificer trainee review boards.** The training schools³⁶ are to convene Artificer TRBs, following Annex H, as necessary to review cases of trainees who fail to maintain the required physical (including all ITR requirements) or academic standards. Failure to achieve an ITR Core fitness pass³⁷ on ACFC3 is a failure of the required physical output standard and therefore constitutes a failure of the Artificer course. Candidates will not be given backdated promotion or seniority even if they are fully qualified in all other respects. In cases of discipline or failures in Values and Standards AGAI 67 is to be applied. The Artificer TRB Terms of Reference are contained in Annex H.

65. **AGAI 67.** AGAI 67 is to be applied to:

- a. All cases of removal from Artificer training, whether blameworthy or non-blameworthy.
- b. All failures in discipline and maintaining Army Values and Standards³⁸.

66. 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.

67. **Removal for medical reasons.** Should a trainee be removed from Artificer training for medical reasons the Training Unit 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.

68. **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.

69. **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 table 3. 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 CO. Such individuals will be reconsidered at the ASCLB and must remain eligible for Artificer training in accordance with table 3.

³⁶ REME Arms School, SAAE and 8 Bn REME.

³⁷ ITR Core Fitness in line with Army Policy.

³⁸ Academic dishonesty, including plagiarism, is considered to be a failure in Values; in that a Trainee has lacked Integrity.

Interpretation of this Corps Instruction

70. 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.

Part VII – Reserve Artificer selection and training

71. The principals and process for Reserve Artificer selection and training will follow Parts II to VI 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.

72. In part-time employment alone, we cannot expect to deliver Further Education or fully develop our tradesmen to the Artificer standard. Therefore, Reserve candidates are expected to already hold a Level 4³⁹ engineering⁴⁰ qualification and will normally be vocational engineers so that we can build on their professional expertise. 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 knowledge and experience.

73. **Re-instatement of Artificers.** Ex-Artificers who re-join within 6 years of termination will normally be accepted in their previous substantive rank and seniority, subject to vacancies in the unit and the COs endorsement on the attestation paper; the CO will judge the ex-Artificer's core competence⁴¹ which may include relevant civilian vocational experience gained since leaving.

PAB

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

75. 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.

76. 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

77. **Selection criteria.** In order for the candidate to be selected for Artificer training by the ASCLB they must meet the criteria in table 4. They will be considered for selection at ASCLB, annex G, when nominated by their Unit.

³⁹ Recognised Qualifications Framework: <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

⁴⁰ As listed by the Engineering Council: <http://www.engc.org.uk/education-skills/course-search/database-of-technician-qualifications/>

⁴¹ In accordance with LEES Chapter 4.

Ser	Criteria	Remarks
1.	PAB pass.	
2.	Completed 2 years of service following the successful completion of a Supervisors / Class 1 feeder trade course.	Reserves only employ Art Veh and Art Wpns
3.	Successfully completed Cpl ALDP MT (or CLM Part 1).	ALDP ME not yet provided for reservists
4.	Hold a Level 4 ⁴² engineering ⁴³ qualification, or higher.	Candidates who do not hold a Level 4 qualification but who can demonstrate equivalent competence are invited to apply for an academic waiver.
5.	Have 6 years residual service ('as at' the ASCLB).	
6.	Unqualified recommendations for both promotion and Artificer training in their current SJAR.	
7.	Hold a JMES grade of MFD. MLD soldiers will be required to pass the Employability Board; an Appendix 9 must be uploaded to PAPMIS, in accordance with AGAI 78, clearly supporting the candidates' ability to complete Artificer training.	Where it is deemed that further information is required for selection the Chairperson of the employability board will request it through the soldier's CoC.

Table 4 Reserve Artificer Selection Criteria

⁴² Recognised Qualifications Framework: <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

⁴³ As listed by the Engineering Council: <http://www.engc.org.uk/education-skills/course-search/database-of-technician-qualifications/>

Reserve Artificer training

78. Having been selected for Artificer training the Reserve Artificer trainee must conduct the training in table 5, representing the training delivered during the Regular Artificer Command and Field Course. Serials 1 to 5 may be conducted at any time and in any order. Before conducting serial 6 the validation exercise on ACFC 3 serials 3, 4 and 5 must be complete.

Ser	Training	Remarks
1.	Attend and pass the Safety Course for Managers (SCM).	SCM is a 3 day course at the REME Arms School , apply via ASM ES Trg, LWC ES RST.
2.	Attend and pass The Engineering Systems Course for Auditors and Managers (ESCAM).	ESCAM is a 4-day course at the REME Arms School , apply via ASM ES Trg, LWC ES RST.
3.	BOWMAN competency training	In unit or available at the REME Arms School (delivered as part of regular ACFC 3).
4.	Successfully complete Sgt ALDP MT ⁴⁴ including any Remedial Action Plan.	ALDP ME is not yet provided for reservists.
5.	REME Reserve Artificer Command and Field Course workbook Annex J	A workbook containing pre-course materiel and experiential learning is to be completed and authenticated by an EngO prior to the validation exercise.
6.	ACFC3 Reserve.	2 week course at the REME Arms School. 1 week is a field validation exercise.

Table 5 Reserve Artificer training

79. **Artificer Command and Field Course (ACFC) 3.** Reserve Artificer trainees who satisfy serials 3, 4 and 5 in table 5 can apply for ACFC 3. Reservists will attend weeks 8 and 9 of the Regular ACFC 3, to include the validation exercise. Course dates are available from the [REME Arms School](#), candidates can apply via their PSIs to ASM ES Trg, LWC ES RST. Non-MFD Reserve Artificer Trainee's must be fit to attend, they must be supported by an Appendix 9 and Appendix 26 to AGAI 78 from their Unit.

Reserve Artificer promotion and appointment

80. 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, and they can hold this rank if they continue to be recommended for Artificer training in their most recent SJAR.

81. Once a candidate is selected by the ASCLB they should be awarded Acting Sgt (provided a vacancy exists and they are Cpl ALDP qualified) for the duration of their Artificer training. They may be substantively promoted on completion of the Sgt ALDP MT.

82. On successful completion of all elements of Artificer training, table 5, Artificer trainees should be awarded Acting SSgt, provided a vacancy exists in unit.

⁴⁴ Or be qualified with legacy SCLM qualifications.

83. Artificer trainees are to be promoted to substantive SSgt and appointed as Artificers once they complete ACFC 3 validation and they are assigned to a vacant Artificer post.

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

Administration

85. **Academic Waiver.**

a. Candidates recommended for Artificer training that do not hold at least a recognised level 4 Engineering qualification, may submit a request for academic waiver if they meet the following criteria:

- (1) Hold a Level 3 Engineering qualification.
- (2) Can demonstrate occupational competence as an Engineering Manager.
- (3) Can demonstrate continuous professional development, for example by being professionally registered (Eng Tech) or being an active STEM ambassador.

b. Requests for academic waivers should use the 'Recognised Prior Learning' process at Annex N to [DSEME SO7160 Assessments and Accreditation](#), whereby DSEME EC&IV will evaluate the candidate's equivalency with REME Artificer qualifications. The application should include:

- (1) Copies of relevant qualifications.
- (2) CV demonstrating the candidate's occupational engineering competence.
- (3) There is no need for SJARs and military records.

c. Authority. The CI REME AS is the authority for approvals.

86. **Pay.** Battalions are requested to authorise attendance as paid VTOD for time spent on Potential Artificer development and attendance at the PAB. Artificer training courses should be considered as Normal Training or Annual Continuous Training as appropriate.

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

88. **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.

89. **Reserve Contacts.**

a. Enquires/applications: ASM ES Res Trg, LWC ES RST
Tel 01249 894030 or David.Davies909@mod.gov.uk

**Annex A to
Corps Instruction E5
Dated 13 Mar 23**

Medical Risk 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 their parent Unit.

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)⁴⁵.

b. Be capable of meeting all Artificer Course Training Objectives (TOs): assessed and un-assessed, without special consideration⁴⁶.

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 all ITR Core Fitness requirements including an **RFT(S) Pass**.

3. **Soldiers Temporarily Downgraded.** Soldiers temporarily downgraded, typically to P3 MLD(T) 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

⁴⁵ A Medical Board may award the PULHHEEMS grading of P7 MND but loading of candidates holding this grading will be exceptional.

⁴⁶ '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.

assessing CoC 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 months⁴⁷, the soldier's case is to be reviewed in conjunction with the parent unit and REME Sldr Wing. Soldiers must remain fully qualified and eligible for Artificer training in all other respects.

4. **Soldiers Permanently Graded P3 MLD.** Soldiers graded P3 MLD and whose grading is permanent and stable are to be Medically Risk Assessed by their parent Unit using an Appendix 26 to AGAI 78. The CO in issuing a positive Appendix 26 is certifying that the soldier is fit to attend the PAB or to undertake Artificer training. This includes completion of the field training, BCCS elements, an SCR and the successful completion of all ITR Core Fitness requirements including passing RFT(S). The Medical Risk Assessment should be conducted in line with AGAI 78 using the soldiers Appendix 9 and additional UMO advice, as required, against the expected activity guidance in the relevant appendix.

- a. **PAB Attendance.** Appendix 2.
- b. **Artificer training attendance.** Appendix 3.

5. In addition to the normal distribution of Appendix 9 and Appendix 26 additional copies of the appendices are required are follows:

- a. One copy of each to be forwarded to the PAB ASM for PAB applications.
- b. One copy of each to the REME Arms School⁴⁸ (as detailed in the Artificer course Joining Instructions or the SO2 Artificer Training).

6. The Appendices are required prior to the start of the course to enable suitable risk assessments to be undertaken or further information requested.

