



**EASTERN AREA SEA  
CADETS  
TRAINING MANUAL  
2011**



# EASTERN AREA TRAINING MANUAL 2011

## AREA TRAINING OFFICER

I firstly wish to take this opportunity, as Area Training Officer, to welcome you all to the 2011 Training Manual.

This is a living document and should not just be put into a drawer and forgotten about. The main aim of this Training Manual is to give you as much information as possible before you attend one of the area training courses. If you are interested in a course which is not advertised in the manual then please feel free to contact one of my training team who will always be happy to advise you where to find out the information.

The training team are always updating the training manual, which will also be advertised on Westminster. If you are booked on a course then your name will be added to the list, which is updated.

Cross Training in other Areas – each Area is supportive of cross training but you must inform your ATO first and they will advise you if there is any funding available. Once your ATO has approved for you to attend another Area's Mast Course, they will email the relevant ATO (in the relevant Area) given approval for you to attend. Any queries please speak to the ATO / DATO for guidance.

**Please note that all booking application forms & cheques need to be sent direct to: Contact details as per the Area Directory**

<b>ADULT TRAINING</b>	<b>- DATO</b>	<b>Lt Cdr (SCC) Michelle WELSH MCGI RNR</b>
<b>CADET TRAINING</b>	<b>- DATO (C)</b>	<b>Lt (SCC) Simon DUNN RNR</b>
<b>RMC TRAINING</b>	<b>- CTO</b>	<b>Capt (SCC) Adrian Orton RMR</b>

All courses are now booked via Westminster. Booking and payment closes 2 weeks in advance of course – booking with no payment = removed from course. Courses undersubscribed – cancelled (unless approved by ATO/DATO)

<http://www.scheadquarters.com/Areas-and-Offshore/Eastern-Area/Training>

*John Ward*

**AREA TRAINING OFFICER (ATO)**

Lt Cdr (SCC) John Ward RNR  
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**DEPUTY AREA TRAINING OFFICER (DATO)**







Lt Cdr (SCC) Michelle Welsh MCGI RNR  
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**CTO X-RAY COMPANY TRAINING OFFICER**






**(CTO)**  
Capt (SCC) Adrian Orton RMR  
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**DEPUTY AREA TRAINING OFFICER – (CADETS) DATO (C)**






Lt (SCC) Simon Dunn RNR  
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COURSE	DETAILS	STAFF	NOTES
<p><b>CORE MODULES</b></p> <p><b>ADULT INDUCTION COURSE</b></p> 	<p>A MANDATORY course for all members of staff in the Eastern Area joining the SCC after 01/02/2009. Those CI's, TI's and PPO's joining before this date are welcome to attend as are UMC members within 6 months of joining. This should be the first course you attend as a new instructor to the SCC.</p>	<p>AIC instructors Courses run throughout the year Max 12 students per course</p>	
<p><b>ACTIVITY FIRST AID</b></p> 	<p>ALL Staff are required to have an in date First Aid qualification. This is a mandatory course for all new instructors who need to complete this course in their first 12 months as an instructor. Staff that need revalidating after 3 years also need to attend this course.</p>	<p>ASO 1<sup>st</sup> Aid &amp; nominated staff  Min 6 / Max 12</p>	<p>No.4 Uniform</p>
<p><b>INSTRUCTIONAL METHODS</b></p> 	<p>This is a mandatory course that needs to be taken before teaching cadets and must be completed within the first 12 months of appointment into the SCC. Candidates are required to bring a 12 minute prepared lesson with them on this course.</p>	<p>ASO IM Nominated staff  Min 6 / Max 12</p>	<p>All students must arrive with a prepared IM Lesson</p>
<p><b>CORE DRILL</b></p> 	<p>This is a mandatory course for all new instructors who need to complete this course in their first two years as an instructor. Students are to hold the rate of A/PO and be in possession of a No.1 Uniform and No.3A/3B or 3C Uniform and Boots.</p>	<p>ASO C &amp; Area Drill Staff  Min 6 / Max 12</p>	<p>No.1 &amp; No.3 Uniform and Boots</p>
<p><b>CORE SEAMANSHIP</b></p> 	<p>This is a mandatory course for all new instructors who need to complete this course in their first two years as an. The Course covers theory and practical Seamanship, giving the new instructor the knowledge to teach Seamanship from New Entry to Able Cadet / the Core Syllabus for Cadets. <b>THIS IS <u>NOT</u> A MANDATORY CORE MODULE FOR RMCD</b></p>	<p>ASO Seamanship &amp; nominated staff  Min 4 / Max 6</p>	<p>No.4 Uniform</p>
<p><b>YOUTH DEVELOPMENT</b></p> 	<p>This is a mandatory course for all new instructors who need to complete this course in their first two years as an instructor.</p>	<p>Nominated staff  Min 6 / Max 12</p>	






<p><b>RMC CORE DRILL</b></p> 	<p>This is a mandatory course new RMCD instructors who need to complete this course in their first two years as an instructor and before attending the PO/Sgt Qualification Course</p>	<p>A/ASO Ceremonial X-Ray Company And nominated DL's</p> <p>Min 6 / Max 12</p>	
<p><b>RMC MAP READING</b></p> 	<p>This is a mandatory course for all new RMCD instructors who need to complete this course in their first two years as an instructor and before attending the PO/Sgt Qualification Course</p>	<p>Nominated Instructors</p> <p>Min 6 / Max 12</p>	
<p><b>RMC FIELD CRAFT</b></p> 	<p>This is a mandatory course for all new MCD instructors who need to complete this course in their first two years as an instructor and before attending the PO/Sgt Qualification Course All candidates must be in possession of Full CEMO</p>	<p>Nominated Instructors</p> <p>Min 6 / Max 12</p>	
<p><b>BASIC LEADERSHIP COURSE</b></p> 	<p>This is a mandatory course for all new instructors on completion of all the other core modules. <b>YOU MUST COMPLETE ALL CORE MODULES BEFORE APPLYING FOR THIS COURSE. CO'S ARE TO ENSURE THAT THEY CHECK WESTMINSTER THAT ALL CORE MODULES ARE COMPLETED AND RECORDED, OTHERWISE YOU WILL BE REJECTED.</b></p> <p>This course will be run at National Training Centres.</p>	<p>National Training Centre's</p>	
<b>STAFF DEVELOPMENT</b>			
<p><b>PHASE 1 NODP</b></p> 	<p>Phase 1 National Officer Development Programme This is a mandatory course for anyone wishing to be put forward for Officer Selection. Applicants must have the support of their CO &amp; DO and hold the correct qualifications iaw EAMs. The relevant Form P2 plus a CV of their Sea Cadet career, qualifications and achievements is to be submitted to Area Office through the chain of command. Candidates will then be invited to attend the weekend by the Area Officer.</p>	<p>ASO SD &amp; Nominated staff</p> <p>Min 6 / Max 12</p>	






