

## Headquarters Regional Command

Cadet Branch



Officer Commanding  
Headquarters Cadet Centre for Adventurous  
Training  
Capel Curig Training Camp  
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Army



Cadet



Adventure

## COURSES AT THE CADET CENTRE FOR ADVENTUROUS TRAINING (CCAT) – 2020/21

### General

1. CCAT provides a national focus 'one stop shop' for all ACF and CCF Adventurous Training (AT) activities.
2. A key 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 their Cadets.
3. Secondly CCAT also provides a myriad of Foundation and Intermediate level Adventurous Training courses as a progressive pathway for Senior Cadets (16-18 yrs) to gain skills qualifications. Additionally CCAT offers Multi Activity Package (MAP) courses in UK and Bavaria specifically targeting 15 year old Cadets primarily as a retention tool and to encourage them to engage with the Foundation and Intermediate level courses once they have turned 16 years of age.
4. This letter is to inform the ACF and CCF units about the CCAT AT courses programme for the TY 2020/21, the overseas expedition courses, the course application and student administration procedures.

### CCAT Programme

5. The CCAT programme 2020/21 is at Annex A. The CCAT courses, course application form and course descriptions are available on WESTMINSTER and additionally they are advertised on the CCAT website [www.armycadetadventure.co.uk](http://www.armycadetadventure.co.uk)

### CCAT AT Course Levels

6. 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 an Instructor/Leader/Coach qualification as follows:
  - a. MAP courses – Introductory AT experience for 15 year old Cadets.
  - b. Cadet Foundation courses.
  - c. Adult Foundation courses.

- d. Cadet Intermediate courses.
- e. Adult Intermediate courses.
- f. Adult NGB Instructor/Leader/Coach qualification training courses.
- g. Adult and Cadet Logbook Experience and CPD courses.
- h. Adult NGB Instructor/Leader/Coach qualification assessment courses.

NB. SCC and ATC Adult Instructors can apply for CCAT NGB courses on a backfill basis only.

7. **CFAV & Senior Cadet Foundation Courses.** These courses will be conducted at various CCAT course delivery centres, primarily based at Capel Curig and Halton Training Camps and additionally based at Aviemore (Scotland), Bavaria, Norway and Canada. The courses are open to CFAVs and Cadets 16 years plus except where annotated (MAP Courses 15 years). The course length is 5-days, longer for overseas expeditions. Personnel applying to attend the Foundation courses should be volunteers with a genuine interest in AT and physically robust. Foundation level courses are based on the JSAT Scheme and accredited by the Joint Services Mountain Training Centre (JSMTTC) or CCAT accredited. 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.
- d. Canoe 2 Foundation (O2F) – 1:6 ratio.
- e. Introduction Sea Kayak (ISK) – 1:6 ratio
- f. Basic Caving Course (BCC) – 2:8 ratio.
- g. Mountain Bike Foundation (MBF) – 1:6 ratio
- h. Ski Alpine Foundation 1 (SF1) – 1:6 ratio
- i. Ski Nordic Foundation 1 (NSF1) – 1:6 ratio
- j. Winter Mountain Foundation (WMF) – 17 years old min. 1:6 ratio
- k. Introduction to Winter Climbing (IWC) – 17 years old min. 1:2 ratio

8. **CFAV & Senior Cadet Intermediate Courses.** Having completed a Foundation level course CFAVs & Cadets will be able to choose from the following Intermediate Course options:

- a. Intermediate Kayak Award (IKA) – 1:6 ratio.
- b. Intermediate Canoe Award (ICA) – 1:6 ratio
- c. Intermediate Rock Climbing (IRC) multi pitch – 1:2
- d. Introduction to Mountain Scrambling (IMS) – 1:3 ratio
- e. Intermediate Ski Course (ISC) – 1:6 ratio.
- f. Ski Alpine Foundation 2 (SF2) – 1:6 ratio
- g. Ski Alpine Foundation 3 (SF3) – 1:6 ratio (CFAVs only)

9. **Adult NGB/Joint Service Instructor/Leader Training and Assessment Courses.** Mountain Training England/Scotland/Wales (MTE/MTW/MTS), British Canoeing (BC), British Cycling Mountain Bike Leader Scheme (BC MBL Level 2) Scheme and Joint Service Ski Leader training and assessment courses provide CFAV's with an opportunity to gain National or Joint Service accredited qualifications to instruct/lead/coach Cadets on AT activities in their units.

