

<p>d. Comdt highlighted competition winners for 2019:</p> <ul style="list-style-type: none"> • Marshall Trophy – 88(Battle) & 209(West Bridgford) Sqns • Lees Trophy – 111(Sunderland) Sqn • Dacre Sword – CWO Jamal Ronald, SNI Reg • ATC 75 Sword – CWO Emelia Jones, LaSER • SJTMS – CWO Grace Dobson, George Herriots School CCF <p>e. RAFAC recently underwent an OFSTED inspection of Safeguarding procedures and policy. The results of this inspection have been positive and the Comdt has shared with MOD to perhaps assist other Cadet Forces in this area.</p> <p>f. The Comdt highlighted another successful Summer Camp season, albeit with CFAV staffing challenges in some areas.</p>	
ITEM 2 – RECORD OF DECISIONS OF LAST MEETING	
<p>3. The Record of Decisions of the last meeting was read and accepted as a true and accurate record.</p> <p>4. Matters Arising</p> <p>a. Personnel issues. Electronic process on updating DBS. Work has been ongoing with Section 40 to change the policy to allow RAFAC to make use of online DBS services following the implementation of GDPR, with significant challenges thus far. Section 40 and Section 40 will meet to discuss background, progress to date and provide a short paper to the Cmd Bd to update on any progress. Ongoing.</p> <p>Action – Section 40 and Section 40 to discuss and update on the current stance regarding electronic DBS.</p> <p>b. Corps Trg/Record of Service book F3822A. An updated F3822A has recently been released. Closed.</p> <p>d. Approved insignia within RAFAC. Following an action placed on Section 40 at the previous meeting, a response from RAF DPC has been hastened, however, as yet, no direction has been received from the DPC regarding the wearing of insignia on RAFAC uniform which has been earned during regular/reserve service. It was the consensus of ACMB members that CFAV should be able to wear insignia earned whilst in regular/reserve service on RAFAC uniform, however, the paper detailing the proposal to the DPC should be re-circulated to the Cmd Bd, prior to a decision being taken. Ongoing</p> <p>Action - Section 40 to re-circulate to the Cmd Bd, the policy originally submitted to RAF DPC.</p> <p>e. Funding of PTS Badges. Following a mass bulk buy of PTS badges the intent was to circulate amongst Wg's, with returns expected as to demand and usage. However, formal returns have not been requested to inform future purchases and distribution. The Comdt directed that she would re-assess how data could be gathered</p>	<p>Section 40</p> <p>Section 40</p> <p>Section 40</p>

from Regions to better inform the purchase and distribution of PTS Badges; or how purchasing of badges could be delegated to Regions/Wgs. **Ongoing.**

Sec's Note: The Comdt has been provided with an email from Section 40 proving that the requirement for PTS badge returns had been made; a copy is attached to these RODs. Accordingly, all Reg Comdts are to provide data to demonstrate how their PTS badge allocation has been used. In the interim, Section 40 plans to expend a further £40k from the GPF budget for FY19/20 to provide further supplies which will be cascaded to Regs for distribution. Action – Reg Comdts

Reg
Comdts

f. **2FTS/JSAT Gliding.** Following the suspension of JSAT Gliding by AOC 22 Gp, Section 40 has now tasked CGS to use flying hours previously allocated to JSAT flying to increase flying opportunities for cadets. These extra flying opportunities will be offered to all cadets via RAVO's. **Closed.**

g. **WO Progression.** Section 40 updated that following a review of the current policy and discussion with Section 40; it was felt that the existing policy is not entirely coherent and to introduce changes to this policy may cause further confusion and unintended second/third order effects. Section 40 proposed to continue drafting a reworked policy incorporating the new changes, which could be presented to the Cmd Bd for consideration, prior to the next ACMB.

Section 40

Action – Section 40 will continue to draft proposals regarding WO progression to be presented to the Cmd Bd for consultation in Nov 19.

Section 43
[Redacted]

Section 40

[Redacted]

i. **Parachuting.** Work remains ongoing to assess the feasibility of assuring BPA sites for cadet static line parachute activity. **Ongoing.**

j. **Radioactive Holdings.** Action remains with Section 40 to advise. This currently remains as both a financial and H&S risk and highlighted to HQ AIR. **Ongoing**

k. **Registered Civilian Committee Members.** Work remains ongoing as to the feasibility of T&S expenses being paid to registered Civ Com members. **Ongoing.**

l. **CFAV Exit Survey.** It remains the intention to publish the results of the last CFAV survey, albeit some content requires redacting to remove personal data. Following the decision to carry out a survey of

<p>CFAV every six months, the next survey is expected to be released soon. Ongoing.</p> <p>m. TG Recruitment Update. Section 40 updated that the conversion of the TG5 post from CS to FTRS has now taken place, and it is hoped that recruitment for the new FTRS post will take place soon. Ongoing.</p> <p>n. HQ Staffing Update. Section 40 further updated that both Section 40 posts within ATF have now been converted from HC to LC. Following Section 40 decision to retire, discussions are now taking place regarding the pros/cons of converting the post from CS to FTRS. Recruitment will also soon commence following Section 40's intention to leave the organisation WEF Jan 2020.</p>	
<p>ITEM 3 – MOD UPDATES</p> <p>5. MOD updates as outlined:</p> <p>a. Safety Day. The recent Cadet Forces Safety Day was recently held at RAFC Cranwell and produced three main outcomes: the creation of a virtual environment to facilitate the sharing of best practise, the reinvigoration of a tri-service safety working group and the introduction of an annual safety day to be held on a rotational basis. CEP remains on track and the focus is now shifting towards boosting attendance numbers within existing CEP schools. Ministers are targeting to grow CEP numbers to around 60k by 2024 from the current figure of approximately 40k. Projected growth within the existing and planned CEP Contingents would take the overall total to approx 54k so there is still a delta to find, which is unfunded.</p> <p>b. Cadet Healthcheck. The Cadet Healthcheck team continue to focus on safety and communications themes.</p> <p>c. TOPL. Section 40 wished to confirm the current stance regarding TOPL requests. Following discussion it was agreed by the ACMB that, in advance of staffing and formal decision by MOD, Regional Commandants may authorise waivers from current MOD TOPL policy for 15 or less cadets who are not in military uniform, and who were conducting navigation, map reading, Adventurous Training or DofE exercises on public footpaths. It was decided that the risk of legal challenge by landowners against the MoD for damage to property by cadets was very low and the Board felt the benefits in terms of a significant reduction in the admin burden on CFAV and staff justified this stance.</p>	
<p>ITEM 4 – RESOURCES UPDATE</p> <p>6. The resource updates for this ACMB were based around the Public Budget, the GPF, and Manpower:</p> <p>a. Microsoft Licencing Upgrade Business Case. The business case to provide all CFAV with greater Office 365 access for enhanced collaborative working is currently being staffed by HQ RAFAC.</p>	

- b. **Public Accounts Compliance Review.** The permanent staff conference will be used as an opportunity to remind all CS staff of compliance with CS policy.
- c. **MOD People Survey.** Comdt RAFAC reminded all permanent staff to highlight to all staff within their AOR the importance of completing the MOD People Survey.
- d. **GPF Update.** Comdt RAFAC wished to pay tribute to **Section 40** and the **Section 40** for their administration and allocation of LIBOR monies across the organisation. The Comdt also updated that as part of the legacy project following RAF100, **Section 40** has been approached regarding a collection of historic ATC memorabilia, with a view to preserving this collection and its retention within RAFAC and perhaps creating a dedicated display within the RAF Museum.

ITEM 5 – CADRE UPDATES

7. Updates from the respective cadres:

- a. **Section 40** The **Section 40** wished to thank **Section 40** for a Training Needs Analysis carried out placing RAFAC ahead of other Services in terms of **Section 40** training. Ethics cards purchased through the GPF have now been distributed and a reserve stock is held for newly appointed **Section 40**. This update is supported by the report found at Annex C.
- b. **Section 40** raised the issue of Confidentiality Policies within RAFAC. It was agreed amongst ACMB members that it may be useful to have a Confidentiality Poster that could be displayed on notice boards within Sqn buildings across the organisation.

Action – Section 40 to scope how this may best be achieved across RAFAC.

Section 40

- c. **Section 40** The Comdt highlighted missing submissions from some Regional WO's within **Section 40**'s report, requesting that all RC's encourage their Regional WO's to support **Section 40** with the timely submission of their reports. **Section 40**

Section 40 The Drill & Cermonial Championships will be held at RAFC Cranwell vice RAF Honington, due to accommodation shortages at STANTA. To accompany his report **Section 40** submitted a draft policy of parading with arms, comment was invited from Cmd Bd members staffed through HQ RAFAC, prior to a refreshed policy being submitted to the Cmd Bd for agreement. This update is supported by the report found at Annex D.

