

AC/16863/4/P2

**SERIAL NO 1**  
**DATED 7 JAN 08**

**HEADQUARTERS AIR CADETS ROUTINE ORDERS**

**BY**

**AIR COMMODORE G MOULDS MBE RAF**

**COMMANDANT AIR CADETS**

**ROYAL AIR FORCE CRANWELL**

**OUR VISION**

*To ensure that the Air Cadet Organization (ACO) continues to flourish and to remain true to the ideals laid down in its charters, particularly the provision of adequate aviation and other challenging activities to enable it to attract and retain membership and thereby provide example and leadership for the country's youth.*

**OUR MISSION**

*To facilitate a modern, dynamic, sustainable air-minded youth organization of choice that offers fun and challenging opportunities.*

**ORDER NO 1. DISSEMINATION OF HQ AC ROUTINE ORDERS - E-MAIL/HARD COPY**

1. This CRO is to be distributed by Wings to all Squadrons. Sufficient hard copies are provided by HQ AC to those who are not on e-mail.

**ORDER NO 2. HONOURS AND AWARDS**

2. The names of the following personnel are included in the New Year's Honours List 2008.

**APPOINTMENTS TO THE MILITARY DIVISION OF THE MOST EXCELLENT  
ORDER OF THE BRITISH EMPIRE**

**As Officer**

Wing Commander R Moss OBE RAFVR(T)

N Region

**As Member**

Flight Lieutenant C R Gilmour MBE RAFVR(T)                      S&NI Region

**AIR OFFICER COMMANDING NO 22 (TRAINING) GROUP COMMENDATION**

Mr R J Wilson    L&SE Region  
Mr G M Morgan    W&W Region  
Mrs J James    SW Region

**ORDER NO 3. CHANGE OF COMMAND – STAFFORDSHIRE WING ATC**

3.     Wg Cdr G Kearns RAFVR(T) assumed command of Staffordshire Wing ATC vice Wg Cdr C S Cope RAFVR(T) wef 4 Jan 08.

**ORDER NO 4. RESULTS OF THE NATIONAL DRILL COMPETITION**

4.     The Corps Aircraft Recognition Competition was held on 24 Nov 07 at the RAF Museum, Hendon. The performances in both the team and individual competitions were of a high standard. The competition results were:

**Team**

- 1<sup>st</sup> – 110 (City of York) Sqn representing North Region.
- 2<sup>nd</sup> – 1344 (Cardiff) Sqn representing W&W Region.
- 3<sup>rd</sup> – 38F (Perth) Sqn representing S&NI Region.

**Individual**

- 1<sup>st</sup> – CWO R Armstrong, 110 (City of York) Sqn.
- 2<sup>nd</sup> – FS A Roberts, 1344 (Cardiff) Sqn.
- 3<sup>rd</sup> – Cdt I Pirie, 38F (Perth) Sqn.

**ORDER NO 5. THE SIR DOUGLAS BADER “WINGS” APPEAL TROPHY COMPETITION**

5.     2007's winner of the Sir Douglas Bader “Wings” Appeal Trophy Competition is No 1124 (Wharfedale) Squadron ATC. Additionally, the Squadron also won the Sir Robert Saundby Trophy for collecting the highest net Wings Appeal amount. This follows the Squadron's success in 2006.

6.     In second place, again, and who will receive the Sir Augustus Walker Trophy, is No 1156 (Whitley Bay) Squadron ATC.

7.     Third place goes, as in 2006, to No 372 (Barry) Squadron ATC.

8.     The total sum collected by the Air Training Corps of all entries submitted to HQ AC was £32,984.90. This is a slight increase on 2006 despite the curtailment of the RAF Waddington air-show in the summer which is a major source of donations for the appeal. This is a splendid

effort, especially in a year with many other charity campaigns receiving attention, and will be greatly appreciated by the Royal Air Forces Association.

### **ORDER NO 6. ACP 16 AUTHORIZED INSTRUCTORS**

9. OC Wg is the approving authority for the authorization of Fieldcraft Instructors. The OC can delegate his authority to his Wg Ad O or a designated Wg Staff Off but OC Wg retains responsibility for the governance and authorization of all Fieldcraft Authorized Instructors (AI) within the Wing. However, there are to be no additional checks, balances or restrictions placed by OC Wgs at Sqn level on the authorization of AI, other than those already outlined in ACP 16.

