

# NAVAL SERVICE

## THE ADMIRALTY INTERVIEW BOARD

How to succeed and become an officer





# WELCOME

To join the Naval Service as an officer, you'll need to pass the Admiralty Interview Board (AIB) before you can be accepted for training. We have designed this guide to explain what the AIB is; what it involves; what we will be looking for; and how you can give yourself the best possible chance of success.

As with most things in life, preparation is the key. Always remember to be yourself. The Board are looking for a wide range of people with the potential to become officers. The tests and activities are all designed to help you show us that you have the attitude, abilities and personal qualities we're looking for. What's more, we sincerely want you to succeed and will give you every possible chance to shine.

We hope you enjoy your time at the AIB and wish you every success.

## CONTENTS

<b>Welcome</b>	2
<b>The AIB explained</b> What it is and what to do What we're looking for	4
<b>The AIB in detail</b> What you'll be doing What happens next?	8

COURAGE COMMITMENT



# THE AIB EXPLAINED

## WHAT IT IS AND WHAT TO DO

The Admiralty Interview Board (AIB) is our standard assessment process for those who want to join the Naval Service as an officer. You could be applying to join the Royal Navy, Royal Marines, Royal Navy Medical Services, Chaplaincy Service, Submarine Service, Fleet Air Arm, Royal Naval and Royal Marines Reserves or Royal Fleet Auxiliary.

“My overall impression of the AIB is it’s a great test. I met some amazing people and found out a lot about myself.”

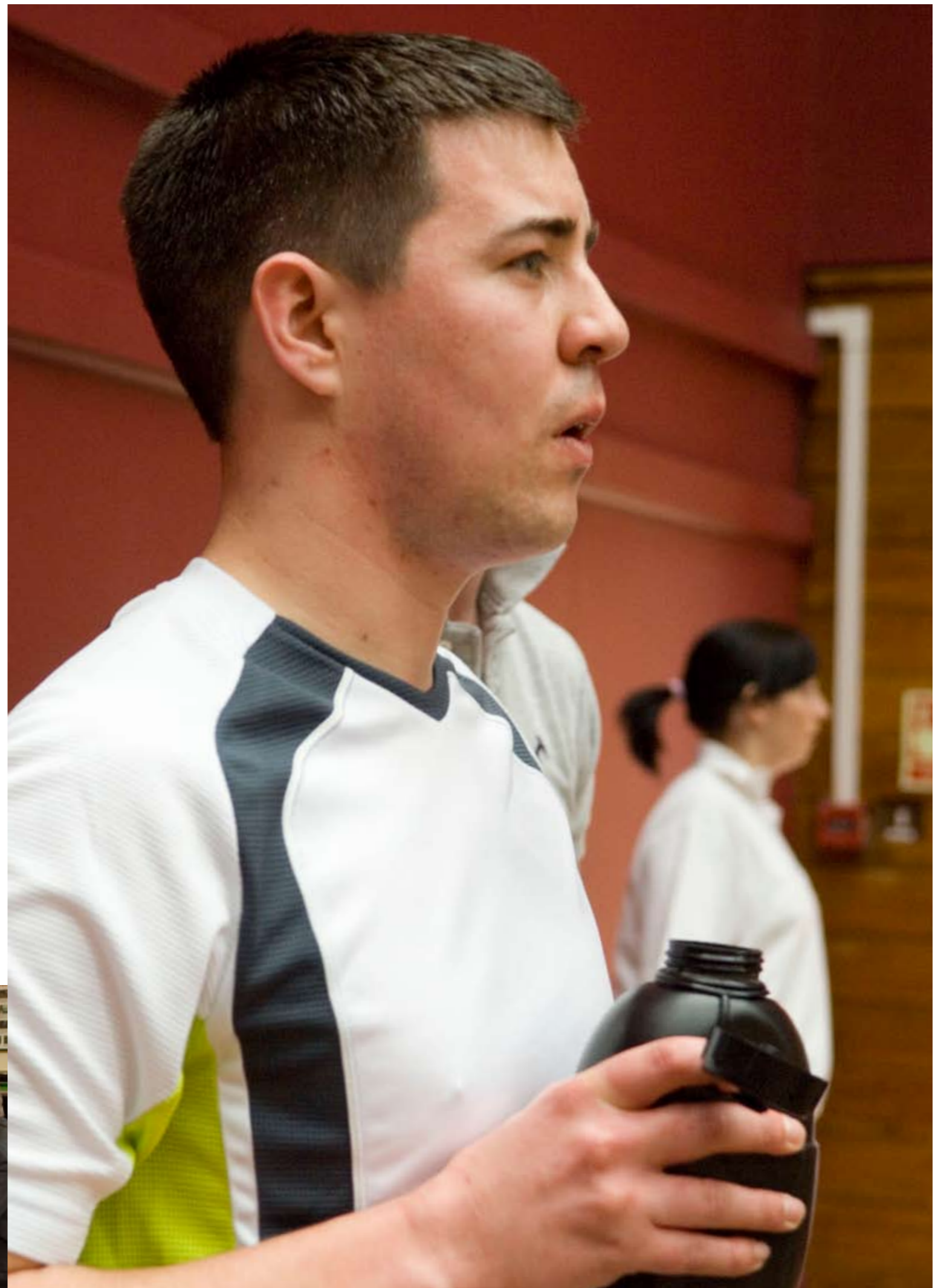
Ollie, Royal Marines Officer in training