7. Appendices 2 and 3 provide a checklist of PAB, field and BCCS tasks that a trainee must be able to undertake. Where it is deemed that further information is required for course loading the Chief Instructor REME Arms School will request it through the soldier's CoC. Where doubt or risk still exist on commencement of Artificer training a further Medical Risk assessment will be undertaken by 8 Training Battalion REME with advice from the Lyneham MO.

8. **Soldiers Permanently Graded MND.** As a general principle, soldiers permanently graded MND⁴⁹ will not proceed to PAB or Artificer training. This is in accordance with AGAI 78 where a soldier who is retained at MND is retained at that Unit only. 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.

⁴⁷ Where a deferment leads to a course start date in the subsequent training year - the soldier should expect to be deselected and require consideration for selection again on the appropriate ASCLB. An exception by SO1 REME Soldier Wing may be made in exceptional circumstances.

⁴⁸ Copies of both the Appendix 9 and Appendix 26 will be sent to the relevant Coy at 8 Bn REME by REME Arms School.

⁴⁹ Although there are exceptions (e.g. P3 MND and P7 MLD), MND typically include the PULHHEEMS grades of P0, P4, P7 and P8.

c. They are capable of completing the field and BCCS phases without significant risk of their condition being made worse.

9. Such candidates must be referred from their Units CoC to CO 8 Bn REME as the Risk Holder during training. To support decision making the unit MO should refer the candidate to SMO Lyneham, who is aware of the issues in such cases, to provide individual medical advice to the CoC. CO 8 Bn REME and SMO Lyneham are in a position to seek advice from HoC CSS and REME Arms School 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 CO and 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.

10. **Artificer Trainees Permanently Graded MND.** As a general principle, soldiers permanently graded MND will not successfully complete Artificer training. This is in accordance with AGAI 78 where a soldier who is retained at MND is retained at that Unit only. Artificer trainees are on a long accelerated promotion course at a Training Unit and therefore cannot be retained, in their current post, at the Training Unit. In accordance with AGAI 78 an Artificer trainee graded permanently MND should not be assigned to another Unit. Less the exceptions given in para 8.

**Appendix 1 to Annex A to
Corps Instruction E5
Dated 13 Mar 23**

Additional guidance for Medical Risk assessing Artificer candidates

1. This Appendix provides additional guidance for medical risk 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 in their Appendix 26 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 CoC or 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.

**Appendix 2 to Annex A to
Corps Instruction E5
Dated 13 Mar 23**

Artificer candidate Medical Risk assessment activity guidance – Attendance at PAB

Ser	Activity	Complete activity?		Remarks
		YES (c)	NO (d)	
(a)	(b)			(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 (for up to 10 minutes) heavy weights (e.g. a full jerrycan or ammunition box of up to 20 kg)			
5	Jog up to 400m			
6	Climb and descend an 2.5m wall			

**Appendix 3 to Annex A to
Corps Instruction E5
Dated 13 Mar 23**

Artificer candidate Medical Risk assessment activity guidance – Artificer Training

Ser	Activity	Complete activity?		Remarks and comments
		YES (c)	NO (d)	
(a)	(b)			(e)
Can the trainee safely do the following?				
1	Participate in up to eight battle lessons (BL) / battle exercises (BE) per day. These are 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	Move tactically across rough terrain. Individually, as a pair and fire team.			
3	Adopt all fire positions (Lying, sitting, squatting and standing) to utilise all ground cover.			
4	Conduct battlefield casualty drills. 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.			
5	Assault a simulated enemy position moving tactically over 500m (fire team) or 800m (section), culminating in a 50m (fire team) / 100m (section) assault.			
6	Fire and manoeuvre across rough terrain as a member of a pair or fire-team for up to 100m. Covering fire for up to 15 seconds then running up to 5m and adopting a suitable fire position.			

7	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.			
8	Carry and use a weapon.			
9	Movement (primarily walking) across rough terrain (up to 8 miles) 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)			
10	Carry (while running, walking and adopting fire positions) during each BL and BE Assault order clothing, boots, helmet, webbing equipment and wearing combat body armour (average weight 35 kgs).			
11	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.			
12	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.			
13	Command a drill squad. (Stand for 10-15 minutes)			
14	Participate in drill.			

Artificer candidate details:

Number:

Rank:

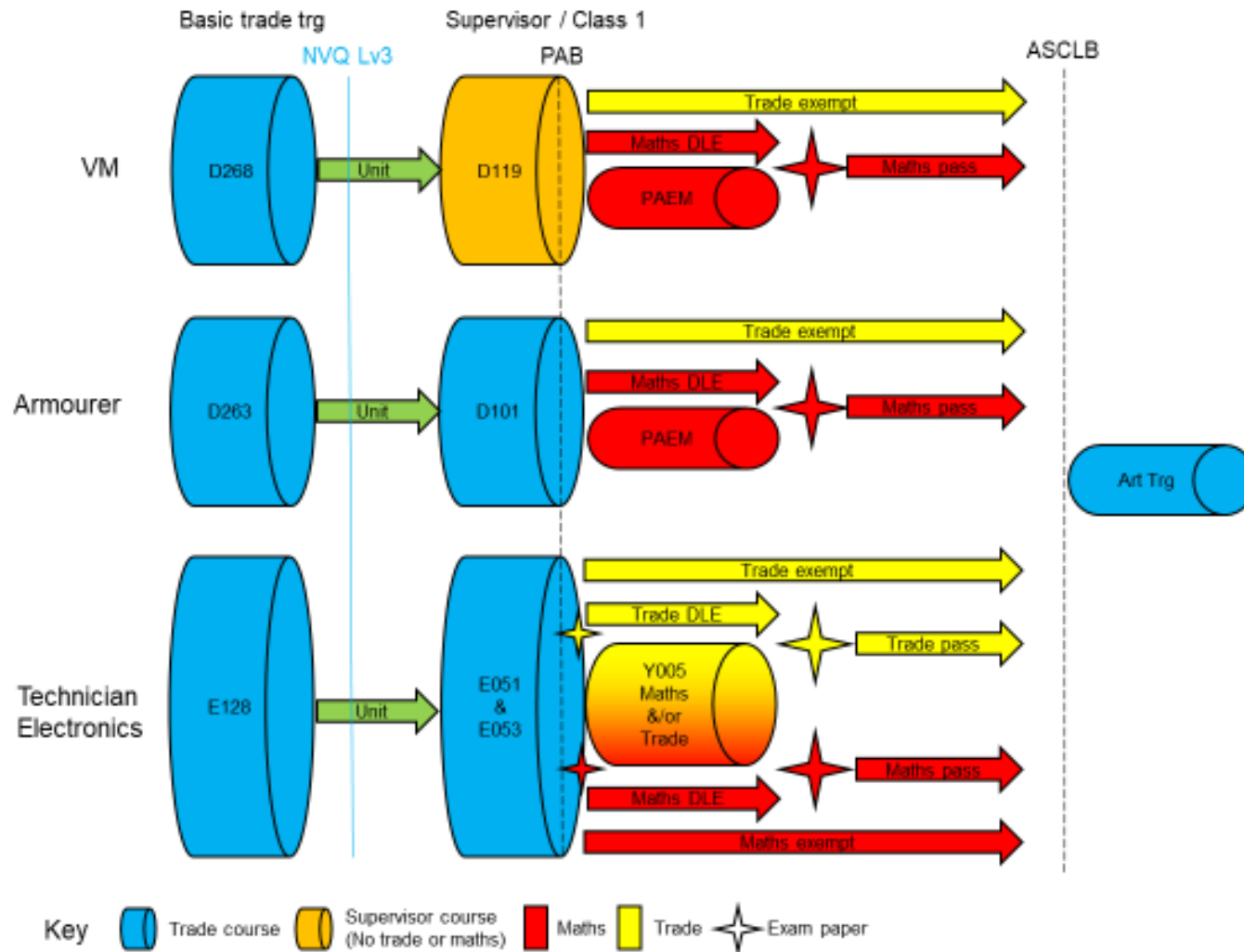
Name:

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.

**Annex B to
Corps Instructions E5
Dated 13 Mar 23**

Feeder trade selection process



Extracted from E5 Part IV

1. Vehicle Mechanic.

- a. **Trade.** A pass on the Supervisors or Class 1 course is enough to deem soldiers competent at trade. All those who have passed the class 1 course are Trade exempt.
- b. **Maths.** Potential Artificer Electromechanical Maths paper may be attempted three times. A maximum of one of these attempts may be the attendance on the Potential Artificer Electromechanical Maths (PAEM) course. The Potential Artificer Electromechanical Maths paper requirements can be completed by:
 - (1) Attending the Potential Artificer Electromechanical (PAEM) course at DSEME Lyneham (Taught Online).
 - (2) Completing the Potential Artificer Electromechanical Maths Paper following self learning on the DSEME VLE.

