

Recording Activity Participation in Westminster

Non-parade night training conducted by Units and Districts needs recording in Westminster through the Courses module. Non-Training activities (eg competitions, ceremonial events, fund-raising etc) should have attendance recorded through Events. During the activity, or within a very few days immediately afterwards:-

- the cadet and adult actual attendance should be recorded by the course / event organiser / administrator.
- any adults or cadets that did not attend should have their status changed to 'Cancelled' or 'Non-Attender'.

It is important that there is consistency in the use of Events and Courses within Westminster. The following principals should be followed:-

Events vs Courses

An Event is a means to show a planned activity (a course or event) in the calendar.

However, some activities will ONLY be recorded in the Events module in Westminster in order to put a placeholder in the Area/Unit/District calendar, and the actual adult / cadet bookings will be run through the Courses module (and attendance NOT recorded through the placeholder Event). Courses are typically always used where-ever there is an intent to deliver instruction for the purpose of progressing an adult or cadet towards a qualification (ie gaining a practical or theoretical skill), even if the course is in several stages and the early stages do not immediately result in the qualification being achieved. Examples of such activities are:-

- Training weeks, weekends or days (eg Camps, MASTs / MACTs, Specialisation / Proficiency training, other subject training eg Child Protection, Westminster etc), Advancement Boards (Adult or Cadet), Offshore weeks booked, Training for Expeditions.

For each of the above, a **Course record should also be created in WM** within the Courses module (unless it already exists through National / Area / District), and adults and cadets should be booked on and administered through that course record.

The types of activity that will be administered through the **Events** module (ie not simply using Events as a placeholder in the calendar), **without** a course created in the Courses module, will include the following activity types at Unit, District or Area level:-

- Administration activities, Bank Holidays, Ceremonial events, Competitions (eg Regattas, Drill, Piping etc), Deadline/Reminders, Expeditions, Fund Raising events, Leave periods for key staff, Local Community events, Meetings/Conferences (eg District Command meetings, UMC meetings etc), Non RN/MoD Affiliated Visit, Parade/Ceremonial, Profile Raising, Public Band Performance, RN/MoD Affiliated Visit, Unit ATTI, Unit Organised Events, Unit RNP, Unit Review, any extra activities happening on a parade night.

It is recognised that some activities managed through an Event, may result in a qualification / achievement being to one or more attendees (eg at a District Regatta, a cadet may also be assessed and awarded BCU 2* etc). This does not make it a Course. The Events module has the ability to allow qualifications (modules) to be awarded to attendees in the event that such achievements are attained through the Event.

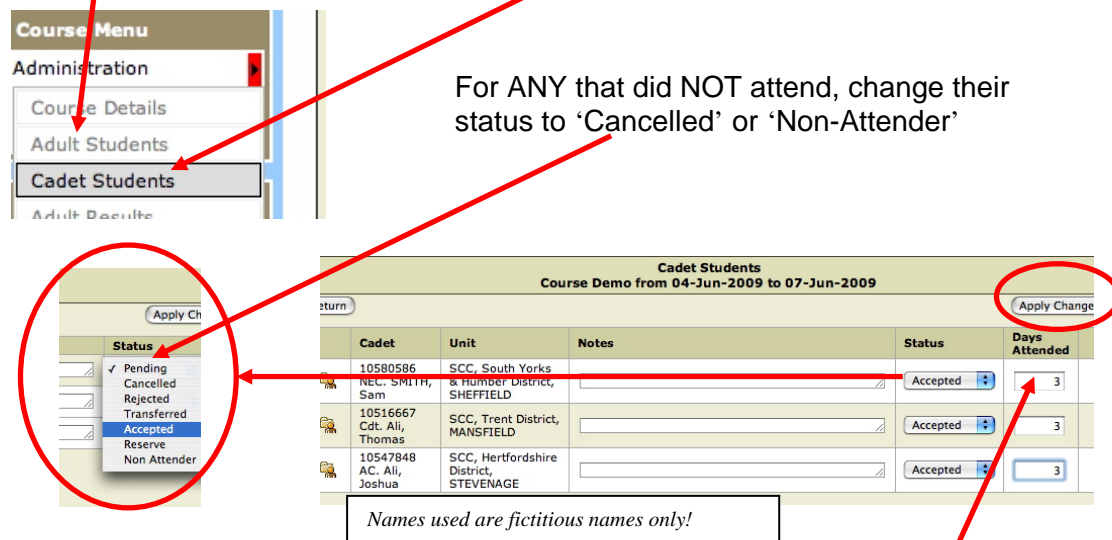
Recording Attendance

Effective recording of training / participation days for adults and cadets is important, both in terms of the Unit Review process, and also for recording against Area Activity Targets regardless of whether a T17 has been approved for the course / event. On the last day of a Course or Event, or within a few days of completion, the course / event organiser on Westminster should go in and record the actual days attended by the adults and cadets:-

- For half day or evening courses / events, partial days can be recorded – eg 0.5 / 0.25.
- Adults / Cadets that did not attend **MUST** have their status changed to ‘Cancelled’ or ‘Non-Attender’, and should not be credited with any attendance days.
- Attendance status and attendance days **MUST** be recorded **PRIOR** to a T17B being submitted (where T17s have been approved).

Course Administrators – Recording Attendance

During the course (BUT ONLY AFTER the start date / time of the course / event) you can record the number of days attended for Adults **and** Cadets. From the Course Menu under ‘Administration’ select ‘Cadet Students’ and / or ‘Adult Students’ as appropriate. Adult Students includes Instructors / Examiners!!



For ANY that did NOT attend, change their status to ‘Cancelled’ or ‘Non-Attender’

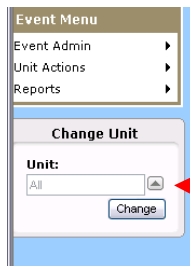
Cadet	Unit	Notes	Status	Days Attended
10580586 NEL. SMITH, Sam	SCC, South Yorks & Rumber District, SHEFFIELD		Accepted	3
10516667 Cdt. Ali, Thomas	SCC, Trent District, MANSFIELD		Accepted	3
10547848 AC. Ali, Joshua	SCC, Hertfordshire District, STEVENAGE		Accepted	3

Names used are fictitious names only!

Then enter the ACTUAL number of days (or part days) attended for each person that did attend (ie their status is ‘Accepted’), and then click ‘Apply Changes’.

Event Administrators – Recording Attendance

Within the relevant Event, select Unit Actions – Adult Nominal Roll and / or Cadet Nominal Roll (as appropriate).



If it is an Area or District Event you may have to change the Unit filter to 'All' (Search for the word 'All') – and then click 'Change' in order to see all the attendees from the Units.

Then, against the Attendees names, enter the number of 'Days Attended' (whole or part days) in the column.

Finally – click 'Apply Changes'

Be sure to change 'Status' to 'Cancelled' or 'Non-Attendance' if the attendee did not attend the event, and do NOT award them any attendance days.

All Westminster Users should AVOID creating Test Events or Test Courses in the live (production) version of Westminster, since this will create inaccurate data, and lead to inaccurate reporting within the system. The place for 'testing' is in the Training Server. Refer to your ASO(IT) / AASO(IT).