### **ORDER NO 7. UNAUTHORIZED/UNOFFICIAL ACTIVITY**

10. It has become increasingly apparent that some sqns are conducting activities without proper approval being in place in the mistaken belief that the activities are acceptable if parental consent has been obtained and the activity's unofficial status has been drawn to their attention. **All staff are reminded that only correctly authorized activities are permitted within the ACO.** The consequences of an accident happening outside the protection of the MOD and ATC insurance cover would be potentially catastrophic for the adult in charge. If the activity meets the ethos of the ATC, is correctly risk assessed and supervised by an appropriately-qualified person in the correct ratios, and is included in the ATC Insurance Schedule then it can be authorized. Activities which do not meet these conditions carry no assurance that they are safe. Therefore, the duty of care responsibilities of the adult leading the activity may be difficult to defend in court.

11. Some extant ACO instructions specify a number of condition in which unauthorized or unofficial activities may take place. As this implies implicit approval from the ACO for these activities to take place, these instructions are being removed. Whilst this is being done, all references to unauthorized or unofficial activity are not to be taken as permission to undertake activities that have not been properly approved.

### **ORDER NO 8. THE AIR NAVIGATION COURSE**

12. The Air Navigation Course for members of the ACO is a four and a half day course held in 55 (R) Sqn Navigation Ground School at RAF Cranwell. The aim of the course is 'to provide instructors within the ACO with the necessary knowledge and basic skills to teach air cadets the rudimentary elements of Air Navigation, based on a standard Corps syllabus of training'. The course is designed to take a novice with little or no knowledge of air navigation on Monday and have them fly a mission in the air navigation simulator on Thursday afternoon. It is certainly a challenge but one all our students have thoroughly enjoyed; the students have ranged from Staff Cadets to Squadron Commanders. The staff consist of two very experienced instructors with 7,500 flying hours between them, and experience on over 60 aircraft and working with 3 different air forces. Each student will leave the course with a signed certificate, Navigation and Avionic notes as issued to navigator students and a CD ROM of all the PowerPoint lessons taught on the course (sorry if you do not attend the course, you do not get the CD ROM). There is often a chance for students to fly on a Dominie mission on the Friday afternoon. The course dates are as follows:

01/08	03 – 07 Mar 08
02/08	19 – 23 May 08
03/08	16 – 20 Jun 08
04/08	22 – 26 Sep 08
05/08	03 – 07 Nov 08

13. There is plenty of room on all of the courses, so why not start the year with a really interesting course.

14. Squadron Commanders and Training Officers are urged to encourage their staff to apply for this course, which is assessed as being excellent value. Enquiries can be made direct to Mr R Thomas, 01400 266862, or Sqn Ldr I Thompson, 01400 266863, 55 (R) Sqn. Booking should be made in the normal way through Wing Staff, Staff Cadets need to be a minimum of 18 years old.

### **ORDER NO 9. WORK EXPERIENCE COURSES**

15. HQ AC are continuing to expand the number of specialist courses which they run. The latest list of courses for 2008 is detailed below. Each course is aimed at cadets over 16 years of age who are interested in aspects of specific RAF branches or trades. Therefore, only cadets with a desire for a career in these areas should apply; there are a limited number of places available. Equally, cadets who have not allocated places on these courses will be given priority over those applying for a second or more branch/trade course. Staff and cadets will be sent information about the subject branch/trade of the course they are applying for, or given a link to access the information from the web, unless they opt out of this.

16. It is requested that cadets interested in attending these courses register their interest on the form at Annex G, by 3 months before the course dates. Staff who wish to nominate themselves to assist in the running of these camps can do so on the same proforma. Staff will be required to hold a valid driving licence and current F600, and should ideally be qualified to drive mini-buses. The cost to cadets for these camps will be approximately £10; staff will need to pay the appropriate messing charges but may claim pay, if they are eligible. Some courses will be restricted to cadets who have gained, or can prove that they are expected to gain, the minimum educational qualifications required to be eligible to apply for the branch/trade of interest. Joining Instructions for successful applicants will be issued 4 - 6 weeks before the start of the course. A reserve list will be operated if the number of applicants exceeds the course maximum, and anyone who does not gain a place on the course will be placed on a waiting list for the next run in that branch/trade. Unless they annotate otherwise, cadets and staff can expect to be sent associated branch/trade information when the course list is issued.

