**Application Process**

3. The application process is very straightforward. Candidates need to provide proof that they have the requisite knowledge and experience, are demonstrating competence in the personal and practical skills areas and achievement of the performance criteria. The specific details of the requirements for the Assessment Strategy for each level of the pathways are detailed in Annexes A - D below.

4. The evidence required to support an application comprises:

a. A copy of the candidate’s full CV demonstrating the relevant award criteria. Please note that a CV of the type proffered when applying for civilian employment and simply listing chronological postings and appointments **not** sufficient. In addition to relevant courses and appointments, the bulk of the CV should follow the criteria set out at the respective Annex (A – D below) relevant to the award applied for. Candidates are encourage to refer to the PRA Standards at [Ref A](https://www.cityandguilds.com/qualifications-and-apprenticeships/professional-recognition-awards/professional-recognition-awards/9200-professional-recognition-awards#tab=documents) and [Ref B](https://www.cityandguilds.com/qualifications-and-apprenticeships/professional-recognition-awards/professional-recognition-awards/9200-professional-recognition-awards#tab=information) when drafting the CV.

b. Candidates are to follow the headings given in the Skill and Performance Criteria for the relevant PRA Level, providing evidence that demonstrates competence in each of the required areas, giving chronological evidence under each heading. Please note that a CV must be detailed enough to justify that the applicant satisfies the requirements of the assessment policy. For example, it is not sufficient to state that you were responsible for CCIRM at PJHQ; you should try to explain the Challenge (C) you faced, the Action (A) taken and the Result (R) for how you managed the Intelligence Collection Process and employed collection assets to satisfy the intelligence requirements.

c. A copy of the candidate’s JPA printout, or other authorised documentation to authenticate rank and date of promotion[[1]](#footnote-1). The JPA printout should show as a minimum courses attended, in particular those to which the relevant PRA is mapped.

d. A completed application form at Annex E.

5. Once endorsed by the applicant’s chain of command, completed application forms should be sent, along with the extended CV and JPA print out, to HQ INT CORPS. Applicants will be advised of payment arrangements (by BACS) once the application has been approved.

**Eligibility**

6. All members of the INT CORPS, Regular and Reserve, including recently retired members, are eligible to apply for the PRA providing they meet the criteria set out in the table at paragraph 2 above however, the following limitations may apply:

a. **Transferee Applications**. Transferees bring their prior Service experience with them into the Corps but can lack the depth of experience in the Intelligence and Security Risk Management fields that a Direct Entrant (DE) attains. It is acknowledged that a transferee may bring individual qualities, wider experience and maturity that can offset this therefore transferees can apply at exactly the same point as DE candidates and will be judged on a case by case basis. The critical factor will be the accrual of relevant vocational experience gained since transfer. If this is judged insufficient the application may be deferred until such experience is gained or, if this is not possible because of insufficient residual service, an award offered at a lower level.

b. **Reservist Applications**. All levels of PRA are open to Reservist applicants however, length of Service in the INT CORPS Reserve does not necessarily confer the relevant experience. As is the case with transferee applications, Reservist applications will be judged on a case by case basis and awards may be deferred and authorised only when there is evidence of sufficient vocational experience, or a lower award authorised to reflect experience at the time of application.

c. **Retired Members of the Corps**. Retired members of the Corps retain grandfather rights for three years from the date of departure from the Army in which to apply for a PRA. Applications from Corps personnel who have been retired for more than three years may be made directly to the City & Guilds Institute who will advise on their eligibility for other management awards.

1. Candidates who are no longer serving or who do not have access to JPA should contact SO2 HR, HQ INT CORPS for advice. [↑](#footnote-ref-1)