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HQ SERVICE CHILDREN'S EDUCATION  
Bielefeld  
British Forces Post Office 39



## ADDITIONAL INFORMATION

### CYPRUS

#### EMPLOYMENT AND GENERAL INFORMATION

##### INTRODUCTION

If you have not worked for the Ministry of Defence (MOD) before, you may not be aware of the several differences between your Terms and Conditions of Service with this Department and other Government Departments and private sector employers. Although the following information is quite complex, it is important that you are aware of essential details regarding working within a military environment with SCE and living overseas and that these are explained at an early stage. This will help you when deciding to apply.

Most people find serving overseas with SCE an enjoyable and memorable experience but it does involve upheaval and requires you to think about your personal and family circumstances rather more than employment in the UK. Working overseas will have implications for your personal life, which you will want to consider.

An issue that needs to be considered by the applicant is the impact on tour-ex dates that clash with school exams. It could be very disruptive if an individual is due to return to UK at a time of year when their children are sitting GCSE or A level exams. The individual cannot expect their tour to be extended for this reason and may have to consider an early tour-ex in order to avoid this clash. The option to leave their family behind after their posting from Cyprus is not an option they should consider. Under the terms of the Treaty of Establishment, families lose their dependency status once the officer is posted off island. This goes far beyond entitlement to housing or education, which is at the discretion of the Command Secretary. There can be serious implications for families if they are not recognised as dependants, particularly in regard to driving duty free cars and insurance cover if they are involved in an accident.

You may also have elderly relatives who will be affected if you move overseas for a long period. You should be aware that compassionate travel back to the UK at public expense is permitted only in certain circumstances. The entitlement to such travel is regulated and it may not always be possible to fly you home to the UK.

In addition, MOD does not recognise unmarried partners or partners without a civil partnership for allowance purposes which means that if you are not married to your partner and want him or her to accompany you overseas, you are responsible for all their costs. This means that you will only be entitled to receive the benefits available to a single officer for payment in respect of medical treatment overseas and accommodation allowances amongst others.

It is not possible to provide you with the complete range of detail about terms and conditions of Service in this information sheet. Consequently, if there were anything you would like more information about please ask. You should contact Defence Business Services (DBS):

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#### Defence Business Services Contact Details

Civilian Telephone: 0044 8003457772

Military Telephone: 93345 7772

E-mail: [PeopleServices@dbs.mod.uk](mailto:PeopleServices@dbs.mod.uk)

#### **RECRUITMENT APPEALS PROCEDURE**

If you consider that you have been discriminated against during recruitment because of your race, sex, disability, age or sexual orientation, then send full details within 14 days of the alleged act being discovered to the People Service Centre.

#### **PRE-EMPLOYMENT CHECKS**

Although employed overseas you are applying for a UK based appointment. All such appointments are subject to pre-employment checks, which may include security clearance. You should be aware that if successful at interview clearances are required and therefore it will take a time before we are able to make a formal offer of appointment. Consequently, you should not take steps to end your current employment or make any financial commitments related to your posting overseas until you have received a formal offer of appointment.

#### **MEDICAL CLEARANCE**

Similarly, all UK based appointments are subject to confirmation of medical fitness for service overseas. Medical clearance entails completion of forms that are sent to ATOS Health Services who may ask your GP for your records.

#### **PAYMENT OF SALARY**

Whilst serving overseas, salary may be paid into an overseas bank account in Euros (converted at the current Forces Fixed Rate of exchange), a UK bank account in Sterling, or a combination of the two.

This is a "UK-based" post, and is therefore subject to UK taxation.

#### **ADVANCE OF SALARY**

If your appointment overseas is for a period of at least 12 months, you may apply for an advance of salary. The advance is intended to assist with unexpected additional personal expenditure incurred in the UK directly as a result of your appointment overseas. The advance may be granted up to a maximum of 3 months gross salary. Such advances are at Departmental discretion and are not an automatic right. The advance is interest-free and payable over 3 years by direct deduction from salary.

#### **COST OF LIVING ADDITION ALLOWANCE**

A variable tax free Cost of Living Addition (COLA) is currently payable. The purpose of COLA is to ensure that your overseas standard of living is equivalent to that which you would have in the UK. In order to qualify for the payment of COLA, your main residence must be in the UK. If you are already in theatre, or are normally resident outside the UK, you are unlikely to qualify.

Essentially, COLA is a top-up to salary and not part of salary and is paid in overseas areas where living costs are higher than the UK. The COLA system is based upon the average lifestyle rather than that of a particular individual. Rates are revised on 1 February and 1 August each year. YOU SHOULD NOTE THAT COLA RATES COULD GO UP OR DOWN.

