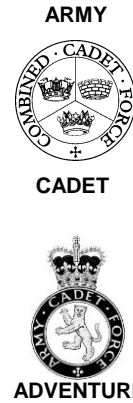




**Headquarters Land Forces**  
PSC-Cadets Branch

**Major K P Edwards**  
Headquarters CCAT  
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Betws-Y-Coed  
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See Distribution

CCAT/J7/706

3 Nov 11

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**COURSES AT THE CADET CENTRE FOR ADVENTUROUS TRAINING (CCAT) – 2012/13**

**General**

1. It has been another hugely successful year with a bumper throughput of Adults and Cadets completing a myriad of qualifications in 2011. CCAT HQ provides a national focus 'one stop shop' service for all ACF and CCF (Army) Adventurous Training (AT) activities.
2. The purpose of CCAT is to provide a pathway for Adult ACF and CCF (Army) Volunteer Instructors to attain AT Leader, Instructor or Coach level qualifications in Mountaineering (Summer & Winter), Climbing (Rock & Ice), Canoeing (Open Canoe, Inland Kayak, Sea kayak), Caving, Alpine Skiing and Mountain Biking so they can in turn deliver a broad range of challenging and imaginative AT activities in their units that will enhance the lifelong learning experience of the Cadet and boost retention and recruiting.

CCAT also provides a myriad of Proficiency and Advanced Proficiency level Adventurous Training courses as a progressive pathway for Senior Cadets (16-18yrs) to gain skills qualifications.

**We are here to train and qualify your instructors so that you move toward self sufficiency instead of paying big bucks from your budget for hiring in instructors to deliver AT programmes particularly during Annual Camps.**

**Aim**

3. The aim of this letter is to inform all ACF and CCF (Army) units about the CCAT AT courses programme for the TY 2012/13, overseas expedition courses and additional qualification opportunities, the course application and student administration procedures through WESTMINSTER.

**CCAT Programme**

4. The CCAT programme 2012/13 is at Annex A. The CCAT courses, course application form and course descriptions are available on WESTMINSTER as well as the CCAT website [www.armycadetadventure.info](http://www.armycadetadventure.info)

**CCAT AT Course Levels**

4. The CCAT programme is specifically designed to provide progressive opportunities on the pathway through both the Joint Service Adventurous Training (JSAT) and/or National Governing Body (NGB) qualification schemes from the initial Foundation level to achieving a NGB Instructor/Leader/Coach qualification as follows:

- a. Cadet Foundation Courses.

- b. Adult Foundation Courses.
- c. Cadet Intermediate Courses.
- d. Adult Intermediate Courses.
- e. Adult NGB Instructor/Leader Training Courses.
- f. Adult and Cadet Expedition Logbook Experience Courses.
- h. Adult NGB Instructor/Leader Assessment Courses.

5. Cadet Foundation Courses. These courses will be conducted at all 4 CCAT course delivery centres (CCTC, HTC, Dingwall and Bavaria). The courses are open to Cadets 16 years or over except where annotated. The course length is 5-days. All those applying to attend the Foundation courses should be volunteers with a genuine interest in AT. Foundation level courses are based on the JSAT Scheme and accredited by the Joint Services Mountain Training Centre (JSMTTC). Applicants can choose from the following options:

- a. Summer Mountain Foundation (SMF) – 1:6 ratio.
- b. Basic Rock Climbing (BRC) – 1:4 ratio.
- c. Kayak 2 Foundation (K2F) – 1:6 ratio. } candidate's who complete both K2F and  
} O2F will be awarded BCU 2 Star.
- d. Canoe 2 Foundation (O2F) – 1:6 ratio.
- e. Introduction Sea Kayak (ISK) – 1:6 ratio
- f. Basic Caving (BCC) – 2:10 ratio.
- g. Ski Foundation 1 (SF1) – Snowsport Scotland Snowlife awards. 1:8 ratio
- h. Winter Mountain Foundation (WMF) – 17 years old min. 1:6 ratio
- i. Winter Climbing Foundation (WCF) – 17 years old min. 1:2 ratio
- j. Introduction Alpine Mountaineering (IAM) – 17 years old min. 1:4 ratio

