



Ministry
of Defence

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ref: FOI2016/10885

Telephone [MOD]: [REDACTED]

Facsimile [MOD]: [REDACTED]

E-mail: navysef-foimailbox@mod.uk

[REDACTED]
[REDACTED]

29th November 2016

Dear [REDACTED]

Release of Information

Thank you for your correspondence dated 11th November 2016 requesting the following information:

'Please can you let me have any information about:

- a. *The Endurance Training Leaders course and qualification.'*

Your enquiry has been considered to be a request for information in accordance with the Freedom of Information Act 2000.

I can confirm that the Ministry of Defence holds information in scope of your request. The attached annexes contain information on the Endurance Training Leader(ETL) Courses for the Royal Navy, Army and Royal Air Force. Please note that the Royal Air Force has its own ETL Course which is currently temporarily suspended while being reviewed and updated; the review began in October 2016 with a target of re-introduction in the Spring of 2017.

As the information provided is used for internal methods of communication and was not intended for public distribution, these documents have been redacted to remove any personal information in accordance with section 40(2) of the FOI Act (Personal Data).

Section 40(2) applies to personal data relating to third parties. The release of personal information relating to other individuals would contravene the principles of the Data Protection Act 1998, namely Principle 1 – personal data shall be processed fairly and lawfully and not unless certain specified conditions are met, and Principle 2 – personal data shall be obtained and processed only for specified and lawful purposes and not further processed in a manner incompatible with the purposes. In this instance, data has been provided for internal training purposes and not with the expectation that it would be made public.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, Ground Floor, Zone D, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must

be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely

Navy Command Secretariat – FOI Section

RNTM 347/16

THE ROYAL NAVY ENDURANCE TRAINING LEADER (ETL) ADQUAL COURSE

Sponsor: NAVY PERS-TEMERAIRECO

Liaison: NAVY PERS-TEMERAIRESO3PED

31 Oct 2016

Aim.

1. The aim of this Royal Navy Temporary Memorandum (RNTM) is to promulgate the procedure for attendance and revalidation of the ETL Competency.

Introduction

2. The Royal Navy's approach to Physical Development (PDev) combines the trinity of Sport, Adventurous Training (AT) & Physical Education (PEd) to develop policy and deliver results that support the Moral Component of Operational Capability (MCofOC). In recognising the requirement to sustain the delivery of the PDev agenda in units that have no direct PT staff support, and to increase the support to unit PT staff, non-PT branch personnel can undertake a short course as Endurance Training Leaders (ETL), similar to schemes employed by the other Services. The aim of generating ETL qualified personnel is to provide the Chain of Command with an additional capability to ensure that RN personnel remain robust and resilient, and functionally fit and healthy in which to undertake their role in any environment. It is also a key part of maintaining and improving a unit's overall OC, particularly where no PT specialist is borne. Additionally, the use of the ETL will add momentum to making PDev more accessible and attractive, increasing participation, leading to better morale, retention and operational effectiveness.

3. A qualified ETL will be able to deliver both voluntary and directed PT sessions as well as assisting a qualified PT with formal PT training, contributing to the delivery of wider PEd elements to further inculcate a culture of well-being, healthy lifestyle and improved fitness within the RN, RM, Maritime Reserves & RFA. The ETL adqual will provide assurance to the Command that the physical training being delivered is safe, controlled and endorsed. Although priority will be given to units where no PT is borne, units with embedded PTs may also apply.

ETL Course

4. Courses are delivered on a regional basis by PT staff in Northern, Eastern and Western Regions and also within the Naval Air Command at both RNAS CULDROSE and YEOVILTON on a termly basis or more frequently where the demand exists with a maximum Staff / Student ratio for each course being 1:10. The Regional WOPTs will coordinate delivery and promulgate dates and venues accordingly.

ETL's Duties & Responsibilities

5. The qualified ETL will be authorised to deliver both Voluntary and Directed PT including the following as directed by the Unit Commanding Officer:
 - a. Basic circuit training (without equipment, other than mats).
 - b. Various running activities.