- d. **Section 40** **Section 40** invited questions regarding the report submitted to the ACMB. **Section 40** highlighted that following an approach from volunteers within the Cadet Portal Team, he had endorsed early scoping work with a view to replacing the Utllearn platform, stressing that a stipulation of this endorsement would be the ownership of all intellectual property rights by RAFAC. **Section 40** also suggested that using STEM/Industry contacts, content for areas of

<p>Utilearn could be enhanced, however, this would have to be coherent with other initiatives such as the recently created Aviation Working Group. The Comdt wished to meet with Section 40 and Section 40 to discuss how to take this suggestion forward. The Section 40 update is supported by the report found at Annex E.</p> <p>Action – Section 40 to organise meeting between Comdt, Section 40 and Section 40.</p> <p>e. Civilian Committees. Section 40 reminded ACMB members the importance of the Civilian Committee pillar and Reg Chairs and provided an overview of his report, highlighting instances of financial impropriety and the importance of adhering to policy and the re-education of Civilian Committees to mitigate the risk of such instances occurring. Section 40 also updated on the removal of the financial incentive for the timely submission of Form 60's, this represents a saving of circa £70k to the General Purpose Fund. Section 40 update is supported by the report found at Annex F</p>	<p>Section 40</p>
<p>ITEM 6 – CCF UPSATE</p> <p>8. Section 40 updated that the roll out of VR continues to progress with a view to providing VR kit for use by TEST staff within schools and at Cadet Centres. A virtual RAFA Branch has now been set up and, pending approval from the Charities Commission, this branch will be able to begin raising funds soon. CCF recruitment remains strong with a new Section 40 hopefully in post by mid Dec 19.</p>	
<p>ITEM 7 – 2FTS UPDATE</p> <p>9. Section 40 provided an update on the return to flying programme, reporting that RAF Topcliffe had now been cleared for aero-tow operations, with a return to winch launch operation pending the clearance of airfield furniture. RAF Kenley is expected to begin operating in Apr 20 and Predannack later in the year. Finance and infrastructure at Swanton Morley continue to present significant challenge and a return to operations is not expected until, at least, the end of 2020. Section 40 further updated that it was his target to have all aircraft recovered, also by the end of 2020.</p> <p>10. The National Aerospace Camp proved very successful with circa 280 cadets, that were eligible, taking part in flying activity.</p> <p>11. Work continues to establish a new Design Organisation for Viking, which is expected to be in place by Jun 20. The Aerospace Working Group continues to look at how Aerospace training might be better delivered across the organisation, and this working group will aim to provide updates to the next Aviation CEB in Feb 20.</p> <p>Section 43</p> <p>13. ACTO 35 continues to present significant challenges within 22Gp and RAF Legal, however, positive work continues to determine a method by</p>	

which the RAF can assure activity of cadets in non-service aircraft. ACMB members expressed concern that this issue has not previously been communicated or explained to the organisation in a cogent way. [Section 40] agreed to draft an IBN that could be released detailing the current position on flights in non-service aircraft.

Action – [Section 40] to draft and circulate an IBN regarding ACTO35

[Section 40]

ITEM 8 – SAFETY/SECURITY/SAFEGUARDING

14. The following recent incidents were brought to the ACMB attention:

[Section 40] Following an abduction attempt within LaSER, personal safety education has continued with cadets. Incidents of Criminal Damage to a SOV have also occurred. There have also been a few instances of historic allegations being reported to [Section 40]. Following the recent death of a RAF Serviceman due to an injury sustained during a recent IS Rugby League match, RC LaSER highlighted the importance of KINFORMING procedures within RAFAC. [Section 40] updated that work is now in progress to issue an updated guidance document to be used by RAFAC in the event of a serious incident/occurrence.

b. [Section 40] Following a previously briefed incident during a shotgun demonstration at Holywell Sqn, an investigation by Reg has been completed and the [Section 40].

c. [Section 40]. NSTR.

d. [Section 40]. NSTR.

e. [Section 40] NSTR.

f. [Section 40] [Section 40] updated that his top risk remains loss of safe separation, both outside/inside the circuit.

g. [Section 40]. NSTR.

h. [Section 40] previously briefed on a recent 'near miss' involving cadets on a lowland training area. Since the last ACMB an investigation has taken which has resulted in the [Section 40].

i. [Section 40]. NSTR.

15. [Section 40] updated on progression regarding the revision of the Duty Holder construct. A final decision is still awaited from CAS/[Section 40] and may not be confirmed until the New Year. Until this decision is made, RAFAC will continue to operate under the Duty Holder construct.

16. [Section 40] also updated about recent direction from the SLT regarding the consumption of alcohol prior to safety related activity. Work is currently ongoing as to how to incorporate this direction within RAFAC policy.

ITEM 9 – RISKS

17. **Section 40** provided a risks update. The top five risks for RAFAC reported on SAPPHIRE remain as follows:

- a. **Accident to cadets.** This includes CFAVs and encompasses the 5 Risk to Life activities.
- b. **Defence Estate Sole user.** As the only service user for the estate if, subsequently, any environmental damage is found then RAFAC will be liable. An example was oil seepage at Kirknewton into the local farmer's field and we had to resurface the airfield.
- c. **Infrastructure.** Primarily a risk to output and there is a H&S element to consider.
- d. **Provision of Gliding.** A risk to cadet recruitment and retention until full recovery is achieved.
- e. **CFAV Recruitment & Retention.** Primarily a risk to output if insufficient staff are able to be recruited and retained to run individual sqns and activities.

ITEM 10 – Strategy/Directive Updates

18. **STEM Strategy.** Each RHQ should have now been provided with a MTA kit. RAFAC involvement continues with Team TEMPEST/Generation TEMPEST; currently an innovation competition is being discussed in partnership with the RAF and IMechE. Following an approach thru CAS from a former NASA astronaut, 4 places for cadets & 1 for a CFAV at a space camp in the USA, have been offered to RAFAC. A selection process for these place is currently being devised, with further details to be released in due course.

19. **CFAV Recruitment.** **Section 40** provided an update on the trial of a new engagement approach at RIAT, which has produced some very positive results and feedback and **Section 40** wished to record his thanks to **Section 40** and his team for their support.

20. **QAIC Update.** **Section 40** provided an update on the review of the QAI Course. Priority work continues to scope and secure training locations and to provide a course overview/update to the CEB in early 2020. Going forward, beyond next year, work will commence to examine course content, selection criteria and the feasibility of a third operating centre. The review will also consider the possibility of 'Mini QAI' courses and the ongoing utilisation of skills for those that complete the QAI course.


21. **Cadet Alumni.** **Section 40** provided an update on the ongoing work around the Cadet Alumni project. **Section 40** has recently been appointed to continue the work on this project, with initial meetings to set out TORs etc scheduled.

22. **CFAV CV.** **Section 40** updated on his work around CVs for CFAV. Career pathway analysis for all CFAV ranks and the mapping of achievement statements and skills has nearly been achieved, with approximately 90% complete. Once this work has been completed the same concept and framework as the Cadet CV will be available to all RAFAC CFAV. **Section 40**

<p>expects this work to be completed within 4-6 months with a project requirement document ready for BADER staffs to complete the programming work required.</p> <p>23. CACE Update. Comdt RAFAC provided an overview of the CACE principles previously agreed; the better use of group travel, bi-annual allocation of some specialist camps, a review of the JL/QAI Courses and an adoption of a new approvals process to ensure greater RC oversight. Early feedback following the camps season has indicated that RIAT has experienced significant challenges following the implementation of the CACE principles, in terms of cadet and staffing numbers. Following RIAT 2019, Section 40's direction is that allocations for RIAT should return to a national allocation. Rotations of remaining national level camps were also discussed, and it was the ACMB's decision that, with the exception of RIAT, all other camps should remain on a rotational basis, with further analysis made following a second 'turn of the handle'</p> <p>24. Music Camps. Applications for all 2020 Music Camps are shortly to 'go live', all RC's insisted that this application process must retain RHQ oversight to ensure that the correct disciplinary/safeguarding/travel arrangement checks may take place.</p> <p>25. Valuing Volunteers/Cadet Portal. Section 40 provided an update on SMS version 5, which has now gone live and also expressed concern at abusive communications received by BADER staffs following the implementation. Cadet Portal will go 'live' for BETA testing on 9 Oct 19. Next steps for the Volunteer Software Development Team are to progress informed consent and the reduction of consent forms using the government notification system. Section 40 also updated on work surrounding Office 365 Personal Accounts which will underpin work to move HDT/T&S Expenses etc online.</p> <p>26. Strategy Flier & Biennial Report. Both have now been produced and will be sent out to the organisation and key influencers soon. The biennial report will also be posted online as an interactive document.</p> <p>27.</p>	
<p>ITEM 11 – Celebration of RAFAC Dinner</p> <p>28. RAFAC Celebration Dinner. Planning work continues on the Celebration of RAFAC Dinner planned for 6 Jun 20. It is also hoped to coincide this with a Cdrs'/Senior Volunteers Conference. A planning meeting is also scheduled for Oct 19. Returns for Regional allocations for the dinner are currently being received, although Comdt RAFAC requested that, those that have not already submitted returns, to do so as soon as possible.</p>	
<p>ITEM 12 – AOB</p> <p>29. RAF Air Cadet Development Trust. The calling notice for this year's bursary applications will go live in early Oct, with a closing date of the 15 Dec 19. ACTO Guidance has been updated to clarify further what type of activity/study will be supported.</p> <p>30. Transition from Cadet to CFAV. Section 40 highlighted the benefit of the transition of cadets to CFAV and the clear benefit, particularly within the 2FTS AOR.</p>	All