<p><b>IM (Revalidations)</b></p> 	<p>Adult Instructors are required to be revalidated in IM every 5 years by a qualified IM Assessor appointed by ASO (IM). No course attendance is necessary. Revalidations may take place at Unit, District or Area level by an IM Assessor. You must go through your District IM Assessor or ASO IM.</p>	<p>ASO IM Nominated staff</p> <p>Min 4 / Max 12</p>	
<p><b>IM INSTRUCTOR/ASSESSOR</b></p> 	<p>This course is run nationally. To become a District Assessor you must be nominated by your District Officer and have the recommendation of the ASO IM. Both Assessor and Instructors on the same course, dependant on level competence demonstrated will depend on Instructor or Assessor Pass mark. IM Assessors must revalidate within 5 years. You must attend a National Course - see National Training Programme for courses.</p>	<p>ASO IM</p> <p>Min 6 / Max 12</p>	<p>All revalidations are every 5 years.</p> <p>Any queries please speak to ASO IM</p>
<p><b>UNIT TRAINING OFFICER</b></p> 	<p>This course is open to any member of staff who is currently Under taking the role of Unit Training Officer.</p> <p>COs/OICs and First Lieutenants are welcome to attend.</p>	<p>ADO NEY &amp; Nominated Staff</p> <p>Min 6 / Max 12</p>	
<p><b>ADMINISTRATION</b></p> 	<p>This course is open to any member of staff, but is primarily aimed at unit level command team and administration officers. Course content focuses on logistics of managing an office and Westminster functionality and usage within the unit.</p> <p>Dependant upon location Westminster training may be live.</p>	<p>DARO &amp; Nominated staff</p> <p>Min 6 / Max 9</p>	
<p><b>JUNIOR INSTRUCTORS COURSE</b></p> 	<p>This course is open to any member of staff who teaches Junior Sea Cadets.</p> <p>The course content offers the tools to plan and execute Junior Training.</p> <p>Included in the course are 'hands on PRACTICAL sessions'</p>	<p>ASO Juniors and Nominated Staff</p> <p>Min 6 / Max 12</p>	<p>Due to the nature of the Training Rig No'4's. (casual clothing for civilians not in possession of No4's)</p>






<p><b>IT - WESTMINSTER</b></p> 	<p>1. Westminster for Beginners (1Day): The Westminster System, Cadet Administration, Adult Administration, Inserting Qualifications, Westminster Reporting for RNP</p> <p>2. Advanced Westminster (1 Day) (DOs DDOs ASOs): Westminster Overview, Event Administration, Course Administration Westminster Reporting</p>	<p>Min 6 / Max 9</p>	<p>Training location must have Broadband for Westminster Access.</p>
<p><b>HEALTH &amp; SAFETY</b></p> 	<p>Level 2 Award (Health &amp; Safety in the Workplace), Certificated by the Chartered Institute of Environmental Health (CIEH). This Course is open to any member of Staff however priority will be given to Unit CO's /OIC's and Unit Safety Coordinators. The course provides excellent foundation knowledge in general H&amp;S. Candidates are required to pay a small fee to cover the cost of training materials</p>	<p>ALO</p> <p>Min 6 / Max 12</p>	<p>Payment for the certificates will be collected on the course</p>
<p><b>TRAIN THE TRAINERS ADULT INDUCTION COURSE</b></p> 	<p>This course is open to experienced Senior Rates and Officers that wish to be Trainers for the Adult Induction Courses (AIC).</p> <p>You must be able to Instruct on at least 1 Area AIC course per year. If you are unable to commit to Train new staff on a minimum of 1 course a year, please DO NOT apply for this course (as per the Area Training Programme). This course is by selection &amp; invitation only.</p> <p>If you do not Instruct on any AIC course in the year, you will be removed off the Trainers list to make way for new Trainers.</p>	<p>WO2 Meek &amp; nominated staff</p>	<p>Identified personnel will be personally invited to attend by the Area Training Team</p>
<p><b>TRAIN THE TRAINERS YOUTH DEVELOPMENT</b></p> 	<p>This course is open to experienced Senior Rates and Officers that wish to be Trainers for the Youth Development Module (YD).</p> <p>You will be required to instruct on the YD modules. If you are unable to commit to Train new staff, please DO NOT apply for this course (as per the Area Training Programme). This course is by selection &amp; invitation only.</p> <p>If you do not Instruct on any YD modules in the year, you will be removed off the Trainers list to make way for new Trainers.</p>	<p>CPO Maynard &amp; nominated staff</p>	<p>Identified personnel will be personally invited to attend by the Area Training Team</p>
<p><b>SPARE</b></p>			





<b>BOATWORK</b>			
<p><b>PADDLESPOORT</b></p> 	<p>Paddlesport is a large discipline area and covers several courses. For details refer the Training Instructions Chapter 32. Courses run at T.S.Tuna - Eastern Area Canoe Centre. Some courses run alongside cadet courses.</p>	<p>ASO Paddlesport &amp; Nominated Staff</p>	<p>Separate kit list will be issued  Contact ASO Paddlesport for Advice on Revalidations.</p>
<p><b>POWER</b></p> 	<p>The aim of the scheme is to provide a clear program of instruction for displacement and planning craft. A one day assessment procedure is available for suitably experienced power boat handlers for the RYA Powerboat Level 2 Certificate. The RYA Power Boat Scheme is a progressive programme of training through four levels of competence. With the additional training course offered to those involved in providing safety boat cover. Courses are run that the Area Boat Station, Thrapston. RYA Instructors to revalidate every 5 years.</p>	<p>ASO Boats &amp; Nominated Staff</p>	<p>Boating equipment is required.  Contact ASO Boats for Advice on Revalidations.</p>
<p><b>PULLING</b></p> 	<p>Courses run at various locations throughout Eastern Area All candidates must hold the following qualifications before applying. Current SCC Pulling Coxswains Certificate, First Aid Certificate, Instructional Method Grade 3 or above and must be over 16. Revalidation is required every 5 years. Contact ASO Pulling for further details.</p>	<p>Courses to be run by 2 qualified Coaches  Min 5 / Max 12</p>	<p>3 courses to be held 1 of which will be held at SCTC Thrapston, Eastern Area Boating Station Contact ASO Pulling for Advice on Revalidations</p>
<p><b>SAILING &amp; WINDSURFING</b></p> 	<p>The Sailing &amp; windsurfing scheme used by the Sea Cadets is the RYA. Courses run at SCTC Thrapston, Eastern Area Boating Station and on the National Courses. There are various levels, speak to ASO Boats for details on specific courses. Some courses are run alongside cadet courses. RYA Instructors to revalidate every 5 years.</p>	<p>ASO Boats &amp; Nominated Staff</p>	<p>Separate kit list will be issued  Contact ASO Boats for Advice on Revalidations</p>
<p><b>OFFSHORE POWER / SAIL</b></p> 	<p>The aim of Offshore operations is to provide opportunities for Sea Cadets to develop their knowledge and skills to further their understanding of the seagoing way of life, by enabling them to go afloat in vessels capable of offshore passage making. Adult supervisors are also needed and this is the opportunity for all adults to gain some experience in the offshore fleet. See the National Courses for John Jerwood, SCC Yachts &amp; Royalist. ASO Offshore is available for advice if required.</p>	<p>ASO Offshore  All bookings to go through the Offshore Office</p>	<p>Kit Lists are on Westminster under the relevant course</p>