- c. Joint mobility, warm ups and stretching.
- d. Overload principle, cool downs and developmental stretches.
- e. Emergency actions.

The ETL will not be responsible or qualified to deliver any aspect of the RN Fitness Test (RNFT), RNFT remedial training or inductions into Gymnasiums.

Eligibility

- 6. Personnel of any rank/rate who have achieved OPS (min rate AB1) who are naturally interested in facilitating PEd may apply.

Criteria for ETL Course Application

- 7. The following criteria exist for all ETL applications:
 - a. Personnel are to be recommended by the Commanding Officer.
 - b. Personnel must be volunteers to attend the ETL course.
 - c. Personnel must be in possession of an 'In Date' RN Level 2 First Aid Qualification¹.
 - d. Personnel are to be 'In Date' for RNFT^{2,3}.
 - e. Physically fit, MEDCAT MFD P2.

First Aid Qualification

- 8. All personnel must be in possession of an 'In Date' RN Level 2 First Aid Qualification (CBRNDC23). These courses held at Phoenix (HMS EXCELLENT) & HMS RALEIGH can be arranged by e-mail via NAVY TRG HQ-CBC(MULTIUSER) or by contacting the course booking cell on [REDACTED]. Personnel attending the ETL course will receive a level of priority to attend first aid courses. However, units may wish to consider those personnel who are already level 2 qualified to volunteer.

JPA Competency

- 9. The ETL qualification will be valid for a 3-year period or until an individual's First Aid Qualification expires (whichever is sooner). On successful completion of the ETL course, the competency profile of the individual will be updated on JPA.
- 10. To maintain the ETL Competency, the individual must maintain a Log Book of all activities undertaken and at 6mthly intervals, have their Log Book endorsed by the Unit PDev Officer/Regional CPOPT if no PDEV officer borne.
- 11. Re-qualification of the ETL Competency will be by attendance at a Regionally delivered half day course and will include a verification of the individual's ability to deliver the ETL competency. Successful completion and recommendation will revalidate the competence for a further 3 years or until expiry of the First Aid qualification (whichever is sooner).

Disclosure and Barring Service (DBS) Checks

- 12. There is no requirement for a DBS check. As all personnel participating in an ETL activity must be 18 years of age or over.

¹ Should a medical emergency occur whilst an ETL is instructing physical activity, the first responder is most likely to be the ETL him/herself.

² The RFA is exempt from completing RNFT. RM personnel are to be in date for RM PFT.

³ The ETL course requires participants to undertake physical activity including circuit training and squad runs therefore personnel must be fit enough to do this level of activity.

Regional Points of Contact

13. The Regional points of contact for planning purposes of future ETL courses are as follows:

Eastern	-	
Western	-	
Northern	-	
Naval Air	-	



ETL Course Documentation & Governance

14. ETL Policy governance is held with SO1PDev⁴, HMS TEMERAIRE, [REDACTED]. All ETL course documentation has been created by, and is held with, the RNSPT, HMS TEMERAIRE, [REDACTED]; the documentation being distributed to the Regions who deliver the required training. The assurance of ETL delivery by the Regions will be included within the PT inspection process.

15. Review this RNTM 25 Nov 2017

⁴ Double hatted as CO HMS TEMERAIRE

ENDURANCE TRAINING LEADER - COURSE MANAGEMENT PLAN

General

1. This Course Management Plan (CMP) provides the definitive course management structure for Endurance Training Leader (ETL) training. It covers in detail, the administrative and managerial components of the course and describes the content and application of each lesson.

Course Aim

2. The aim of the course is to train officers and substantive NCOs⁵ in the administration, preparation and safety requirements needed to conduct running and marching endurance training in support of Military Annual Training Test 2 (MATT 2), and to qualify as an Endurance Training Leader (ETL) in a manner consistent with this document and in accordance with the Training Objectives (TOs), the Enabling Objectives (EOs) and the Course Assessment Strategy (CAS).