Whichever career in the Naval Service you’re interested in, you’ll go through exactly the same AIB process. However, you’ll need to carry out extra tests in the following specific areas.

- Royal Marines – Potential Officers Course (POC) at the Commando Training Centre Royal Marines (CTCRM), Lympstone.
- Aircrew Officer – Flying Aptitude Tests at RAF Cranwell.
- Royal Fleet Auxiliary – Maritime & Coastguard Agency (MCA) medical fitness certificate.

Before the AIB, we’ll send you full joining instructions and a personal questionnaire in which you can give the Board details of your achievements, positions of responsibility, part-time work, membership of clubs and reasons for wanting a job in the Naval Service. This is your chance to sell yourself, so complete it carefully and in as much depth as you think is appropriate.

You’ll spend two-and-a-half days at the AIB, with overnight accommodation in your own room. When you arrive, we’ll put you into a group of three or four, who’ll be about your own age wherever possible. Throughout your stay, you’ll be looked after by a member of the AIB staff. They’ll brief you on the various tasks and answer any questions you may have.





# THE AIB EXPLAINED

## WHAT WE'RE LOOKING FOR

The AIB is designed to show us whether you have the personal qualities you'll need to be an effective frontline officer.



### What we're looking for

Through the various tests, practical exercises and final interview, the Board will assess you on the following.

- Effective intelligence – where you can demonstrate common sense and the ability to solve practical and intellectual problems.
- Leadership – where you show signs of leadership but can also be an effective team member.
- Powers of communication – where you communicate verbally and non-verbally (body language).
- Values – where you display the values of commitment, courage, discipline, respect for others, integrity and loyalty.
- Motivation – where you demonstrate developed understanding and reasons for wanting to join the Naval Service.

Joining the Naval Service is a big step. Your Initial Officer training and any future professional training will be long and demanding, so the Board will need evidence that you're fully committed to your choice of career. They'll want to hear about what motivated you to apply for this career and what steps you've taken to confirm to yourself that it's the right decision.

They'll also want to be sure you understand the implications of being part of a fighting service and that you'll be comfortable living and working within a disciplined community and chain of command. They'll also be keen to see what drives you and how you react in unfamiliar and challenging situations.

### Who's on the Board

Your AIB will consist of three people. As well as the Board President (who'll be a Captain or Commander) there'll be a Lieutenant Commander and a Lieutenant. Specialist officers may take their place on the Board assessing candidates for the Royal Marines, Royal Navy Medical Services, Chaplaincy Service, Submarine Service, Fleet Air Arm, Royal Naval and Royal Marines Reserve and the Royal Fleet Auxiliary.