SPECIALISATIONS			
<p><b>BASIC COOK/STEWARD INSTRUCTOR</b></p> 	<p>Basic Cook/Steward Instructor Course is for any member of staff interested in teaching and qualifying cadets in the cook/steward specialisation to assess 3<sup>rd</sup> class and teach 2<sup>nd</sup> class. All Candidates need to attend both of the 2 weekends to qualify and must have a Current First Aid, A Minimum of IM Grade 2 and Basic Food Hygiene</p>	<p>ASO Ck/Std and Nominated Staff</p> <p>Min 6 / Max 12</p>	<p>2 x Courses 1 in the North of Area and 1 in the South of the Area</p>
<p><b>BASIC COMMUNICATIONS INSTRUCTOR</b></p> 	<p>Basic Communications Instructor Course is for any member of staff interested in teaching and qualifying cadets in the Communications specialisation to teach and assess 3<sup>rd</sup> class. All candidates must have a Current First Aid, A Minimum of IM Grade 2. The course is over one week-end</p>	<p>ASO Comms and Nominated Staff</p> <p>Min 6 / Max 12</p>	
<p><b>INTERMEDIATE COMMUNICATIONS INSTRUCTOR (GENERAL)</b></p> 	<p>Intermediate Communications Instructor course is for any member of staff already qualified as a Basic Instructor and wishes to advance to teaching and assessing Communications 2<sup>nd</sup> Class (General). The course is over one week-end for a trial period.</p> <p><u>Course Pre-Requisites:</u> Qualified as Communications Basic Instructor Successfully instructed on at least 3 x Class 3 Comms courses</p>	<p>ASO Comms and Nominated staff</p> <p>Min 6 / Max 12</p>	
<p><b>INTERMEDIATE COMMUNICATIONS INSTRUCTOR (TACTICAL)</b></p> 	<p>Intermediate Communications Instructor course is for any member of staff already qualified as a Basic Instructor and wishes to advance to teaching and assessing Communications 2<sup>nd</sup> Class (Tactical). The course is over one week-end for a trial period.</p> <p><u>Course Pre-Requisites:</u> Qualified as Communications Basic Instructor Successfully instructed on at least 3 x Class 3 Comms courses Have made good progress in learning the 26 letters and 10 numbers in Morse Code and flags also the special flags. A copy of the morse code and relevant flags will be made available to students confirmed on the course.</p>	<p>ASO Comms and Nominated staff</p> <p>Min 6 / Max 12</p>	
<p><b>INTERMEDIATE DRILL</b></p> 	<p>This course is for those Adults that wish to improve their personal standard of drill and is also compulsory course for Adults that wish to progress to be a qualified Drill Instructor. This course is run by the ASO Ceremonial and A/ASO Ceremonial. No.1 Uniform and No.3A/3B or 3C Uniform is required and parade boots</p>	<p>ASO C &amp; Nominated Staff</p> <p>Min 6 / Max 12</p>	<p>No.1 &amp; No.3 Uniform and Boots</p>





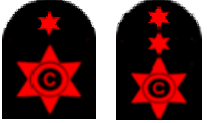
<p><b>PRE DRILL INSTRUCTORS ASSESSMENT</b></p> 	<p>This is course is for Adult Instructors that have completed the Intermediate course and wish to obtain ASO Ceremonial approval for attending the National Drill Instructors Course</p> <p>No.1 Uniform and No.3A/3B or 3C Uniform is required and parade boots</p>	<p>ASO C &amp; Nominated Staff</p> <p>Min 6 / Max 12</p>	<p>No.1 &amp; No.3 Uniform and Boots</p>
<p><b>RMC DRILL</b></p> 	<p>This course is required to be and passed in order to gain recommendation from AASO Ceremonial X-Ray Company to attend the national drill instructors course</p>	<p>A /ASO Ceremonial X-Ray Company</p>	<p>No.1 &amp; No.4 Uniform is required by all students</p>
<p><b>ADVANCED SEAMANSHIP</b></p> 	<p>Advanced Instructor (R&amp;R) - Authorised to instruct up to first class Ropework and Rigging and can assess first class. Must hold I.M. Grade 2 or above.</p> <p>All courses are run at National level over 1 week. See the National Course Chart for details</p>	<p>ASO Seamanship &amp; nominated staff</p> <p>Min 4 / Max 6</p>	
<p><b>BASIC CHARTWORK</b></p> 	<p>Basic Chartwork Instructor Course is for any member of staff interested in teaching and qualifying cadets in the Chartwork specialisation to <b>teach and assess</b> 3<sup>rd</sup> class. All candidates must have a Current First Aid, A Minimum of IM Grade 2. The <b>course is over one weekend.</b></p>	<p>ASO Seamanship &amp; Nominated staff</p> <p>Min 4 / Max 6</p>	<p>No.3 Uniform</p>
<p><b>INTERMEDIATE CHARTWORK</b></p> 	<p>Chartwork Instructor Course is for any member of staff interested in teaching and qualifying cadets in the Chartwork specialisation to assess 3<sup>rd</sup> class and teach 2<sup>nd</sup> class. All Candidates need to attend both of the 2 weekends to qualify and must have a Current First Aid, A Minimum of IM Grade 2.</p> <p>Instructor and Advanced instructor must be revalidated every 5 years AIW ASCR 1 through the ASO Seamanship</p>	<p>ASO Seamanship &amp; Nominated staff</p> <p>Min 4 / Max 6</p>	<p>No.3 Uniform</p>





