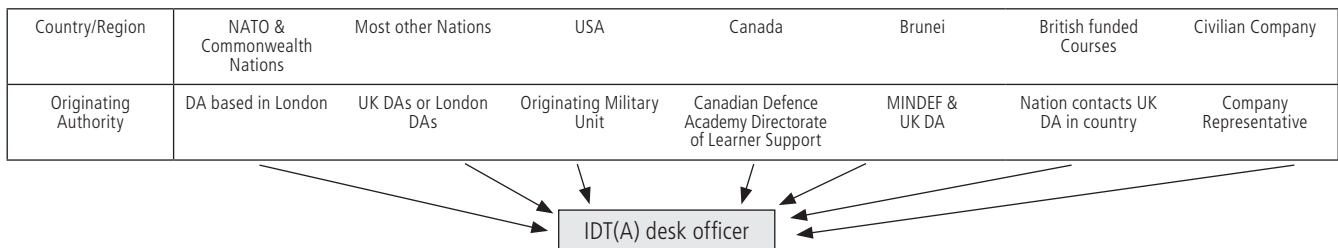


Applying to Train with The British Army

Who should originate the application?

Applications are made either through the Security Cooperation Activity Programme (SCAP) or by written approach to the appropriate IDT(A) desk officer detailing the type of course/training required. This also includes Army Command & Staff College and Royal Military Academy Sandhurst which although administered by IDT(A), are by invitation only.

The originating authorities are listed below:



When should the originating authority apply?

Bids are more likely to be successful if applications are made 6 months in advance of the course start date, although every effort will be made to accommodate bids submitted in a shorter time.

The Offer of Training

Upon receipt of a training request the IDT(A) desk officer will check training availability, dates, cost and any clearances required.

IDT(A) will then send back a formal offer (including English language requirements, security and assurance certificates, medical standards etc).

On receipt of the formal offer by the originating authority, the student will sit the International English Language Testing System (IELTS) assessment, if necessary.

How do we accept offer of training?

The Letter of Training Arranged (LOTA) is accepted by the originating authority by completing Annex B of the LOTA and/or written confirmation and where possible, confirming the Name, Rank and Number of the student who will be attending the training. The letter of acceptance should also confirm the methods of funding for the training.

Once formal acceptance of the course place has been made by the originating authority, IDT(A) will raise formal paperwork to the training unit, copied to the originating authority. The training unit will then send course information/Joining Instructions to the originator.

The originating authority will make all necessary arrangements, including travel arrangements to prepare the student for training in the UK. Invoices will be forwarded by Director General Finance Management (DGFm) in Liverpool, in advance of the course so that payment can be made before the training commences. If the deadline for acceptance of the training has passed and the offer of training has not been accepted, declined or an extension of the deadline requested, it will be assumed by IDT(A) that the training is not required and it may be offered elsewhere.

Once the course has begun IDT(A) will monitor the student's progress, forward reports to the originating authority and advise and liaise as necessary on welfare or disciplinary problems. On completion of the training, the training unit will forward final reports to the originating authority.

What happens if we have to cancel our place?

Since training places are in high demand, the British Ministry of Defence (MoD) reserves the right to raise cancellation charges once the offer of training is formally accepted. Valid reasons for cancellation are normally accepted without charge.

What happens if the student is withdrawn from training? IDT(A) will give maximum warning to the originator copying in relevant authorities, when failure to progress, disciplinary problems or other reasons may lead to a student's withdrawal from training. The overseas DA in London will be encouraged to discuss any problems with the students. However, once the decision to suspend a student has been taken it is final.