17. The dates of courses arranged in 2008, to date, are:

a. **Operations Support (OS) (Provost) branch or RAF Police at RAF Henlow:**

- (1) 17 – 20 Feb. This course is now fully subscribed.
- (2) 20 – 23 Jul.
- (3) 3 – 6 Aug.

b. **Catering (Admin (Cat), Chef and Steward)** at RAF Halton/Wittering:

(1) 18 – 21 Feb 08. There are a very limited number of cadet places and approx 4 supervisory staff places available.

Future course dates have yet to be finalised.

c. **OS (Regt) branch and Gunner** at RAF Honington.

(1) 31 Mar 08 - 4 Apr 08.

(2) 4-8 Aug 08.

(3) 27-31 Oct 08.

d. **OS (Air Traffic); OS (Flight Ops) and Flight Ops Assistant** at RAF Shawbury.

(1) 12 – 14 Feb 08.

(2) 14 - 16 Apr 08.

(3) 29 - 31 Jul 08.

(4) 27 – 29 Aug 08.

(5) 20 – 22 Oct 08.

18. The application form for all of the courses detailed in paragraph 17 are attached or can be downloaded from the Training Ground area of BADER; staff and cadets are to ensure that they annotate the form with the branch/trade and the date(s) of the course they are applying for.

19. Discussions continue on the expanding the courses available to include the following branches and trades:

a. **Non-Commissioned Aircrew**; this will be limited to cadets who have gained, or can prove that they are expected to gain, the minimum educational qualifications required to be eligible to apply for the branch/trade of interest.

b. **OS (Fighter Control)** at RAF Boulmer.

c. **Engineering Branch and associated trades** probably at RAF Cosford.

d. **Supply and Movements trades**.

e. **PEdO/PTI** probably at RAF Cosford. This course will be limited to cadets who have gained, or can prove that they are expected to gain, the minimum educational/sporting qualifications required to be eligible to apply for the branch/trade.

20. Applications will not be accepted for any of the branches/trades in paragraph 19 until individual course dates are announced.

**ORDER NO 10. THE OUTDOOR INSTRUCTOR COURSE PROGRAMME FOR FY 2008/09**

21. The Outdoor Instructor Course Programme for FY 2008/09 has been published. Details can be found on the web site and the document has been e-mailed to all Sqns and DFs from Wing HQs. Applicants should read and follow the procedures laid down in the document AC/27139/PEd dated 29 Nov 07.

22. The list of dates and applications form are available at Annex C & D.

**ORDER NO 11. TERMS OF APPOINTMENT – CADETS**

23. Following recent changes to the conditions of service for cadets the attached revised Administrative Instruction No 270 to ACP 20B has been raised for introduction with immediate effect. ACP 20B will be amended as soon as possible. See Enclosure 1.

*Original Signed*

T N BOULTON (MRS)  
DPSO  
for Comdt AC

Enclosure:

1. Air Cadet administrative Instruction – No 270.

Annexes:

- A. Recommendation for the Dismissal of a Cadet from the Air Training Corps.
- B. Application for an Extension of Cadet Service over Eighteen Years of Age.

Annexes:

- A. Police Course RAF Henlow 17-20 Feb 08.
- B. Catering Course RAF Halton & RAF Wittering 18-21 Feb 08.
- C. Air Cadets Adventure Training Scheme Instructors Course Programme – FY 2008/09.
- D. Application for Air Cadets Adventure Training Scheme Instructors Courses FY 2008/09.
- E. Training Ground Course Application Form

## **AIR CADET ADMINISTRATIVE INSTRUCTIONS**

### **INSTRUCTION NO 270**

#### **TERMS OF APPOINTMENT – CADETS**

##### **INTRODUCTION**

1. This instruction outlines the detailed terms of appointment of cadets and amplifies the information given in AP 1919, Chapter 4. The Air Training Corps is a youth organization sponsored by the Ministry of Defence, with uniform being worn in accordance with ACP19A.

##### **TERMS OF SERVICE**

2. A person may join the Air Cadets at age 13 and up to his or her 17<sup>th</sup> birthday. Cadet service will cease on the cadet's 20<sup>th</sup> birthday. However, for continued service beyond their 18<sup>th</sup> birthday cadets must have met the following criteria:

- a. Have passed the BASIC course.
- b. Have achieved the Leading cadet classification.
- c. Have a specific skill that adds value to the ACO, such as:
  - (1) Flying & Gliding; VGS Staff Cadet, AEF Staff Cadet, GS (solo), Flying Scholarship, Pilot Navigation Scholarship, Gliding Instructor.
  - (2) Shooting; any training or supervisory qualifications.
  - (3) Adventure training; any recognised instructional or supervisory qualifications.
  - (4) Ground training; qualifications or skills in First Aid, food handling, radio communications, BTEC in Aviation Studies or Public Services, Musical Instruments, leadership, information technology.
  - (5) Sport; qualifications in coaching a specific sport or a Community Sports Leaders qualification.