6. Adult Foundation Courses. These courses will be conducted with the option of completing the 5-day course either over a period of 2 consecutive weekends or a 5-day week based at all 4 CCAT course delivery centres (CCTC, HTC, Dingwall and Bavaria). All those applying to attend the Foundation courses should be volunteers with a genuine interest in AT. Foundation level courses are based on the JSAT Scheme and accredited by the Joint Services Mountain Training Centre (JSMTTC). Applicants can choose from the following options:

- a. Summer Mountain Foundation (SMF) – 1:6 ratio.
- b. Rock Climbing Foundation (RCF) – 1:2 ratio.
- c. Kayak 2 Foundation (K2F) – 1:6 ratio. } candidate's who complete both K2F and  
} O2F will be awarded BCU 2 Star.
- d. Canoe 2 Foundation Course (O2F) – 1:6 ratio. }
- e. Introduction Sea Kayak (ISK) – 1:6 ratio
- f. Ski Foundation 1 (SF1) – 1:8 ratio.

- g. Winter Mountain Foundation (WMF) – 1:6 ratio.
  - h. Winter Climbing Foundation (WCF) – 1:2 ratio.
  - i. Introduction Alpine Mountaineering (IAM) – 1:4 ratio.
7. Cadet Intermediate Courses. Having completed a Foundation level course Cadets will be able to choose from the following Intermediate Course options:
- a. BCU 3 Star Inland Kayak or Open Canoe – 1:6 ratio.
  - b. Ski Foundation 2 (SF2) – 1:6 ratio.
8. Adult Intermediate Courses. Having completed a Foundation level course CFAV's will be able to choose from the following Intermediate Course options:
- a. BCU 3 Star Inland Kayak or Open Canoe or Sea Kayak – 1:6 ratio.
  - b. BCU White Water Safety & Rescue – 2:12 ratio.
  - c. BCU 4 Star Inland Kayak or Open Canoe Leader Training & Assessment – 1:4 ratio.
  - d. Ski Foundation 2 (SF2) – 1:6 ratio.
  - e. Winter Leader Progression (WLP) – 1:6 ratio.
9. Adult NGB Instructor/Leader/Coach Training And Assessment Courses. Mountain Leader Training England/Scotland/Wales (MLTE/MLTW/MLTS), British Canoe Union (BCU), Snowsport Scotland and Scottish Mountain Bike Leader Association (SMBLA) Scheme Instructor/Leader/Coach training and assessment courses provide CFAV's with an opportunity to gain National accredited qualifications to instruct/lead/coach Cadets on AT activities in their units.

### National Governing Body

#### Canoeing

- a. BCU UKCC Level 1 Coach and Foundation Safety & Rescue Training (FS&RT) – 2:12 ratio.
- b. BCU UKCC Level 2 Coach Training – 2:12 ratio.
- c. BCU UKCC Level 2 Assessment.
- d. BCU UKCC Moderate Water Endorsement – 1:4 ratio.

#### Mountaineering

- e. MLTE Walking Group leader (WGL) Training and Assessment - 1:6 ratio trg & 1:4 ratio assessment.
- f. MLTE Mountain Leader Summer (MLS) Training and Assessment – 1:6 ratio trg 1:4 ratio assessment.

#### Climbing

- g. MLTE Climbing Wall Award (CWA) Training and Assessment – 2:8 ratio.
- h. MLTE Single Pitch Award (SPA) Training and Assessment – 1:4 ratio.

## Skiing

- i. Snowsport Scotland Alpine Ski Leader (ASL) – 1:10 ratio.

## Mountain Biking

- j. Trail Cycle Leader Training and Assessment – 1:8 ratio trg and 1:4 ratio assessment.

## Mountain First Aid

- k. Mountain First Aid – accredited by all the NGB's. 1:12 ratio.

10. Candidates are to ensure they have registered for the relevant NGB Scheme prior to applying for the CCAT course. NGB Scheme registration forms are available on the CCAT website.

11. Candidates applying to attend a NGB training or assessment course are to ensure they have met the pre-course standards as stated in the relevant NGB candidate prospectus and syllabus available on the CCAT website. Candidates who arrive on the course having not met the pre-course experience requirements will be given a course attendance letter but will not be accredited for attending the Training course.

12. Candidates who have been 'Deferred' on an NGB Instructor/Leader qualification course and have subsequently completed their personal action plan can apply to attend the dedicated Resit weekends for a re-assessment.