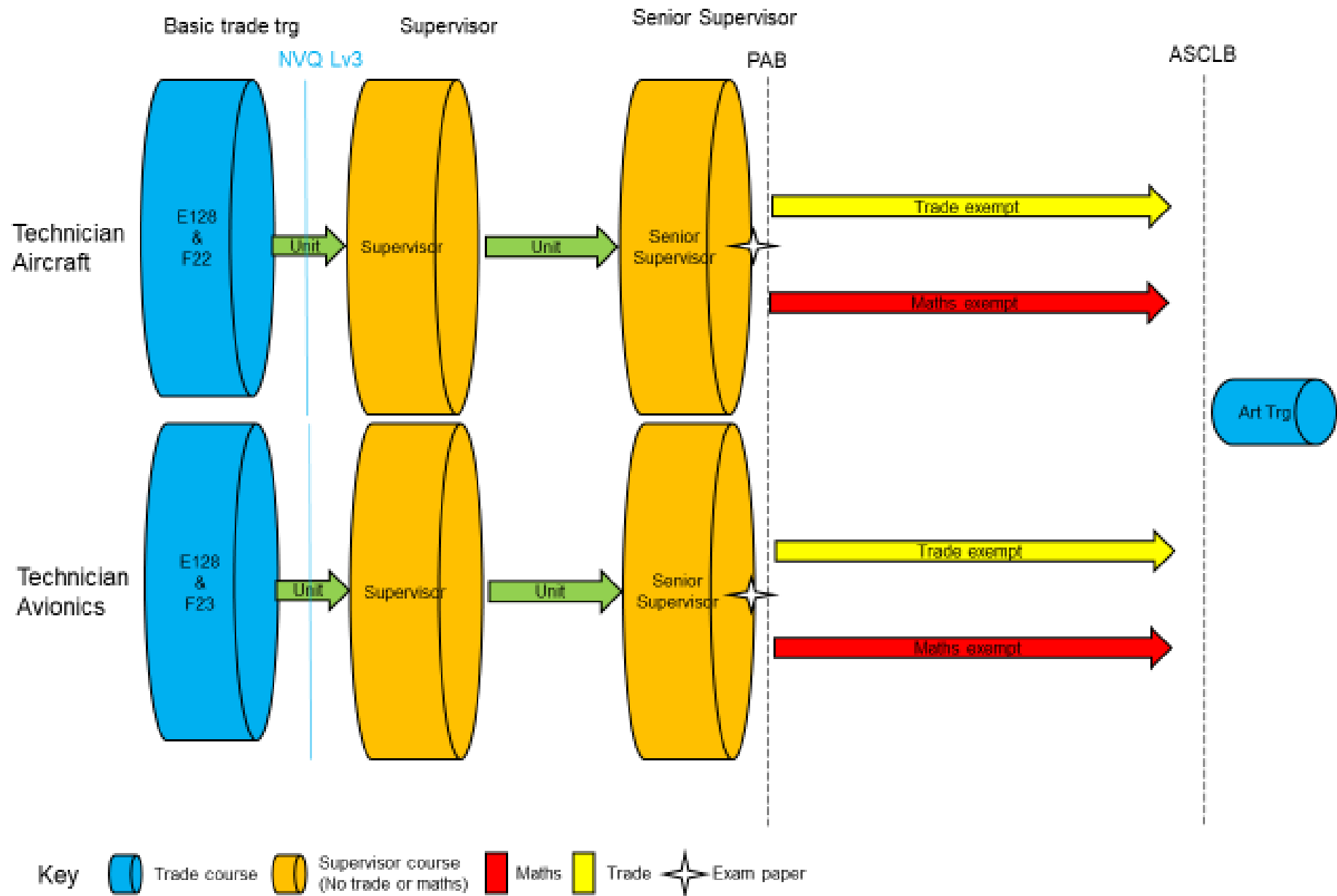
2. Armourer.

- a. **Trade.** Potential Artificer trade requirements are ideally met by reaching the stipulated standard during the Supervisors / Class 1 course⁵⁰. Failure to do so will necessitate the candidate sitting a Potential Artificer Trade Paper (two attempts at this trade paper are permitted).
- b. **Maths.** Potential Artificer Electromechanical Maths paper may be attempted three times. A maximum of one of these attempts may be the attendance on the Potential Artificer Electromechanical Maths (PAEM) course. The Potential Artificer Electromechanical Maths paper requirements can be completed by:
 - (1) Attending the Potential Artificer Electromechanical (PAEM) course at DSEME Lyneham.
 - (2) Completing the Potential Artificer Electromechanical Maths Paper following self learning on the DSEME VLE.

⁵⁰ Trade exemptions are awarded by obtaining a minimum of 70% on all their Trade exams during their Supervisors / Class 1 course.

3. **Technician Electronics.** Potential Artificer Maths and Trade requirements are ideally met by reaching the stipulated standard during the Supervisors / Class 1 course⁵¹.
- a. **Trade.** Failure to reach 70% in trade on their EO51 course will necessitate the candidate sitting a Potential Artificer Technician Trade Paper. Two attempts at this trade paper are permitted. One of these attempts may be attending the Potential Artificer Technician Development (PATD) course at DSEME Lyneham. To support taking the Potential Artificer Technician Trade Paper self learning is available on the DSEME VLE.
 - b. **Maths.** Failure to reach 70% in maths on their EO51 course will necessitate the candidate sitting a Potential Artificer Technician Maths Paper. Two attempts at this maths paper are permitted. One of these attempts may be attending the Potential Artificer Technician Development (PATD) course at DSEME Lyneham. To support taking the Potential Artificer Technician Maths Paper self learning is available on the DSEME VLE.

⁵¹ Maths and Trade exemptions are awarded by obtaining a minimum of 70% on their Maths and Trade exams during their Supervisors / Class 1 course.



Extracted from E5 Part IV

4. **Technician Avionics.** Technicians Avionics are deemed up to the required standard by passing the Senior Supervisor Course. All those who have passed the Senior Supervisor or a legacy Tech AV Class 1 Course are deemed Maths and Trade exempt.
5. **Technician Aircraft.** Technicians Aircraft are deemed up to the required standard by passing the Senior Supervisor Course. All those who have passed the Senior Supervisor or a legacy Tech AC Class 1 Course are deemed Maths and Trade exempt.

**Annex C to
Corps Instructions E5
Dated 13 Mar 23**

Potential Artificer course details and loading

1. **Potential Artificer Electromechanical Maths (PAEM) course.** This course replaces PADC R5087 previously run at Worthy Down. PAEM is delivered by the REME Arms School via tutor led distance learning. Exams are bid for and administered in the same way as standalone Potential Artificer exam papers.
 - a. Course code: R5087.
 - b. Course factsheet: See [REME Arms School Sharepoint](#).
 - c. Course dates: See [REME Arms School Sharepoint](#).
 - d. Bids. Course and exam bids are required. Course bid submitted to REME Soldier Wing on [REME Arms School Course application form](#). Exam bid (for the final day of the course) submitted to REME Soldier Wing on Appendix 2.
2. **Potential Artificer Electromechanical Maths distance learning.** Self study material is available on the DSEME VLE. Potential Artificers may self-enrol. See appendix 1.
3. **Potential Artificer Technician Development (PATD) course.** This course replaces the old PADC Y005 and Y048 previously run at Worthy Down. PATD will be delivered by the REME Arms School via tutor led distance learning. Exams are bid for and administered in the same way as standalone Potential Artificer exam papers.
 - a. Course code: Y005.
 - b. Course factsheet: See [REME Arms School Sharepoint](#).
 - c. Course dates: See [REME Arms School Sharepoint](#).
 - d. Bids. Course and exam bids are required. Course bid submitted to REME Soldier Wing on [REME Arms School Course application form](#). Exam bid (for the final day of the course) submitted to REME Soldier Wing on Appendix 2.
4. **Potential Artificer Technician maths distance learning.** Self study material is available on the DSEME VLE. Potential Artificers may self-enrol. See appendix 1.
5. **Potential Artificer Technician trade distance learning.** Self study material is available on the DSEME VLE. Potential Artificers may self-enrol. See appendix 1.
6. **EO51 – Maths and Science.** This course is run at DSEME Lyneham. Technician Avionics attend the EO51 course alongside Technician Electronics.
 - a. Course code: EO51.
 - b. Dates: See DSEME course programme.
 - c. Bids. Submitted to REME Soldier Wing.

Potential Artificer exam papers

7. Potential Artificer Electromechanical maths, Electromechanical trade, Technician maths or Technician trade paper.

- a. Dates: See [REME Arms School Sharepoint](#).
- b. Location: Local AEC, arranged prior to bid and administered by parent unit.
- c. Bids. Submitted to REME Soldier Wing on Appendix 2.

8. Distributed examination procedures.

- a. **Location.** Distributed Potential Artificer examinations are to take place at an AEC (or AGC(ETS) led educational environment) away from the normal working environment. It is a parent Unit responsibility to book space to conduct the exam for standalone exams and exams at the end of a tutor led course. The use of alternative examination environments is to be cleared with REME Arms School SO2 Art Trg via REME Soldier Wing.
- b. **Examination paper security.** Examination papers will be issued by the DSEME Examination centre to the local AEC (or AGC(ETS) led educational environment) or in exceptional cases a named Unit person⁵². Examination papers will be issued in an examination pack. The pack will contain invigilator instructions and the examination papers. The examination papers are to be stored in a secure environment and not opened until the examination takes place. The examination pack, containing the examination papers, may be opened to read the exam invigilator instructions by the invigilator prior to the exam. The exam papers are to be issued to the invigilator on the day of the exam.
- c. **Invigilator.** Provided by the parent Unit for standalone exams and exams at the end of a tutor led course. Must be a SSgt or above. The invigilator must complete the DSEME invigilation training⁵³, via distance learning, detailed in the examination pack. Invigilators must request VLE access from Debra Jefferies⁵⁴ in DSEME Validation.
- d. **Operational deployments.** Applications can be made for soldiers on operational deployments to complete the maths or trade; these examinations will be under unit control and must be supported by CO/OC.
- e. **Withdrawals.** It is expected that once an exam is bid for and authorised, that it is sat by the nominee. If the exam cannot be sat for service or personal reasons REME Soldier Wing, as the exam loader, and DSEME Validation, as the exam issuer, should be notified. Where a SP does not complete the exam and no notification to REME Soldier Wing has been received then that exam will count as an attempt unless the SP or Unit presents a case for extenuating circumstances to SO2 Artificer Training.
- f. **Unit responsibilities.**

⁵² A justified case must be made not to use the local AEC to REME Soldier Wing for approval by SO2 Art Trg at the REME Arms School.