<p>31. Royal Air Sqn Trophy Day. Following the cancellation of this years event and associated challenges of flying CCF cadets in private aircraft, work is continuing within the Duty Holder Chain, with an aspiration to be able to hold the event again in 2020.</p> <p>32. Introduction of SNCO's within CCF(RAF). Section 40 updated that CCF are exploring the possibility of introducing Adult SNCOs within the CCF structure. Interviews have recently been conducted with 2 candidates with a view to them completing the SSIC course at ATF. This also prompted discussion on the attendance of prospective CCF Officers at OASC; currently those wishing to commission within the CCF do not complete OASC, who would then be free to transfer directly to the ATC, providing that such a transfer was supported by the accepting RC.</p> <p>33. Cadet Ages Camps/Courses/Sports. Section 40 highlighted how age limits vary between events potentially causing unintended complication/consequences. It was ACMB members opinion that, notwithstanding variations in Scottish law, most activities requiring age qualification should be aligned to a school year groups, with the exception of NGB guidelines for sport and extant aviation policy.</p> <p>34. Mobile Flight SIMs. Section 40 updated that following the successful SNI Mobile Flt SIM initiative with Wodden Spoon, there may be opportunities for other regions such has been the success.</p> <p>35. Sports Cadet of the Year. Section 40 highlighted that not all Regions are submitting Sports Cadet of the Year nominations. Following discussion, it would appear that the nomination forms may not be fit for purpose, and that the forms merely require a signature, rather than written endorsement from RC's. Section 40 agreed to take this up with the Section 40.</p> <p>Action – Section 40 to discuss suitability of Sports Cadet of the Year forms with Section 40</p> <p>36. CFAV Attendance at ATF. Following recent instances of CFAV attending ATF courses and not meeting the initial standard expected, Section 40 will now be writing to OC Wgs to re-iterate that, unless course attendees arrive with a letter from OC Wg endorsing that they are suitably prepared for training, they will not be able to take part in ATF courses.</p>	
<p>ITEM 11 – DATE OF NEXT MEETING</p> <p>37. The next ACMB meeting will be held in Apr 20.</p> <p>Action. RC ***** to provide the Wg Rep for the next meeting.</p>	<p>All to note</p> <p>RC *****</p>

Original signed

Section 40


Annexes:

- A. Financial Report to ACMB – Royal Air Force Air Cadets – BLB 4442.
- B. Air Training Corps General Purposes Fund Charitable Incorporated Organisation – Brief for ACMB 8 Apr 19.
- C. **Section 40** Update.
- D. **Section 40** Report to ACMB.
- E. **Section 40** Update.
- F. Civilian Committee Update.

Distribution:

All ACMB for onward distribution
Section 40 for upload to SharePoint and BADER
Section 40
Section 40

Info Copy:

Section 40

FINANCIAL REPORT TO ACMB – ROYAL AIR FORCE AIR CADETS – BLB 4442

In-Year 19/20

1. Prior to AP0 22 Group reviewed the outcome of the RAFAC ABC 19 submission against the FY 18/19 anticipated out-turn, known and anticipated Risk, and Business Plan assumptions in preparation for the Group Control Total setting exercise. The outcome was largely positive and whilst formal financial control totals have been not issued in the traditional way, adequate funding headroom to continue 'business as usual' was confirmed; a combined RDEL/CDEL total for RAFAC of £26.9M. It remains vital however that we continue to focus on achieving maximum value for money in delivering activities and exercise reasonable control measures (primarily through robust requirement scrutiny processes) against current expenditure levels to mitigate against un-planned cost growth.
2. Whilst we are satisfied that the indicative CT meets RAFAC core business requirements we are conscious that the enduring ABC 19 funding baseline continues to perpetuate an ongoing reduced level of activity in comparison to pre-glider pause levels and as such is at risk of steady increase as gliding continues to recover. This risk has been articulated to Group however it has been assessed as manageable as the planned post-recovery position is unlikely to exceed 30% of previous activity levels.

TLB Position

3. During the DRes monthly telephone briefing on 10 Sep 19 the **Section 40** [REDACTED] briefed on the Air Command In-Year and ABC position. Following a generally positive year in FY 18/19 during which significant fade provided sufficient offset against the early impact of unfavourable exchange rates in the Equipment Programme and significant price increases in fuel costs, the position has unfortunately deteriorated. Further savings wedges have been applied by Treasury leaving a funding challenge at AP04 of some £900M. Various initiatives have been enacted to address this and TLB are now optimistically predicting that the challenge will reduce to £600M at AP05. This is still a significant overspend position and it is possible that further savings targets may be passed down to BLB's later in the FY. The final TLB ABC submission to Treasury is due 23 Oct 19 and is to include indicative measures to reduce to 2% and 4% below CT.

ABC 20

4. The ABC 20 workbook was submitted to Group for scrutiny in early July. Submissions followed the same general format and process of recent years, focusing on carrying forward the business as usual model and highlighting known risk and issues. The ABC screening process was conducted as a 'light touch' relying on justification of the latest forecast position against the previous ABC baseline with minimal adjustments for known variances as required. As previously reported, some Issues & Risks identified and reported at ABC19 remain unfunded and may present future funding challenges if offsets or alternative solutions cannot be found:

- **Section 43** [REDACTED]

Section 43

Issues Arising Post ABC 20 Submission

5. Section 43

Governance & Compliance Audit

6. Following the Public Accounts Compliance Review (PACR) team assessment of RAFAC at 'Limited Assurance' (System of internal control operating effectively, except for some areas where significant weaknesses have been identified) at their March audit, the BFM team have addressed the shortfall in the frequency of T&S audits in preparation for the return visit on 16 Oct 19. The audits programme has unfortunately highlighted some significant policy compliance issues which have resulted in observations, advisory notes and exceptionally recovery action. To assist in maintaining the required standards of policy compliance it is imperative that the BFM Team can continue to rely on the support of senior management in ensuring all staff are fully au fait with relevant policies and guidance, particularly the RAFAC local policy guide available through the BFM shared area in Sharepoint ([Link](#)). The BFM team will continue to periodically issue guidance regarding common observations and advice related to the main areas of weakness identified to date. Key examples from recent audits are:

- Ignorance of policy particularly local (RAFAC) and TLB policy documents: RAFAC policy is circulated periodically, is available in Sharepoint and contains up-to-date links to all other relevant policy and guidance. It is essential that all new staff are directed to this policy on appointment.
- Insufficient audit trail. At audit, staff are required to provide evidence of prior approvals particularly for all overtime and related allowances and any Detached Duty visits of 2 or more nights duration.
- Failure to provide evidence of the mandated business class insurance required to support mileage claims and/or not having a completed, signed F102. In one extreme example an individual provided a 'business insurance' document related to her husbands' employment. Whilst the staff member may be insured to use the vehicle for personal and recreational use, they would be un-insured in the event of an accident incurred on MoD duty.
- MMA claims must be by the most direct route unless fully justified and approved by the LM and BFM team before the claim is submitted.
- Home to duty mileage not considered and abated.
- Incorrect calculation of the day detached duty period. Despite clear guidance in the CS PRG and further detail in local policy, staff are continually miscalculating the detached duty day in their favour resulting in recovery action. On 'middle days' on DD when away for 2 or more days staff are only authorised to claim up to the 12 Hours rate (£10).

- Claiming in excess of CS subsistence rates: The CS PRG clearly states that prior approval must be sought. No such requests have been received by the BFM team and if they had they would have been refused in accordance with the directive in the RAFAC local policy document.
- Claiming for a late meal as an evening meal instead of DS on 1 days DD. Evening meals may only be claimed as part of an overnight stay. In all other situations the DS rates apply.

Workforce Planning

7. Whilst the CS headcount reduction plan to reduce numbers by approximately 30,000 has reportedly been withdrawn, pressure on numbers remains as unfortunately the TLB headcount caps are still in place. As RAFAC average civilian workforce strength remains at an average of 6 posts above the cap it is continually being balanced against known and planned vacancies elsewhere across 22 Group. A bid to recognise the impact of this and to formalise the headcount to the required higher level has been submitted but to date no response has been received. To address some specific relief in instances of workforce pinch-points the use of Voluntary Ex-Regular Reserve staff, has been very effective; the appointment of the **Section 40** has led directly to a successful bid for the establishment of a full time **Section 40** (recruitment process ongoing).

Staff Engagement

8. It has been recognised that having an engaged workforce benefits both the individual and the department and to that end, the BFM Team has taken on the role of Civilian Engagement Lead for the RAFAC. The catalyst for driving this forward is an Action Plan based on the findings of the MoD People Survey, but due to the dispersed nature of the organisation, RAFAC is currently covered by the parent units at which we reside rather than developing a bespoke Unit approach. From Quarter 3 however, we will be providing a RAFAC response based on the action points that we have direct control over. At HQ level there are already many practices which can be reported as successful engagement such as the Comdts Monthly Staff Briefing, offers to staff for attendance at key Corps level events such as the Annual Choir and Marching Band events etc to so that they can see how their work directly or indirectly feeds into our cadet activities. However, we are a widely geographically dispersed workforce and engaging with our outlying units in a timely manner can often be extremely difficult. Where we feel we can add value regarding Civilian Engagement is in addressing identified problem areas and misconceptions by ensuring that all our Civilian personnel are better informed of the regulations that affect them, such as Line Management responsibilities, recording leave and sick leave on HRMS, leave entitlement calculations etc. To this end we are currently formulating information that we can signpost to our personnel and would also like to put in place a series of briefings to Regions. We will distribute the current action plan to ACMB members for further suggestions to be added for your areas as appropriate and acceptance prior to the Q3 Report submission.