<p><b>ADVANCED CHARTWORK</b></p> 	<p>Advanced Instructor - Authorised to instruct up to first class in Chartwork. Must hold I.M. Grade 2.</p> <p>All courses are run at National level over 1 week. See the National Course Chart for details</p>	<p>ASO Seamanship &amp; nominated staff</p> <p>Min 4 / Max 6</p>	
<p><b>MARINE ENGINEERING</b></p> 	<p><b>BASIC</b> (no badge) Authorised to instruct MAR (E) by the CO/OIC (where the candidate has a good knowledge) ALL paperwork T7's and exam papers to ASO for marking and completion.</p> <p><b>INSTRUCTOR</b> (Badge NO STAR) Authorised to instruct 3rd and 2nd class examine 3rd class only (after completion of an instructors course)</p> <p><b>ADVANCED INSTRUCTOR</b> (Badge with star) Authorised to instruct / examine any level including adults (after assisting national courses). In all cases candidates must be IM qualified and hold a valid first aid cert,</p>	<p>ASO ME &amp; Nominated staff</p>	<p>Copies of ALL paperwork must be sent to ASO. At this time NO UNIT IN EASTERN AREA is authorised to conduct 2nd class training. 1st class MUST be done National level.</p>
<p><b>BASIC PHYSICAL TRAINING</b></p> 	<p>Basic adult PT. This course is run at area level and is the first level qualification in PT; this course is run over two weekends. Staff members need to be aware that this course will be run alongside and with cadets participating and is physically challenging. The adult Task Book is available on the MSSC website under specialisations (PT) and details tasks and training required to move through each stage to Advanced level. Adults should contact ASO PT for more information.</p>	<p>ASO PT/AASO PT Nominated Staff</p>	
<b>PROFICIENCIES</b>			
<p><b>BTEC</b></p> 	<p>All adults undertaking the Awards: should you require guidance on your work prior to formal submission. Please email a draft copy of your work to the <u>Adult Awards Team at CVQO</u>. Please only submit pages that are relevant to one of the given criteria, rather than submitting the whole report. Alternatively, if you have any questions please call the Adult Awards Department at CVQO on 01276 601715</p>	<p>ASO BTEC</p>	<p>There is a charge for the Adult Awards, see CVQO website for further details</p>
<p><b>DIVING</b></p> 	<p>Courses are available on the National Course Chart. See also TI's If you require any further information contact ASO Diving (details in the Area Directory)</p>	<p>ASO Diving</p>	

<p><b>DOFE INTRODUCTION</b></p> 	<p>Introduction to the Award. Designed for those new to running the Duke of Edinburgh's Award in their Units/Districts.</p>	<p>ASO DoE &amp; Nominated Staff</p> <p>Min 4 /Max 12</p>	
<p><b>DOFE ASSESSORS</b></p> 	<p>Expedition Assessor Accreditation Course. To qualify staff as expedition assessors at either, Bronze and Silver or Gold levels. There is a requirement for candidates to undertake a supported assessment before full accreditation.</p> <p>Minimum requirements are: have an understanding of the Duke of Edinburgh's Award scheme and a technical competence in the selected mode of travel at these minimum levels:  Hill walking - EL 4 / BELA, Paddling - BCU Coach, Pulling - Pulling Instructor, Sailing - Dinghy Sailing Instructor</p>	<p>ASO DoE &amp; Nominated Staff</p> <p>Min 4 /Max 12</p>	
<p><b>EXPEDITION TRAINING</b></p> 	<p>Expedition Training is available for all staff and cadets both for training and assessment is the qualifications list below:-</p> <ul style="list-style-type: none"> <li>• Basic Expedition Leaders Award</li> <li>• Adult NNAS/EL Syllabus and Assessment Training</li> <li>• Young National Navigation Scheme Bronze, Silver and Gold</li> <li>• National Navigation Scheme Bronze and Silver</li> <li>• SCC Basic and Proficiency Awards</li> <li>• Bronze and Silver D of E Training Expeditions, both training and assessment.</li> <li>• SCC Expedition Leader grade 6 and grade 5.</li> </ul>	<p>ASO ET &amp; ET Staff</p>	<p>These courses are for Adult and Cadet Training. Page 9 Staff and Cadets must inform the Training Staff on Application to attend of their Training or Assessment requirements.  Maximum 100 places  Should you wish to carryout Duke of Edinburgh you must inform the ASO D of E</p>
<p><b>METEROLOGY</b></p> 	<p>Satisfactory completion of this course is necessary for appointment as a Meteorology Instructor. Such appointment entitles the Instructor to train Cadets according to the Cadet Meteorology Proficiency Syllabus. Adult basic Met instructors are encouraged to do the Advanced Met Instructors Course and on completion be appointed examiners by ASO Met.</p>	<p>ASO MET</p>	
<p><b>MUSIC</b></p> 	<p>This is a course is aimed at those wishing to become assessors of the drum/bugle or musicians badge</p> <p>This course is also for those cadets wishing to gain the drum/bugle or musicians badge</p>	<p>ASO Music &amp; Nominated Staff</p> <p>Min 6 / Max 12</p>	

<p><b>PIPING INSTRUCTORS</b></p> 	<p>Instructor courses are run at Area and District level by the by a qualified Assessor. If you require assessments please contact the District Officer or ASO Piping. You will be required to train cadets up to proficiency level and be assessed yourself. All potential instructors must take their own pipe with them when attending the Area or District course</p>	<p>ASO Piping &amp; Nominated District Assessors</p>	
<p><b>WEAPONS TRAINING</b></p> 	<p>Instructor Courses for Staff who wish to train Staff and Cadets for Shooting &amp; Weapons Training, Air Rifle (.177), No8 .22 Rimfire, L98A1/2 (Cadet GP Rifle), L81A2 (Cadet Target Rifle) <b><u>Weapons Instructor (WI)</u></b> - Qualified to Teach and test Staff &amp; Cadets in Weapon Training <b><u>Weapons Instructor (Trainer) (WI(T))</u></b> - Qualified to Train and assess Weapons Instructors Pre Requisite see Training Instructions Chapter 35 Further Information from ASO(WT)</p>	<p>Staff WI(T) + 1 WI per 4 Candidates</p> <p>Candidates Min 6 Max 12</p>	<p>WI Conducted at Area/District Level by WI(T), over 2 weekends</p> <p>WI(T) conducted by National Training Team over 1 weekend - Recommended by ASO(WT)/Company Commander</p>
<p><b>SHOOTING</b></p> 	<p>Instructor Courses for Staff who wish to Conduct Ranges for Staff and Cadets <b><u>RCO (Range Conducting Officer)</u></b> <b><u>SA(SR)07 (Small Arms (Short Range))</u></b> -Air Rifle, 25m Indoor, &amp; Barrack Ranges <b><u>SA(LR)07 (Small Arms (Long Range))</u></b> - Gallery/ETR Pre Requisite see Training Instructions Chapter 35 Further Information from ASO(WT)</p>	<p>Area Part 1 Staff ASO(WT) 2 x RCOs 2 x WI/WI(T) Candidates Min 6 Max 12</p>	<p>Area Part 1 Conducted at Area Level by ASO (WT).</p> <p>RCO Course Conducted by SASC/SATT over 2 consecutive weekends. Recommended by ASO(WT)</p>
<p><b>BLANK FIRING SAFETY SUPERVISOR</b></p> 	<p>Instructor Courses for Staff who wish to conduct Blank Firing exercises <b><u>Blank Firing Safety Supervisor (BFSS)</u></b> - Qualified to act as a Safety Supervisor during blank firing <b><u>Blank Firing Safety Supervisor Trainer (BFSS(T))</u></b> - Qualified to Train and assess Blank Firing Safety Supervisor (BFSS) Pre Requisite see Training Instructions Chapter 35 Further Information from ASO(WT)/MCTO</p>	<p>Staff BFSS(T) + 1 x BFSS per 4 candidates</p> <p>Candidates Min 6 Max 12</p>	<p>BFSS Conducted at Area Level by BFSS(T), over 1 weekend</p> <p>BFSS(T) conducted by National Training Team over 1 weekend - Recommended by Company Commander</p>
<p><b>REVALIDATIONS IN ALL SPECIALISATIONS</b></p>	<p><b>ALL REVALIDATIONS MUST GO THROUGH THE RELEVANT ASO WITH A COPY OF YOUR LOG BOOK WITH A LIST OF COURSES YOU HAVE INSTRUCTED / ASSESSED ON. IF YOUR SPECIALISATION DOESN'T HAVE A LOG BOOK PLEASE SEND A LETTER TO THE ASO STATING, WHICH COURSES YOU HAVE DONE (INSTRUCTING / ASSESSESING) AND STATE WHICH LEVEL 3<sup>RD</sup>, 2<sup>ND</sup> / 1<sup>ST</sup> CLASS. ALL INSTRUCTORS ARE TO SEND COPIES OF CADET T7s TO THE RELEVANT ASO (THIS WILL SHOW YOU ARE USING YOUR QUALIFICATION).</b></p>	<p><b>ALL ASO's</b></p>	<p><b><u>REMINDER:</u></b> <b>DO NOT SEND ANY REVALIDATIONS TO HQSOs OR HQ, YOU MUST USE THE CHAIN OF COMMAND AND GO TO THE ASO. NEXT STEP IN THE CHAIN OF COMMAND IS THE SENIOR STAFF OFFICER AND THEN THE AREA OFFICER OF YOUR AREA</b></p>