3. Cadets aged 18 and 19 will be known as Instructor Cadets and will wear an epaulette inscribed with "Instructor Cadet" and their NCO rank badge, as appropriate. Thus Instructor Cadets will be known as ICdt, ICpl, ISgt, IFS or ICWO as appropriate. All potential Instructor Cadets must pass the BASIC course before their 18<sup>th</sup> birthday.

##### **ROLES AND RESPONSIBILITY OF CADET NCOS AND INSTRUCTOR CADETS**

4. The role of the cadet NCO and the Instructor Cadet is encapsulated in the following definition:

"It is a fundamental principle of the ATC that Cadet NCOs and Instructor Cadets should use the knowledge, responsibility and experience they have acquired to train

and lead younger cadets and thereby contribute to the discipline and ethos of the squadron. They should also contribute to the organisation and infrastructure of their unit. This contribution should increase with age, experience and ability. Cadets are to be encouraged to attend NCO training and leadership courses to develop their skills. Cadet NCOs and Instructor Cadets are role models for younger cadets and, as such, they must be of good character and be able to set and maintain the high standards which the Corps demands.”

Job Specifications for a cadet JNCO and SNCO are defined in ACTI No 7, Annex A. These responsibilities are commensurate with their status as a cadet and do not command specific responsibilities or imply Terms of Reference. Instructor Cadets should be given as much supervisory and organisational responsibility as their rank, individual ability, experience, qualifications and personal qualities allow. This will develop the Instructor Cadet’s potential, meet their aspirations as young adults and allow staff to assess their potential as future adult staff. However, cadet NCOs or Instructor Cadets are not to be charged with the overall accountability for the conduct of an activity; that is always to rest with an adult staff member.

5. Instructor cadets, except when undertaking supervisory duties should, where possible, be accommodated in alternative accommodation to younger cadets. Where available, this may be in airmen/airwomen accommodation, including transit accommodation.

## **PROMOTIONS AND APPOINTMENTS**

6. **Promotion of Cadet NCOs.** Sqn Cdrs can promote cadets up to the rank of cadet sergeant. For promotions beyond that rank (FS and WO), Sqn Cdrs have to recommend their nominations to Wing Staff, for their approval, in accordance with the establishment scales set out in ACP 20B, AI No 101. For promotion to corporal a cadet should have attained Leading Cadet classification. For promotion to sergeant a cadet should have at least three months experience as a corporal and have attained Senior Cadet classification. In exceptional cases the classification stages may be reduced by one at the discretion of the Wing Staff.

7. **Appointment of Instructor Cadets.** Three months prior to reaching their 18<sup>th</sup> birthday a cadet may apply through their Sqn CO for an extension of service to their 20<sup>th</sup> birthday. In all cases the Sqn CO is to complete the proforma at Annex B to this AI and submit it to Wg HQ. The proforma requires details of how and when the pre-requisite criteria have been met. The Sqn CO is to state whether the cadet is recommended for appointment as an Instructor Cadet or not. A Wing Staff Officer is to recommend to the Wg CO whether or not an extension of service as an Instructor Cadet should be granted. The Wg CO will review the application and approve the appointment as an Instructor Cadet, as appropriate. If a cadet has not met the pre-requisite criteria Wg COs may, at their discretion and on a case by case basis, appoint a cadet as an Instructor Cadet providing the cadet has passed the BASIC course before their 18<sup>th</sup> birthday. If at any stage in the process a previous recommendation is reversed then the reason is to be given in the appropriate ‘Comments’ section. The Application for Extended Cadet Service may be disclosed to the cadet’s parents or guardians under the Data Protection Act or Freedom of Information Act.

8. **Appointment of Instructor Cadet Warrant Officers.** The Sqn Cdr is to initiate recommendations for promotion to the rank of instructor CWO, through Wing HQ to HQ AC in accordance with ACP20B, AI No 272. Cadets must be aged between 18 and 20 and

appointments may only be made to fill establishment vacancies. On approval a Certificate of Appointment will be issued by the Commandant Air Cadets.