⁵³ <https://vle.dean1.mod.gov.uk/course/view.php?id=2312>

⁵⁴ Email: Debra.jefferies102@mod.gov.uk mil: 95481 4382 civ: 01249 894382.

- (1) Exam and course bids.
- (2) Ensuring applicants have sufficient work time to complete the course and self study for the exam.
- (3) Ensuring applicants have time to sit the exam without distractions.
- (4) Exam venue booking and administration. Standalone exams and exams at the end of tutor led courses.
- (5) Ensuring an appropriate invigilator is provided. Standalone exams and exams at the end of tutor led courses.
- (6) Notifying REME Soldier Wing and DSEME Exam centre of any withdrawals.

g. Applicant responsibilities.

- (1) Attempt the exam or course once it is booked.
- (2) Formally notify their CoC immediately if they cannot sit or wish to withdraw from the exam.

**Appendix 1 to Annex C to
Corps Instructions E5
Dated 13 Mar 23**

Potential Artificer maths and trade distance learning

1. Learning and revision material for the Potential Artificer maths and trade examinations is available on the DSEME VLE (Virtual Learning Environment). Units are requested to give Potential Artificers at least 30 hours study time on the course material prior to any examination.
2. **DSEME VLE access.** User accounts and passwords will have been issued on either basic or class 1/supervisor courses at DSEME. Username is your PUID and the password is user selected.
 - a. Link to DSEME VLE: <https://vle.dean1.mod.gov.uk/>
 - b. **Electromechanical course material.** For Vehicle Mechanic and Armourer trades.
 - (1) Log into the DSEME VLE and search for course R5087.
 - (2) Direct link: <https://vle.dean1.mod.gov.uk/course/view.php?id=8279>
 - c. **Technician course material.** Technician Electronics and Technician Avionics for both Maths and Science (Trade). Technician Aircraft for Maths only.
 - (1) Log into the DSEME VLE and search for course Y005.
 - (2) Direct link: <https://vle.dean1.mod.gov.uk/course/view.php?id=8280>
 - d. **Access issues.** Any issues with PUID, account or passwords please contact the VLE Helpdesk.

Email - DSEME-HQ VLEHelpdesk (Multiuser) VLEHelpdesk@learn.mod.uk
 - e. Overseas and operational location without access to the DSEME VLE should contact the PADC tutor at the REME Arms School.

**Appendix 2 to Annex C to
Corps Instructions E5
Dated 13 Mar 23**

Potential Artificer examination paper application

[Link to editable word document](#)

Send to: REME Soldier Wing (APC-CSS-REMESldrs-3E1) Barry McCallum

Unit:			
Unit PoC:			
Number	Rank	First name	Surname
PoC Email address:			
Unit AEC or pre-approved alternative: Full postal address inc postcode	<i>This is the address where the exam papers will be sent For non AEC addresses put a named PoC for the paper to be sent to</i>		
Invigilator:			
Number	Rank	First name	Surname
Exam date:			

Unless otherwise agreed the Unit PoC certifies that the AEC is aware of the exam and has agreed to provide a classroom for the exam to take place.

Examinees

Number	Rank	Surname	Initial	Trade	Paper (Maths/Trade/Both))

**Annex D to
Corps Instructions E5
Dated 13 Mar 23**

Potential Assessment Board (PAB) – Terms of Reference

1. **Task of the PAB.** 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 forms part of the Soldier's Formal Career Review (FCR).
2. **Composition of the Board.** PAB are held at the REME Arms School (REME AS), DSEME, Lyneham, as required. SO2 Artificer Training, supported by the PAB ASM, in line with the PAB president and DSEME Lyneham SOTR will identify the dates of the boards. SO2 Artificer Training, on behalf of the REME Corps Col, will issue direction to Formation ES staff to nominate officers as board members. It is then the Formation's 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 (Tel 95481 4330).
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.**

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.

**Annex E to
Corps Instruction E5
Dated 13 Mar 23**

Application to not attempt PAB

[Link to editable word document](#)

The reason(s) I am unable to attend PAB on my Senior 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

**Annex F to
Corps Instruction E5
Dated 13 Mar 23**

[Link to editable word document](#)

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:

ASM RES Trg
Bld 49
MOD Lyneham
Calne Road
Lyneham
Chippenham
Wilts
SN15 4XX

Application to attend PAB⁵⁵

From:

No		Rank		Name		Initials	
DOB		PES		Pension Service Date			
Sex (M/F)		Trade		Class 1 Course Date			

Attended PAB previously (tick applicable):	Yes	No
---	------------	-----------

As a Field Force applicant			Grade awarded	
During Supervisors / Class 1 course			Grade awarded	
As an Army Reserve candidate				
Other (<i>comment below</i>)				

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

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

⁵⁵ 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.

**Annex G to
Corps Instruction E5
Dated 13 Mar 23**

Artificer Selection and Course Loading Board (ASCLB) – Terms of Reference

1. **Task.** The ASCLB selects and loads candidates onto appropriate Artificer Courses. REME Workforce Plans determines 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 Table 2 of this Corps Instruction are considered by the ASCLB.
2. The ASCLB may also grade Reserve candidates and those from alternative feeder trades.
3. **Convening.** REME Sldr Wing convenes the ASCLB on behalf of the Corps Colonel REME. Boards are to sit in May of each year.
4. **Composition.** The composition of the ASCLB is:
 - Chairperson: SO1 Sldrs, APC
 - Members: SO2 Art Trg⁵⁶, REME Arms School
1 x REME Major from the Fd Force
1 x REME Major
Corps ASM⁵⁷
 - Secretariat: SO2 REME Sldrs, REME Sldr Wing
 - Observer(s): PAB ASM, SO3 Art Trg⁵⁸

Procedure

5. **Assessment of Merit.** In assessing the merit of candidates, the ASCLB is 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 in their last 3 SJARs.
 - 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) will be reviewed at an employability board following the ASCLB.
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

⁵⁶ If unavailable SO3 Artificer Training.

⁵⁷ If unavailable PAB ASM.

⁵⁸ May be used as a reserve for any board member.

the identified liability, the number of course vacancies available and the workforce requirements of the ranks and trades across the Corps. The scores are placed on a star chart and line drawing is completed in order to ensure the correct balance of rank and scores.

b. Unsuccessful candidates will continue to appear before the ASCLB until successful or until they leave the ASCLB zone, as detailed at Table 2 and para 51 of this instruction.

7. **Reserve Artificer Selection.** For an eligible candidate to be run to the board, Reserve Units are to submit nominations at least 1 month before ASCLB. The ASCLB will view candidates AR books to confirm their suitability for Reserve Artificer Training (eligibility at table 4). The board will score each Reserve candidate and place them in a Reserves order of merit, however will not need to load them to courses. Candidates who score above the quality line will be published as successful selections which will be their authority to proceed with Artificer training and subsequent promotion, in accordance with Part VII.

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.

**Annex H to
Corps Instruction E5
Dated 13 Mar 23**

Artificer Trainee Review Board

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. This TRB is valid for all phases of the Artificer course including REME Arms School, 8 Bn REME and SAAE. The TRB process should be conducted in conjunction with DSEME SO 3000. Where conflict between this instruction, the DSEME SO or other policy then CO 8 Bn REME, as the TRB2 President and Trainee's CO, will adjudicate.
2. **Procedure.** Annex A to DSEME SO 3000 shows the flowchart of procedure detailing how and when Occurrence Reports (OR), Remedial Training (RT) and Trainee Review Boards (TRB) should be raised/implemented/convened.
3. **Occurrence Report.** An Occurrence Report, Appendix 1 to Annex B to DSEME SO 3000, must be raised by the instructor/training manager for any training incident that requires action by the Coy Ops team or RAS Artificer Training Team. This includes failures of formative or summative assessments, training deficiencies, discipline issues, lapses in Values and Standards⁵⁹ or medical/welfare issues. It can also be initiated by the trainee if they are struggling.
4. **Trainee Review Board (TRB).** Trainee Review Board (TRB) is the approved mechanism employed by DSEME Lyneham to investigate any occurrences experienced by trainees in the course of completing their training. A trainee should not be removed from training without a TRB convened to consider the occurrence in detail. If due to medical/welfare or discipline reasons it is deemed necessary taken a trainee out of training at short notice and prior to a TRB; the TRB is to be convened as soon as possible retrospectively.
5. **TRB Process.** The TRB is an investigative, supportive, decision making process which is to consider all facts relating to the circumstances in order to determine the most appropriate course of action. 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 such cases REME Sldr Wing must be consulted. However, such decisions should remain with CO 8 Bn REME. Trainees who attend a TRB are usually at a crucial stage in their career and therefore it is vital that the TRB process is at all times:
 - a. Evidence based.
 - b. Auditable.
 - c. Recorded.
 - d. Fair.

Artificer TRB Procedures and Terms of Reference

6. The TRB procedure is broken down into 7 stages as follows:
-

⁵⁹ Where a failure of Values and Standards has occurred AGAI 67 action should be considered by the CoC.

7. **Stage 1 - Initiation/Level.** There are many reasons for triggering a TRB, but this can be broken down into 3 (three) main areas; administrative, medical and performance (Appendix 1 to Annex A to DSEME SO 3000). The initiations of a TRB are either by receipt of a validated score of a summative assessment or by raising an Occurrence Report (OR) as per Annex B. The level of a TRB should be progressive whenever possible. A Trainee may, however, be referred directly to a Level 2 TRB in circumstances when the nature of the occurrence determines it so:

a. **Level 1 TRB.** A TRB 1 which does not affect the Trainee's forecasted completion date. 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. Additional to the triggers in Appendix 1 to Annex A to DSEME SO 3000 as a career course additional triggers include:

(1) The failure of a Trainee Artificer to display the personal and professional standards required of an Artificer.

b. **Level 2 TRB.** The Level 2 TRB deals with problems beyond the Terms of Reference of a Level 1 TRB. The outcome may affect the Trainee's forecasted completion date or result in their removal from training. 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 academic dishonesty⁶⁰.