Training Objectives

3. On completion of the course the student will be able to:
- a. Competently organise low-level running and marching endurance training not to exceed 8 miles (12.4km) in distance in any one lesson.
 - b. Safely conduct endurance training, adhering to a training programme and route plan prescribed and issued by a qualified, current,⁶ and in-date Physical Training Instructor (PTI).
 - c. React competently to emergencies that may occur during, or as a result of, the training.

Management and Supervision of ETL Activities

4. The ETL qualification is a basic award that permits the individual to conduct non-technical Physical Training⁷ in support of MATT 2. An ETL is not afforded the in-depth training given to a PTI; therefore their ability to conduct activities is limited. Close management of ETL activities by the Chain of Command is essential.

5. **Supervision.** Ideally, all forms of PT should be conducted by qualified and in-date PTIs. Where PTIs are not available, Commanders may authorise the conduct of non-technical PT, in support of MATT 2, by individuals who hold a current, valid and in-date ETL qualification. ETLs can only operate under the supervision⁸ of a qualified, current and in-date PTI.

6. **Risk Assessment.** Prior to any activities conducted by an ETL, a Generic Risk Assessment must be completed by a current, qualified and in-date PTI. The ETL is to complete a Specific Risk Assessment taking into account the physical ability of the group, the arduousness of the training, the

⁵ Under the Army Reserve PTI Scheme course attendees are required to undertake a number of pre-requisite training events including the ETL course. Pte soldiers and UOTC Officer Cadets are permitted to undertake the ETL course but only if identified for PTI training.

⁶ The term current is defined as; qualified, in-date and able to provide evidence of PTI activity within the previous 3 months.

⁷ Non-technical Physical Training is defined as; moderate intensity squadded runs and loaded marches.

⁸ For the purpose of this qualification, the term supervision is defined as; overseeing the performance and operation of the ETL. Direct supervision requires the PTI to be in attendance; indirect supervision requires the PTI to have devised and sanctioned the training but he/she does not necessarily need to be in attendance.

route conditions and the environmental conditions. When formulating the Specific Risk Assessment the ETL is to be in possession of and use the Generic Risk Assessment as a reference.

7. **Qualification Restrictions.** The following restrictions will apply to personnel once they are qualified:

- a. Training delivered by the ETL must form part of the unit's Physical Training Programme (PTP).
- b. ETLs are only authorised to conduct training in support of MATT 2.
- c. ETLs in Phase 1 soldier establishments will only be able to conduct training for members of the unit Permanent Staff and then only in direct support of MATT 2.
- d. Under no circumstances are ETL qualified personnel to conduct endurance training for personnel undergoing Phase 1 training.
- e. ETLs in Phase 2 soldier establishments will only be able to conduct training for members of the unit Permanent Staff and then only in direct support of MATT 2.
- f. ETLs employed at the Royal Military Academy Sandhurst (RMAS) will not be allowed to conduct training with cadets in Term 1. During Terms 2 and 3, the ETL will only be allowed to conduct training if accompanied by, and under the direct supervision of, a qualified, current and in-date PTI.
- g. ETLs will only be able to conduct training if there are insufficient qualified PTIs available to conduct the training.

8. **Training Restrictions.** When planning or conducting endurance training, the following restrictions are to be adhered to by all ETL qualified personnel:

- a. **General.** The following restrictions apply to any form of endurance training:
 - (1) A specific risk assessment is to be conducted prior to any endurance activity.
 - (2) Due to potential variation in the fitness levels of personnel, the training duration and the location and environmental conditions, ETLs are to seek advice regarding the appropriate level of medical cover from the RAPTCI/UFTO.
 - (3) The maximum leader to student ratio is not to exceed 1:15⁹.
 - (4) ETLs are not permitted to conduct training at night, in conditions of poor visibility or when climatic conditions (ice, snow, slush, extreme heat etc) constitute unnecessary risk.
 - (5) For safety reasons, the ETL is to keep the squad together and have visual contact with the whole group at all times.
 - (6) Once qualified, all ETLs are required to keep a record of all training conducted and forward information to the RAPTCI/UFTO.
 - (7) All endurance training sessions are to be conducted in accordance with the Unit PT programme.