### Who do we want you to be?

Always remember there's no 'ideal' or even 'typical' officer. We're looking for people with a wide range of academic and practical talents. There's room in the Naval Service for both outgoing and more reserved personalities.

### How you'll be assessed

Many of the tasks involve teamwork, so you'll have plenty of opportunities to get to know the rest of your group, understand each other's strengths and weaknesses and develop a team spirit that will ultimately benefit everyone.

We will measure your performance against set, fair standards. You will not be competing against other members of your group. We don't have a quota for passes. Board members will be only too delighted if they can recommend that most, or even all, of your group be considered for training.

### TOP TIPS

- Make sure you are physically fit and prepared. Practise the 'bleep test' by using the bleep test podcast available at [royalnavy.mod.uk/careers](http://royalnavy.mod.uk/careers)
- Have a basic background knowledge about the Royal Navy and the Naval Service. Visit [royalnavy.mod.uk](http://royalnavy.mod.uk) or you can find information at 'Navy Day' events, the National Museum of the Royal Navy, or from the Navy News publication.
- Stay up to date on current affairs by tuning into radio and TV stations and reading a daily paper.
- During your stay be yourself, stay relaxed and remember to enjoy the process.
- Don't be afraid to express your ideas and opinions.
- Get involved and show you can lead.
- Be part of the team.
- Show that you really want to be here and that becoming a Naval Service officer really matters to you.
- You can discuss opportunities to find out more about the Naval Service with your Area Careers Liaison Officer (ACLO).



"Just get involved as much as you can across all of the tasks. It sounds like a bit of a cliché but be yourself, because it is you that we're trying to get to know."

Jo, Warfare Officer – AIB





# THE AIB IN DETAIL WHAT YOU'LL BE DOING

# DAY 1

- ARRIVAL
- BRIEFING
- SETTLE IN

When you arrive at HMS Sultan, you'll find that day one is not a full day but is very much part of the AIB. It's your first and best opportunity to get to know the people you'll be working with over the next two days and to prepare.



The AIB is held at HMS Sultan, a Royal Navy shore establishment in Gosport, Hampshire. We'll send you detailed travel and attendance instructions, as well as information about what clothes and other kit you need to bring with you.



**Really?**  
The first HMS Sultan was a 74-gun warship launched in 1775. Three more warships carried the name over the next 100 years. The fifth HMS Sultan was a shore base in Singapore. The current base opened in 1956.

When you arrive, you'll be directed to report to the candidates' reception desk to find out where you'll be staying, mealtimes and other useful information. We want your time at the AIB to be as comfortable as possible, so if you've forgotten to bring something, or have any questions about the programme, please just ask.

Once you've settled in, you'll be briefed by a member of the AIB. You'll then get to know your fellow candidates over dinner.



# DAY 2

SERVICE KNOWLEDGE

PSYCHOMETRIC TESTING

ESSAY

FITNESS

# THE AIB IN DETAIL WHAT YOU'LL BE DOING

After breakfast, you'll be greeted by one of the Board Presidents, then begin what's known as 'Testing Day'.



If you haven't written an essay for a while, make sure you get some practice in before the AIB.

There's no 'pass' or 'fail' in the fitness assessment at AIB, but we will take your score into account in your overall marks. However, having already passed the pre-joining fitness test, you will need to match this standard.



## 07.45 to 08.15

### Service-knowledge test (computer-based)

This multiple-choice test will assess your knowledge of both the Royal Navy and wider defence issues.

## 08.30 to 09.45

### Psychometric test (computer-based)

In this three-part test, we'll be assessing your:

**verbal reasoning** – to see how you process written information (15 minutes);

**numerical reasoning** – to find out how you tackle problems involving numbers (30 minutes); and

**abstract reasoning** – to measure your ability to identify patterns and relationships between shapes (12 minutes).

## 10.10 to 10.55

### Essay (paper-based)

You'll be asked to write one essay from a choice of five topics, usually including military, political and contemporary media issues. We will assess your ability to produce logical, fluent, convincing and accurate work, not your beliefs or opinions (45 minutes).