9. The 2019 MOD People Survey will be conducted between 2 Oct and 4 Nov 19. Whilst we know from previous years that there can be some degree of apathy regarding whether the survey achieves beneficial changes, the results are now getting high level attention and being fed directly into the AFCG and used to inform the approved strategy. The results are also being used by DRes and Hd of Civilian Workforce to back up and evidence issues that need to be fed higher such as Pay, Learning & Development and Diversity & Inclusion and these are expected to remain priorities. It has also been recognised that MODNET; Internal Comms and Whole Force are common elements that frustrate staff. The People Survey is carried out across all Government Departments and so it is also used by Government to benchmark organisations against each other. Whilst the survey may not be universally popular, it is in our interest to promote buy-in across RAFAC as there is nothing to lose by completing the survey but everything to gain if common frustrations can be identified and addressed. We are assured that the technical issues that prevented completion from workplace IT last year have been addressed, but if staff experience connectivity problems there will be a scheme where completion can be done via Defence Connect

and DRes has approved Line Managers to approve 30 minutes flexi credit for any staff (subject to TCOS) who need to complete the survey from home. Further details will be promulgated in due course but we ask that you promote participation across your areas of responsibility.

Further Developments

10. Work continues to expand the support given to staff across RAFAC in better understanding and applying value for money principals to all relevant business decisions, particularly in support of activity delivery. Following the issue of the initial guidance the BFM team have received a number of case referrals for consideration and to date the majority of expenditure requests have been supported as the value of the training activity has generally been deemed to justify what may seem at face value to excessive cost. As a theme however, late booking and insufficient time to staff approvals continues to drive avoidable cost increases. All staff responsible for the planning and approval of activities should be reminded of the importance of securing best value deals through early booking.

Signed on sharepoint

Section 40

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**AIR TRAINING CORPS GENERAL PURPOSES FUND CHARITABLE INCORPORATED
ORGANISATION – BRIEF FOR ACMB 25 & 26 SEP 19**

10 Sep 19

Background

The ATC General Purposes Fund Charitable Incorporated Organisation has the same mission and aims as the ATC and is specifically for cadet activity that is not supported by public funds including sports and welfare. The fund supports ATC adult personnel and cadets.

Income

The funds income and expenditure for a FY is circa £1.5M derived from subscriptions, investments and donations.

Expenditure

The principal activities supported by the fund are: 7 Corps Sports (athletics, soccer, rugby, cross-country, swimming, netball and hockey), BTEC in Aviation Studies for all cadets, Duke of Edinburgh Award to bronze, silver and gold levels for all cadets, Regional and Wing Activity Centres – support for equipment for 13 Regional Activity Centres (RAC) to enhance the cadet syllabus, Personal Accident Insurance for all cadets and all adult volunteers (to Scheme A), Production of the “Air Cadet” Magazine, International Air Cadet Exchange, Flying Scholarships (primarily from income from restricted donations), Corporate Clothing for Civilian Instructors and Chaplains (polo shirts) along with grants for Sports Facilities, Squadron Admin, RAC and Sports Equipment.

Budget/Current Position

As at Aug 19 the Trustees have forecasted at total income of £1.1M in subscriptions and donations with an equivalent spend. The income figure has been boosted for FY 19/20 with restricted donations from the RAFCT including Flying Scholarships, Motivational Flying Opportunities, the Flying Excellence Award, Air Rifle Ranges and STEM equipment along with, LIBOR Grants to Squadrons and significant funding from the Worshipful Company of Coachmakers and Coach Harness Makers. The fund also has some £300K (Will Trust, Grants and agreed Projects) held and committed for future overseas expeditions that fulfil the specific criteria etc.

The fund is in a healthy financial position with almost all funding now committed.

To date as at Aug 19 – income is £749,298.14 with net actual spend of £300,249.61 with £590K holding in Trusts, on-going projects and cash flow.

Future Plans

The Trustees intend to continue to allocate funding to the traditional activities which include support for BTEC in Aviation Studies, Duke of Edinburgh Awards, the International Air Cadet Exchange, Royal International Air Tattoo catering for cadets, grants to squadrons, the continuation of the funding of the "Air Cadet" magazine and the ATC Insurance schemes remain key outputs for the fund.

The priorities have been reviewed and funding for one-off projects continue to be considered. The Trustees are determined to augment aviation positively with consideration for scholarships, simulators and other aerospace activity to help fulfil the minimum offer to cadets. They intend to continue to fund 12 (12hr) Flying Scholarships, Air Experience Flying for cadets at 2FTS approved sites, Motivational Flying for the instructors and will review other options open to them.

Other areas of the curriculum have been developed to incorporate modern and fun activities such as Cyber and Science Technology, Engineering and Maths (STEM) training courses. The RAF Charitable Trust is committed to supplementing available resources and purchases of STEM-in-a-box for all regional areas has been confirmed. Similarly, the RAFCT will continue to support the purchase of Air Rifle Ranges to help expand the availability to cadets in those squadrons without such facilities nearby. Shooting remains one of the most popular activities in the Corps.

The Commandant RAFAC has refreshed the RAFAC Strategy to take the organisation to 2025 and beyond and this will have an impact on the fund. The Strategy is aimed at ensuring that the RAF Air Cadets endures as a world class uniformed youth organisation and will review the key elements of the cadet and adult volunteer experience.

Finally, the Trustees have recruited three further independent Trustees who were formally appointed to the Board at the 20 Jul 18 meeting (Sir David Tweedie and **Section 40**) with **Section 40** who has an educational background will be appointed at the 12 Nov 19 meeting. The increase of Trustee strength from five to seven is to ensure that the best interests of the Fund are represented and it is hoped that this will increase the diversity of the Trustees.

Donations to the Fund for FY 19/20

The Corps has benefitted greatly from various donations (received and pledged) including:

- **HRH The Duke of Edinburgh** - General - £1K – pledged for Nov 19.
- **RAFCT** – Sir Michael Knight Flying Scholarships £90K received FY 19/20.
- **RAFCT** – Air Rifle Ranges and Rifles £35,000 received. Plus, £35,000 ATC GPF Matched Funding.
- **RAFCT** – STEM-in-a-box £25,000 received. Plus £25,000 ATC GPF matched funding.
- **RAFCT** – Flying Excellence Award £5K – received FY 19/20.
- **RAFCT** - Motivational Flying and Gliding Opportunities = total £50K - £25K in FY 15/16 and £17.5K FY 16/17, £7.5K received in Sep 18 – £19,482.02 to be allocated.
- **RAFCT** - "Air Cadet" magazine sponsorship £10K - pledged.

- **Air Cdre McCafferty** – Support to the RAF Air Cadet Development Trust Bursaries - fundraising from the Swiss Trek Challenge via JustGiving – total to be finalised.
- **Sir Michael Marshall** £475 for the prize for the winner of the Marshall Trophy.
- **The Late Mr R Sidwick** £324.00 collection at funeral.
- **Kitson Trotman Solicitors on behalf of the late Elsie Ferguson for No: 1606 (Weymouth) Sqn ATC** - £2,320.52.
- **Authors Wg Cdr Ray Kidd and Ms Denise Parker** have donated all the royalties from the Horizons Book (History of the ATC) issued in 2014 (50% to IACE and 50% to Educational Bursaries) £1,779.83 so far.
- **RAF Air Cadet National Choir** Performance at the Lincoln Drill Hall – Donation pledged.
- **MOD LIBOR Funding** - £368,676.00 for specific approved sqn grants received - £6,614 left to allocate.
- **Worshipful Company of Coachmakers and Coach Harness Makers, RAF100 - Guildhall Event** (£20K) and artist **Mr Jeremy Houghton** (£60K). £80K received from the Worshipful Company of Coachmakers and Coach Harness Makers. The RAF Museum have also pledged £150K to be spent on a RAF100 legacy heritage project and we plan to link to the joint venture bid for an accommodation block at RAF Syerston.
- **Worshipful Company of Information Technologists** - £250 RAFAC National Bands – received.
- **Section 40** - £2K for the RAF Air Cadet Development Trust Bursaries - received.
- **The Aviation Skills Partnership** - RAFAC Convention 2018 £2.5K received May 19.
- **BAE Systems** have pledged £15K per annum for 3 years (total £45K) - pledged.