⁹ Ideally, the instructor to student ratio will not exceed 1:15 however, the number of personnel a qualified ETL can train will ultimately be determined through the Risk Assessment process.

(8) ETLs are not permitted to conduct training for distances greater than 8 miles (12.4km) in any one lesson.

b. **Running Endurance.** Running intensity should be at a steady state-pace that keeps each student in the group within their aerobic training zone. For ETL activities, the aerobic training zone will be between 60 - 80% Maximum Heart Rate (Max^{HR})¹⁰.

c. **Marching Endurance.** The following restrictions apply to marching endurance:

(1) The maximum load to be carried during any training is not to exceed that required for the relevant Arm/Service when conducting the Annual Fitness Test (AFT).

(2) The pace used during endurance marching is not to exceed that for the AFT (i.e. 6.4 kph (4 mph) which is equivalent to 15 min/mile pace).

d. **Policy.** All endurance training is to be conducted in conjunction with the following publications:

- (1) Queen's Regulations (QRs) 5.022 - Safety Precautions for Marching Troops.
- (2) Extant JSP: Climatic Injuries in the Armed Forces: Prevention and Treatment.
- (3) Military Annual Training Tests (MATTs).
- (4) Local Standing Orders.
- (5) Local Road Traffic Regulations.
- (6) AGAI Volume 1 Chapter 7.

Course Management Details

9. **Attendance and Eligibility.** The course is open to the following:

- a. Service: Regular and Territorial Army.
- b. Rank: Substantive NCO and above.

10. **Suitability.** Students should have proven instructional experience and should be physically fit¹¹ and capable of conducting the training.

11. Students attending the ETL course are to be physically fit and have an aptitude for physical training. Applicants must adhere to the following:

- a. Potential students who are MFD **will not** require a Fit for Course medical.
- b. Potential students who are MLD/MND must undertake a 'Fit for Course' medical and appropriate certification from the UMO is to be presented prior to the course commencing.

12. All students are to be volunteers and must meet the pre-course requisites as detailed in the Course Assessment Strategy (CAS).

¹⁰ The percentage heart rate of 60-80 is to be determined by calculating the individual's Max Theoretical Heart Rate (220 minus the individual's age).

¹¹ The ETL course student must have passed the Personal Fitness Assessment (PFA) within the 6-month period preceding the course. The ETL course student must have passed the Annual Fitness Test (AFT) in accordance with MATT 2.

Course Details

13. Course details are as follows:

- a. **Delivery.** The course will be delivered by Distributed Training (DT).
- b. **Duration.** The course duration is 2 days.
- c. **Course Loading.** Course organisers should plan to qualify the optimum numbers of ETLs in order to meet the unit requirement. A minimum of 5 is required to conduct training with a maximum of 15 students which should not be exceeded. Course organisers should avoid qualifying personnel that may not be required to utilise the qualification.
- d. **Qualification Validity.** On completion of the course and after successfully passing the practical assessment, students will be awarded the Endurance Training Leader qualification. The qualification is valid for 3 yrs, thereafter individuals must attend a full course in order to re-qualify.
- e. **Student assembly.** Students are to assemble on day 1 of the course at 0800 hrs.
- f. **Course administration.** - All course administration will be covered on the first day of the course.

Lead Centre

14. The Army School of Physical Training (Aldershot) (ASPT (A)) is the Lead Centre for the ETL course. ASPT (A) is responsible for the management of all course documentation, including the provision of teaching packs and other information relevant to the instruction and testing conducted throughout the course.

Applications for Distributed Training Pack

15. Units wishing to run an ETL course should apply via their Fmn HQ PD branch to the ASPT by completing Annex B of the ASPT Distributed Training Policy dated Feb 09.

Competency

16. The JPA Competency for the course is Endurance Training Leader (Army).

17. Following receipt of student competency, their details will be entered onto a Database held at ASPT. Confirmation will then be forwarded to the course deliverer for distribution and Part 2 action by the individual's respective unit.

Instructional Staff

18. **General.** The course is to be delivered by a qualified and in-date RAPTCL.