The rate of COLA received is dependent on salary banding and marital status with additional variable allowances for qualifying children. Please note that for purposes of payment of COLA a child is

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considered to be aged up to 19 and in full time education. Where, however, single or married unaccompanied staff reside in Mess accommodation including on a temporary basis, COLA is paid at a reduced rate designed to reflect the savings that such facilities permit.

#### **CHILD ELEMENT OF COLA AND CHILD CARE ADDITION**

Both of these allowances are a tax-free addition to COLA and are payable when you have one or more dependant children. The Child Care Addition is only payable when one or more of your dependant children are permanently resident at post.

#### **CHILD BENEFIT**

If you have a child or children for whom you are in receipt of Child Benefit, the payments continue when you are overseas.

#### **LOCATION**

This is a mobile grade and you may be required to transfer to any SCE location throughout the world. Compulsory transfers are subject to redeployment rules and carry an entitlement to transfer allowances.

#### **ACCOMMODATION**

Accommodation overseas is provided rent-free by the MOD in the first instance and fuel and lighting costs are met within specific parameters. However, as you have been specially recruited for service overseas you will be required to pay for your accommodation and utilities (e.g. electricity, gas water, oil) after 5 years. In Cyprus you will usually be accommodated in a Service Quarter or Hiring and which will be furnished to the appropriate approved furnished scale. There is also a local utility allowance to contribute to the cost of the purchase of bottled gas and firewood. You should be aware, however, that the availability and range of accommodation does vary throughout the overseas command. Married, married unaccompanied and single staff may be allocated a house but it could be a flat. You may wish to note, therefore, the implications for children and/or pets.

Wherever possible arrangements should be made to ensure that accommodation is available for you before you are posted. Where this is not possible (e.g. because of high demand on official MoD accommodation) you may stay in a local hotel and claim subsistence for up to 15 nights whilst permanent accommodation is being sought.

#### **MARRIED ACCOMPANIED ACCOMMODATION**

Subject to availability, new personnel accompanied by their dependants are usually accommodated in either a service Family's Quarter (FQ) or a hiring, the latter being a private house or flat rented by the Department. A married individual may be required to take up his/her appointment initially unaccompanied with their dependents joining them at a later date. In this event, the individual may be temporarily accommodated in an official Mess until such time as married accommodation becomes available.

If a service FQ or hiring is unavailable, you may in exceptional circumstances be required to occupy private accommodation and claim Overseas Rent Allowance (ORA) within prescribed limits. The need for individuals to remain in ORA accommodation is reviewed each year.

#### **SINGLE AND MARRIED UNACCOMPANIED ACCOMMODATION**

Accommodation for single or married unaccompanied individuals is usually under ORA terms in a flat or house, subject to availability. In the event that such accommodation is not available immediately you may be required to reside in a service Mess until suitable accommodation is available.

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## **UNMARRIED PARTNERS/PARTNERS WITHOUT A CIVIL PARTNERSHIP**

Accordingly, the Tri-Service Accommodation Regulations (JSP 464) makes it clear that under no circumstances may Service or Civilian single personnel and single lone parents co-habit with a partner (who is not their legal spouse) in Single Living Accommodation or Service Family Accommodation (SFA). The no co-habitation rule is stipulated in the License to Occupy SFA and it is also extended to substitute single and family accommodation, which is found from the commercial rental market.

## **CONDUCT AND DISCIPLINE**

Whilst living overseas in a Service community, you will be expected to conform to the standards which prevail there. You and your dependants should remember that you will appear in the eyes of the host community as representatives of the UK and should behave accordingly. Behaviour in private life, which in the UK would not generally concern MOD, could discredit the UK or MOD if practiced overseas. For example, if debts are incurred, care should be taken to settle them promptly.

If you, or a dependant, are involved in a case of misconduct abroad, it may be decided that repatriation of your family to the UK is necessary and financial penalties may be imposed. In all departmental disciplinary cases, you have of course the right of appeal against the penalty imposed.

## **DUTY TRAVEL**

Travel between MOD establishments in different parts of the island is not feasible by public transport. Duty travel may be undertaken in your private vehicle or by use of a 'pool' vehicle. The most likely vehicle to be provided will be a small saloon or estate car. 'Pool' vehicles may not be used for private travel.

## **PRIVATE TRAVEL**

You will have the opportunity to purchase your own vehicle at tax-free prices.

