

FAO STUDENTS

COURSE ADMINISTRATIVE INSTRUCTION DEFENCE SCHOOL OF TRANSPORT

References:

- A. Courses of Instruction – All Arms (Pam 1).
- B. Course Joining Instruction (Annex A's).

INTRODUCTION

1. You have been selected to attend the titled course. You are to ensure that you meet the entry standards laid down in Reference A and this instruction. The link to Reference A is given below:

[Courses of Instruction All Arms Pamphlet 1.doc](#)

2. Your unit will confirm that you meet the entry standards for the school and course by signing and returning a copy of Reference B to DST at least 4 weeks before the course date. **If you fail entry standards you will be returned to unit (RTU).**

3. The most common cause of failed entry standards and subsequent RTU is licences. Students must be **in possession of a current full UK Driving Licence: Photocard and Counterpart**. FMT 600 (where applicable) must also be produced. You should be aware that default position for the School is **NO LICENCE, NO COURSE**.

4. All students **must** be able to meet the **basic legal eyesight requirement** for the category of licence held. Students who require the wearing of glasses or contact lenses when driving are to be in possession of two pairs (sets) as required by Law. Students may be **RTU** if arriving without them.

5. This instruction will cover only essential pre-arrival detail and entry standards. Course entry standards are given at Annex A to the instruction. You will be issued with an arrival pack containing all other necessary detail for your stay. In addition you shall receive a full induction brief delivered by School and Wing HQ staff.

SCHOOL INFORMATION

6. **Reporting.** In general Students are to report to DST by 1400hrs weekdays on the day prior to you course start date or 1600-2000 hrs on Sunday for all courses starting on Monday AM (**see Relevant Reference B, as there may be different reporting times for your course contained within it**). Late arrivals will be placed in transit accommodation.

7. **Leave.** No leave will be granted for the duration of your course and students should not attend courses with pre booked leave.

8. **Changes of Nomination.** DST is to be advised in advance of the course assembly date of any change in nomination (initially by telephone and confirmed in writing, either by fax or signal in order that the vacancy can be offered to other units/individuals). Failure to notify changes may result in the student being Returned to Unit on arrival.

9. **Cancellation of course Allocation.** Any cancellations must be reported to the allocating authority immediately, initially by telephone and then confirmed in writing.

Working hours: Contact Course loading team (Mil 94775 5251 / 5389 / 5314)

Fax (94775 5490)

Weekends/out of hours: A fax message to DST Course loading team is required and DST Guardroom (Mil 94775 5241 / 5270) (Civ 01904 66 5241 / 5270) informed of any non arrival.

10. **Location.** DST is located approximately 4km North of Beverley, E Yorks on the A164. A map can be found by entering HU17 7LX at the following website:

<http://maps.google.co.uk/maps?hl=en&tab=w>

Instructions on how to find DST by air, sea, road and rail are also given at Annex B. Travel to DST must be by your own or unit's arrangement and expense. Forces rail/coach cards must be valid for the duration of the course. If you bring a car onto camp, you will be told by the MGS in the main gate pass office how it is to be handled during your stay. **Note that you will have your vehicle docs (Insurance and road tax) checked by MPGS if the car is privately owned and be refused entry if they are not correct.**

11. **Dress.**

a. Arrival & Departure. Smart Casual Clothes: smart jeans/T-shirts are acceptable, shorts/flip-flops are not.

b. Working Hours/Duty. **Dress for Army, Royal Marines and RAF Regiment driver training is CS95.** For all other RAF students, dress is No 2 (a, b or c) as per AP 1358 Chapters 2 (male) and 3 (female) respectively. Only Mil style rucksacks may be carried.

c. Due to its location on the East Coast the weather as DST can change in an instant, students are encouraged to bring clothing to cover all eventualities i.e. **waterproofs and warm kit.**

d. Off Duty Silent Hours. As per Mess Rules.

12. **Discipline/Duties.** You are attached to DST for the duration of the course and as such come under full command of Comdt DST and his staff and the Armed Forces Act will apply. **You will be expected to carry out school duties for the duration of your course.**

13. **Messing.** DST is a nominated PAYD establishment. Meals are to be purchased by cash only. Approximately £4.00 a day will be required if you attend all three core meals. You are to ensure that you have sufficient funds for the duration of the course.

14. **Accommodation.** The school default is that you will be allocated a room on arrival. Application to live out is to be made on Annex C, only addresses within 20 miles of DST will be considered. A completed Annex C is to arrive at DST 2 weeks before the course start date. **Applications made after this time will be refused.**

15. **Equipment.** Students are to bring the following general equipment: a padlock, stationery, TV licence (as applicable). Any electrical goods must be Portable Appliance tested by your unit personnel and marked to that effect.