11 Sep 19

Section 40 'S UPDATE FOR SEPTEMBER ACMB MEETING

Recruitment - Problem: Fewer than 75% of Units have a Chaplain (Approx 750 chaplains in post)

- Continuing to improve retention with more training and communication
- Delays in appointment led to loss of some chaplains. Processing should now be monthly but seems to be 3-monthly (Aug 18 – 37; Sep 18 – 12; Dec 18 – 14; May 19 - 16 = 79 appointed in last year)

Training – Induction and CPD

- **'Competence Framework'** – basis for Training Needs for Chaplains created and agreed
- **Initial Training** at Amport House (held annually) - last one at Amport to be 16-19 Sep 2019. To include Mental Health Awareness. Chaplaincy moving to Beckett House, Shrivenham. Training Course to be retained after the move with possible increase to 50 attendees
- **Safeguarding** - Chaplains engaging with training at region/wing/unit level
- **Wing Chaplains' Convention** 18-20 June 2019 – at Cranwell in Daedalus Mess. Attendance 85% and many issues addressed

Development of Chaplaincy

RAF Air Cadets – Involvement with CCFs and Other Cadet Forces

- Other chaplaincies are different in structure and numbers (80 Army and 300 Sea Cadet chaplains)
- **Section 40** to meet with **Section 40** before Christmas 2019 to share best practice

Camps

- National camps – chaplaincy teams seem to have been valued (eg RIAT and D&C)
- Continuing reluctance in some Wings to allow chaplains to attend camp

Diversity of Chaplains – Improving, but Wing Chaplains are key in local contacts (Approx 30% female and just over 50% Anglican). New Roman Catholic Chaplain (**Section 40**) to replace **Section 40** on Corps Chaplain's Committee

Communication and Resourcing

- **Facebook Closed Group** – membership now 25% of all chaplains (15% in July 2017)
- **Spiritual Support of Cadets** – 'Cadet Prayer Book' – revision and reprint planned

Support of Chaplaincy

- Review of ACP23 (Chaplains' Handbook) complete and ready for issue
- MoD 'Guide for Parents of LGBT+ Children' circulated to chaplains

Section 40

Section 40

Report for ACMB

	Notes	Actions
1	<p>Section 40 Returns:</p> <p><u>Scotland and Northern Ireland</u></p> <p>Section 40 Continuing to develop his team, although the reduction of some of his staff from key roles is challenging. SNCO (RAFAC) 130 Northern Ireland (26) 16 SSDIC 6 SSDIC(A)</p> <p>No report this time due to work load</p> <p><u>North Region</u></p> <p>Section 40</p> <p>No Report sent on this occasion</p> <p>SNCO (RAFAC) 344 SSDIC(40) SSDIC(A) (13).</p> <p><u>Wales and West</u></p> <p>Section 40</p> <p>Already successfully building courses that benefit all wings that wish to attend. Working on building a new successful Regional drill display team.</p> <p>WO (64) Fs (46) Sgts (149) SSDIC (20) SSDIC(A) (11) potential (21)</p> <p><u>Central and East</u></p> <p>Section 40</p> <p>Section 40, he made a great start building on that which is already there, the future is looking good for C&E</p> <p>WO(97) Fs(69) Sgt(140) SSDIC(39) SSDIC(A)(14)</p> <p><u>London and South East</u></p>	

	<p>Section 40 [REDACTED]</p> <p>Laser continues to lead on formal parades, a very good network of SNCO who all have the same Goals.</p> <p>SNCO (ATC) (303) SSDIC (62) SSDIC(A) (16)</p> <p><u>South West</u></p> <p>Section 40 [REDACTED]</p> <p>Continuing to strive for the future, again South West has a great team of SNCO's with same objective approach</p> <p>SNCO (ATC) (280) SSDIC (55) SSDIC(A)(14)</p> <p>No Update report received</p>	
2	<p>Section 40 [REDACTED].</p> <p>No Report this time.</p>	
3	<p>Section 40 [REDACTED]:</p> <p>Section 40 [REDACTED]</p> <p>Section 40 continues to support the National bands to maintain the high standards required.</p> <p>Section 40 [REDACTED]:</p> <p>Section 40 [REDACTED].</p> <p>No Report this time</p>	
4	<p>Section 40 [REDACTED]:</p> <ul style="list-style-type: none"> • Section 40 [REDACTED] Section 40 [REDACTED] • Section 40 [REDACTED] 	
5	<p>Concerns:</p> <ul style="list-style-type: none"> • Update status on SNCO promotion Matrix update.(still awaiting update) • SNCO's are not being allowed to claim pay, until they have completed 12 months service. • Paperwork/Certificates coming out of HQ still annotating AWO 	

	<ul style="list-style-type: none"> • Notification of Rank progression coming out of HQ simply on time served basis to wings(not following Matrix or ability) 	
6	<p>The Section 40.</p> <p>Section 40</p> <p>Section 40 has been working extremely hard again this year, a successful D&C Parade, a great opportunity for all Staff and Cadets.</p> <p>Drill nationals are causing an issue this year due to accommodation, potential for Competitions at RAF Cranwell, accommodation at Beckingham.</p> <p>Working on a Parading with weapons policy, hopes to release to Regional Commandants and ACMB members for Comments.</p>	

Section 40 'S REPORT TO THE ACMB MEETING 25-26 SEP 19

Classification syllabus outline review

1. Attachment A gives an updated RAG review of the Cadet Classification Syllabus. It is the nature of this syllabus that most of it is under constant review and updates are often slow to be made due to both technical and SME constraints. However, it is functional and improving.

Utilearn content owners and leads

2. Attachment B shows the current contents of Utilearn, with their leads and owners. Just under 40% of Utilearn relates to the Cadet Classification Syllabus.

Overview of cadet syllabus SMEs

3. Whilst a large number of CFAV SMEs have volunteered, or were volunteered, the number of active contributors to the training material is actually much smaller, albeit with a much valued contribution. A list of these SMEs is included as Attachment C.

Improving look and functionality of Utilearn

4. Utilearn is a Learning Management System (LMS) not a Virtual Learning Environment (VLE) and as an LMS it is as good or bad as any other system. It is a repository of learning resources and an assessment tool. Its particular advantages are its secure MoD servers and its links with Bader. Its main disadvantage is most changes have to be done by Ultimedia, the owner of the system, at a cost.

5. The Bader Team can change the look, which could provide a consistency with other programmes (ie Cadet Portal and SMS). Most of the functionality can only be changed by Ultimedia, which means that we have to be very sure of what we want, as we cannot afford to keep changing it.

6. One area that we believe we can improve ourselves is the assessment process, particularly making the questions more interesting and relevant. We seem to have access to more assessment tools than we currently use and it is now a case of exploring these and understanding how to best apply them.

Integrating PTS with SMS and Cadet Portal

7. Whilst Utilearn classification assessments are shown as a snapshot in SMS, the actual classification is manually input by the sqn and does not necessarily relate to achievements in Utilearn. The First Class Cadet syllabus, which is not achieved through Utilearn, has no SMS record of subject achievement. This lack of electronic recording makes reliable data difficult to review.

8. The recently updated Presentation Skills and Methods of Instruction programmes have highlighted the complex relationship between training records and SMS. In this particular instance, collaboration between TG and the Bader Team has produced a good model for recording and displaying data.

9. **Section 40** and TG have been discussing what may be possible in updating Utlearn and recording training in SMS.

Review of aviation aspects of cadet classification syllabus and aviation awards

10. A review chaired by **Section 40** is examining a broader scope to the aviation content of the cadet classifications syllabus. This work is ongoing.

Open University Space syllabus

11. The first set of Open University (OU) Space eBooks have been received and are being reviewed. The eBooks are also being trialled with a small number of cadets. The subjects covered by these eBooks will be Blue and Bronze levels of the Space syllabus. There are a further 5 topics in the overall syllabus, which will be the Silver and Gold levels of content. Attachment D lists the content of the first three eBooks and Attachment E outlines the overall content of the syllabus.

Syllabus delivery methods

12. Whilst the First Class Cadet syllabus should be experiential learning to develop practical competence, Leading Cadet requires knowledge that then should be practiced to reinforce learning.

13. The Senior Cadet and Master Air Cadet subjects are mainly theory-based, which requires a level of CFAV knowledge and interest to be able to deliver properly. This method of delivery can reduce the cadet experience and even restrict access to parts of it.

Creating downloadable interactive eBooks

14. A delivery method being currently examined for the Senior syllabus is for a complete learning package, which is downloadable for online use. The package could support three types of delivery:

- a. Solo distance style of learning for a cadet to undertake in their own time.
- b. Collaborative style of learning, with peer group interaction with other cadets, working together but guided by the package contents.
- c. Delivered by a CFAV to a group of cadets in a more traditional environment, but using the package contents. The CFAV would only need to know how to present the programme and would need no specific subject specialist knowledge. Individual interaction with the programme could still be maintained, but applied to a group scenario.

External Learning Resources

15. Videos and mobile apps are being investigated as supportive learning resources. Mobile apps from either the Apple or Google app stores are easy to download, can be used offline and are mainly free. They can be displayed or projected in the same way as more conventional PowerPoint presentations, by connecting the phone or tablet to a monitor, TV screen, or projector, either by a cable or Bluetooth.

16. On a negative point, Cadet Direct have marketed a number of good looking training books, posters and RAFAC badges, all under their own copyright, which they sell for profit. Whilst the issue of Crown Copyright has not been resolved, the author of this material (a serving RAFAC officer) has agreed to provide free resources for TG, for the benefit of all.

Cadet NCO Training and Development Working Group

17. Work continues on this project. Section 40 is due to report back to the RTOs' meeting in Nov 19.

Level 3 Extended Project Qualification

18. The Edexcel Level 3 Extended Project Qualification (EPQ) is a UCAS points accredited qualification. The National Concert Band and National Choir Camps at RAF Cranwell were approached to see if there was interest in this qualification. 50 cadets showed interest. There are four pathways available and one of them, 'Performance', is a good fit with the music cadets. Section 40 has agreed to act as monitor and assessor. It is hoped to be able to fund this for the cadets from the existing BTEC GPF budget.

