

## Eastern Area SCC - Recording Training Days on Westminster

Non-parade night training conducted by Units and Districts needs recording in Westminster through the Courses module. Non-Training activities (e.g. competitions, ceremonial events, fund-raising etc) should have participation days 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.
- Any adults or cadets that did not attend should have their status changed to 'Cancelled' or 'Non-Attender'.

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

### **Events vs Courses**

An Event is a means to record / show a course or event in the Unit calendar.

However, some activities will ONLY be recorded in the Events module in Westminster in order to put a placeholder in the 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 (i.e. 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 (e.g. Camps, MASTs / MACTs, Specialisation / Proficiency training, other subject training e.g. 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 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 (i.e. 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 (e.g. Regattas, Drill, Piping etc), Deadline/Reminders, Expeditions, Fund Raising events, Leave periods for key staff, Local Community events, Meetings/Conferences (e.g. 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.

It is recognised that some activities managed through an Event, may result in a qualification / achievement being to one or more attendees (e.g. at a District Regatta, a cadet may 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.

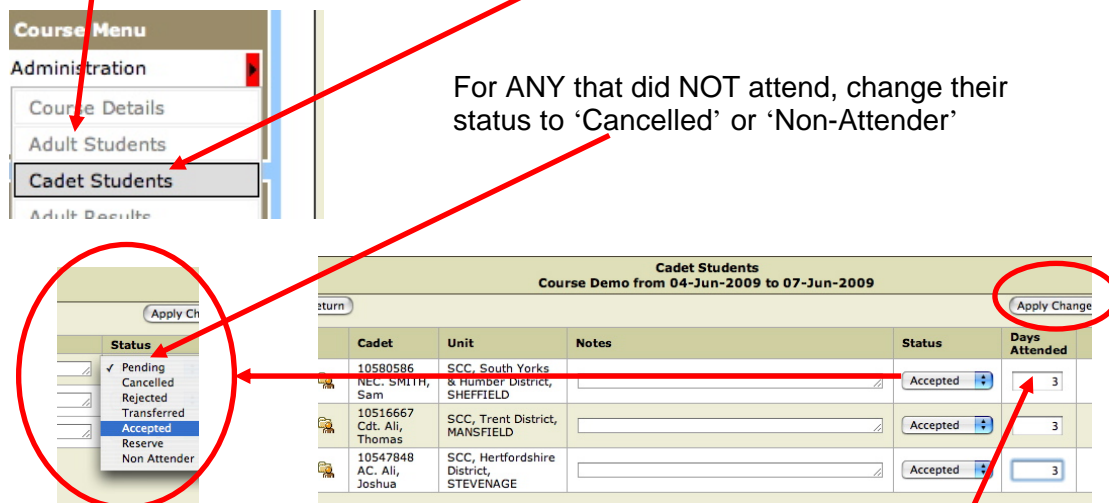
## Recording Attendance

Effective recording of training days for adults and cadets is important, both in terms of the Unit Review process, and also for recording against Area Training 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 – e.g. 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 NCC. SMITH, Sam	SCC, South Yorks & Humber District, SHEFFIELD		Accepted	3
10516667 Cdt. Ali, Thomas	SCC, Trent District, MANSFIELD		Accepted	3
10547848 AC. Ali, Joshua	SCC, Hertfordshire District, STEVENAGE		Accepted	3

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'.