### **National Governing Body**

#### **Canoeing**

- a. BC Paddlesport Instructor (PSI) & Foundation Safety & Rescue Training (FS&RT) also incorporates the Explore Award – CFAVs & Cadets min 17 years old. 1:6 ratio.
- b. BC Paddlesport Leader (PSL) Training & Assessment – 1:6 ratio Training & 1:2 ratio Assessment.
- c. BC White Water Safety & Rescue (WWSRT) – CFAVs & Cadets min 17 years old. 2:6 ratio.
- d. BC Moderate Water Leader (MWL) (Kayak or Canoe) Training & Assessment – 1:4 ratio.

#### **Mountaineering**

- e. MT Lowland Leader Award (LLA) Training and Assessment - 1:6 ratio Training & 1:4 Assessment
- f. MT Hill & Moorland Leader (H&ML) Training and Assessment - 1:4 ratio Training & 1:4 ratio Assessment
- g. MT Expedition Module for both LLA & H&ML – 1:6 ratio
- h. MT Mountain Leader Summer (MLS) Training and Assessment – 1:4 ratio Training & 1:4 ratio Assessment.

#### **Climbing**

- i. MT Climbing Wall Instructor & Abseil Module (CWI) Training and Assessment – 1:6 ratio Training & 1:4 ratio Assessment.
- j. MT Rock Climbing Instructor (RCI) Training and Assessment – 1:4 ratio

#### **Mountain Biking**

- k. BC MBL Level 2 (MBL) Training and Assessment – 1:6 ratio Training & 1:4 Assessment

#### **Mountain First Aid**

- l. Wilderness First Aid (WFA) – accredited by all the NGB's - 1:12 ratio.

10. **NGB Registration.** Candidates are to ensure they have registered with the relevant NGB for the qualification scheme well in advance of applying for the CCAT course. Candidates who are not registered cannot attend the course.

11. **NGB Pre-Course requirements.** 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 handbook available on the relevant NGB website, WESTMINSTER and the CCAT website. Personal experience is to be recorded in detail using the online NGB logbook (MT DLOG). Candidates who have not met the pre-course experience requirements will be rejected. **Read the candidate handbook for the award.**

12. **MT First Aid Requirements.** Candidates applying for Mountain Training (MT) Awards are to ensure they have the required First Aid qualification.
- a. **For all schemes except the Climbing Wall Instructor:** You must have physically attended and completed (i.e. not online) a first aid course which involved at least two full days or sixteen hours of instruction and included an element of assessment.
  - b. **For Climbing Wall Instructor:** You must have physically attended and completed (i.e. not online) a first aid course which involved at least one full day or eight hours of instruction and included an element of assessment.
13. **NGB Reassessments.** Candidates who have been 'Deferred' on an NGB Instructor/Leader qualification course and have subsequently completed their personal action plan can apply to attend a re-assessment as part of a programmed NGB assessment course.
14. **NGB Logbook Experience.** Candidates who wish to update their NGB qualification to maintain currency as Continuous Personal Development (CPD) can apply to attend a CCAT Foundation course to shadow a CCAT DS instructor. Vacancies will be limited to one observer per course so as not to overload the instructor-student ratios.
15. **NGB Course Time.** 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.

### **Duke of Edinburgh**

16. **Duke of Edinburgh's Award.** Candidates enrolled on the Duke of Edinburgh's Award scheme may utilise Foundation/Intermediate level courses as a residential accreditation. 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 with the WESTMINSTER system and all course applications are to be processed through WESTMINSTER.
18. Candidates are to complete a CCAT Course application, Enclosure 1. The application and course fee is to be sent to the candidate's ACF County HQ or CCF Contingent HQ for authorisation and the bid to be placed on WESTMINSTER. Candidates are to ensure the course application is clearly legible and completed in full. The experience section needs to be completed along with a copy of logbook experience for all courses that require pre-requisites. Ensure MT/MT/British Cycling membership numbers are included on the application.
19. Once processed on WESTMINSTER the ACF County HQ or CCF Contingent HQ is to send the **fully completed** CCAT course application along with the course fee to:

Admin Office  
HQ CCAT  
Capel Curig Training Camp  
Betws-Y-Coed  
Conwy  
LL24 0DS  
Tel: 01690 720156  
Email: [admin@ccat-hq.com](mailto:admin@ccat-hq.com)

20. On receipt of the application and course fee, vacancies permitting and subject to meeting the pre-course requirements, the candidate's WESTMINSTER booking status will be changed from pending to accept. Overseas exercises candidate applications will remain as reserve until the OC CCAT has vetted the candidates for suitability to attend the overseas course.
21. Course payments will not be refunded for any cancellations received less than 7 days prior to the course unless it is on medical or compassionate grounds.