# CADET TRAINING COURSES

COURSE	DETAILS	STAFF	NOTES
<p><b>POC/LC ADVANCEMENT BOARDS</b></p> 	<p>Leading Cadet &amp; Petty officer Cadet Part 1 examinations will be conducted in accordance with Training Instructions 0556-0560. The cadet will be required to satisfy the President of the Board that he/she has sufficient points in accordance with TI's article 1101 before applying for the course and recommendation is made to the CO for Advancement to LC or POC.</p>	<p>NOMINATED STAFF</p> <p>Min 6 / Max 12</p>	<p>Courses will be run on the Area Summer Camp.</p>
<p><b>PRE-CADET DRILL INSTRUCTORS (1<sup>ST</sup> CLASS)</b></p> 	<p>This is a mandatory course for all cadets wishing to apply for the National cadet drill instructor course. On successful completion ASO Ceremonial will endorse the cadet to attend the National Course. Any one applying for the National Course without ASO Ceremonial's approval / attendance of the Area weekend will be rejected.</p> <p>No.1 and No.4 Uniform and parade boots required</p>	<p>ASO Ceremonial &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p>
<p><b>CHARTWORK (2<sup>ND</sup> &amp; 1<sup>ST</sup> CLASS)</b></p> 	<p>On successful completion, entitles the cadet to wear the 2<sup>nd</sup> / 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points.</p> <p>Cadet must have passed the 3<sup>rd</sup> / 2<sup>nd</sup> Class specialisation before applying for this course. A copy of the T7 (CW) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee.</p> <p>This course is run over 2 weekends and cadet must attend both.</p>	<p>ASO Seamanship &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p> <p><b>CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE</b></p>
<p><b>COMMUNICATIONS (G &amp; T) (2<sup>ND</sup> &amp; 1<sup>ST</sup> CLASS)</b></p> 	<p>On successful completion of the General or Tactical course, entitles the cadet to wear the 2<sup>nd</sup> / 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points.</p> <p>Cadet must have passed the 3<sup>rd</sup> / 2<sup>nd</sup> Class specialisation before applying for this course. A copy of the T7 (Comms) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee.</p> <p>This course is run over 2 weekends and cadet must attend both.</p>	<p>ASO Communications &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p> <p><b>CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE</b></p>
<p><b>COOK STEWARD (2<sup>ND</sup> &amp; 1<sup>ST</sup> CLASS)</b></p> 	<p>On successful completion, entitles the cadet to wear the 2<sup>nd</sup> / 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points.</p> <p>Cadet must have passed the 3<sup>rd</sup> / 2<sup>nd</sup> Class specialisation before applying for this course. A copy of the T7 (CS) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee.</p> <p>This course is run over 2 weekends and cadet must attend both.</p>	<p>ASO Cook Steward &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p> <p><b>CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE</b></p>

<p><b>FIRST AID (2<sup>nd</sup> &amp; 1<sup>st</sup> CLASS)</b></p> 	<p>On successful completion, entitles the cadet to wear the 2<sup>nd</sup> / 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points. Cadet must have passed 3<sup>rd</sup> Class before applying for 2<sup>nd</sup> Class. You must be 15.5 yrs old for 1<sup>st</sup> Class which is the Activity First Aid Course (which can be done with adults) You must have your 2<sup>nd</sup> Class before attending the 1<sup>st</sup> Class course. A copy of the T7 (FA) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee. Both 2<sup>nd</sup> &amp; 1<sup>st</sup> Class is over one weekend</p>	<p>ASO First Aid &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>You will need to wear No.4s</p> <p><b>2<sup>nd</sup> Class is one weekend/ 1<sup>st</sup> Class is one weekend over 16 hours and therefore a later finish on Sunday</b></p>
<p><b>MARINE ENGINEERING (2<sup>nd</sup> &amp; 1<sup>st</sup> CLASS)</b></p> 	<p>On successful completion, entitles the cadet to wear the 2<sup>nd</sup> / 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points (to go through ASO ME. ASO ME must endorse any applicat Cadet must have passed the 3<sup>rd</sup> / 2<sup>nd</sup> Class specialisation before applying for this course. A copy of the T7 (ME) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee. This course is run over 2 weekends and cadet must attend both.</p>	<p>ASO Marine Engineering &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p> <p><b>CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE</b></p>
<p><b>PHYSICAL TRAINING (2<sup>nd</sup> &amp; 1<sup>st</sup> CLASS)</b></p> 	<p>On successful completion, entitles the cadet to wear the 2<sup>nd</sup> / 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points. To go through ASO PT. Any cadet attending a National PT Course must get ASO PT approval first. Cadet must have passed the 3<sup>rd</sup> / 2<sup>nd</sup> Class specialisation before applying for this course. A copy of the T7 (PT) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee. This course is run over 2 weekends and cadet must attend both.</p>	<p>ASO Physical Training &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p> <p><b>CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE</b></p>
<p><b>ROPEWORK &amp; RIGGING (1<sup>st</sup> CLASS)</b></p> 	<p>On successful completion, entitles the cadet to wear the 1<sup>st</sup> class specialisation badge and to be awarded 6 /10 advancement points. Cadet must have passed the 3<sup>rd</sup> / 2<sup>nd</sup> Class specialisation (or complete the Core Syllabus) before applying for this course. A copy of the T7 (Sea) 3<sup>rd</sup> / 2<sup>nd</sup> class must be sent with the application form and course fee. This course is run over 2 weekends and cadet must attend both.</p>	<p>ASO Seamanship &amp; nominated staff</p> <p>Min 6 / Max 12</p>	<p>Minimum 6, maximum of 12 Candidates</p> <p><b>CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE</b></p>
<p><b>IMPORTANT NOTICE:-</b></p>	<p><b>WHERE STATED, CADETS MUST ATTEND BOTH WEEKENDS TO COMPLETE THE COURSE. SUCCESSFUL CADETS WILL BE ENTITLED TO WEAR THE SPECIALISATION BADGE. IF A CADET HAS MORE THAN ONE SPECIALISATION, THEY MUST WEAR THE HIGHEST (i.e. 1<sup>st</sup> CLASS). CADETS THAT GAIN MORE THAN ONE 1<sup>st</sup> CLASS MAY CHOOSE WHICH SPECIALISATION BADGE TO WEAR.</b></p>	<p><b>FOR ALL CADET COURSES THE APPLICATION FORM AND CHEQUE MUST BE SENT DIRECT TO DATO (CADETS). THIS ALSO INCLUDES THE INSTRUCTORS RUNNING CADET COURSES. PLEASE ENSURE YOU GET THIS RIGHT TO AVOID DISAPPOINTMENT FOR YOUR CADETS SO THE APPLICATIONS ARE NOT DELAYED</b></p>	