## Lunch

## 13.15 to 15.00

### Preparation for day 3 (gym)

We will brief you about Day-3 leadership tasks and the equipment you'll be using. This will be your opportunity to practise the methods used in these tasks.

## 15.00 to 15.25

### Multi-stage fitness assessment ('bleep test')

In the gym, we'll ask you to run between two points 20 metres apart. At the end of each 20-metre run, a single 'bleep' is your signal to turn round and run back again. At the end of each minute, the pace will get faster.

## 15.30 to 18.00

### Free time

Use this opportunity to get to know your fellow group members, with whom you'll be working closely on day 3.

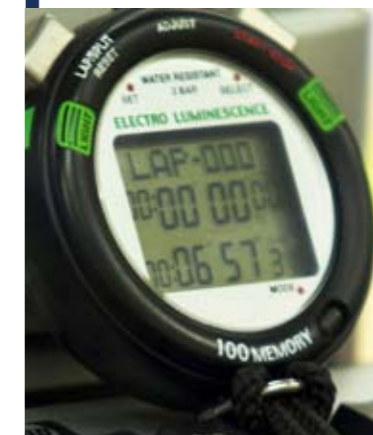
## TOP TIPS

- Remember that your essay should have an introduction, a main body and a clear conclusion.
- You might find it helpful to try other general psychometric tests, to get a 'feel' for them. Ask at your local library, or look online. We recommend you download the AIB specific practice booklet from [royalnavy.mod.uk/careers](http://royalnavy.mod.uk/careers)
- Listen carefully to the gym brief and learn the techniques.

## 11.20 to 11.50

### Practise planning exercise

Work through a sample planning exercise scenario.



The bleep test starts off easy but gets harder and continues until you physically can't run any more!

# DAY 3

PLANNING EXERCISE

LEADERSHIP ASSESSMENT

TEAM TASK

INDIVIDUAL TASK

BOARD INTERVIEW

## THE AIB IN DETAIL WHAT YOU'LL BE DOING

Today you'll meet the Board members, so you should assume you're being assessed throughout the day.

During your formal Board interview, just relax and be yourself. We really do want you to succeed!

"We really encourage candidates to try and gel as a team as much as they can. The more that a team can work together, the better results they'll end up with."

Jo, Warfare Officer – AIB



### 07.45 to 09.00

#### Planning exercise (paper-based)

Before going into the boardroom, you'll study a written brief on a fictitious scenario for 15 minutes. The Lieutenant will then introduce a problem into the scenario and you'll then have another 15 minutes to discuss, develop and agree a group solution with the other candidates and then present your solution to the Board. The Board will then question you on the scenario and your plan before you return to present your own thoughts to the Board.

#### TOP TIPS

- In the planning exercise, try and get a general agreement within the group. Someone may have a great idea that you can all make even better.
- During the team task, you need to be confident without shouting and you should involve each member.
- You need to demonstrate leadership and teamwork during the Board interview.

### 09.15 to 10.30

#### Leadership assessment (gym)

In the gym, you and your group will be set a series of tasks, involving bridging an imaginary river with various planks, poles, spars and ropes. To add to the challenge, you may be carrying a load, or crossing a tank full of water! Before the tests begin, you'll each be given a written brief for the task you'll be leading, including the objective of the task and the equipment you'll be using. You'll have 15 minutes to study it on your own and develop your plan.

#### Team task (gym)

For your first task, we will not be picking any one member of the group to be the leader. You'll have just eight minutes to complete the task, so teamwork is essential.

#### Individual leadership task (gym)

We will then ask each member of the group to lead their allotted task. As a leader, you'll need to make sure that the other group members know their jobs and carry them out quickly and effectively. Remember though, that you're also being assessed on your ability to work in a team, so every task counts, not just the one you're leading.

### 11.00 to 14.00

#### Board interview (25 to 30 minutes)

A Board member will start by asking you to explain why you want a career in the Naval Service. As well as your reasons for joining, you'll need to be able to discuss your chosen career path and the training involved. You'll also be expected to have some knowledge of our operations and equipment.