## **DEPENDANTS EMPLOYMENT**

Under the terms of the Treaty of Establishment full dependency status can only be given to people in the following categories:

- a. The spouse of the entitled officer.
- b. A child of the entitled officer under the age of 18 (permanently resident with the family)
- c. A child over the age of 18, unmarried and in further education, including vocational, social and recreational training.
- d. A child over the age of 18 who is mentally or physically unable to contribute to its own support.

The definition above means that a dependent child can only be employed in a UKD post until the age of 18. Once they are over this age they are no longer eligible to register for work with BFC as a dependant. They may, however, apply for work through the Republic of Cyprus (RoC) District Labour Office. Employment in the RoC cannot be guaranteed as it would be subject to the dependant obtaining a work permit.

UK Dependants jobs are not always plentiful, particularly for those wanting to work part-time or term-time. This situation can fluctuate from time to time. Also, the salaries paid to UKD staff may not match the level of pay from the dependants previous employment in the UK or elsewhere. Work is typically of a clerical nature and the salaries reflect the local pay rates which are less than Band E pay in UK MoD.

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## **OTHER ALLOWANCES**

### **OVERSEAS TRANSFER GRANT**

The Overseas Transfer Grant (OTG) is a tax free lump sum payment, which recognises the miscellaneous expenses incurred when setting up a new "home". It is payable if you are posted on a permanent posting for a period of 12 months or more. You may also claim the OTG if you are initially posted on detached duty terms but your posting is subsequently changed to a permanent posting. Appointees of contracts in excess of 365 days will be eligible for a tax free transfer grant. The transfer grant is not payable to contracts of less than 365 days.

### **PAYMENT OF GRANTS/TRAVEL EXPENSES/ADVANCES OF SALARY ETC**

The Transfer Grant, Advances of Salary and the reclaiming of other expenses including travel, can only be paid upon a new employee being issued with a staff number by the Ministry of Defence. A staff number is allocated to an individual once they have taken up post and only then will all claims be processed for payment.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

### **TRAVEL OVERSEAS**

The MOD will provide you and entitled members of your household with a passage overseas at public expense. The official method of travel is by air. Dependant children aged 19 and over do not qualify for travel under these regulations but if they are still in education may qualify for one School Children's Visit per year. Normally, your spouse and other entitled members of the family may travel overseas with you if it has been confirmed that suitable accommodation is available. If it is not possible for you and your dependants to travel together at the outset, arrangements will be made for them to follow at the earliest opportunity. Dependants entitled to outward travel at public expense are:

- a. Your spouse
- b. Unmarried children of your marriage and unmarried stepchildren, adopted children or children by a former marriage of you or your spouse who are resident in your household, and who on the date of your transfer:
  - i) are under 18;
  - ii) Whatever their age are dependent on you by reason of mental/physical infirmity;
- c. A Child who is not yours but for compassionate or welfare reasons is a bona fide dependant; travel is subject to b. above.
- d. A nanny – where single officers with dependant children require continuity of and the availability of English speaking nannies at the overseas area is limited. All such cases should be submitted to DBS: [PeopleServices@db.s.mod.uk](mailto:PeopleServices@db.s.mod.uk) in the first instance for approval, which will take account of local as well as Departmental policy.

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## **SHIPMENT OF MOTOR VEHICLES**

If your posting is for at least 1 year you are entitled to ship one motor vehicle to Cyprus at public expense. If when you arrive at post you are still awaiting delivery of your vehicle and if public transport facilities are poor, then you may be allowed up to 14 days car hire.

## **BAGGAGE AND FURNITURE**

### **BAGGAGE**

You are entitled to ship baggage at public expense within the following entitlements:

#### **Unaccompanied Baggage:**

Single/Married unaccompanied:  
not to exceed 14 cubic metres.

Married accompanied:  
Not to exceed 15.5 cubic metres.  
Married with Children:  
Not to exceed 20 cubic metres.

### **FURNITURE**

Entitlement to convey furniture is dependent on your status and your current UK accommodation. If you own or rent a property fully furnished by yourself prior to recruitment then you are considered a householder for the purposes of baggage allowances. If you are a householder, you may be entitled to an addition for furniture or heavy baggage as follows:

you have sold your UK property or let it unfurnished and are to occupy furnished or unfurnished accommodation abroad:

OR

you have let your UK accommodation unfurnished and are to occupy unfurnished accommodation abroad:

Single/Married unaccompanied:  
not to exceed 36 cubic metres

Married accompanied  
not to exceed 37.5 cubic metres

Married/Single parent with children  
not to exceed 42 cubic metres

you have let your UK accommodation furnished and are to occupy furnished or unfurnished accommodation abroad:

Your entitlement will remain as stated at paragraph 38.