# (Multi-Activity Staff Training Weekends)

## Joining Instructions

Course bookings should be made through Westminster with the course fees sent to DATO Lt Cdr (SCC) Michelle WELSH MCGI RNR (Address in Area Directory) email: [gowelsh@btinternet.com](mailto:gowelsh@btinternet.com)

Have you been accepted on the course? If Yes – have a good weekend and ensure you read the joining instructions below.

If you are still pending 2 weeks before the course, contact ATO / Course Director straight away .

Remember that you will only be accepted if full payment is received.

If you are still pending 1 week before the course start date, you will be set as cancelled and will not be on the course (due to non-payment). If your status states Cancelled please do not turn up – No Accommodation / Food etc will be booked and you will be sent home. If you have any queries please sort these out before the course start date.

1. Candidates should aim to join MAST courses, wherever held, no later than 2200 (arrival between 2000-2200).

2. A Course Briefing will be held at 2245. Course Fees for all courses will be £12.00 for All Students, Instructors & Support Staff etc.

3. Pay or Travel will be paid as agreed through the SSO (Area Policy at the time of the course). Courses that attract travel funding may be capped at 200 miles or £54 by other means of transport. If the venue is at a unit that is not in immediate location (ie you live in the North of the Area and the course is in the South of the Area). If you have any queries please contact the ATO / DATO / Course Director for guidance.

4. Departure on Sunday will be at approx 1400.

5. A Course Report form will be issued to Area Office, for distribution to Units and Districts, following completion of your individual course.

6. Candidates are expected to be appropriately dressed in line with their Rank/Rate at all times. Relaxed rig is permitted for travel.

7. **CHEQUES SHOULD BE MADE PAYABLE TO “MARINE SOCIETY & SEA CADETS”**

8. **CANCELLATIONS:** If a person is unable to attend and cancels in excess of 7 days (2000 Thursday before course starts the following Friday) – person will receive 100 % refund. If a person is unable to attend and cancels in less than 7 days – there will be no refund unless very good reason and agreed by SSO & ATO/DATO.

**COURSE INSTRUCTORS AND SUPPORT STAFF:** All personnel selected as Instructors or Support Staff are to apply via Westminster.

**NOTE:** Choose Role ‘Instructor’ or ‘Supervisor’ within “Step 1 - Identify Candidate”.

Support Staff are asked to reach the venue, if possible, by 1900 on Friday. However an advanced party will join Friday am. Staff who will be arriving after 2200 are to inform the ATO as soon as possible.

Location of the course is as per Westminster, which also contains the full postal address.

**9. Dietary:** If you have any special dietary requirements you **must** notify the DATO a minimum of 7days before the course date (ie by 2000 Thursday a week before the course starts the following Friday). Please also ensure you enter this onto Westminster in your personal details under dietary. Please ensure that any medical conditions and dietary are on Westminster.

**10. ADULT HEALTH FORM: Please ensure that any existing medical condition is clearly stated on your Adult Record in Westminster along with a Next of Kin telephone number should the need arise.**

### **11.GENERAL KIT LIST**

**Personal task book / log book relevant to course.**

- 3B's / 3C's (see SPECIAL INSTRUCTIONS for specific course rig)
- CI's / UA's to wear smart, casual clothing if not in possession of issued clothing (NO JEANS OR TRAINERS)
- Out of Instruction times dress regulations – **refer to the Eastern Area MESS RULES**
- Windproof (**NO** civilian jackets / overcoats to be worn whilst in uniform)
- CFAV ID Card / SCC Authority Card

If you are incorrectly/inappropriately dressed you will be asked to leave the wardroom.

- Sleeping Bag or appropriate bedding. Pillow and Pillow case(s)
- Mug, Notebook, pen / pencil, Wash Kit & Towel

### **12. SPECIAL INSTRUCTIONS FOR COURSES**

- **First Aid** – No 4's. Cost of dressings, face shields etc will be covered by MAST course fee.
- **Seamanship** – No 4's
- **IM** – All students must take a 12 minute prepared lesson (on any aspect on the Sea Cadets) with them to the course
- **Other courses** – 3A's / 3B's / 3C's or equivalent
- **Drill Courses** – No.1 & No.3's will be required and white Webbing
- **Health & Safety** – There will be an additional fee to pay (on the course) as this is a certificated Chartered Institute of Environmental Health (CIEH)
- **Cook Stewards** – in addition you need No.4's, Chefs Whites or Equivalent, Shoes to be worn in the Galley ONLY, any Resources they may think useful to plan a lesson. Cook Stewards manual are available to purchase at £2.00 on the course. You will require to take proof of qualifications – copy of IM Grade, Food & Hygiene Certificate
- **Chartwork Instructors** – No.4's. Chartwork equipment will be available on loan during the course but students may take their own

**Course Instructors – On completion of your course, give the course results to the Area Training Team and they will BULK upload the qualifications on Westminster on the Sunday. (So unit CO's can see the qualifications straight after the course is completed.**

**13.** Course specific enquiries are to be directed to the course instructor/ASO. General enquiries regarding the weekend direct to the ATO/DATO.