19. **Instructor/Student Ratio.** The instructor to student ratio is to be 1:15.

20. Formal requests for course modification are to be made in writing to SO2 Trg Dev, HQ RAPTCL, with supporting argument/documentation.

Resources

21. The following resources are to be available throughout the course:

- a. **Changing facilities.** - The course will require changing facilities for both male and female students if attending the course.

- b. **Training Venue.** - The classroom is to be equipped with the necessary instructional aids for the subject to be delivered.

Joining Instructions

22. Where external students have been allocated to attend the course, it is the responsibility of the course organiser to distribute joining instructions a minimum of 2 weeks prior to the course. Joining instructions should provide appropriate information for students to attend (clothing/timing/stationery etc).

Dress

23. Working dress for all students will be directed by OIC of the course and local dress regulations.

LEAFLET 406

PHYSICAL TRAINING LEADER (PTL) AND ENDURANCE TRAINING LEADER (ETL)

Purpose:	To outline the current situation and provide detail of both the PTL and ETL qualifications, as well as provide an assessment checklist for all SNCO PED Flts to use.	Leaflet Sponsor:	SO1 Trg Pol, HQ 22 (Trg) Gp
Scope:	All RAF personnel	Point of Contact:	SO3 Phys Trg Pol, HQ 22 (Trg) Gp
References:	A. <u>Scoping Report for Physical Training Leader (PTL) Role Review, dated 2 Oct 15.</u>	Additional Reading:	A. Management of Training Strategy (MTS) dated 17 Jan 06. B. Physical Training Leader Course Manual, (Edition 1, May 06). C. Endurance Training Leader Course Manual, (Edition 1, May 06).
Equality Analysis:	Equality Analysis – Sep 16	Date Published:	Oct 16

Introduction

1. Physical Training Leader (PTL) and Endurance Training Leader (ETL) training courses are temporarily suspended whilst a review of the future requirement is undertaken. Therefore no new PTLs or ETLs will be qualified until the course content and policy have been updated by HQ 22 (Trg) Gp. Existing qualified PTLs and ETLs are able to continue to use their current qualifications but must follow the guidance below and must be assessed iaw the Checklist at Annex A.

Background

2. In 2006, operational commitments increased the stresses and demands on all serving military personnel. Consequently, commanders and individuals had greater responsibility to maintain and improve fitness levels. To assist commanders in raising fitness levels, Stn PEd Flts were given the opportunity to train appropriate individuals to become PTLs. In addition, the RAF Regt were able to train personnel to become ETLs.

3. The policy relating to these qualifications has not been reviewed since its introduction in 2006. Meanwhile, recent developments have seen an increase in the remit of the PTL/ETLs, without any underlying work to establish the requirement or adjust the training accordingly. Training Development Wg (TDW), 22 Trg Gp, reviewed the PTL role and published a report (Ref A) which recommended that:

- a. A detailed study should be conducted to identify the future requirement for PTLs/ETLs
- b. The Management Training Strategy (MTS) should be reviewed, updated and implemented

PTL and ETL Courses

4. PTLs and ETLs are qualified RAF personnel who have been trained in the administration,

preparation and health & safety requirements necessary to deliver sub maximal body weight circuits and sub-maximal endurance runs, with RAF Regt ETLs also able to deliver endurance training and facilitate loaded marches.

5. The PTL course was completed over 2 days whilst the ETL was 3 days (additional day for endurance training/marching). The training was delivered by a Unit SNCO PTI with a course capacity of 12 students. On successful completion of the course and examinations, students were awarded the Physical Training Leader qualification (Q-GS-PTL); or Endurance Training Leader qualification (Q-R-ETL) as appropriate.

6. The qualification is valid for 3 years; during which time PTLs and ETLs have to demonstrate competence by producing a logbook/diary of training undertaken and complete an annual training standardisation check. It is the responsibility of the SNCO PEd Flt on each unit to maintain an accurate database of qualified individuals, and to ensure that each PTL/ETL is assessed annually. The Assessment Checklist at Annex A is to be used throughout the RAF with immediate effect; this is to ensure standardisation of delivery whilst further investigation is conducted.