(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 Substantive 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.

8. **Stage 2 – Convene.** TRB's are to convene at the earliest opportunity after initiation and approval with appropriate appointed personnel informed.

9. **Stage 3 – Interview.** Trainees are to be interviewed by an appropriate member of staff as detailed at Appendix 2 to Annex B to DSEME SO 3000, before attending a TRB and a record completed on an OR. The interview will be conducted taking the consideration of the following aspects:

a. **Welfare.** Confidentiality and sensitivity are to be applied as applicable.

⁶⁰ For example plagiarism.

- b. Discipline.
- c. Medical. Patient confidentiality is to be applied.

10. **Stage 4 – Administrate.** The TRB must obtain all relevant facts and evidence in order for the TRB to make an informed decision. The following information and reports are to be made available by relevant Coy/Departments and collated by the relevant board administrator:

- a. REME Corps Instruction E5.
- b. Course Training Package (CTP).
- c. Trainee/Course File from MIS.
- d. Occurrence Report(s).
- e. Remedial Training Action Plan.
- f. Previous TRB report(s).
- g. Absence from Training forms.
- h. Career path information.

11. **Stage 5 – Conduct.** The TRB must consider all conditions/evidence which may have had a bearing upon the Trainee. The TRB is to be conducted confidentially. The TRB conduct and member composition is detailed in Appendix 1.

12. **Stage 6 – Outcome.** The President of the board is empowered to award the following decisions:

- a. **Level 1 TRB.** The level 1 TRB is empowered to:
 - (1) **Continue Training.** In the board's opinion the trainee may (at no detrimental effect) continue training with any additional remedial or re-course action as indicated in the report.
 - (2) **Re-Sit.** The re-sit is to be completed at the earliest opportunity; after remedial training as detailed in the RTAP has been undertaken. The trainee is to be informed of the date at the TRB; or to be given a date with which the re-sit must be NLT. Special consideration for re-sits should be given for accredited assessment and exams.
 - (a) **Portsmouth University.** Courses accredited to degree level through Portsmouth University are subject to the university guidelines. In general; trainees are not to be given more than one re-sit on each exam. A second re-sit of an exam should only be awarded in exceptional circumstances, with agreement from Portsmouth University and must be logged with the Helmand ASM with reasons. The Portsmouth University courses are for Artificer Aircraft, Avionics and Electronics.

(b) **DAO**⁶¹. For the **DAO** accredited courses (Artificer Vehicles and Weapons) there is greater scope for the re-sits. However, to ensure parity across the Corps the trainees should be considered in a similar manner. In accordance with guidance from DSEME Lyneham there should be no more than two re-sits awarded for any single exam within each academic unit.

(3) **Discretionary Pass**. The President shall have discretion, in exceptional circumstances, to depart from the assessment strategy & specification if, in the opinion of the Board, a strict application of the assessment strategy & specification⁶² would be unjust to a Trainee. The President must take care to ensure that the **DAO Level 5**/foundation degree qualification is not jeopardised. The President is to comment on the following:

(a) The reason why the Board considered it necessary to exercise the discretionary power under this policy.

(b) Specific mention of the consequences of the exercise of discretion for the Trainee and the consequences of not exercising such discretion.

(4) Refer a trainee to a Level 2 TRB when deemed appropriate.

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

(1) **Chief Instructor**: The same actions as the level 1 TRB.

(2) **Chief Instructor**: Relegate the trainee to an existing vacancy on a subsequent course.

(3) **Chief Instructor, in consultation with CO 8 REME**: Relegate a trainee to the start of a future course, with a remedial action plan⁶³.

(4) **Chief Instructor, in consultation with CO 8 REME, in cases of training failure**: Remove the trainee from pipeline⁶⁴, with a recommendation to either not to return to artificer training or reshaw at ASCLB⁶⁵.

(5) **CO 8 REME, in consultation with Chief Instructor, in cases of non-training Disciplinary or Major Admin Action**: Remove the trainee from pipeline⁶⁶, with a recommendation to either not to return to artificer training or reshaw at ASCLB⁶⁷.

⁶¹ Also for legacy Pearson accredited HNDs

⁶² Academic Pass mark, not greater than 5% using sound military judgement, understanding the full impact of awarding the decision having discussed with DSEME LYNEHAM A&V and the awarding body. Any physical assessment sound military judgement should be used.

⁶³ Requires consultation with CO 8 REME before TRB2 is delivered, to ensure that an appropriate plan for the holdover period is devised between training delivery staff and WDoC staff and is deliverable. APC consulted as appropriate.

⁶⁴ Requires consultation with CO 8 REME before TRB2 is delivered as Removal From Appt admin action can only be completed by CO 8 REME. As this TRB2 action has severe implications on career APC must be consulted before TRB2 action is initiated.

⁶⁵ If Chief Instructor and CO 8 REME are not in agreement on the approach to be taken, endorsement for this COA is required by Comdt of either DSEME or DSAE.

⁶⁶ Requires consultation with CI before TRB2 is delivered by CO 8 REME, as there may be V&S (RAS) or Air Safety (SAAE) factors that need to be considered when deciding whether the individual is permitted to reshaw at ASCLB.

⁶⁷ If Chief Instructor and CO 8 REME are not in agreement on the approach to be taken, endorsement for this COA is required by Comdt of either DSEME or DSAE.

13. 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 **DAO Level 5/Foundation Degree** qualification. However, some leeway exists in the academic standards for those elements of the course aimed at meeting accreditation requirements. TRB Presidents should seek this information from course staff as part of the TRB process.

14. In cases where the trainee has been removed from the course as a result of the use of unfair means, including academic dishonesty⁶⁸, AGAI 67 action must be applied and subsequently 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 Board⁶⁹ (ASCLB).

15. Any challenge is to be raised directly to the President of the TRB within 48 hrs. This should be done in writing direct to the President of the TRB. Any challenge should be reviewed by both the President and the Endorsing Officer, before coming to a final decision.

16. The President of the board is to brief the Trainee on the TRB decision. The trainee signs to acknowledge the decision of the board.

17. **Stage 7 – Promulgation of findings and recommendations, recording and endorsement.**

a. **Decisions.** On completion of the TRB, actions resulting from the decision are to be carried out immediately.

b. **Form.** The TRB form, appendix 2 or 3, is to be completed and signed by the President and Trainee. Subsequently it is to be delivered to the Endorsing Officer (including evidence) within 24hrs of the board's decision.

c. **Endorsement.** The TRB form (Appendix 2) or TRB 2 specimen letter (Appendix 3) and evidence is to be audited by the Endorsing Officer for compliance within 24hrs of receipt.

(1) TRB1 Endorsing Officer:

(a) AES phase – CO 8 Bn REME.

(b) ACFC1 and 3 – CI REME Arms School.

(c) SAAE phase – CI SAAE.

(2) TRB2 Endorsing Officer⁷⁰:

(a) Comdt DSEME.

⁶⁸ For example plagiarism.

⁶⁹ There 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.

⁷⁰ Only required if Chief Instructor and CO 8 REME disagree.

d. **Processing.** The endorsed TRB is to be processed by the relevant Coy personnel on TAFMIS and distributed electronically within one working day (unless exceptional circumstances dictate otherwise).

e. **Promulgation.** A record of Level 2 TRB is to be held in the respective P/File at APC.

Appendices:

1. Conduct and composition of Artificer TRB reference
2. Level 1 Artificer TRB Proceedings
3. Level 2 Artificer TRB Specimen Letter

**Appendix 1 to Annex H to
Corps Instruction E5
Dated 13 Mar 23**

Conduct and composition of Artificer TRB reference

1. **TRB composition.** The minimum staffing for a TRB is the President and the Coy representative; additional members may be co-opted by the President.

a. **Royal Marines.** All RM Trainees on TRB are to be treated in line with the current DSEME Lyneham and this Instruction policy. AT & TT Specialisation Advisor must be informed when any RM Trainee has been RFT.

b. **Level 1 TRB⁷¹.**

President⁷²:

ACFC1 & 3 – SO2 Artificer Training
AES – Coy OC
SAAE – 2IC SAAE

Secretary: Nil

Members:

Coy representative to cover Medical and Administration including Welfare
Optional - Trg Manager(s) to cover – Performance

c. **Level 2 TRB⁷³.**

President⁷⁴:

ACFC1 & 3 – CI Arms School⁷⁵
SAAE phase – CI SAAE ⁷⁶
All phases – CO 8 Bn REME.

Secretary:

CI REME Arms School as President – SO3 Art Trg
CO 8 Bn REME as President – ASM 8 Bn REME.

Members:

Coy representative to cover Medical, Performance and Administration including Welfare
CI REME Arms School (If not President for ACFC1 and 3 trainees)
CI SAAE (If not President for SAAE phase trainees)
Optional - Head of Trg Phase / SO3 Art Trg
Optional - Trg Manager(s)

2. **Conduct.** The board are to conduct the TRB confidentially and in a professional manner.

⁷¹ 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.

⁷² President can conduct a TRB in absentia only for medical or welfare if Trainee is unable to attend.

⁷³ Findings and/or recommendations of TRB2 are to be endorsed by Comdt DSEME prior to implementation.

⁷⁴ President can conduct a TRB in absentia only for medical or welfare if Trainee is unable to attend.