**NB. Many potential students have been disappointed this year!** Many prospective candidates for CCAT courses remain on the WESTMINSTER system as **pending** students for extensive periods of time, sometimes up to 6 months, thinking that they have completed the course application process. This severely distorts our potential course loading. The application on WESTMINSTER must be followed up by submitting the authorised CCAT course application with the course fee.

22. Joining Instructions (JIs) will available to download directly from WESTMINSTER, confirmed by email to the unit, 3-4 weeks before the start date of the course.

23. The CCAT WESTMINSTER course application form is attached at Encl 1 is to be used; all previous versions are to be destroyed

24. **Course Confirmation** – The information in the course confirmation is vital to CCAT for us to complete the essential course administrative arrangements. It is discourteous for you not to do this simple task. Please get the job done so we can do ours! **Be respectful and considerate send it back completed by the deadline date.**

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. Failing that they will be held on a reserves list.

26. **Course Viability.** It should be noted that all courses rely on a minimum student ratio for it to remain financially viable to deliver the course. Candidates should note that the NGB qualification courses are reliant on having the stated minimum student ratio. If the course does not meet the minimum student ratio it may be cancelled at short notice.

27. **Course Cost Contribution.** The CCAT training and equipment budget is 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', is to be sent with the Course Application form. The course fee can be paid by BACs into the CCAT account. Units must contact HQ CCAT to inform us that payment is being made by BACs.

### **CCAT Course Costs**

- a. Adult & Cadet Foundation / Intermediate 5-day course - £40.00
- b. Scotland Winter Foundation courses - £50.00

### **NGB Course Costs**

- a. Lowland leader Award - £40.00
- b. Hill & Moorland Leader - £40.00.
- c. Rock Climbing Instructor - £40.00.
- d. Climbing Wall Instructor - £40.00.
- e. Mountain Leader Summer - £40.00.
- f. Expedition Module - £40.00.
- g. BC Paddlesport Instructor, Explore Award & FSRT - £40.00.
- h. BC Paddlesport Leader - £40.00
- i. BC Moderate Water Leader, White Water Safety & Rescue Training - £40.00.

- j. BC MBL Level 2 Training & Assessment - £40.00
- k. Wilderness First Aid - £50.00

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 student from attending the 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 from the unit.** 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.

**NB. Due to strict NGB rules if the courses do not meet the minimum student ratio requirement due to students dropping off the course at the last minute the whole course may be cancelled.**

30. **Student 'No Show'.** During the TY 2019/20 there were frequent instances of students who failed to report for a course with no explanation and no apology. These are military courses and you are reporting for 'Duty'. In these days of stringent financial saving measures student 'no shows' are wasteful on resources namely accommodation and messing, the cost of hire of vehicles and instructors which 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 their course fee will be forfeited. Repeated no shows will result in the individual not being accepted to bid for a CCAT course.**

### **Late Notice Vacancy Advertising**

31. Throughout the TY 2020/21 CCAT will send out periodic late notice vacancy letters and advertising posters through the ACF and CCF CoC.

### **Website & Facebook**

32. CCAT has an internet based website which provides all the information about our courses. It also has a personal e-mail sign up function so you can receive late notice vacancy letters directly. Log on to [www.armycadetadventure.co.uk](http://www.armycadetadventure.co.uk) CCAT also has a Facebook page.

### **Distribution**

33. Bdes, ACF and CCF 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**

34. In order to meet the aims and objectives of the Cadets Force specified in the ACF/CCF Charter CCAT offers an exciting, imaginative and challenging mixed menu of AT opportunities. Addresses are requested to promote these opportunities and encourage both the CFAV's and Senior 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 2020/21 – Desktop Version.