Current Situation

7. **Requirement.** Historically, the number of PTLs/ETLs required at a unit is dictated locally and based upon the demands on PEd staff and CO's direction towards mandated PT sessions. Due to the increased variety of training methods and equipment, there has been a demand for a broader qualification that could use a wider range of equipment. In addition, due to a lack of PTI support in remote locations, there have been requests for PTLs to also be trained in conducting the RAFFT. Such requirements will be considered by HQ 22 Trg Gp as part of a full review.

8. **Delivery.** Due to the lack of published PTL/ETL documentation, there has been a lack of standardisation in the training of PTLs and ETLs. The Formal Training Statement (FTS) is not current and training has been delivered outside the parameters set within the legacy Operational Performance Statement (OPS). Training is therefore suspended until documents have been reviewed and updated.

Current PTL/ETLs

9. It remains the responsibility of the STO/SNCO PTI on each unit to ensure that PTLs/ETLs:
- a. Use no equipment other than mats (to exercise on) and body weight to deliver fitness trg.
 - b. Do not exceed the maximum student instructor ratio of 16:1.
 - c. Submit lesson plans and risk assessments to the SNCO PTI for each session they deliver.
 - d. Are assessed within 3 months of the qualification course and teach at a minimum, every 3 months.
 - e. Are assessed by a SNCO PTI using Annex A, annually.
 - f. Have qualifications withdrawn if assessments have not taken place or if they are judged to not meet the checklist criteria.
 - g. Are only utilised when a PTI is not available.

Additional Information

10. **Overseas.** A number of overseas units currently utilise qualified PTLs. Whilst this arrangement may remain in place, they should be assured by a qualified PTI in location or during visits to the UK, or in exceptional circumstances, as arranged by HQ 22 Trg Gp.

PTL/ETL ASSESSMENT CHECKLIST

Name: _____ Date of PTL/ETL Course: _____

Name of Assessor (SNCO PTI) : _____ Date of Assessment: _____

Date of last Assessment (where applicable): _____ Assessment Type: Initial / Annual / Reassessment (delete as appropriate)

	Standard	Yes/No	Comments
Preparation			
- Lesson Plan	Session clearly described inc. aim & any relevant info. Loaded March – AP 3342, Lfit 405, Annex A		
- Log book/diary of trg	Delivering a min. of 1 session every 3 months		
- Teaching Ratios	16:1 – no more than 16 participants in session		
- Equipment	Mats & bodyweight only, weight carriage (ETLs only)		
Health & Safety			
- Environmental Conditions (inc. WBGT)	Environmental conditions considered and due care applied where appropriate, <u>JSP 539</u>		
- H&S – safe area/route	Lesson safely organised and controlled, <u>JSP 375</u>		
- Risk Assessment, inc. dynamic	Risk assessment held within PEd fit, additional assessment made prior to session, <u>JSP 375</u>		
Delivery			
- Introduction	Explanation of session, H&S covered, aim identified, effective communication,		
- Participants – limitations, injuries, etc	Individuals identified and catered for if possible		
- Demonstrations, Progressions & Regressions	Appropriate demonstrations with clear teaching points, group understand intended format		
- Warm Up	Appropriate selection of exercises, moved throughout, group prepared for session		

- Lesson Content:	Effective for session aims		
- Circuit Trg & Endurance Running	Volume, intensity, rest/recovery and exercise/route choice consistent to session		
- Endurance Marching (ETLs only)	Group management, markers, road safety, pacing, route planning		
- Corrections	Identified need for correction and provided appropriate advice		
- Positioning & Control	Good positioning of the group and instructor, maintained control throughout activity		
- Cool Down	Appropriate selection of exercises relevant to session activities		
- End Session	Appropriate debrief, control of equipment clearance (mats only)		
- Check for injuries	Verbal confirmation of any injuries that occurred and dealt with accordingly		
General Comments			
Positive Areas		Areas to Improve	
1.		1.	
2.		2.	
3.		3.	
PTL/ETL Competent: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Signed: PTL/ETL _____ PTI _____