16. **Barracks Facilities.** In addition to routine military barracks facilities, Normandy holds a cinema, bowling alley, tennis courts, laundrette, hairdressers and a cash machine. Full details will be provided on arrival.

17. **Mail.** Your address at DST is: No/Rank/Name, Defence School of Transport, Normandy Bks, Leconfield, BEVERLEY, E Yorks, HU17 7LX

18. **Specific Needs.** DST is committed to assisting students identified with Specific Learning Difficulties (SpLD) and Poor Basic Skills (PBS) to achieve their full potential. Please contact SO2 Trg Plans on 94775 5212

19. **DST on the World Wide Web.** Additional Information on DST may be found at: <http://www.mod.uk/defenceschooloftransport>

COURSE ENTRY STANDARDS AND REQUIREMENTS

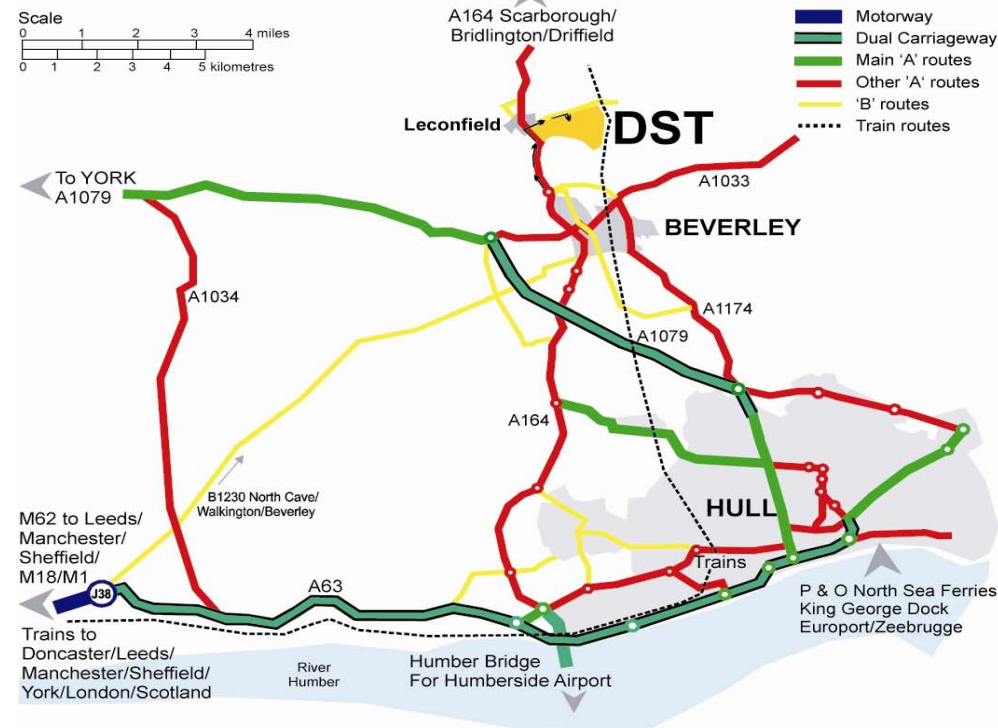
20. Entry standards and timings pertinent to the Wing that will deliver your course are given at Annex A to this instruction.

Annexes

- A. Course Entry Standards.
- B. Directions to DST.
- C. Application to Live Out.

**ANNEX B TO
HQ 3130
DATED *** 10**

DIRECTIONS TO DST



Road: <http://maps.google.co.uk/maps?hl=en&tab=w>. DST is signposted Normandy Bks and is located 3 miles North of Beverley on the A164, do not enter the Bks by the 'Training Vehs' entrance. Take next entrance in the village, turn right into Grange Rd and the main gate is 300yds on the right.

Rail: <http://www.nationalrail.co.uk/> There is a station in Beverley that is accessible via Doncaster and Hull but the service into Beverley from main line is infrequent. Taxi from York to Beverley takes about 45 mins.

Sea: <http://www.poferries.com/tourist/>. P&O North Sea Ferries operate an overnight service into Hull from Rotterdam or Zeebrugge that docks at about 0800hrs. Travel time to DST is about 30 mins.

Air: <http://www.humbersideairport.com/huyweb.nsf>. Humberside International Airport is 50 mins from DST. It is serviced via Amsterdam, Aberdeen and Leeds/Bradford Airport.