Enclosure:

1. CCAT AT Course Application Form & NGB Candidate Agreement.

Distribution:

Action:

HQRC-Cadets Branch SO2 Training

Bde HQs, SO2 G7 Cds for distribution to ACF HQs – Bdes - CCF / CTTs

HQ ATC

HQ SCC

**CCAT APPLICATION FOR ADVENTURE TRAINING COURSE**

**\* All details must be fully completed, failure to do so may result in the application being rejected**

**\*\* Applications for Overseas Expeds complete: Name 'AS ON PASSPORT' & Passport details**

COURSE DETAILS			
WESTMINSTER COURSE CODE & ACTIVITY:			
COURSE DATE:			
DELIVERY CENTRE:			
COST:                                      CHEQUE PAYMENT: <input type="checkbox"/> or BACS PAYMENT: <input type="checkbox"/>			
BACs DETAILS - Sort Code: 16-19-26, Acc no: 20013001			
BANK REF = Student name + Course code, i.e Smith H1/BRC			
<b>WATER BASED ACTIVITIES:</b>			
I CONFIRM THAT I HAVE COMPLETED THE CF SWIM TEST: <input type="checkbox"/> YES (THIS MUST BE ENTERED ON WM)			
PERSONAL DETAILS			
RANK:	FORENAME(S):**	SURNAME:**	M <input type="checkbox"/> F <input type="checkbox"/>
DATE OF BIRTH:		AGE:	
**PASSPORT NUMBER: (Overseas Expeds only)		PASSPORT EXPIRY DATE:	
APPLICANTS HOME ADDRESS: *			
POSTCODE: *		TEL NO: *	
E-MAIL: *			
ACF COUNTY/CCF CONTINGENT/ATC WING DETAILS			
ACF COUNTY/CCF CONTINGENT/ATC WING:			
ADDRESS:*			
POSTCODE: *		TEL NO:*	
E-MAIL ADDRESS: *			
(This email address will be used to send Course Confirmation to unit)			
PREVIOUS EXPERIENCE			
<b>***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.</b>			
****Gold DofE Residential Project <input type="checkbox"/> (5 day courses only)			
ENDORSEMENT AND AUTHORISATION			
<b>AS THE ENDORSING OFFICERS YOU ARE SIGNING TO CONFIRM THAT THIS APPLICANT IS PHYSICALLY FIT AND ROBUSTLY ABLE TO COMPLETE THE COURSE.</b>			
<b>RANK &amp; NAME</b>			
UNIT OC:	Signature:	Date:	
CEO/CONT CDR:	Signature:	Date:	

**Once this application is completed, signed & authorised, & added to Westminster send to:  
CCAT HQ, Capel Curig Training Camp, Betws y Coed, Conwy LL24 0DS**



**NATIONAL GOVERNING BODY (NGB) QUALIFICATIONS  
CANDIDATE AGREEMENT**

**All NGB pre-course requirements are to be completed a minimum of 6 weeks prior to the course start date.**

**This section of the application must be completed by candidates applying for a NGB course**

Candidate Name:	Course:
Mountain Training (Must be completed so DLOG can be checked)	Membership no (CMS):
British Canoeing	Membership no:
British Cycling	Membership no:

**Mountain Training Awards**

**Training**

- Registered with MT for your award
- Completed MT DLOG with mandatory experience

**Assessment**

- Completed relevant MT training course or have Exemption from Training
- Completed MT DLOG with mandatory experience
- 1<sup>st</sup> Aid certificate
- Home Research Paper

**British Canoeing Awards**

**Paddle Sport Instructor**

- Registered with British Canoeing for Paddle Sport Instructor Course (received stamped CR form)
- Full Home Nation membership

**Paddle Sport Leader**

**Training**

- Full Home Nation membership

**Assessment**

- Registered with British Canoeing for Paddle Sport Instructor Course (received stamped LR form)
- Completed the BC journeying logbook experience
- 1<sup>st</sup> Aid certificate

**BC Moderate Water Leader**

**Training**

- Paddle Sport Performance award (discipline specific)

**Assessment**

- Registered with British Canoeing (LR form)
- BC Moderate Water Training completed (discipline specific)
- Completed White Water Safety & Rescue Training (WWS&RT)
- Completed the BC journeying logbook experience
- 1<sup>st</sup> Aid certificate

## British Cycling Awards - Level 2 Mountain Bike Leadership

### Training

Registered with BC for MTB Level 2 Leader

Completed the BC MTB Level 2 Leader logbook experience

### Assessment

Completed Level 2 Leader Training course

Completed the BC MTB Level 2 Leader logbook experience

1<sup>st</sup> Aid certificate

Registration forms & further candidate information for the NGB qualifications are available from the CCAT website [www.armycadetadventure.co.uk](http://www.armycadetadventure.co.uk) by following the links to the following:-  
Mountain Training, British Canoeing, British Cycling MTB Leadership,

**It is your responsibility to ensure you meet the NGB pre-course requisites. Applications that do not meet the required NGB standard will not be processed.**