19. Also, a good fit for this qualification are those undertaking the Qualified Aerospace Instructors' Course (QAIC) and this will be examined in detail. The Junior Leaders' Course (JLC) is another possibility. There may well be other courses or programmes that could support this qualification.

BTEC Level 3

20. The plan is for a UCAS points accredited qualification in an aviation related qualification progressing from the existing classification syllabus. Course subject content is still being created. The overall structure is likely to have three pathways (Flying/Navigation, Engineering and Electronics), with mandatory subjects for each pathway, plus a set of optional subjects to choose from. There has been some useful volunteer SME engagement. Section 40 has recently agreed to support a number of these subjects. The earliest start would be Sep 20, but it will need Ofqual and UCAS accreditation first.

Section 40

CIVILIAN COMMITTEE REPORT TO ACMB – 25/26 Sep 19

1. **Section 40**.

Section 40 was asked by Commandant RAFAC if he would undertake the role of Corps Chairman following the sad passing of **Section 40**. He accepted the role wef 2 Jul 19 and agreed to serve to at least Dec 2020. **Section 40**

Another is to widen it and make it open to all CFAV, uniformed and civilian, and cadets. It could be awarded for an exceptional act such as assisting at an RTA, caring for a terminally ill parent, overcoming a personal challenge or to a unit that had supported the local community or a worthy charity in an exceptional manner. These options and others will be briefed at the next F&GP meeting where it is hoped that funding for the trophy may be available from the GP Fund.

2. **Civilian Committee Compliance.**

All sqns now have updated and signed constitutions and all committee members are now compliant with trustee status.

3. **Personal Data on SMS.**

Wg chairs continue to encourage all civcom members to upload their personal details on SMS. Good progress continues with a large majority recording their basic data. It is unknown how many civcom members there are at any one time (4,130 est) as it is a constantly fluctuating number.

4. **Registered Civcom Volunteers.**

As the Board is aware Registered civcom members assist sqns as quasi-staff members; they enjoy the equivalent status of CIs. CIs are able to claim home to duty mileage and it is therefore considered that due regard should be given to recompensing registered civcom members for their contribution to the direct support of cadets. A business case is in preparation based on the current number of registered civcom vounteers on SMS, approx 450.

5. **Form 60 Progress.**

As is always the case there is a shortfall in the submission of F60 annual sqn accounts by the final deadline of 31 Aug. It is noteworthy that it is the more proactive wg chairs that achieve the initial deadline of 30 Jun and thus gain the £75 bounty for their sqns. However, overall the process remains disappointing despite the small financial inducement on offer which, when taken overall, is at considerable cost to the GP Fund. For 2019, £70,650 was paid out in bonuses for completing a task that should be seen as a mandatory requirement for committees that enjoy excepted charity status. It is considered time that this incentive bonus ceased and the money utilised more broadly across the Corps for cadet activities. It is once more unfortunate that approx 4.4% (36) of sqn civcoms failed to submit a ratified F60 by the final deadline date and thus risked penalising their cadets.

The penalty of removing external activities from the cadets of sqns that fail to submit their F60 in time has generated much discussion since its inception. It is seen as somewhat of a draconian measure and is not popular with sqn, wg or reg chairs. In addition, it still does not achieve the desired 100% effect although in the absence of any other proposed 'encouragement' the regional

chairs feel that it should continue to remain in the RCs' armoury, albeit actioned sparingly, once a review of the reason for the failure has been conducted. A revision of the timescale for submission is also under consideration given that the Charity Commission requires all accounts for the preceding year to be completed by 31 January. Moving the requirement for sqns' final completion to 30 Sep or 31 Oct may allow more time for treasurers to finalise accounts after the summer holiday period. It would also align more closely with the Scottish OSCR timelines. Where data has been received, the table below shows the number of remiss sqns as at 30 Jun & 31 Aug 19.

Wing/Region	C&E	N	L&SE	SW	W&W	(S&)NI	TOTAL
30 Jun 18	27	29	44	27	48	0	146
31 Aug 18	10	3	4	10	6	0	33
No of Sqns	169	165	159	152	156	15	816

6. Financial Safeguarding.

At the recent Air Cadet Council meeting it was briefed that there had been 3 serious financial transgressions all brought about by exceedingly poor control of sqn treasurers' activities. The Corps was thus tasked with ensuring the Council that robust measures were in place to ameliorate such incidents as much as possible and thereby safeguard non-public funds at sqn, wg and reg level. Since then another incident has occurred. All 4, in 4 separate regions, have stemmed from poor monitoring and auditing of the Treasurer. All regional chairs are fully aware of the situation and were asked to task their wg chairs with reiterating to their sqn civcoms the rules and procedures for correctly administering their non-public sqn funds; this has been done. Additionally, a review of procedures is underway.

People are in the main honest as they are also trusting of their fellows, but where money is involved temptation is always present especially if an individual has a personal financial problem. It has been made clear that just because a person is perceived as 'nice or honest' it does not exempt them from being subjected to the correct regular periodic scrutiny to ensure they are conducting themselves properly in managing the fund for which they have elected to be responsible.

The concept of reducing or eliminating both cash and cheque transactions has been discussed at length. It is clear that sqns and wgs are at differing stages of advancement and so changes are needed at local level. Whilst it is likely to prove impossible to stop all theft due to the need to use cash/card for some local level activities, for larger transfers and expenditure correct 2-signature banking procedures, either cheque or electronic, and adherence to regulations should assist in preventing such transgressions. Ensuring individuals who volunteer to handle welfare funds are able, properly briefed and trained is essential. A training package designed by North Region is being assessed as to its utility across the Corps. Additionally, more regular and detailed auditing of the treasurer's balance sheets allied to associated bank statements and invoices will assist with ratifying transactions; this should be conducted as a minimum before each civcom meeting. Progress continues to be monitored and reported.

Section 40
Section 40

13 Sep 19

RAF Air Cadet Progressive Classification Syllabus Outline Review

Classification Training		Current	In development / Decisions / Actions
Level	Subject		
First Class Cadet Part 1	Induction	There is an induction booklet but it appears not to be in general use.	Is there a need for a centrally produced booklet?
	ATC	Introduction to the ATC. PowerPoint presentation and notes in Ultilearn. Update end of Jun 19. No assessment required, just a tick in the First Class Cadet Logbook. No record in SMS.	PowerPoint is acceptable, supported by wall posters, which need creating. Record in SMS would negate the need for recording in First Class Cadet Logbook and would give an accurate record in the Cadet Portal.
	Drill - Part 1	Basic foot drill and department. Syllabus and assessment form is in Ultilearn and TOs' Area in SharePoint. No record in SMS.	Part 1 video, with sound and sub-titles has been produced and is in Ultilearn. A Cadet Portal version is available, but Ultilearn version is to support instructors. Record in SMS would negate the need for recording in First Class Cadet Logbook and would give an accurate record in the Cadet Portal.
	Security	Video and PowerPoint presentation in Ultilearn. No assessment required, just a tick in the First Class Cadet Logbook. No record in SMS.	Record in SMS would negate the need for recording in First Class Cadet Logbook and would give an accurate record in the Cadet Portal.

RAF Air Cadet Progressive Classification Syllabus Outline Review

Classification Training		Current	In development / Decisions / Actions
Level	Subject		
First Class Cadet Part 2	RAF	Introduction to the RAF. PowerPoint presentations and set of notes. In constant need of updating, but completed by end of Jun 19, with 2 new parts added, organisation and history, with a separate extended 3 part presentation on history. Best method of delivery is a visit to an RAF Museum. No assessment required, just a tick in the First Class Cadet Logbook. No record in SMS.	RAF video links have been added, but access to downloadable RAF videos would have a strong impact. Link to RAF interactive history timeline added to presentation, but a downloadable version so it can be accessed offline would be helpful. Record in SMS would negate the need for recording in First Class Cadet Logbook and would give an accurate record in the Cadet Portal. The future of this subject is currently under review.
	History of Flight	Basic introduction. A choice of 2 sets of PowerPoint presentations, one more detailed than the other and supporting notes. Best method of delivery is a visit to an aviation museum. No assessment required, just a tick in the First Class Cadet Logbook. No record in SMS.	Record in SMS would negate the need for recording in First Class Cadet Logbook and would give an accurate record in the Cadet Portal. The future of this subject is currently under review.
	Drill - Part 2	Squad drill, static and moving. Syllabus and assessment form are in Ultilearn and TOs' Area in SharePoint. No record in SMS.	Part 2 video, with sound and sub-titles has been produced and is in Ultilearn. A Cadet Portal version is available, but Ultilearn version is to support instructors. Record in SMS would negate the need for recording in First Class Cadet Logbook and would give an accurate record in the Cadet Portal.