All furniture and unaccompanied baggage is conveyed by official means and by the MOD 's Unaccompanied Baggage's Contractor.

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If you do not satisfy the householder status criteria, you are not entitled to conveyance of furniture.

## **TRANSIT INSURANCE**

If you are entitled to shipment of effects at public expense, you may claim reimbursement of the cost of transit insurance, within the following "insured for" maxima, currently £26,000. If you decide to use a policy offered by the Unaccompanied Baggage Manager (UBM), currently the shipping company, that gives the choice of "New for Old" policy, MOD will not reimburse the cost of the premiums for this level of cover unless you can demonstrate that your current home contents policy was issued on those terms.

## **EDUCATION**

SCE provide schools in our main areas abroad which are comparable to those in the UK. There is no charge to civilian personnel. Prospectuses are available from the School Secretary of the Schools in the overseas area.

You are strongly advised to seek advice before you make any commitments particularly if your children are of secondary school age. CEAS Tel: 0198061 8244 will give advice and for some areas have booklets available.

## **PROVISION FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)**

The majority of special educational needs can be met in SCE schools, sometimes through the provision of extra resources. However, there are some needs which cannot be met e.g. profound and multiple learning difficulties, severe autism or behavioral difficulties, blindness, deafness, etc. There are also some special medical and non-educational needs which cannot be met in every location overseas e.g. speech and occupational therapy. It is therefore important that you notify us in advance if you have a child with special needs, and obtain further advice before confirming acceptance of an overseas post with SCE. This will allow us to ensure that you do not find yourself being posted to a location where those needs cannot be met, and enable us to advise about the range of options that would be available to you. Whilst you are based overseas, access and entitlement to various elements of special needs provision is dependant on local availability. It is important that you should be fully aware of any implications this may have for your family before accepting the offer of appointment. If you are in doubt and would like further advice about provision for children with special needs, please contact the SCE AEO (SEN) Tel: **0049 5254 982 4898**.

## **GOLDEN HELLOS AND REPAYMENT OF TEACHERS' LOAN (RTL) SCHEME**

Applicants should note that SCE teachers are deemed by the Teacher Development Agency and Student Loans Company to be ineligible for the Golden Hello and RTL schemes. This is because these schemes have limited geographical scope and only apply to maintained schools in England and/or Wales.

## **NURSERY SCHOOL PROVISION**

From 1 January 2001 SCE provided nursery education for all three-year-olds from the term after the child's third birthday. Places are an entitlement for all 3 year olds of parents working for MOD with British Forces in Germany, Cyprus and other SCE schools worldwide, and are for a minimum 15 hours for 5 days a week, for 39 weeks per year. (There is no requirement for your child to attend school until the term after your child reaches the statutory school age of 5). The nature of the entitlement – i.e. fee-paying/non-fee paying – is determined on the same basis as the entitlement to attend SCE schools. Your child is eligible for a part-time nursery place if you would like to take up this entitlement, from the beginning of the term after his/her third birthday, with the following termly entry and "cut off" dates:

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Autumn term:	3 by 31 August
Spring Term:	3 by 31 December
Summer term:	3 by 31 March

These dates mirror those used in England and Wales, and are regardless of the actual date that any term starts. If you are posted to an area where there are no SCE facilities, and your child is eligible for a Nursery place, you may claim Nursery Allowance. If you are unclear of your entitlement you should contact the Senior Assistant Education Officer (Cyprus) (Tel: 00357 526 3978), for advice.

### **SCHOOL CHILDREN'S VISITS**

If you leave your children at school in the UK you may be eligible to have them visit you at your overseas post for the 3 main school holidays. These are called School Children's Visits (SCVs). These visits are usually organised by the overseas area and require advance authority from HQ SCE (Cyprus). Children are eligible for 3 visits per annum up to the age of 18 and one visit per annum from 18 to 25 providing they are in full time education.

### **ELECTORAL REGISTRATION**

If you go to work overseas you may register as an "Overseas Elector". This will give you access to a postal vote if you wish or may vote by proxy. To take advantage of these arrangements you will need to contact your local Electoral Registration Office.