## **GENERAL INSTRUCTIONS**

9. **Acquaintance with Orders.** Cadets should make themselves acquainted with all orders and instructions issued for their observance; they are also to conform to the established customs and practices of the Corps.
10. **Discipline.** Maintenance of discipline is the responsibility of all adult leaders and senior cadets, the latter under the immediate supervision of a CFAV. There are no sanctions or punishments for cadets available to CFAVs, except suspension or dismissal from the ATC, or, in the case of cadet NCOs, reduction in rank.
11. **Redress of Grievance.** A cadet who thinks him or herself wronged may report the matter direct to the Sqn Cdr. The squadron committee or the head teacher, as appropriate, is to be given an opportunity of commenting on the cadet's complaint. If a cadet thinks he or she has been wronged by his or her Sqn Cdr the complaint may be reported to the Wg CO and, if still unhappy with the outcome, to the Rgnl Comdt. The Rgnl Comdt is the final arbiter on all grievances raised by cadets. See also AI No 271, for breaches of any aspect of the ACO's Equality and Diversity policy.
12. **Transfer of Cadets between Squadrons.** A cadet is to be encouraged to transfer to another squadron if there is any change of residence or employment or the squadron is disbanded. The cadet is also to be assisted if wishing to transfer for any other good reason. If a cadet is transferred to another squadron, his consent forms (see para 404c of AP 1919) must be transferred to the new squadron.
13. **Circumstances in which Cadets Cease to be Members of the ATC.** A cadet will cease to be a member of the ATC in any of the following circumstances:
  - a. At his or her own request.
  - b. On reaching the age of either 18 or 20 depending on whether the application for an extension of service has been granted in accordance with paragraph 7 above.
  - c. When joining the Armed Forces or their Reserves or Auxiliaries.
  - d. Female cadets are to cease all ATC activities on confirmation of pregnancy. They may resume their ATC membership after the birth if they wish, subject to their Sqn Cdr's approval and a medical certificate confirming that they are fit to resume ATC activities.
  - e. If he or she has not attended a parade for two months, unless there are extenuating circumstances.
  - f. A CO may recommend to the Rgnl Comdt (thro' the Wg CO) the dismissal of a cadet for serious misconduct (see Annex A). Recommendations for dismissal must include confirmation that the cadet's parents or guardians have been informed in writing of the reasons for the dismissal and given the opportunity to refute any allegations. On such dismissals, the Record of Service book is to be withdrawn and forwarded to Wg HQ for retention.

14. **Lord Lieutenant's Cadets.** Cadets may be selected as Lord Lieutenant's Cadets under arrangements detailed by the area RFCA and the appropriate Rgnl Comdt but must be able to complete their term of appointment before reaching the age of twenty.

## **TRAINING**

15. **Ground Training.** ATC Ground Training consists of a wide range of theoretical and practical activities which are to follow the authorised ATC Syllabus of Training laid down by HQ AC in ACP 20A and is to be carried out in accordance with these instructions.

16. **Flying Training.** The general regulations governing the provision of flying for air cadets of the ATC and of RAF Sections of the CCF are to be found in ACP20A and ACP21.

17. **The Duke of Edinburgh's Award.** The ATC is an Operating Authority of the Duke of Edinburgh's Award Scheme. Cadets are given every encouragement to participate.

18. **Training Course for Instructor Cadets.** The BASIC is held at Wing level under the standardisation of the Regional Training Officer. This is designed to introduce instructor cadets to the responsibilities of adults and supervisors.

### **Annexes:**

- A. Recommendation for the dismissal of a cadet from the Air Training Corps
- B. Application for an extension of cadet service over eighteen years of age

**RECOMMENDATION FOR THE DISMISSAL OF A CADET FROM THE  
AIR TRAINING CORPS**

**Surname and  
Forename(s)**.....

**Cadet Rank**..... **Squadron**.....

**Brief Details of Misconduct**.....

.....  
.....  
.....  
.....  
.....  
.....

**Comments and Recommendation of Squadron Commander** (To include confirmation that the cadet's parents or guardian have been informed in writing of the reasons for the dismissal. Any written rebuttal of the allegations is to be attached to this recommendation.) .....

.....  
.....  
.....  
.....

**Signature**..... **Name**.....

**Squadron**..... **Date**.....

**Recommendation of Wing Commanding Officer.....**

.....

.....

.....

**Signature.....Name.....**

**Wing.....Date.....**

**Decision of Regional  
Commandant.....**

.....

.....

.....