RAF Air Cadet Progressive Classification Syllabus Outline Review

Classification Training		Current	In development / Decisions / Actions
Level	Subject		
First Class Cadet Part 3	Principles of Airmanship	A set of 4 PowerPoint presentations, with associated notes were updated in Jun 19. The course also has a training programme in the Instructor Guidance document and 5 practical activities that should be undertaken. The revised course encourages instructors to demonstrate certain aspects of the course on a flight simulator, if possible and allow the cadets to consolidate the theory with some practical experience. Assessment is undertaken in the First Class Cadet Logbook, but there is no record in SMS.	The presentations should only be considered as an introduction, with understanding developed through practical activities. The difficulty is to encourage instructors to use the practical activities provided. A simple programme of flight simulator exercises would be very helpful. Whilst the First Class Cadet Logbook records continuous achievement throughout the course, completion is not recorded in SMS and thence the Cadet Portal. The future content of this subject is currently under review.
	Map Reading	A set of PowerPoint presentations, with associated notes were updated in Jun 19. The course also has a training programme in the Instructor Guidance document and 6 practical tasks that should be undertaken, together with a further 8 supporting activities. Assessment is undertaken in the First Class Cadet Logbook, but there is no record in SMS.	The presentations are only an introduction to exercises or a consolidation of practical activities that have already been undertaken. This subject should be taught practically. The problem is encouraging instructors to do this and not rely on the presentations, which should be used support the instructor and not directly teach the cadet. Whilst the First Class Cadet Logbook records continuous achievement throughout the course, completion is not recorded in SMS and thence the Cadet Portal.
	Initial Expedition Training	A set of PowerPoint presentations, with associated notes were updated in Jun 19. The course also has a training programme in the Instructor Guidance document, an instructor guidance PowerPoint presentation, a comprehensive set of instructor notes and 6 practical tasks that should be undertaken, together with a further set of supporting documents. Assessment is undertaken in the First Class Cadet Logbook, but there is no record in SMS.	The presentations are only provided as an introduction. This subject should be taught practically. The problem is sqn instructors not necessarily having the experience to deliver this subject (although the knowledge is provided in the instructor guidance presentation and notes) Sqns need to be encouraged the use DoFE cadets to deliver this subject. Whilst the First Class Cadet Logbook records continuous achievement throughout the course, completion is not recorded in SMS and thence the Cadet Portal.
	Basic Radio Communications	A set of PowerPoint presentations, approved by the Corps Radio Officer, with associated notes were updated in Jun 19. The course also has a training programme in the Instructor Guidance document and 7 practical activities that should be undertaken.	The presentations should only be considered as an introduction, with understanding developed through the provided practical activities. The difficulty is to encourage instructors to use the practical activities provided. There appears to be different

RAF Air Cadet Progressive Classification Syllabus Outline Review

		<p>Assessment is undertaken in the First Class Cadet Logbook, but there is no record in SMS. This course progresses directly into the Blue Badge Radio Communicator programme, should the cadet wish.</p>	<p>interpretations of what constitutes the content of the course and the requirements for the associated Blue Badge. This needs to be overcome within the Radio community. Whilst the First Class Cadet Logbook records continuous achievement throughout the course, completion is not recorded in SMS and thence the Cadet Portal.</p>
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RAF Air Cadet Progressive Classification Syllabus Outline Review

Classification Training		Current	In development or what may be desirable
Level	Subject		
Leading Cadet	Airmanship Knowledge	Progressing from First Class Cadet Principles of Airmanship, this consolidates and develops the subject. PowerPoint presentations are the main delivery method, together with some practical activities. The aircraft types section needs updating. Assessment is through Utilearn.	This is generally the weakest subject in this classification and will need the most updating, particularly the aircraft types section. The future content of this subject is currently under review.
	Basic Navigation Using Map & Compass	The subject is a progression from the First Class Cadet subject of Map Reading and examines in detail the principles of land navigation, including basic meteorology. There is a good set of PowerPoint presentations and learning resources. However, the presentations should be supported by the practical use of a map and compass.	There is no substitute for the practical application of the subject content. As with the First Class Cadet Map Reading subject, cadets must get out of the classroom and experience the use of a map and compass for themselves. It does not matter if they only have an urban environment, there are local opportunities everywhere. Theory can never replace practice.
	Principles of Flight	The subject is a progression from the First Class Cadet subject Fundamental Principles of Airmanship. It has a good set of PowerPoint presentations, most of which excellently demonstrate the principles (they were originally created by the RAF and subsequently updated). The Instructor Guidance document has a number of practical activities, which are simple but effective learning aids and it is hoped that these are used.	The most effective way of demonstrating the theory and then consolidating the learning is the use of a flight simulator. The lessons only need to be simple, but fun. This practical reinforcement would provide a more sustained learning experience, valuable for future glider pilot training. There are some excellent mobile apps that can be displayed or projected, for example an interactive wind tunnel. Links to these apps will be added to the learning resources. The future content of this subject is currently under review.

RAF Air Cadet Progressive Classification Syllabus Outline Review

Classification Training		Current	In development or what may be desirable
Level	Subject		
Senior Cadet & Master Air Cadet	Air Navigation	Supported by an instructors' course	<p>Cadets are required to complete any 3 subjects for Senior Cadet and a further 3 subjects for Master Air Cadet. This means that a cadet need only undertake half of the subjects available.</p> <p>These are quite technical subjects and for their delivery, need a basic level of subject knowledge. The principle method of delivery is by PowerPoint presentations. Whilst some of the subjects have practical activities, the opportunity for this is limited.</p> <p>Assessment is through Ultilearn, which although often criticised, was specifically approved by Ofqual (the government regulator) and is annually quality assured by Pearson (the awarding body).</p> <p>Each subject has a review process. Some subjects reflect the principles, which have not changed, so it is the delivery materials that will be updated. For some other subjects, the content has significantly changed and require a complete update. The single limiting factor is updates are being done by volunteers, in their spare time. Created by volunteers for volunteers provides a sense of shared ownership, but the timescales for completion are often difficult to control.</p>
	Pilot Navigation		
	Aircraft Handling & Flying Techniques	Some good material but in need of a refresh	
	Airframes	A very detailed subject, possibly too detailed, but functional	
	Piston Engine Propulsion	Clear presentation material	
	Jet Engine Propulsion	Clear presentation material	
	Rocketry	Undergoing an update	
	Military Aircraft Systems	Completely reviewed and updated	
	Principles of Air Power	Undergoing an update	
	Radio & Radar	Undergoing an update	
	Satellite & Data Communications	Completely updated Sep 19	
Avionics & Aircraft Electrical Systems	Still not yet a functional subject	<p>Videos are being sourced for all the subjects. These can provide a demonstration of principles that would otherwise not be possible in the classroom. Providing downloadable videos would be ideal as these can be viewed offline, but for mainly legal reasons, most can only be viewed online (ie YouTube). Another valuable aid, for both demonstration and participation, are mobile apps (smart phones and tablets). There are some excellent apps available to download which can be displayed by the same method as PowerPoint presentations (ie monitor, TV, projectors) and can have a high degree of interactivity, including virtual or augmented reality.</p> <p>As we move towards an advance technical syllabus with a Level 3 BTEC, we should consider other options for delivery. If Ultilearn was a Virtual Learning Environment (VLE), it is actually a Learning Management System (LMS), which is quite different, we could move towards distance learning. However, the prospect of 'virtual' cadets (ie those who do not need to attend the sqn to undertake training) may not be appealing.</p> <p>Downloadable e-book learning packages, which contain interactive learning, allow a variety of delivery methods. Firstly, a cadet could undertake solo learning, particularly if there are no other cadets on their sqn completing this particular subject. Secondly, a group of cadets could work collaboratively, at the sqn. Thirdly and importantly, the package could be delivered, or rather, presented, to a group of cadets as a lesson. The presenter does not need to be an SME, but know how to manage the process. TG is looking into how to develop e-book learning.</p>	

CADET SYLLABUS SME OVERVIEW

Last Name

First Name

Rank

Location

Subjects

Section 40

Navigation, Propulsion, PofF & Meteorology
 Delivery methods
 Content proof reader
 Radio Comms
 Avionics & Aircraft Electrical Systems
 Military Aircraft Systems
 First Class Cadet & Leading Cadet
 Cyber Comms
 Engineering & training delivery
 Cdt NCO trg & development
 Satellite & Data Comms
 First Class Cadet
 Cyber Comms
 Meteorology
 Cdt NCO trg & development
 Methods of Instruction
 Presentation Skills & Methods of Instruction
 Airframes & Navigation
 Rocketry, Satellite Operations & Comms
 QIAC subjects
 Aeronautical Engineering
 First Class Cadet & Leading Cadet
 Cyber
 SEND
 Leading Cadet development
 Cdt NCO trg & development
 Propulsion
 Cdt NCO trg & development
 Cdt NCO trg & development
 Cdt NCO trg & development

Section 40

Aviation & NATS
IT support & design
Possible training material
STEM Ambassador & product design
BTEC registrations & claims
Cyber Comms
Propulsion
Cdt NCO trg & development
Air traffic
Rocketry
Cdt NCO trg & development
Possible access to BTEC Level 3 material
First Class Cadet syllabus
Cdt NCO trg & development
Radio & Radar
Training delivery methods
BTEC Level 3 development
Propulsion & Airframes
Cdt NCO trg & development
Bronze & Silver Leadership
Cdt NCO trg & development
First Class Cadet & Drill
Radio Comms
Airframes, Aircraft Electronics & Air Navigation