13. Candidates who wish to update their NGB qualification to maintain currency or to become a CCAT DS instructor can apply to attend a CCAT Adult or Cadet Foundation course to shadow a current CCAT DS instructor. Vacancies will be limited to one observer per course so as not to overload the instructor-student ratios.

14. The NGB Instructor/Leader/Coach course time varies greatly between 2-day, 3-day, 5-day and 6-day. The start and finish date for the course gives an indication of the course length which will also be confirmed in the student JIs.

15. Adult and Cadet Expedition Logbook Experience Courses. The expedition logbook experience courses provide an opportunity for CFAV's and Cadets preparing for a NGB or JSAT Scheme higher-level qualifications with an additional stepping stone to hone their skills and acquire essential logbook experience prior to an assessment.

## **Duke of Edinburgh & BTEC**

16. Duke of Edinburgh's Award & BTEC. Candidates enrolled on the Gold Level, Duke of Edinburgh's Award Scheme, may utilise any of the Foundation level courses as a Residential Project. Candidates wishing to take up these options should indicate this option on the CCAT course application form. The activities will also contribute towards units of the BTEC in Public Services. Candidates are to present their DofE logbooks to the Centre Manager on the first day of the course.

## **Course Application and Administration Procedure (WESTMINSTER)**

17. CCAT is fully integrated onto the WESTMINSTER system and all course applications are to be submitted through the WESTMINSTER process.

18. In order to create a relatively simple administrative process, candidates are to complete a CCAT WESTMINSTER paper application, at **Enclosure 1**; this along with the course fee is to be sent to the candidate's ACF County HQ or CCF Contingent HQ for authorisation and for the bid to be placed on WESTMINSTER. **Candidates are to ensure the course application is clearly legible.**

19. Course bids will be accepted on WESTMINSTER until 2 weeks prior to the start date of the course.

20. Once processed on WESTMINSTER the ACF County HQ or CCF Contingent HQ is to send the CCAT course paper application along with the course fee to:

Mr Dave Rees MBE BEM  
HQ CCAT  
Capel Curig Training Camp  
Betws-Y-Coed  
Conwy  
LL24 0DS

21. On receipt of the application and course fee and, vacancies permitting, the candidate's WESTMINSTER booking status will be changed from pending to accept. An automated message will be sent to the unit booking officer via Westminster confirming the candidate's place.

22. Joining Instructions will be sent directly to the candidate by email, they will also be available for download from WESTMINSTER and the CCAT website 3 weeks before the start date of the course.

23. Candidate replacements are to be submitted through WESTMINSTER with a supporting course application and a courtesy call to CCAT HQ to confirm the name change.

24. The CCAT WESTMINSTER course application form is attached and is to be used; **all previous versions are to be destroyed.**

25. Reserves List. Candidates who are not successful in securing their first choice course will be offered a vacancy on another activity or a place on another course.

26. Course Viability. It should be noted that all courses rely on there being sufficient candidates for it to remain financially viable to conduct the course. If the course does not meet the minimum uptake, particularly NGB courses, it will be cancelled. The minimum vacancy ratio is specified for the courses.

27. Course Cost Contribution. The CCAT budget is partly underpinned by the revenue raised through student course contributions which offsets the cost of instructor hire, expedition rations, AT equipment maintenance cost and associated training charges accrued in the delivery of CCAT courses. **A cheque, made payable to 'CCAT', for the course fee is to be sent with the Course Application form, which is non-refundable within one week before the start of the course.**

a. Adult & Cadet Foundation/Intermediate/Scotland Expedition 5-day course - £35.00

b. Scotland Winter Proficiency courses - £50.00

#### NGB Course Costs

a. Walking Group Leader - £35.00.

b. Single Pitch Award - £35.00.

c. Climbing Wall Award - £35.00.

d. Mountain Leader Summer - £35.00.

e. BCU UKCC Level 1 & Level 2 Coach - £35.00.

f. BCU UKCC Moderate Water Endorsement, White Water Safety & Rescue Training, 4 Star Training and Assessment, Mountain First Aid - £35.00.