**Signature.....Name.....**

**Region.....Date.....**

**ANNEX B TO  
ACP20B  
AI NO 270**

**APPLICATION FOR AN EXTENSION OF CADET SERVICE OVER EIGHTEEN YEARS OF AGE**

1. Cadet Details and Achievements

Surname		Initials	
BADER Ref. N°		Date of Birth	
Sqn N° & Name		Date Enrolled	
<b>Requirement</b>		<b>Details</b>	
Classification achieved (Minimum of Leading Cadet) and date.			
Passed BASIC Course; date achieved.			
State the training, or supervisory, qualifications the cadet has achieved.			

2. Squadron Commander's recommendation.

Date of Submission		Recommended for ICdt	Yes - No
Rank, Initials, Name		Signature	

3. Wing Staff Officer's Approval

Date of Signature		ICdt Service Approved	Yes - No
Comments:			
Rank, Initials, Name		Signature	

**4. Wing Commanding Officer's Approval**

Date of Signature		ICdt Service Approved	Yes - No
Comments:			
Rank, Initials, Name		Signature	

**POLICE COURSE AT RAF HENLOW 17 – 20 FEB 08**

**TO BE RETURNED TO HQ AC BY FRIDAY 3 JANUARY 2008**

**TO:** HQ AC (Attn TG2)

**FROM:** \_\_\_\_\_ **Sqn**

The following staff and cadets are nominated to attend the Police Course to RAF Henlow, during the period 17- 20 Feb 08.

**STAFF**

- 1. ....
- 2. ....
- 3. ....

**CADETS** (Minimum age is 16 years at time of travel, and at least First Class cadet)

**Details of Interested Cadets**

Rank	Name and Initials	Gender (M/F)	DOB	Email Address

**CATERING COURSE AT RAF HALTON & RAF WITTERING 18 – 21 FEB 08**

**TO BE RETURNED TO HQ AC BY FRIDAY, 14 DECEMBER 2007**

**TO:** HQ AC (Attn TG2)

**FROM:** \_\_\_\_\_ **Sqn**

The following staff and cadets are nominated to attend the HQ AC Catering Camp to RAF Halton - Wittering, during the period Monday 18<sup>th</sup> Feb to Thursday 21<sup>st</sup> Feb.

**STAFF**

1. ....
2. ....
3. ....

**CADETS** (Minimum age is 16 years at time of travel, and at least First Class cadet)

**Details of Interested Cadets**

Rank	Name and Initials	Gender (M/F)	DOB	Email Address

ANNEX C

**AIR CADETS ADVENTURE TRAINING SCHEME**  
**INSTRUCTORS COURSE PROGRAMME – FY 2008/2009**

Course No	Centre	Assemble	Disperse	Course	Training Peak		“Bids By” to HQ AC by
					Max	Min	
T1/08	Windermere	17 May 08	23 May 08	Rock Climbing Skills	12	6	24 Mar 08
T2/08	Windermere	17 May 08	23 May 08	Paddling Foundation Skills	12	6	24 Mar 08
T3/08	Llanrwst	23 Aug 08	29 Aug 08	ML(S) Training	6	4	23 Jun 08
T4/08	Llanrwst	24 Aug 08	29 Aug 08	ML(S) Assessment	4	4	23 Jun 08
T5/08	Llanrwst	24 Aug 08	29 Aug 08	Joint Service Canoe Instructor level 1 (Kayak)	6	4	23 Jun 08
T6/08	Llanbedr	6 Sep 08	12 Sep 08	Rock Climbing Skills	12	6	14 Jul 08
T7/08	Llanbedr	6 Sep 08	12 Sep 08	Paddling Foundation Skills	12	6	14 Jul 08
T8/08	Windermere	20 Sep 08	25 Sep 08	ML(S) Introduction	A/R	A/R	28 Jul 08
T9/08	Windermere	20 Sep 08	25 Sep 08	ML(S) Pre-Assessment	A/R	A/R	28 Jul 08
T10/08	Windermere	21 Sep 08	23 Sep 08	SPA Training	8	4	28 Jul 08
T11/08	Llanbedr	4 Oct 08	10 Oct 08	Introduction to moving water (Kayak)	6	4	11 Aug 08
T12/08	Llanbedr	4 Oct 08	10 Oct 08	“Top up your Log Book” Mountain Walking	12	4	11 Aug 08
T13/08	Windermere	1 Nov 08	6 Nov 08	ML(S) Introduction	A/R	A/R	8 Sep 08
T14/08	Windermere	1 Nov 08	6 Nov 08	ML(S) Pre-Assessment	A/R	A/R	8 Sep 08
T15/08	Windermere	2 Nov 08	7 Nov 08	ML(S) Assessment	A/R	4	8 Sep 08
T16/08	Windermere	29 Nov 08	5 Dec 08	ML(S) Training	12	4	6 Oct 08
T17/08	Windermere	29 Nov 08	4 Dec 08	ML(S) Introduction	A/R	A/R	6 Oct 08
T18/08	Windermere	29 Nov 08	4 Dec 08	ML(S) Pre-Assessment	A/R	A/R	6 Oct 08
T19/08	Windermere	7 Mar 09	12 Mar 09	ML(S) Introduction	A/R	A/R	12 Jan 09
T20/08	Windermere	7 Mar 09	12 Mar 09	ML(S) Pre-Assessment	A/R	A/R	12 Jan 09
T21/08	Windermere	8 Mar 09	13 Mar 09	ML(S) Assessment	A/R	4	12 Jan 09

