

Postal and Courier Operator – The Royal Logistic Corps

Class 3 Reg & Res Course

Course Aim.

To train and develop a soldier's technical skills to meet the requirements of a Class 3 soldier as defined by relevant policy.

Course Objectives.

Training Objectives associated with the Class 3 course are:

- i. Conduct health and safety procedures in accordance with policy.
- ii. Conduct Sorting Office (SO) Duties.
- iii. Conduct counter clerk duties (Manual).
- iv. Perform Counter Clerk Duties- Horizon online (HOL).
- v. Perform the Duties for the Priority Service Locker (PSL).
- vi. Perform the Duties within a Defence Courier Service Office (DCS).
- vii. Carry out Mail Guard Duties.
- viii. Conduct Rapid Response Courier Duties (RRC)
- ix. Conduct Postal and Courier Services (PCS) Duties on Deployments.

Duration.

The course is four weeks residential training for regular soldier and 15 days consecutive for reservists, delivered at the Postal and Courier Division at Worthy Down.

Enrolment Criteria.

Personnel must meet the following criteria to apply for the course¹:

- Be self-disciplined.
- Confident.
- Be able to work as part of a team.
- Be able to think and act quickly.
- GCSE A-D/9-3 in English and Maths.
- Completed Phase 1 Basic Trg.

Accreditation.

The course is accredited and mapped to professional qualifications at Level 2 in Postal and Courier Services.

Dates & Enrolment.

Course dates for each Training Year can be found within the relevant DCLPA Pamphlets. Queries and applications are to be submitted via the Unit career management single point of contact to the courses clerk within DCLPA Training Operations.

¹ Request to deviate can be sought in accordance with RLC Training Instructions.