**14.** Accommodation allocation will be dependant upon DTE requirements / regulations etc.

**15.** Tea / Coffee facilities including kettles will be supplied by Area for all courses.

**16.** Course Instructors are to notify ATO 7 days before the course start date of any equipment requirements

# WESTMINSTER COURSE APPLICATION PROCESS:

1. Logon to Westminster - <https://www.westminster.mod.uk/app/f?p=westminster>
2. Select **National/Area Courses** Button.
3. Filter the Host Unit (Click on **Host Unit**) and select EASTERN Area.
4. You will then be presented with a list of courses. Open Courses are Green.
5. Click on the course you wish to attend.
6. Within the **Course Menu** select **Bookings – Book Adult**. A “Step 1 Identify Candidate” popup window will then appear.
7. **Step 1 Identify Candidate** - To the right of **Adult Name** select the **search icon**.
8. Insert your **surname** in the **search box** and click **search**. Once your surname has appeared click on it.
9. Select '**Student**' as the **Role** and click **Next**.
10. **Step 2 Restrictions** - Select **Yes – The candidate satisfies the Restrictions**. (if you are revalidating please state revalidation). Click **Next**.
11. **Step 3 Authorisation - Tick – Does the candidate have signed authority to attend**. Click **Next**.
12. **Step 4 Accommodation** – Tick **Yes – Is accommodation required?** Select from the pull down box the method of **Transport** (e.g. Car). Insert where you are travelling **FROM** and **TO**. Click **Next**.
13. **Step 5 Summary**. Click **Finish**.
14. **Step 6 Registration** – You will be issued with a **Booking Reference** (make a note of this reference code). Click **Close**.
15. **If the course is full the ATO/DATO (Course Director) will put your name on the reserve list and will notify you ASAP.**
16. Write a cheque for £12 (made payable to '**MARINE SOCIETY & SEA CADETS**'). Write the **Booking Reference Code** and the **course name** on the back of the cheque. **REMEMBER YOUR COMMANDING OFFICER MUST SIGN YOUR APPLICATION FORM.**
17. Your course application will be set to **pending** in Westminster.
18. Once the cheque has been received the Area Training Officer will change your course application from **Pending** to **Accepted** in Westminster.
19. To check if your Course application has been accepted look at the **Course / Event Notifications** located on the Westminster Home page.

20. Training Standing Orders can be found with the selected course - **Course Joining Instructions – Reports – Attachments.**

21. **PAYMENTS:** Post the cheque (Unit Name on the back) and booking reference form to: **DEPUTY AREA TRAINING OFFICER (Course Director) – As per Westminster instructions (as this may vary from some courses).** Please **DO NOT** send a cheque for multiple courses. (ie at various locations and dates) you can send a 1 cheque for various staff at the same location – ie 6 staff at MAST in Nov).

**22. PLEASE NOTE THAT CHEQUES SENT TO AREA OFFICE WILL BE RETURNED WITHOUT BEING PROCESSED.**

If you have any problems applying for courses using Westminster, please contact your ASO (IT), DSO (IT) or contact ATO/DATO.

**NOTE: FORM T25 WILL NO LONGER BE USED.**

Telephone applications will NOT be dealt with but questions and queries are most welcome.

Please note that if you are still pending 1 week before the start of the course, your application will be set as **CANCELLED** due to non-payment of course fees. It's your responsibility to make sure that the ATO receives payment a minimum of 2 weeks before the start of the course. Anyone turning up for a course that has been cancelled will be sent home – **NO accommodation or food would be booked for you.** **NO SHORE LEAVE WILL BE GIVEN ON MACT / MAST OR MINI MAST COURSES.**

**IF YOU CANCEL YOURSELF FROM THE COURSE - PLEASE ENSURE THAT YOU ALSO EMAIL THE DEPUTY AREA TRAINING OFFICER & COURSE DIRECTOR AND CANCEL YOURSELF OFF WESTMINSTER.**

**IF YOU CANCEL ON THE DAY THE COURSE STARTS – PLEASE ENSURE THAT YOU TELEPHONE ATO/DATO / COURSE DIRECTOR TO STATE THAT YOU ARE UNABLE TO ATTEND.**

### **USEFUL TELEPHONE NUMBERS:**

<b>DAO</b>	Cdr Stuart Watt RN	07771 533768
<b>ATO</b>	Lt Cdr (SCC) John Ward RNR	01723 512690
<b>DATO</b>	Lt Cdr (SCC) Michelle Welsh MCGI RNR	07967 913810
<b>DATO (C)</b>	Lt (SCC) Simon Dunn RNR	07802 496312

Eastern Area Office	01400 266413	Keighley Unit	01535 661978
Beckingham Camp	01636 636324	Kettering Unit	01536 513073
Driffield CTC	01377 253548	Leeds Unit	07709 977236
T.S.Tuna	07795 506962	Leicester Unit	01162 662865
Thrapston	01832 732746	Lincoln Unit	01522 530698
Bradford Unit	01274 305245	Luton Unit	01582 732683
Burton on Trent Unit	01283 540629	Newark Unit	01636 640974
Cambridge Unit	01223 578331	Nottingham Unit	01159 580528
Flitwick & Ampthill Unit	01525 720729	Worksop Unit	01909 487498