**HQ AC FORM AT1 (FY 2008/09)**

Date received at HQ AC.....

To: HQ Air Cadets Phys Ed Admin no later than the "bids by" date published in the yearly programme

**APPLICATION FOR AIR CADETS ADVENTURE TRAINING SCHEME INSTRUCTORS COURSES  
FY 2008/2009**

**IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THIS FORM PROGRESSES  
THROUGH THE AUTHORIZATION PROCESS AND REACHES HQ AC BY THE "BIDS BY DATE"**

<b>RANK</b>	<b>FORENAME(S)</b>	<b>SURNAME</b>
<b>SQN NO</b>	<b>WING</b>	<b>REGION</b>
<b>HOME ADDRESS</b> (please print clearly)        <b>POSTCODE</b>		<b>DAYTIME CONTACT TELEPHONE NUMBERS</b> <b>HOME:</b>  <b>WORK:</b>  <b>MOBILE:</b>  <b>E-MAIL:</b>
<b>TITLE OF COURSE APPLIED FOR</b>		<b>COURSE NO:</b>  <b>COURSE DATES:</b>  <b>CENTRE:</b>
<b>PREVIOUS RELEVANT EXPERIENCE</b> (use reverse of this sheet if necessary). You must attach photocopies of log book pages as appropriate for the course applied for.		
<p>I have registered with the relevant governing body for the course applied for. My log book reference is.....</p> <p>I have read, understood and followed the requirements in AC/27139/PEd dated 29 Nov 07.</p> <p>I have made arrangements with my employer/college/university to be available to attend the course detailed above</p> <p><b>CANDIDATES SIGNATURE</b>..... <b>Date</b>.....</p> <p><b>Now send a copy of this form to HQ AC Phys Ed Admin to register your interest in this course</b></p>		
<b>WING ADVENTURE TRAINING TECHNICAL OFFICERS COMMENTS AND ENDORSEMENT INCLUDING RELEVANT PRE-COURSE EXPERIENCE</b> (use reverse of this sheet if necessary)		
<b>AUTHORIZATIONS</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>SQUADRON COMMANDER</b>		
<b>WATTO</b> I confirm I have spoken to the candidate and I am satisfied that he/she fulfils all the eligibility and pre-course requirements as detailed in para 5 to AC/27139/PEd dated 29 Nov 07	<b>Print name:</b>	
<b>WING ADMIN OFF (FINANCIAL AUTHORIZATION)</b>		

## Training Ground Course Application Form

<b>APPLICATION FOR<sup>1</sup></b>			
<b>PREFERED DATES<sup>2</sup></b>	1.	2.	3.

## Notes for Completion:

1. The cadet is to complete Part A.
2. The Sqn Cdr is to complete Part B and despatch the form to reach Wing HQ by any due date; CCF Contingent Cdrs are to forward the form to Sqn Ldr CCF.
3. The Wing HQ is to annotate Part C and forward it to their Regional HQ by any due date.
4. The Regional HQ is to annotate Part D and forward the application to reach (TG Admin), HQ Air Cadets Cranwell, SLEAFORD, NG34 8HB by the required date.