⁷⁵ CI RAS cannot remove the trainee from course pending assignment. This must be done by CO 8 Bn REME.

⁷⁶ CI SAAE cannot remove the trainee from course pending assignment. This must be done by CO 8 Bn REME.

- a. **Evidence.** Ensure all evidence relating to the TRB is available.
- b. **Opening.** Confirm the following:
 - (1) **Trainee identification.** Number, Rank & Name.
 - (2) **Interview.** Trainee has been interviewed.
 - (3) **Reason.** Why they are present at the TRB.
- c. **Questions.** Investigate any circumstances that may have affected the Trainee, utilise evidence and reports.
- d. **Outcome.** The board President is to formulate a decision using the evidence, investigation, board members and inform the Trainee immediately of the outcome.
- e. **Decision.** TRB decision is to be carried out immediately the decision has been made by the TRB President.
- f. **Form/Evidence.** TRB president is to ensure the TRB form is completed and the evidence sent to Endorsing Officer within 24hrs of the board's decision.

**Appendix 2 to Annex H to
Corps Instruction E5
Dated 20 Sep 22**

TRB Members

Level 1 Artificer Trainee Review Board (TRB1) Proceedings

[Link to editable word document](#)

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:

President TRB1 signature:

Soldier signature:

4. **Endorsement Agreed / Not Agreed*** by authorised signatory.

Date:

Signature:

Appt:

a. If President's decision is 'Not Agreed' this is to certify that the Trainee has been informed and awarded:

* Delete as necessary.

**Appendix 3 to Annex H to
Corps Instruction E5
Dated 13 Mar 23**

Level 2 Artificer Trainee Review Board (TRB2) 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: Name:

Rank: Rank:

President Level 2 Artificer TRB Soldier

5. **Endorsement Agreed / Not Agreed*** by authorised signatory.

Date: Signature: Appt:

a. If President's decision is 'Not Agreed' this is to certify that the Trainee has been informed and awarded:

Enclosures:

Supporting documentation

Distribution:

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Comdt DSEME
CI REME AS
CO 8 Bn REME
REME Sldr Wg – for inclusion in P/File in case future reference is required

Copy to:

TRB Members

**Annex J to
Corps Instructions E5
Dated 13 Mar 23**

Reserve Artificer Command and Field Course (ACFC) workbook

1. **Purpose.** The REME Reserve Artificer Command and Field Course (ACFC) workbook covers the training received and formatively assessed on the parts of the regular ACFC not attended by a Reserve Artificer.
2. **Training delivery and assessment.** REME Reserve Units are to deliver the training within this workbook. Each Training Objective is to be assessed and signed off by a SSgt Artificer, AQMS, ASM or REME Officer.
3. **Training support.** Further details on training content and course materials can be sought from the Artificer training team at the REME Arms School. Course material is available on the DSEME VLE. If in doubt about the training required or requests for additional information or materials asks the Artificer training team.
4. **Contacts.**
 - a. REME Arms School.
 - (1) [Sharepoint](#) via MODnet.
 - (2) SO2 Artificer Training (DSEME-REMEAS ArtTrg SO2)
 - (3) SO3 Artificer Training (DSEME-REMEAS ArtTrg SO3)
 - b. DSEME VLE. <https://vle.dean1.mod.gov.uk/> via any internet enabled device.
 - (1) PUID and password issued on previous visits to DSEME.
 - (2) Any issues with PUID, account or passwords please contact the VLE Helpdesk.

Email - DSEME-HQ VLEHelpdesk (Multiuser) VLEHelpdesk@learn.mod.uk
5. **Final workbook certification.** The Workbook must be certified as complete and the Artificer Candidate ready for their Reserve ACFC by a REME Officer (minimum rank of OF2) holding the EngO qualification. When certifying, the Officer must ensure the Trainee is at the required standard. The Reserve ACFC, and in particular Ex ARTFUL FIGHTER, is a summative assessment of the training directed in this workbook.

Appendices:

1. REME Reserve ACFC Workbook.
2. Instructor guide.

Appendix 1 to
Annex J to
Corps Instruction E5
Dated 13 Mar 23

REME Reserve ACFC Workbook



Number:

Rank:

Name:

Workbook certification

1. This is to certify that:
 - a. The Training Objectives in this workbook have been delivered to the Trainee.
 - b. The Artificer Trainee has been given the opportunity and time to learn the material.
 - c. A competent person has assessed the Artificer Trainee as having achieved each Training Objective.
 - d. The Trainee is ready to conduct their summative assessment on Reserve ACFC3.

2. **Artificer Trainee:**

Number:

Rank:

Name:

3. **Certifying Officer.** Minimum rank of OF2 and holding a REME EngO competency,
4. Number:
5. Rank:
6. Name:

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Policy and process for Reserve Artificer selection and training in Corps Instruction E5.

Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
1	Defence Writing	3 - Implement Documentation	3.2.1.1 Identify the need for effective defence writing. 3.2.1.2 Demonstrate effective defence writing.		
2	12 – Manage Continuous Improvement	12.1 - Tools & Techniques (Situational Analysis)	12.1 Discuss Continuous Improvement. 12.1.1 Discuss situational analysis 12.1.2 Discuss problem solving 12.1.3 Discuss study skills.		
3	18 – Demonstrate effective communication	18.1 – Presentations	18.1.1 Demonstrate effective communication using relevant and accurate information. 18.1.2 Demonstrate using effective communication through use of an oral brief or presentation.		
4	Orders and model making	TO 2 – Develop Orders	2.1 Interpret priorities from equipment support (ES) orders. 2.2 Demonstrate generation of formal orders. 2.2.1 Demonstrate use of the ATTAM. 2.2.2 Discuss types of orders. 2.2.3 Implement orders by: 2.2.3.1 Extract information from orders. 2.2.3.2 Prepare formal orders. 2.2.3.3 Deliver formal / warning orders. 2.2.4 Demonstrate model making.		
5	Military Training	TO 8 – Manage Military Training	8.1.1 Discuss BCS Theory. 8.1.1.1 Conduct Battle Lessons (BL) & Battle exercise. (BE) 8.1.1.2 Conduct BCCS Training. 8.2.1 Discuss JSP 822, DSAT process. 8.2.3 Discuss the control ITRs training 8.2.4 Discuss the management of relevant driver training. 8.2.5 Discuss the Management of vehicle commander training. 8.2.6 Discuss control of signals training.		

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Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
			8.2.7 Discuss conduct workplace induction package (WIP) 8.2.8 Discuss Pre Deployment training (PDT) 8.2.9 Discuss training recording and monitoring including MIS.		
6	Recovery capabilities and planning	TO 36 - Recognise recovery equipment capabilities TO 37 – Conduct recovery task planning TO 38 – Identify lifting and recovery equipment (LRE) management.	36.1.1 Describe the dimensions and capability of in service tracked recovery assets 36.2.1 Describe the dimensions and capability of in service wheeled recovery assets 36.3.1 Describe the dimensions and capability of in service recovery ancillaries 36.4.1 Discuss Aviation Recovery 37.1.1 State safety requirements during Recovery operations. 37.1.2 Theoretically plan and follow a route to a Vehicle casualty. 37.1.3 Conduct a recovery assessment for a single vehicle casualty. 37.1.4 Recognise types of soil 37.1.5 Calculate the Estimated Pull required for a recovery situation. 37.1.6 Formulate an extrication plan for a single vehicle casualty. 38.1.1 Discuss LEE & LERK roles 38.2.1 Discuss Lifting and recovery Equipment 38.2.2 Discuss how an artificer can support the LEE & LERK		
7	Equipment accident and incident response	TO 35 – Co-ordinate appropriate action in the event of equipment accident.	33.3 Discuss how to apply the outcome of a safety investigation. 33.4 Discuss the identification of equipment failure trends.		

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Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
			35.1 Discuss the Initiation of an accident investigation. 35.2 Discuss the Identification of accident trends. 35.3 Discuss the conduct of an investigation as directed by DAIB 35.4 Discuss how to carry out investigation.		
8	Command Post (CP)	TO 7 – Assemble Effective Command Post (CP)	7.1 Discuss how to maintain an effective command post. 7.2 Conduct the duties of a watchkeeper including giving a Tac brief.		
9	Analyse the role of the Artificer	TO 21 – Explain Corps Organisation	21.1 Analyse your role responsibilities. 21.3 Identify the role of the engineering Officer.		
10	Leadership and Development (including Military Law and Service Complaints)	TO 4 – Maintain Military discipline. TO 5 – Manage service complaint.	4.3.1 Discuss Applying the Army Leadership Code (ALC) 4.3.1.1 Discuss leadership 4.3.1.2 Discuss the Moral Component of Fighting Power (MCofFP) 4.3.3 Discuss applying the Army's Values & Standards (V&S) 4.3.4 Discuss Whole Life Development 4.1 Discuss how to maintain discipline with delegated powers. 4.1.1 Discuss maintaining military discipline. 4.1.2 Discuss applying military discipline. 4.2 Discuss performing the duties of soldier accused advisor. 5.1.1 Discuss the procedure to manage a service complaint.		
11	Appraisal Reporting	TO 16 – Demonstrate effective soldier reporting. TO 14 – Manage SP.	16.1.1 Discuss Military reporting procedures and policy. Conduct Military reporting.		Draft example SJARs and MPARs Generate an MS Matrix

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Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
		TO 21 – Explain Corps organisation.	16.1.2 Discuss supporting non REME reporting officers on REME specific reporting procedures. 16.1.3 Discuss the management of sub unit reporting requirements. 16.2 Conduct an interview during the SP reporting period. 16.2.1 Discuss career management and advice that could be given to soldiers 16.2.2 Maintain interview records. 14.1.2 Research requirements for attached soldiers promotion. 21.5 Discuss Terms of Reference (ToR's) and job descriptions.		
12	Role of the British Army, Formations and Structure	TO 21 – Explain Corps Organisation. TO 23 – Manage ES activities.	21.2 Evaluate where REME fit within other organisations (Div, Bde, Unit, Army HQ) 21.4 Discuss the responsibilities of Army HQ within the 2* pillars		PPP provided
13	REME Doctrine	TO 3 – Implement Documentation. TO 23 – Manage ES activities. TO 24 – Assess the levels of ES support. TO 28 – Identify specific expedient maintenance policy.	3.4 Discuss doctrine (What is it, why do we have it, types/levels, what is in it, where is it found) 3.5 Evaluate the impact of CSS doctrine on the delivery of ES across the battlefield. 23.1 State the requirements for sustaining ES operations 23.2 Identify the process for management of replacement equipment. 23.2.1 Discuss the process of Battle Casualty Replacement (BCR) 24.1 Assess the levels of ES support 28.1 Discuss the application of expedient maintenance policy.		PPP provided
14	Siting ES Locations	TO 6 – Plan sub unit deployments.	6.1 Discuss the organisation of a REME unit and the different elements. 6.2 Evaluate an ES tactical location for the appropriate level.		