A Board member will then ask you about any challenges you've faced, your spare-time activities and how you cope when things don't go according to plan. Bear in mind we need officers who are prepared to take a risk, stay motivated in the face of adversity, believe in what they're doing and can live and work with people from different backgrounds.

The Board President's questions will focus on leadership. Prepare to talk about times when you've worked as part of a team or taken responsibility for people and events.

We realise this may sound a bit daunting, but don't be put off. You'll find the Board are relaxed, friendly people, who'll give you every opportunity to demonstrate why you want a career in the Naval Service.

After your interview, you'll go to lunch while the Board considers their decision. You'll then be called in to see your Board President, who'll give you your results in person. If you're an Aircrew candidate, you'll stay overnight for your medical the following morning. If not, you'll be free to go by about 14.00.

Remember, what the Board most want to hear about are your personal experiences. Be specific and truthful. Don't worry if they ask follow-up questions or look for further examples – they're only trying to find out as much as possible in the limited time available.



#### WHAT IF?

If you don't manage to complete your task, it doesn't automatically mean you've failed the AIB. The Board will watch and assess your performance in all the tasks, not just the one you're leading. That means it's vital to concentrate and get involved throughout the session. Most candidates find this the most enjoyable part of the AIB, even if they do sometimes get soaked!



# THE AIB IN DETAIL

## WHAT HAPPENS NEXT?

We'll give you your results after lunch on the final day at the AIB and soon after for the RFA. And assuming you're successful, you'll have taken the first step on the road to becoming an officer.

"It's good to meet like-minded people and have a bit of a chat. It takes the edge off things a little and makes you a bit less nervous on the day. I really hope that we will stay in touch."

Ollie, Royal Marines Officer in training

### Results

Passing the AIB means we believe you have what it takes to be an officer. Please remember though, that it doesn't guarantee you'll be selected for training. The Board will put your name forward to a Selection Board, which decides on places based on the number of successful candidates and places available. Depending on their decision, we may then offer you a place at BRNC Dartmouth or CTCRM Lympstone.

### Finally

We hope this guide has given you some idea of what to expect when you come to the AIB and what we'll be expecting from you. It may seem daunting, but we genuinely want you to succeed – and if you come with the right preparation and attitude, you can.

Your Area Careers Liaison Officer (ACLO) will also be happy to help with any questions, so please contact them.

We look forward to seeing you at HMS Sultan, and wish you every success at the AIB and for your career with us.

### FIT FOR SERVICE

If you're not already in shape, we'd strongly advise you to put in some strength and cardiovascular training before your AIB. Plus, the fitter you are when you join, the greater your chances of completing the course – and enjoying it, too! For more information on the test and an online training programme to help you prepare for it, visit [royalnavy.mod.uk/careers](http://royalnavy.mod.uk/careers)





# CONTACTING US

You can find everything you need to know about the Naval Service and how to prepare for the AIB on our website, or ask your Careers Advisor for a copy of the AIB DVD.

## VISIT

[royalnavy.mod.uk/careers](http://royalnavy.mod.uk/careers)

- Chat to real people in the Naval Service in our regular live chats.
- Keep up to date by signing up to our monthly newsletter.
- Download full job descriptions.
- Discover a whole range of other useful links and information.

### ENTRY REQUIREMENTS

### PRE-JOINING FITNESS TEST AND GETTING FIT TO APPLY

### TRAINING

### PAY AND BENEFITS

### LIFELONG LEARNING

### FREQUENTLY ASKED QUESTIONS

### PARENTS AND GUARDIANS

## CALL

**08456 07 55 55**

- Check you're eligible to apply and book your appointment to visit an Armed Forces Careers Office.

We want you to succeed and will do all we can to help. If you have any questions, or would like any further information or advice, please get in touch today.

This publication is for guidance only. The facts in it may change without notice and it is no form of legal contract. Major as well as minor changes may be involved. However, we make every effort to make sure the details in this publication are correct. This publication is not an offer by the Royal Navy to any person. Publications are prepared and printed several months before being distributed so cannot always immediately reflect changes in details or in some cases a particular offer.



**08456 07 55 55**  
**ROYALNAVY.MOD.UK/CAREERS**