**PART A – TO BE COMPLETED BY THE CADET (IN BLACK INK AND BLOCK CAPITALS)**

SURNAME	_____	FORENAME(S)	_____
DATE OF BIRTH	_____	TEL NO	_____
HOME ADDRESS	_____		
POSTAL CODE	_____	WG	_____
E-MAIL ADDRESS	_____	RGN	_____
RANK	_____	I do not wish to receive information about the course branch/trade from the Directorate of Recruiting <input type="checkbox"/>	
DATE	_____	SIGNATURE	_____

**PART B – RECOMMENDATION OF THE SQN/CONTINGENT CDR**

SIGNATURE	_____	RANK	_____	NAME	_____	
DATE	_____	OC NO	_____	(	_____	) SQN ATC/CCF Contingent

**PART C – APPLICATION PROCESSED BY WG (as required)**      Signed \_\_\_\_\_      Date \_\_\_\_\_

**PART D - APPLICATION PROCESSED BY REGION (as required)**      Signed \_\_\_\_\_      Date \_\_\_\_\_

<sup>1</sup> Insert Course Name applying for.

<sup>2</sup> Insert course dates in order of preference.

**MEDICAL IN CONFIDENCE**

(When completed)  
**WORK EXPERIENCE COURSE**  
**MEDICAL CERTIFICATE**

(To be completed by the person having parental responsibility and returned to the Sqn/Contingent Commander)

1. Cadet's Name \_\_\_\_\_

2. ATC Squadron /CCF Contingent \_\_\_\_\_

3. Is the Cadet currently attending a doctor or hospital? YES/NO

4. If the answer to 3 is YES:

a. Please give details of the condition for which he/she is attending:

\_\_\_\_\_

b. Will the condition still be active by the time the Course starts?

\_\_\_\_\_

5. Has the Cadet at any time suffered from any of the following? (Please tick any condition that is relevant, and state if it is current).

Relevant		Current
<input type="checkbox"/>	a. Asthma.	<input type="checkbox"/>
<input type="checkbox"/>	b. Diabetes Mellitus.	<input type="checkbox"/>
<input type="checkbox"/>	c. Epilepsy, recurring 'blackouts' or other sudden loss of consciousness.	<input type="checkbox"/>
<input type="checkbox"/>	d. Migraine.	<input type="checkbox"/>
<input type="checkbox"/>	e. Injury to the head (sufficient to render unconscious and/or to fracture the skull).	<input type="checkbox"/>
<input type="checkbox"/>	f. Fractures or severe sprains.	<input type="checkbox"/>
<input type="checkbox"/>	g. Any disease of the heart or lungs. If so, give details.	<input type="checkbox"/>
<input type="checkbox"/>	h. Rheumatic Fever.	<input type="checkbox"/>
<input type="checkbox"/>	i. Injury to the back (including slipped disc) or spine.	<input type="checkbox"/>
<input type="checkbox"/>	j. Hay fever.	<input type="checkbox"/>

6. Has the Cadet ever required psychiatric counselling or advice? YES/NO

7. If the answer to 6 is YES, please give details.

8. Does the Cadet have any allergies? YES/NO

9. If the answer to 8 is YES, please give details of allergy and prescribed treatment.

10. Has the Cadet at any time attended a hospital either as an inpatient or outpatient?  
 YES/NO

11. If the answer to 10 is YES:

**MEDICAL IN CONFIDENCE**

(When completed)

- a. When?
  - b. For how long?
  - c. What for?
12. The Cadet's present weight and height are \_\_\_\_\_ kgs \_\_\_\_\_ cms.
13. Certificate:
- a. I declare that the information given above is true to the best of my knowledge.
  - b. I understand that the suppression of any relevant information would, in the event of injury or illness, affect any subsequent claim against the Ministry of Defence.
  - c. I give permission for the Unit Medical Officer to approach the cadet's doctor or hospital consultant for further information if treatment is necessary for any illness or injury during the Course.
  - d. The name and address and telephone number of the cadet's doctor is:
- e. I give permission for the Commanding Officer and/or the Unit Medical Officer to authorise any necessary treatment during the period of the Course including surgical operations and the administration of blood in the event of emergency.
- f. I understand that the Course may include strenuous and demanding activities and know of no medical condition or injury which will hinder the aforementioned cadet.

Signed \_\_\_\_\_  
(Person having parental responsibility for the cadet)

Name in Block  
Letters \_\_\_\_\_

Date \_\_\_\_\_

**Note: The person completing and signing this certificate must be:**

- a. For a cadet under 18 years of age at the start of the Course: a person having parental responsibility for the cadet.**
- b. For a cadet aged 18 or over at the start of the Course: the cadet.**