### **INSURANCE OF PERSONAL EFFECTS**

While you are overseas it is your responsibility to ensure that all your personal effects, including house contents, are adequately insured. The cost of living assessment on which COLA is based takes account of insurance of personal and household effects and of private cars/vehicles. There is no entitlement to any compensation from MOD for loss or damage unless this occurs on official duty or during riots abroad. You are responsible for your personal property during flights and you are advised to adequately insure it, as claims for compensation are subject to statutory limits whether you travel in Civil or Crown aircraft. Ex-gratia payment for uninsured losses from MOD would only be made as a last resort and only where no such payments are made elsewhere (e.g. by the airline).

### **LEAVE**

For teachers your leave entitlement will be commensurate with the school leave year. You will be expected to teach for 195 days each year, 5 of which will be non-contact days.

### **LEAVE TRAVEL**

Leave Travel is available to those who have completed 12 months service overseas and who, on return from leave, have at least 6 months left to serve.

Leave Travel is intended to assist the officer in maintaining links with the UK as well as for the sake of health and efficiency. For this reason Leave Travel must be to the UK. You must use the Trooper flight or in exceptional circumstances may request authority to make a Privately Arranged Travel through SAEO (Cyprus) and HQ SCE.

**There are no other concessionary arrangements for travel to the UK at public expense during an overseas posting unless you have compassionate reasons.**

### **MEDICAL AND DENTAL FACILITIES OVERSEAS**

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As far as practicable arrangements are made to ensure that you are provided with medical and dental treatment equivalent to that in the UK. Where possible you will be expected to use Service facilities free of charge. Prescriptions from the Doctor are free. Dental treatment is subsidised.

Medical cover when travelling for private purposes away from your area of duty may not be available under official arrangements and you are strongly advised to take out adequate insurance protection if this is the case.

You should be notified if you need to commence a programme of immunization before you leave the UK, but if you are unsure you should contact ATOS Call Centre 0845 3710615.

### **PASSPORTS/VISAS**

You and each member of your family, who is entitled to accompany you, must have a current passport with at least 6 months life remaining before expiry. If a new or replacement, passport is required you would need to complete the necessary forms, documentation and photographs.

### **PETS**

You are not entitled to convey your pet(s) abroad at public expense nor can pets be carried on Service or MOD Chartered aircraft. If, therefore, you wish to take a pet overseas you are responsible for all the arrangements including obtaining any health certification required by the country you are being posted to. You should also bear in mind that restrictions on the importation of animals on return to the UK. Advice can be obtained from your vet or the Department for Environment, Food and Rural Affairs (DEFRA). Their address is Government Buildings, Hook Rise South, Tolworth, Surbiton, Surrey, KT6 7NF. They also have a Helpline 0645 335577.

### **MAIL**

The service authorities can handle private mail. There is a British Forces Post Office (BFPO) which provides all the normal Post Office services. BFPO addresses attract special rates of postage, usually inland UK rates.

### **TELEVISION AND RADIO**

The British Forces Broadcasting Service (BFBS) provide radio and television services in Cyprus. The television service is a mixture of popular BBC, ITV and Sky programmes.

### **CURTAILMENT OF TOUR**

**If you curtail your tour for personal reasons you may incur penalties. In respect of the Overseas Transfer Grant (OTG) you may be liable to repay this if you resign or transfer within 12 months of taking up tour. In respect of travelling expenses; unaccompanied baggage, furniture and cars and Advance of Salary this is within 3 years of your posting. However, each case will be treated on its merit. Full details can be found in the MOD Civilian Transfer Manual Volume 2 Overseas Transfers.**

### **ALLOWANCES ON RETURN TO THE UK**

Entitlements for your return to the UK are as follows:

Up to 6 night's subsistence if you have to vacate your overseas accommodation prior to departure and necessarily incur hotel expenses;

Return travel for yourself and entitled dependants;

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Return shipment of personal effects within the entitlement you had on departure from the UK.

**PARTICULAR ISSUES TO BE BORNE IN MIND BEFORE  
SUBMITTING AN APPLICATION**

- **TRANSPORT** : As accommodation provided may be some distance from the place of work and public transport may be limited, it is essential that applicants have access to their own daily transport.
- **UNMARRIED PARTNERS/PARTNERS WITHOUT A CIVIL PARTNERSHIP** : Under no circumstances may a Service or Civilian single personnel and single lone parents co-habit with a partner (who is not their legal spouse) in Single Living Accommodation or Service Families Accommodation.
- **SPECIAL NEEDS** : The majority of special needs can be met. However, there are some needs which cannot be met. It is therefore important that you notify us in advance, if you or any member of your accompanying family have special needs, and obtain further advice before confirming acceptance of a post with SCE.