- g. MBLA Trail Cycle Leader Training - £50.00. Trail Cycle Leader Assessment - £35.00
28. Overseas based courses will require a larger personal contribution, which will be advised at the time of application.
29. Course Cancellations. It is appreciated that home, work, Cadet commitments, injuries and illness may prevent a candidate from attending a CCAT course at short notice. CCAT is to be notified about a cancellation as soon as possible by phone and followed up by an e-mail. Notification of a course cancellation, even with the shortest of notice, provides CCAT with the opportunity of filling the vacancy with a candidate from the 'Reserve' list thus ensuring the course remains financially viable.
30. Student 'No Show'. During the TY 2011/12 there were a significant amount of students who failed to report for a course with no explanation and no apology. In these days of financial saving measures student 'no shows' are wasteful on resources (namely Defence Training Estate (DTE) facilities), the cost of hire of vehicles and instructors and therefore has a significant cost impact on CCAT not to mention the wasted travel costs from the unit budget. **If a student does not report for a course a letter will be sent to the County CEO or Contingent Commander.**

### **Late Notice Vacancy Advertising**

31. Throughout the TY 2012/13 CCAT will send out periodic late notice vacancy letters through the ACF and CCF (Army) CoC. In addition course and expedition advertising flyers will also be dispatched via e-mail.

### **CCAT Course Directing Staff (DS)**

32. Directing Staff are drawn from appropriately qualified ACF and CCF (Army) CFAV's. CCAT almost wholly relies on CFAV's volunteering to deliver CCAT Foundation/Intermediate and Expedition courses. It is requested that ACF/CCF units support CFAV's who volunteer to deliver courses for CCAT. Instructor costs are paid directly from the CCAT budget.

### **Courses at Joint Service Mountain Training Centres (JSMTCs)**

33. ACF and CCF CFAV's are eligible to attend JSAT Scheme qualification courses, detailed in JSP 419, provided through the JSMTC annual programme publicised on the Adventurous Training Group (Army) (ATG(A)) website. **CCAT now has an agreement in principle with JSMTC** to deliver a limited number of CFAV dedicated courses for the higher-level JSAT Leader/Instructor qualifications i.e. Joint Service Rock Climbing Leader, Advanced JSME(L/S) etc punctuated throughout the year. These courses will be advertised by flyer and through late notice vacancy letters. ACF and CCF units will be required to channel JSMTC course application proformas through CCAT in the first instance.

### **Circulation**

34. Bdes, ACF and CCF (Army) addressees are requested to ensure that this letter and the CCAT Course Programme are given the widest possible circulation through their geographical area of responsibility.

### **Summary**

35. CCAT offers an exciting mixed menu of AT opportunities. Addresses are requested to promote these opportunities and encourage both the CFAV's and Cadets to discover what CCAT has to offer as part of their lifelong learning experience within the Cadets organisation.

*Original Signed*

K P Edwards  
Major  
OC CCAT

Annex

A. CCAT AT Course Programme 2012/13 – Desktop Version.

Enclosure:

1. CCAT AT Course Application Form, NGB Candidate Agreement and Completion Notes.

Distribution:

Action:

ACF HQs  
Regional Bde/Dist HQs (FAO SO3 G7 Cdt) for forwarding to CCF Contingents  
HQ Air Cadets FAO Wg Cdr Davis  
SCC HQ

Information:

2, 4 & 5 Div HQs (FAO SO3 G7 Cdt)  
ACFA  
LF-PSC-Cadets – SO1 and SO2 (Activities)