**A HARD COPY OF THIS MANUAL IS AVAILABLE WITHIN YOUR OWN UNIT & ON THE AREA WEBSITE.**

## FACILITIES AVAILABLE AT AREA COURSES - ALL UNITS ARE SLEEPOVER CATEGORY B

Unit	Type of Accommodation (ie Dormitory / Cabins / Bunk Beds / Camp Beds)	Toilet Facilities	Shower Facilities	Meal Arrangements	Additional Items required by Visiting Staff / Instructors	Bar Arrangements (Bar's must be closed by 2359 and cleared by 0030)
BECKINGHAM CAMP	Cabins of 2 (single beds), 4, 8, 20+ Berths (bunk beds) some dormitory style. Depending on availability and your rank	Outside in separate buildings	Some are in the same blocks as heads	Separate building for meals	Solid footwear, dressing gown & torch for night time	Licensed bar - run by Eastern Area
BRADFORD	Males accommodated in classrooms on ground floor. Females accommodated in classrooms on upper floor not used.	In same building	Showers in male and female heads	Meals taken on the main deck opposite the galley	Soft footwear and torch needed for night time. You will need to take a camp bed with you	Unit has bar licence
BURTON ON TRENT	In classrooms - on the floor. You will require a camp bed or bed roll (some camp beds are available)	In same building	In same building	In same building	Soft footwear and dressing gown for night time (heads etc)	Joint Senior Rates Mess & Wardroom (No Bar facilities)
CAMBRIDGE	Camp beds/Airbeds in Classrooms (Can be provided contact CO first)with heating - biggest can hold 16 persons	On all 3 floors inside main building	Yes on top floor (Same as accommodation)	Main deck on ground floor	Camp bed or Air bed (these are available at the unit or you can take your own. If using the Units please check availability with CO Cambridge first.	TEN for each adult weekend so licensed, cash only no credit in Snr Rates mess - Wardroom also available
FLITWICK & AMPHILL	In Classrooms - on the floor. You will require a camp bed or bed roll	In same building	In same building 2x single showers	Same building	Soft footwear for night time (heads etc)	Combined Senior Rates Mess & Wardroom (No Bar Facilities)
KEIGHLEY	2 Cabins (single beds) 2 Dorms 12 beds in each (bunk style)	In same building	In same building	In same building	Soft footwear for night time (heads etc)	Separate Senior Rates Mess & Wardroom (No Bar Facilities)
KETTERING	Camp beds for 14 female & 30 male staff in mixture of cabins and classrooms	In same building	In same building 2x single showers	Mess Deck in main building	Soft footwear for night time (heads etc) Camp beds provided by Kettering Unit Sleeping bag and pillow req.	Officers/S/R's & SNCO Mess. No Jeans (No Bar Facilities)
LEEDS	Classrooms - A-frame camp beds provided. 7 Classrooms sleeping 21 adult students in total. 3 Offices with camp beds for instructional staff. Stores with camp beds for duty/catering staff	In same building	In same building	Mess Deck in main building	Sleeping bag and pillow, Dressing Gown, Soft Footwear	Joint Wardroom / SR / SNCO's Mess (licence being applied for)
LEICESTER	Cabins of 18 / 12/6/3 bunks, with more space for camp beds of extra 12+	Inside toilets	Shower Facilities	Meals in same building	Soft footwear for night time (heads etc)	A licensed Bar run by Unit
LINCOLN	In Classrooms - on the floor. You will require a camp bed or bed roll	In same building	In same building	In same building	Soft footwear for night time (heads etc)	A licensed bar - run by the Unit
LUTON	27 beds male, 14beds female. 16 cots beds are bunk beds	Toilets in all buildings	Showers in main building	Eating area in accommodation area	Pillow and cutlery required	Bar in recreation area
NORTHAMPTON	In Classrooms - on the floor. You will require a camp bed or bed roll	In same building	In shower block separate to main building	In same building	Camp bed, roll matt required.	(No Bar Facilities)

NOTTINGHAM	Cabins of 2 (single beds), 4 & 8 Berths (bunk beds)	Outside in separate building	Next to Heads (outside) 2 x single showers	Separate building for meals	Solid footwear, dressing gown & torch for night time.	Separate Senior Rates Mess & Wardroom (No Bar Facilities)
THRAPSTON	Cabins of 6/12/18 (30 beds) bunk beds	in separate building	Showers in same building as heads	Meals in same building	Footwear required going to heads	A licensed Bar run by Thrapston
WORKSOP	In Classrooms - on the floor. You will require a camp bed or bed roll	In same building	In same building	Separate building attached to main building	Soft footwear for night time (heads etc)	A Licensed bar
<b>NOTES:</b>	<b>ALL STUDENTS AND INSTRUCTORS WILL REQUIRE A SLEEPING BAG, PILLOW AND PILLOW CASE FOR ALL AREA COURSES</b>					

Please note that we don't have the luxury of 5 star hotel accommodation and facilities. Units have kindly offered to host Eastern Area courses to benefit all Adults. It is important that you know what facilities are available at host units and you know if you required to take any additional items with you for your comfort. Please treat the units with respect.

The Area Wardroom Mess Rules will apply to all Eastern Area run courses and no one will be allowed to take their own alcohol to any course. If a unit does not hold a bar license they are not allowed to sell alcohol in the mess (it is illegal and against the law). The Senior Course Officer (nominated by the Area Training Team) will use his/her discretion regarding local unit arrangements.

Wardroom mess rules are available on Westminster and the Area Website. Commanding Officers are to ensure that all students are briefed before attending any Course and they have the correct rig with them (as per Mess Rules).

<http://www.scheadquarters.com/Areas-and-Offshore/Eastern-Area/Training>

Any unit wishing to host MACT or Mini MAST courses that have Category B Sleepover Policy – please contact DATO for further details.

## **MACT / MINI MAST COURSES – HOST UNITS**

The guide below will help and give you instructions on what the roles of the Senior Course Officer/ Admin / Chef / Course Instructors are;-

**Senior Course Officer:-** The Area Training Team will nominate one of the Senior Course Officer to be OIC of the weekend to support the host unit but will run the weekend, this position will carry the FULL responsibility for the duration of the course (where possible this will be a member of the Eastern Area Training Team).

### **Unit Admin:-**

- The ATO/DATO will send you a spreadsheet 7-10 days before the start of the course with a list of attendees and dietary requirements and will email you again on the day the course starts with any amendments.
- Give a safety brief to all attendees (students & course instructors).
- Inform ALL of the meal times and eating arrangements (washing up etc). The Admin/CO of the Unit is responsible for all the domestics and to liaise with the nominated Senior Course Instructor (you will be notified in advance of the course who this is).
- Inform the course instructors which classrooms they have and facilities available.
- Please print off T17C travel forms (for those that are not entitled to VA and for Core Modules ONLY) and issue them on Friday evening and ask the staff to complete and hand to the Senior Course Officer on the Friday evening once completed.
- On completion of the course please complete the following forms and return to DATO (if not in attendance):  
Lt Cdr (SCC) M Welsh MCGI RNR, (Details in the Area Directory)
  - Attendee list spreadsheet (mark who actually attended) (by email)
  - Feedback Form (by email)
  - Travel Claim Forms (by post)
- On completion of the course send all paperwork back to DATO.

**Chef:-** Self explanatory (to provide/cook food for the weekend).

**Unit Expenses:-** This will be confirmed by the Area Training Team and subject to Area funding be available (i.e. SCAVA etc).

### **Course Instructors:-**

- Instructors are responsible for the safe delivery of the course and to liaise with the Admin person at the unit on any requirements at least 2 weeks before the course start. If you require any specific equipment on loan from Eastern Area please email the SSO at least 3 weeks before the course start date so arrangements can be made.
- Course Instructors need to bulk load the course results on Westminster and email DATO the results (stating course / location / students and grades). Course reports need to be posted to DATO so they can be added to the personnel files at Area Office.

### **General:-**

There is NO shore leave for MACT / Mini MAST / MAST courses and all adults are expected to socialise in the evening. The bar must also be closed by midnight and adults are to be sensible in the amount of alcohol consumed. The OIC of the course is to ensure that wardroom mess rules apply.

Any queries contact ATO Lt Cdr (SCC) J Ward RNR on 01723 512690 or DATO Lt Cdr (SCC) M Welsh MCGI RNR on 0796 791 3810.

**Late Updated:- DATO / MARCH 2011**