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Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
			6.2.1 Describe siting a REME tactical location 6.2.2 Conduct siting of a REME tactical location (TEWT).		
15	Equipment Care in the Unit	TO 3 – Implement Documents. TO 23 – Manage ES activities. TO 29 – Analyse condition based maintenance techniques.	3.1 Discuss the management of unit equipment support (ES) documents (hard copy, electronic, TDOL, AESPs, UECD, EMS) 23.3 Discuss how to propose technical advice to unit CoC 23.3.1 Discuss how to appraise the parent unit in the development of EC 23.3.2 Analyse key roles within EC directives.		
16	Equipment Support Materiel (ES Mat)	TO 10 – Manage Equipment Support Materiel (ES Mat)	10.1 Discuss the planning of ES Mat support 10.1.1 Describe the ES Mat policy 10.1.2 Explain Battlefield supply chain & spares stock holding systems 10.3.2 Discuss FRP & USA availability 10.2 Discuss the configuration of ES Mat support. 10.2.1 Explain standard priority system 10.3 Describe the Critical Outstanding Spares List (COSL) 10.4 Discuss the conduct of manual accounting. 10.4.1 Describe LOG IS & Acquisition.		
17	Engineering Operations	TO 1 - Manage in service computer systems. TO 9 - Manage technical training. TO 23 - Manage ES activities. TO 25 - Coordinate Equipment Maintenance.	1.1.1 Discuss the management of component reports. 1.1.2 Discuss the management of JUD's (in barrack's & deployed 1.1.3 Discuss equipment failure reporting. 1.2.1 Discuss TDR's. 1.3.1 Discuss the management of the equipment table. 1.3.2 Review scaling's of Special Tools & Equipment (ST&E)		PPP provided

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Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
		<p>TO 26 - Conduct post mission ES on sub unit.</p> <p>TO 27 - Interpret operational requirements for unit.</p> <p>TO 30 - Support to External Agencies</p>	<p>1.3.3 Discuss new stores rejects</p> <p>1.3.4 Discuss 1043's.</p> <p>9.1.1 Discuss management of competencies / currencies.</p> <p>9.1.1.1 Discuss maintaining trade development booklets (TDB)</p> <p>9.1.2 Discuss administering training deficiency reports (TDR's) and equipment training.</p> <p>23.4 Discuss planning the efficient use of technical accommodation.</p> <p>25.1 Discuss managing repair priorities</p> <p>26.1 Discuss planning of post mission ES</p> <p>26.2 Discuss conducting post mission ES</p> <p>27.1 Discuss organising ES resources to meet operational requirements</p> <p>27.2 Analyse impact on operational outputs</p> <p>30.1 Analyse the role of the project team</p> <p>30.2 Discuss supporting and utilising ES contractors when deployed and in barracks.</p>		
18	Through Life Capability Management (TLCM)	TO 17 – Develop understanding of through Life Capability Management. (TLCM)	<p>17.1 Overview on Integrated Logistics Support. (ILS)</p> <p>17.2 Discuss support to Urgent Operational Requirements. (UOR)</p> <p>17.3 Discuss applying principles of safety engineering to equipment.</p> <p>17.4 Discuss the Identification of training requirements for new equipment.</p> <p>17.4.1 Discuss the equipment support requirements settings team (RST)</p> <p>17.5 Discuss process management.</p>		
19	ALDP and PAB update	<p>TO 14 – Manage Service Persons (SP)</p> <p>TO 15 - Manage career development of soldiers.</p>	<p>14.1 Discuss supervising the soldiers current development process</p> <p>14.1.1 Discuss the Army Leadership Development programme (ALDP).</p> <p>14.1.2 Discuss Potential Assessment Board (PAB).</p>		

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Ser	Training subject	Training Objective(s)	Key Learning Points	Complete	
				Name and date	Signature
			15.2 Recognise the capabilities of all REME trades at different class levels (inc MTI, Artificer, Artisan). 15.3 Recognise the capabilities of tradespeople from other Arms operating in the ES environment		
20	Health and Welfare	TO 15 – Manage career development of soldiers.	15.1 Discuss the management of medical welfare of SP 15.1.1 Discuss advice for the unit health care committee. 15.1.2 Discuss management of personnel welfare. 15.1.3 Discuss management personnel under rehabilitation.		

**Appendix 2 to
Annex J to
Corps Instruction E5
Dated 13 Mar 22**

Instructor guide to REME Reserve ACFC workbook

Ser	Training subject	Training Objective(s)	Key Learning Points	Guidance and resources
1	Defence Writing	3 - Implement Documentation	3.2.1.1 Identify the need for effective defence writing. 3.2.1.2 Demonstrate effective defence writing.	Defence writing presentation and lesson plan available on VLE. 2 hours. Demonstrate: ACFC1 soldiers write a departing for duty letter. Other demonstration options could be a Brief or Note for a decision or an Administration Instruction.
2	12 – Manage Continuous Improvement	12.1 - Tools & Techniques (Situational Analysis)	12.1 Discuss Continuous Improvement. 12.1.1 Discuss situational analysis 12.1.2 Discuss problem solving	This is a discussion with an appropriate person. Continuous Improvement. Why do continuous improvement and practically how to do it. Situational analysis. Consider different tools to understand the situation. E.g. Combat Estimate when conducting planning. Problem solving. Consider different tools for problem solving. Indicative time. Half a day.
3	18 – Demonstrate effective communication	18.1 – Presentations	18.1.1 Demonstrate effective communication using relevant and accurate information. 18.1.2 Demonstrate using effective communication through use of an oral brief or presentation.	No lesson. Demonstrate: ACFC1 soldiers give a 15 minute group of 5 presentation on a given topic e.g. North Korea.
4	Orders and model making	TO 2 – Develop Orders	2.1 Interpret priorities from equipment support (ES) orders.	Remind and revise of Sgt CLM/ALDP. This is tested on the summative exercise.

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Ser	Training subject	Training Objective(s)	Key Learning Points	Guidance and resources
			2.2 Demonstrate generation of formal orders. 2.2.1 Demonstrate use of the ATTAM. 2.2.2 Discuss types of orders. 2.2.3 Implement orders by: 2.2.3.1 Extract information from orders. 2.2.3.2 Prepare formal orders. 2.2.3.3 Deliver formal / warning orders. 2.2.4 Demonstrate model making.	Demonstrate: Write and deliver, with the aide of a model, a set of orders for a fitter section or platoon patrol to conduct an ES task. ES task could be an ECP/ECCP recce or future PI/Coy location.
5	Military Training	TO 8 – Manage Military Training	8.1.1 Discuss BCS Theory. 8.1.1.1 Conduct Battle Lessons (BL) & Battle exercise. (BE) 8.1.1.2 Conduct BCCS Training. 8.2.3 Discuss the control ITRs training 8.2.4 Discuss the management of relevant driver training. 8.2.5 Discuss the Management of vehicle commander training. 8.2.6 Discuss control of signals training. 8.2.7 Discuss conduct workplace induction package (WIP) 8.2.8 Discuss Pre Deployment training (PDT) 8.2.9 Discuss training recording and monitoring including MIS.	Theory elements to be discussed with appropriate person. Discuss the theory behind BCS. Discuss control, conduct and management of various type of training. Practical elements – candidate to demonstrate Practically conduct/instruct a BL or BE. Practically conduct BCCS training. Indicative time: 1 day.
6	Recovery capabilities and planning	TO 36 - Recognise recovery equipment capabilities TO 37 – Conduct recovery task planning TO 38 – Identify lifting and recovery equipment (LRE) management.	36.1.1 Describe the dimensions and capability of in service tracked recovery assets 36.2.1 Describe the dimensions and capability of in service wheeled recovery assets 36.3.1 Describe the dimensions and capability of in service recovery ancillaries 36.4.1 Discuss Aviation Recovery 37.1.1 State safety requirements during Recovery operations.	Overview of recovery. Theory including capabilities and practical for understanding. Indicative time: Half day theory and half day practical Training to be delivered by an appropriate Recovery Mechanic.