**CCAT APPLICATION FOR ADVENTURE TRAINING COURSE**

<b>PERSONAL DETAILS (TO BE COMPLETED BY ALL CANDIDATES)</b>			
RANK:	FORENAME(S):	SURNAME:	M <input type="checkbox"/> F <input type="checkbox"/>
DATE OF BIRTH:	AGE:	ACF COUNTY/CCF CONTINGENT/ATC WING:	
CANDIDATES HOME ADDRESS:		ACF/CCF COUNTY/CONTINGENT ADDRESS:	
POSTCODE:		POSTCODE:	
CONTACT DETAILS. TEL/MOB:		CONTACT DETAILS. TEL:	
E MAIL:		E-MAIL:	
(This email address will be used to send joining instructions to candidates)			
<b>COURSE DETAILS (TO BE COMPLETED BY ALL CANDIDATES)</b>			
WESTMINSTER COURSE CODE:		ACTIVITY:	
COURSE DATE:	DELIVERY CENTRE:	COST:	
<p>**APPLICANTS FOR NATIONAL GOVERNING BODY LEADER/SUPERVISOR/COACH QUALIFICATION COURSES ARE TO COMPLETE THE ATTACHED CCAT NGB CANDIDATE AGREEMENT FORM AND ATTACH TO THIS APPLICATION.</p> <p>PREVIOUS EXPERIENCE:</p> <p>BTEC Level 3 Expeditions (SMP only) <input type="checkbox"/></p> <p>Gold DofE Residential Project <input type="checkbox"/> (week long courses only)</p>			
<b>ENDORSEMENT AND AUTHORISATION (MUST BE COMPLETED)</b>			
ENDORSEMENT BY UNIT OC:			
Signed: _____		Name & Rank: _____	
Date: _____		Appointment: _____	
AUTHORISED BY COUNTY/CONTINGENT WING HQ. (CEO/Contingent Commander)			
Signed _____		Name & Rank: _____ Date: _____	

**Please read application completion notes carefully**  
**NATIONAL GOVERNING BODY (NGB) QUALIFICATIONS**

**CANDIDATE AGREEMENT**

\*This section of the application must be completed by candidates applying for National Governing Body Courses.

I agree to complete the pre-course requirement prior to attending the relevant course i.e. MLTE WGL Training (tick box)

Candidate Name: \_\_\_\_\_ Course \_\_\_\_\_

**MLTE Walking Group Leader (WGL)**

**Training:**

Registered with MLTE for WGL  Complete the MLTE Logbook (min 20 hill walking UK QMDs)

**Assessment:**

Registered with MLTE for WGL  Complete the MLTE Logbook (min 40 hill walking UK QMDs)   
 WGL Training course completed  1<sup>st</sup> Aid certificate  Personal referees page completed   
 Home Research Paper

**MLTE Mountain Leader Summer (MLS)**

**Training:**

Registered with MLTE for MLS   
 Complete the MLTE Logbook (min 20 summer mountain days UK QMDs)

**Assessment:**

Registered with MLTE for MLS   
 Complete the MLTE Logbook (min 40 summer mountain days UK QMDs)   
 MLS Training course completed  1<sup>st</sup> Aid certificate  Personal referees page completed   
 Home Research Paper

**MLTE Single Pitch Award (SPA)**

**Training:**

Registered with MLTE for SPA   
 Complete the MLTE Logbook (min 15 led single pitch climbs UK QMDs)

**Assessment:**

Registered with MLTE for SPA   
 Complete the MLTE Logbook (min 40 led single pitch climbs UK QMDs)   
 SPA Training course completed  1<sup>st</sup> Aid certificate  Personal referees page completed   
 Home Research Paper

**MLTE Climbing Wall Award (CWA)**

**Training:**

Registered with MLTE for CWA   
 Complete the MLTE Logbook (min 15 climbing sessions on indoor walls)

**Assessment:**

Registered with MLTE for CWA   
 Complete the MLTE Logbook (min 40 led routes on indoor walls and 15 assisted supervision sessions)   
 CWA Training course completed  1<sup>st</sup> Aid certificate  Personal referees page completed   
 Home Research Paper

**BCU UKCC Level 1 Coach**

Training & Assessment:

Registered with Canoe England for Coach Level 1 (received stamped CR form)   
 Foundation Safety & Rescue Training (FS&RT) completed  BCU 2 Star completed   
 Complete the BCU UKCC Level 1 Workbook task 3a & 3b

BCU UKCC Level 2 CoachTraining:

Registered with Canoe England for Coach Level 2 (received stamped CR form)   
 Foundation Safety & Rescue Training (FS&RT) completed  BCU 3 Star completed (1 x discipline)

BCU 4 StarTraining:

BCU 3 Star completed (discipline specific)

BCU 4 StarAssessment:

Registered with Canoe England for 4 Star (LR form)  1<sup>st</sup> Aid completed   
 White Water Safety & Rescue Training (WWS&RT) completed  BCU 4 Star Training completed (discipline specific)

Snowsport Scotland Alpine Ski Leader (ASL)Training & Assessment:

Membership & registered with Snowsport Scotland for ASL   
 Competent parallel turns on red runs showing good posture and control  1<sup>st</sup> Aid completed   
 Complete the Snowsport Scotland logbook experience

MBLA Trail Cycle Leader (TCL)Training:

Registered with MBLA for TCL  Membership British Cycling Federation (BCF)   
 Complete the SMLA logbook experience

Assessment:

Registered with SMLA for TCL  Complete the SMLA logbook experience   
 TCL Training course completed  1<sup>st</sup> Aid certificate

Note: All candidate registration forms for the NGB qualifications are available from the CCAT website  
[www.armycadetadventure.info](http://www.armycadetadventure.info)

Further candidate information on the NGB qualifications is available on the CCAT website and by following the links to the following:

Mountain Leader Training England  
 British Canoe Union or Canoe England  
 Mountain Bike leader Association  
 Snowsport Scotland

IT IS YOUR RESPONSIBILITY TO COMPLETE THE PRE-COURSE REQUIREMENTS TO ENSURE YOU PASS THE COURSE. FAILURE TO DO SO WILL RESULT IN YOU BEING RETURN TO YOUR UNIT OR FAILING THE COURSE!

## **CCAT APPLICATION GUIDANCE NOTES**

1. **Restrictions:** CCAT courses are open to CFAV's and Cadets aged 16 and over from the ACF and CCF(Army), on a top up basis applications will also be accepted from the CCF (Air Force/Navy Sections), ATC and SCC.
2. In compliance with current Cadet AT policy non swimmers cannot take part in water based AT activities (canoeing and caving) conducted at CCAT. A "non-swimmer" for the purposes of this guidance is as defined as any cadet or adult who cannot, as a minimum:
  - a. Swim unaided over a distance of at least 25m,
  - b. Tread water / float for 1 minute,
  - c. Exit water (where an individual is unable to use their feet to touch the bottom), with assistance if required.
3. **Application Completion:** The application form must be completed in full, **inaccurate or illegible application will not be processed.**
4. **NGB Courses:** Candidates applying for National Leader/Supervisor/Coach qualification courses are to ensure they fulfil the pre-course requirements. They are to complete the CCAT NGB agreement form and attach to CCAT course application.  
**Important** – do not arrive on the course without having completed the essential pre-course requirements!
5. **Course Fee:** Cheques for the course fee must accompany application and are to be made payable to 'CCAT'. **There will be no refund for course cancellations within 7-days of the course start date**
6. **DofE/BTEC:** Those wishing to count attendance on the course towards their BTEC or Duke of Edinburgh's Award must bring their Record Book with them, and hand it to the Centre Manager on arrival.
7. **Attendance:** Candidates are to ensure they are available to attend the course prior to submitting an application. Cancellations are costly and a waste valuable resources. If the candidate has to withdraw for any reason Mr Rees **must be advised immediately** so that the place can be backfilled or course numbers adjusted.
8. Courses must be attended for the full period advertised in order to gain the Foundation or Instructor/Leader qualification.
9. **Joining Instructions:** Bids will be acknowledged to the Unit HQ via WESTMINSTER on receipt of course fee. Joining Instructions will be sent to candidates 3 weeks prior to the start of the course by email and will be available for download from WESTMINSTER and the CCAT website ([www.armycadetadventure.info](http://www.armycadetadventure.info))
10. **Travel:** The candidate's unit is responsible for arranging travel. Rail warrants may be issued and CCAT transport will be at the designated train station at one pre arranged time as annotated in the JIs. Candidates must contact their HQs as early as possible to confirm their travel requirement.
11. **This completed application along with your course fee show now be sent to your Unit HQ for approval, your bid will be placed on WESTMINSTER and your course fee and paper application forwarded to CCAT at the following address:**

Mr Dave Rees MBE BEM  
HQ CCAT  
Capel Curig Training Camp

Betws-y-Coed  
Conwy, LL24 0DS

12. For further information on our courses or the booking procedure please contact use or visit our website.

Tel: 01690 720 308  
Fax: 01690 720 282

Email: [dave.rees@ccat-hq.com](mailto:dave.rees@ccat-hq.com) or [andrew.lester@ccat-hq.com](mailto:andrew.lester@ccat-hq.com)