Content	Purpose	Lead	Owner
The Air Training Corps	ATC First Class Cadet learning resource	TG1	TG
The Royal Air Force	ATC First Class Cadet learning resource	TG1	TG
Cadet Security Brief	ATC First Class Cadet learning resource	TG1	TG
History of Flight	ATC First Class Cadet learning resource	TG1	TG
Fundamental Principles of Airmanship	ATC First Class Cadet learning resource	TG1	TG
Map Reading	ATC First Class Cadet learning resource	TG1	TG
Initial Expedition Training	ATC First Class Cadet learning resource	TG1	TG
Basic Radio Communication	ATC First Class Cadet learning resource	TG1	TG
The Combined Cadet Force	CCF Part 1 learning resources	TG1	TG
Airmanship Knowledge	ATC Leading Cadet/CCF Part 2 learning resources and assessment	TG1	TG
Principles of Flight	ATC Leading Cadet/CCF Part 2 learning resources and assessment	TG1	TG
Navigation on Land using Map & Compass	ATC Leading Cadet/CCF Part 2 learning resources and assessment	TG1	TG
Piston Engine Propulsion	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Jet Engine Propulsion	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Rocketry Propulsion	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Principles of Airframes	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Military Aircraft Systems	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Air Navigation	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Basic Principles of Pilot Navigation	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Aircraft Handling and Flying Techniques	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Air Power	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Satellite & Data Communications	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Advance Radio & Radar	ATC Senior Cadet/Master Air Cadet learning resources and assessment	TG1	TG
Blue Leadership	PTS Leadership learning resources and assessment	Section 40	TG
Bronze Leadership	PTS Leadership learning resources and assessment	Section 40	TG
Silver Leadership	PTS Leadership learning resources and assessment	Section 40	TG
Method of Instruction Course	Legacy instructor's course for staff and cadets	TG1	TG
New MoI Course 2019	Instructor's course for cadets with learning resources and assessment	TG1	TG
Presentation Skills Course 2019	Course for cadets with learning resources and assessment	TG1	TG
AP818 Drill and Ceremonial	Drill & Ceremonial Policy	Section 40	ATF
BASIC Course	Legacy programme for CFAVs and Staff Cadets	Section 40	
Adult Volunteer Induction Package	Programme for CFAVs and Staff Cadets	Section 40	
AP3227 Band Drill	Band Drill Policy	Section 40	ATF
Fieldcraft ACP 16	Fieldcraft policy	Section 40	ATF
eDofE Training Course	Supporting DofE	Section 40	TG
First Class Cadet Logbook Answers	CFAV access only for First Class Cadet assessors	TG1	TG

Principles of Flight - Instructor	Learning resources for a CFAV instructors' course	TG1	TG
Air Navigation - Instructor	Learning resources for a CFAV instructors' course	TG1	TG
Pilot Navigation - Instructor	Learning resources for a CFAV instructors' course	TG1	TG
RAF Instructors Course Material - Airframes	Legacy material from RAF courses		
Aircraft Recognition x 13 items	Resources for the national competition	TG1	TG
How to Identify and Deal with a Suspicious Item	Security training	Section 40	RAFP
How to identify and respond to Suspicious Behaviour	Security training	Section 40	RAFP
Identifying Security Vulnerabilities	Security training	Section 40	RAFP
Introduction to Current Threat	Security training	Section 40	RAFP
Run Hide Tell	Security training	Section 40	RAFP
Firearms or Weapons Attack	Security training	Section 40	RAFP
Air Cadets - Security Brief (staff)	Security training	Section 40	RAFP
Stay Safe Online	Security training	Section 40	RAFP
Responsible for Information General User	Security training	Section 40	CST
Climatic Injuries video	Safety training	Section 40	Safety Centre
Fire Training	Safety training	Section 40	Safety Centre
Health, Safety & Environment Training 2018	Safety training	Section 40	Safety Centre
CGS Courses	Gliding training programme	2FTS	2FTS
B1 Category QGI	Gliding training programme	2FTS	2FTS
B2 Category QGI	Gliding training programme	2FTS	2FTS
Aviation Medicine	Gliding training programme	2FTS	2FTS
Human Factors	Gliding training programme	2FTS	2FTS

OPEN UNIVERSITY OPENLEARN SPACE PROGRAMME FOR AIR CADETS

eBooks 1, 2 and 3

eBook 1: Applications of Space Technology

Learning outcome:

Provide examples of the key benefits of space technology.

Contents:

1. Find out what space exploration has brought down on Earth.
2. Find out how we look from Space.

eBook 2: Exploring Space

Learning outcome:

Identify key steps on the timeline of the space age.

Contents:

1. Introduction.
2. Where does space begin?
3. What were the first rockets?
4. How do rocket engines work?
5. What's in the space around Earth?
6. How to clean up space.
7. Using rockets for exploration.
8. Time line of rocket development.
9. Using rockets for exploration.
10. Where does space begin?
11. How does a Rocket Engine Work?
 - a. Solid-Fuel rocket
 - b. Liquid-fuel rocket

- c. Ion rocket
- d. Using rockets for exploration

12. How do rockets work?

eBook 3: The Moon our nearest neighbour

Learning outcomes:

Explain the interactions between the Moon and the Earth; Describe the current state of knowledge about the composition of the Moon.

Contents:

1. The moon and its influence on us.
2. Is our moon unique?
3. Using craters for determining the age of a surface.
4. Moon facts.
5. Lunar samples on show.
6. A wet moon?
7. Living on the moon.

OPEN UNIVERSITY OPENLEARN SPACE PROGRAMME FOR AIR CADETS

FUTURE CONTENTS

(From notes of meetings with The Open University)

eBook topics

1. A brief history of Space exploration (already received).
2. Applications of Space technology (already received).
3. The Moon our nearest neighbour (already received).
4. The Sun our nearest star.
5. Our Solar System.
6. The Rosetta Mission.
7. Is there anyone out there?
8. The future of space travel.

Learning Outcomes:

1. Identify key steps on the timeline of the Space age (already received).
2. Provide examples of the key benefits of Space technology (already received).
3. Explain the interactions between the Moon and the Earth (already received).
4. Describe the current state of knowledge about the composition of the Moon (already received).
5. Describe the nature of the Sun from the perspective of the Earth.
6. Describe the nature of the Solar System from the perspective of the Earth.
7. Describe the objectives and achievements of a recent Space exploration mission (Rosetta).
8. Conduit analytical enquiries into conditions for the existence of life.
9. Demonstrate a working knowledge of medium term plans for applications of Space technology.

Out of Scope

From: Section 40

Sent: 18 October 2019 15:37

To: Section 40

Cc: Section 40

Subject: FW: PTS BADGE USAGE - EVIDENCE TO INFORM THE NEXT GPF GRANT

Comdt

The area highlighted in yellow below in your email of 27 Sept 19, states the following:

At ACMB this week, none of the RCs had been tasked with ensuring that usage of PTS badges was recorded at Wg level – something we agreed was a necessary follow-on activity in order to achieve better clarity regarding the cost of funding PTS badges going forward.

Please see the attached that was sent to all Regional Commandants on 3 Dec 18 stating the following at S5:

Regional Commandants are requested to ensure that records are retained to detail the onward distributed of badges and to ensure squadrons record PTS awards on Bader to allow future requirements and trends to be identified.

I will leave it to Section 40 and yourself to decide a way forward, because as far as I am concerned, the Regional Commandants have clearly been asked to record the distribution of the badges they received from Section 43 and the ACMB have been misinformed.

In consultation with Section 40 and Section 40, we agreed that I would stay with this years badge procurement due to the amount of time that Section 40 was expecting to be away being rebuilt and the fact that I had Section 40

Section 40. Unfortunately, Section 40 but I have updated Section 40 regarding the information Section 40 needs for the next F&GP meeting, including that Section 40 and the badges are expected to be at HQ in early Dec 19.

Regards

Section 40

Archived: 12 February 2020 11:39:10

From: Section 40

Sent: boundary=" 004 LOXP123MB0038689EF888A405CDCA5EF490AE0LOXP123MB0038GBRP "MIME

To: Section 40

Subject: Consolidated PTS Badge Orders

Sensitivity: Normal

Attachments:

[20181131-Consolidated PTS Badge Orders .doc](#);

Regional Commandants

Please see the attached TG71b and notes regarding consolidated orders for PTS badges.

Regards

Section 40

RAF College Cranwell, Sleaford, Lincolnshire, NG34 8HB

Section 40

See distribution

31 Nov 18

CONSOLIDATED PROGRESSIVE TRAINING SYLLABUS BADGE ORDERS

1. Funding has been agreed to allow an in-year purchase of PTS badges to be made from the General Purpose Fund. **Section 43** and this is to be distributed between the 6 ATC Regions, 2FTS and HQAC.
2. The distribution of funds will be as follows:

Section 43

3. Funding to ATC Regions has been based on cadet numbers available from Bader records on 01 Nov 18. Regional Commandants are requested to complete the attached TG71b and return this to **Section 40** by 18 Dec 18.
4. A consolidated order will be placed by HQAC and the bulk delivery of badges is expected to arrive at HQAC by 21 Jan 19. Upon receipt of the badges, HQAC will arrange for them to be split into allocations and delivered by hand to each Regional Headquarters and 2FTS. The badges will be accompanied by updated blue badge logs books, PTS guides and PTS posters for onward distribution to Wing Headquarters and squadrons.
5. Regional Commandants are requested to ensure that records are retained to detail the onward distributed of badges and to ensure squadrons record PTS awards on Bader to allow future requirements and trends to be identified.

Section 40

Section 40

Annex:

A. TG71b

Distribution:

Section 40

Regional Commandants

Section 40

Section 43