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Ser	Training subject	Training Objective(s)	Key Learning Points	Guidance and resources
			<p>37.1.2 Theoretically plan and follow a route to a Vehicle casualty. 37.1.3 Conduct a recovery assessment for a single vehicle casualty. 37.1.4 Recognise types of soil 37.1.5 Calculate the Estimated Pull required for a recovery situation. 37.1.6 Formulate an extrication plan for a single vehicle casualty.</p> <p>38.1.1 Discuss LEE & LERK roles 38.2.1 Discuss Lifting and recovery Equipment 38.2.2 Discuss how an artificer can support the LEE & LERK</p>	
7	Equipment accident and incident response	TO 35 – Co-ordinate appropriate action in the event of equipment accident.	<p>33.3 Discuss how to apply the outcome of a safety investigation. 33.4 Discuss the identification of equipment failure trends. 35.1 Discuss the Initiation of an accident investigation. 35.2 Discuss the Identification of accident trends. 35.3 Discuss the conduct of an investigation as directed by DAIB 35.4 Discuss how to carry out investigation.</p>	<p>DAIB presentation available on DSEME VLE.</p> <p>Indicative time: 2 hours.</p>
8	Command Post (CP)	TO 7 – Assemble Effective Command Post (CP)	<p>7.1 Discuss how to maintain an effective command post. 7.2 Conduct the duties of a watchkeeper including giving a Tac brief.</p>	<p>Discuss with appropriate person the setup and running of a CP. What equipment is required, layout etc.</p> <p>Discuss the duties of a watchkeeper.</p> <p>Demonstrate giving a Tac Brief (from AATAM) and ES brief. Templates are available on VLE.</p> <p>Indicative time: Half a day.</p>

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				ACFC3 exercise students will setup and run an ES CP for 72 hours. Students will be expected to deliver Tac and ES briefs.
9	Analyse the role of the Artificer	TO 21 – Explain Corps Organisation	21.1 Analyse your role responsibilities. 21.3 Identify the role of the engineering Officer.	Candidate to analyse their future role as an artificer and the role of the Engineering Officer. Indicative time: 1 hour. ACFC3 students give a presentation to REME Platoon Commanders then conduct a Q&A session.
10	Leadership and Development (including Military Law and Service Complaints)	TO 4 – Maintain Military discipline. TO 5 – Manage service complaint.	4.3.1 Discuss Applying the Army Leadership Code (ALC) 4.3.1.1 Discuss leadership 4.3.1.2 Discuss the Moral Component of Fighting Power (MCofFP) 4.3.3 Discuss applying the Army’s Values & Standards (V&S) 4.3.4 Discuss Whole Life Development 4.1 Discuss how to maintain discipline with delegated powers. 4.1.1 Discuss maintaining military discipline. 4.1.2 Discuss applying military discipline. 4.2 Discuss performing the duties of soldier accused advisor. 5.1.1 Discuss the procedure to manage a service complaint.	Discuss all the topics given with an appropriate person. Presentation and lesson plan available on VLE.
11	Appraisal Reporting	TO 16 – Demonstrate effective soldier reporting. TO 14 – Manage SP. TO 21 – Explain Corps organisation.	16.1.1 Discuss Military reporting procedures and policy. Conduct Military reporting. 16.1.2 Discuss supporting non REME reporting officers on REME specific reporting procedures. 16.1.3 Discuss the management of sub unit reporting requirements. 16.2 Conduct an interview during the SP reporting period.	Presentation and lesson plan available on VLE. TOs are discussed primarily. ACFC3 students are expected to: Generate an MS Matrix for a set of soldiers Write 2 MPARs and 2 SJARs Receive feedback. Write a further 3 MPARs and 3 SJARs.

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			16.2.1 Discuss career management and advice that could be given to soldiers 16.2.2 Maintain interview records. 14.1.2 Research requirements for attached soldiers' promotion. 21.5 Discuss Terms of Reference (ToR's) and job descriptions.	
12	Role of the British Army, Formations and Structure	TO 21 – Explain Corps Organisation. TO 23 – Manage ES activities.	21.2 Evaluate where REME fit within other organisations (Div, Bde, Unit, Army HQ) 21.4 Discuss the responsibilities of Army HQ within the 2* pillars	Presentation and lesson plan available on VLE.
13	REME Doctrine	TO 3 – Implement Documentation. TO 23 – Manage ES activities. TO 24 – Assess the levels of ES support. TO 28 – Identify specific expedient maintenance policy.	3.4 Discuss doctrine (What is it, why do we have it, types/levels, what is in it, where is it found) 3.5 Evaluate the impact of CSS doctrine on the delivery of ES across the battlefield. 23.1 State the requirements for sustaining ES operations 23.2 Identify the process for management of replacement equipment. 23.2.1 Discuss the process of Battle Casualty Replacement (BCR) 24.1 Assess the levels of ES 28.1 Discuss the application of expedient maintenance policy.	Presentation and lesson plan available on VLE.
14	Siting ES Locations	TO 6 – Plan sub unit deployments.	6.1 Discuss the organisation of a REME unit and the different elements. 6.2 Evaluate an ES tactical location for the appropriate level. 6.2.1 Describe siting a REME tactical location 6.2.2 Conduct siting of a REME tactical location (TEWT).	Presentation and lesson plan available on VLE. Location siting and evaluation must be done theoretically. May be done as a classroom lesson. Could be done as a TEWT in the field. Siting ES locations are assessed practically in a tactical environment on summative ACFC3 exercise.
15	Equipment Care in the Unit	TO 3 – Implement Documents.	3.1 Discuss the management of unit equipment support (ES) documents (hard	Presentation and lesson plan available on VLE. Discussion with appropriate person.

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		<p>TO 23 – Manage ES activities.</p> <p>TO 29 – Analyse condition based maintenance techniques.</p>	<p>copy, electronic, TDOL, AESPs, UECD, EMS)</p> <p>23.3 Discuss how to propose technical advice to unit CoC</p> <p>23.3.1 Discuss how to appraise the parent unit in the development of EC</p> <p>23.3.2 Analyse key roles within EC directives.</p>	
16	Equipment Support Materiel (ES Mat)	TO 10 – Manage Equipment Support Materiel (ES Mat)	<p>10.1 Discuss the planning of ES Mat support</p> <p>10.1.1 Describe the ES Mat policy</p> <p>10.1.2 Explain Battlefield supply chain & spares stock holding systems</p> <p>10.3.2 Discuss FRP & USA availability</p> <p>10.2 Discuss the configuration of ES Mat support.</p> <p>10.2.1 Explain standard priority system</p> <p>10.3 Describe the Critical Outstanding Spares List (COSL)</p> <p>10.4 Discuss the conduct of manual accounting.</p> <p>10.4.1 Describe LOG IS & Acquisition.</p>	Presentation and lesson plan available on VLE. Discussion with appropriate person.
17	Engineering Operations	<p>TO 1 - Manage in service computer systems.</p> <p>TO 9 - Manage technical training.</p> <p>TO 23 - Manage ES activities.</p> <p>TO 25 - Coordinate Equipment Maintenance.</p> <p>TO 26 - Conduct post mission ES on sub unit.</p>	<p>1.1.1 Discuss the management of component reports.</p> <p>1.1.2 Discuss the management of JUD's (in barrack's & deployed</p> <p>1.1.3 Discuss equipment failure reporting.</p> <p>1.3.1 Discuss the management of the equipment table.</p> <p>1.3.2 Review scaling's of Special Tools & Equipment (ST&E)</p> <p>1.3.3 Discuss new stores rejects</p> <p>1.3.4 Discuss 1043's.</p> <p>9.1.1 Discuss management of competencies / currencies.</p> <p>9.1.1.1 Discuss maintaining trade development booklets (TDB)</p>	Presentation and lesson plan available on VLE. Discussion with appropriate person.

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		<p>TO 27 - Interpret operational requirements for unit.</p> <p>TO 30 - Support to External Agencies</p>	<p>9.1.2 Discuss administering training deficiency reports (TDR's) and equipment training.</p> <p>23.4 Discuss planning the efficient use of technical accommodation.</p> <p>25.1 Discuss managing repair priorities</p> <p>26.1 Discuss planning of post mission ES</p> <p>26.2 Discuss conducting post mission ES</p> <p>27.1 Discuss organising ES resources to meet operational requirements</p> <p>27.2 Discuss impact on operational outputs</p> <p>30.1 Discuss the role of the project team</p> <p>30.2 Discuss supporting and utilising ES contractors when deployed and in barracks.</p>	
18	Through Life Capability Management (TLCM)	TO 17 – Develop understanding of through Life Capability Management. (TLCM)	<p>17.1 Overview on Integrated Logistics Support. (ILS)</p> <p>17.2 Discuss support to Urgent Operational Requirements. (UOR)</p> <p>17.3 Discuss applying principles of safety engineering to equipment.</p> <p>17.4 Discuss the Identification of training requirements for new equipment.</p> <p>17.4.1 Discuss the equipment support requirements settings team (RST)</p> <p>17.5 Discuss process management.</p>	Presentation and lesson plan available on VLE. Discussion with appropriate person.
19	ALDP and PAB update	<p>TO 14 – Manage Service Persons (SP)</p> <p>TO 15 - Manage career development of soldiers.</p>	<p>14.1 Discuss supervising the soldiers current development process</p> <p>14.1.1 Discuss the Army Leadership Development programme (ALDP).</p> <p>14.1.2 Discuss Potential Assessment Board (PAB).</p> <p>15.2 Recognise the capabilities of all REME trades at different class levels (inc MTI, Artificer, Artisan).</p> <p>15.3 Recognise the capabilities of tradespeople from other Arms operating in the ES environment</p>	Presentation and lesson plan available on VLE. Discussion with appropriate person.

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20	Health and Welfare	TO 15 – Manage career development of soldiers.	15.1 Discuss the management of medical welfare of SP 15.1.1 Discuss advice for the unit health care committee. 15.1.2 Discuss management of personnel welfare. 15.1.3 Discuss management personnel under rehabilitation.	Presentation and lesson plan available on VLE. Discussion with appropriate person E.g. Unit welfare officer or ROSO. .