

19 Jun 19

See Distribution

**RECORD OF DISCUSSION OF RAFAC TRAINING CUSTOMER EXECUTIVE BOARD (CEB) HELD ON 11 JUN 19**

Name	Post	Role
Section 40		Chairman (TDA)
Air Cdre D McCafferty	Comdt RAFAC	TRA
Section 40		
		Sec
<b>In Attendance</b>		
Section 40		

**ACTIONS**

**ITEM 1 – WELCOME**

1. The Chairman welcomed the CEB members and proceeded to Matters Arising.

**ITEM 2 – MATTERS ARISING**

2. **Para 2. Fatigue Policy.** Driver fatigue policy was included in ACTO 150. Action closed.

3. **Para 6. RCO Courses.** Section 40 stated that there a new Section 40 was in post who had agreed in principle to enabling RAFAC CFAV on a RCO course to practise only on the required CWS. RAFAC has produced a course folder which was to be ratified by the Section 40. The target date for roll out was Sep 19.

4. **Decision.** It was decided that Section 40 was to liaise with Section 40 to gain final approval of the RCO Course proposal and organise roll out of the course with a target date of Sep 19.

5. **Para 13. Allocation of Ammunition.** Section 40 announced that TG6 had directed TSAs, through their RCs, to provide ammunition/pyrotechnic bids for 2020/21 and beyond which were to be based on the requirements to fulfil PTS

Section 40

**ACTIONS**

and fieldcraft activities. There was still concern that this year's bid based on historical norms had highlighted inconsistencies of usage and allocations for each region. The RCs undertook to review their requirements for 19/20 and provide **Section 40** with the information so that a potential reallocation could occur.

6. **Decisions.** It was decided that:

- a. RCs would to review their ammunition requirements for 19/20 based on need and provide **Section 40** with the information.
- b. **Section 40** would reallocate, where possible, ammunition bids based on the information provided by the RCs.

RCs

**Section 40**

7. **Para 11.** **Section 40** had sent a red-amber-green report listing the courses on Utilearn and highlighting their status. It was requested that an update be provided to the CEB members indicating a priority list for the update of the 96 courses on Utilearn and who is responsible for each subject. It was stated that this had been done but RCs had not had site of the outcomes and needed the information to inform individual projects such as STEM strategy. Additional discussion questioned a previous decision that the **Section 40** need not attend the CEB. It was felt that this decision should be reversed and that he be asked to attend future meetings as a permanent CEB member. It was also felt that **Section 40** could be represented and it was suggested that an **Section 40** be invited on a rotational basis.

8. **Decisions.** It was decided that:

- a. **Section 40** would liaise with the **Section 40** to provide an update to the CEB members indicating a priority list for the update of courses on Utilearn.
- b. The Sec was to liaise with the **Section 40** to invite him as a permanent CEB member at future meetings.
- c. The Sec was to liaise with RCs prior to each meeting to invite an **Section 40** to each meeting on a rotational basis.

**Section 40**

Sec

Sec

9. **Para 14. FCI(T) Courses.** The RCs stated that there was demand for FCI(T) courses over and above those programmed in the ATF course programme. RCs were encouraged to liaise with **Section 40** to state their requirements for additional FCI(T) courses to cover demand. **Section 40** **Section 40** announced that the **Section 40** arranged similar courses for **Section 40** personnel and offered places to ATC CFAVs if their was spare capacity.

10. **Decision.** RCs would liaise with **Section 40**, if demand for FCI(T) training courses in their regions exceeded those provided by ATF, to state their requirements.

RCs

11. **Para 19. Parachuting Courses (BZN Camp).** The Sec had submitted

## ACTIONS

an IBN to announce changes in ACTO 54 regarding parachute courses. There was question as to the status of parachuting camps. Last year's camp did not take place because changes in personnel at Weston-on-the-Green meant that the camps had not been included in their programme. There were also issues with accommodation which was why the parachuting was not part of a bespoke camp, but an element of the RAF Brize Norton Camp. **Section 40** reminded the CEB that accommodation may now be available at Little Rissington, which might open up additional opportunities for parachuting camps/weekends etc. **Section 40** undertook to review the provision of parachuting opportunities at camps.

12. **Decision.** It was decided that **Section 40** would review the provision of parachuting opportunities at camps.

**Section 40**

13. **Para 21. SMS Policy.** The direction that all non sqn-based activities were to be recorded and authorised on SMS was now in ACTO 10.

14. **Para 25. – Ofsted.** Ofsted had visited. The report had not been sent by Ofsted and the Comdt undertook to speak to the **Section 40**'s outer office to determine if they could chase up the whereabouts of the report.  
**Sec's Note:** The report was sent to **Section 40** on 13 Jun. Action closed.

15. **Para 27 – SLC ExVal.** **Section 40** Assurance had conducted an ExVal of the SLC to determine if extra time was required for the course. Responses were limited but the replies that were received suggested that increasing the length of the course to enable more discussion was not required. **Section 40** Assurance would continue to monitor InVal responses. RCs had received local feedback about the added value that the course provided but requested that they be informed by ATF of the Wg Cdrs in line to conduct the foreside chat.

16. **Decision.** The Sec was to liaise with ATF to ensure that RCs were informed of the Wg Cdrs in line to conduct the foreside chat on SLC.

Sec

17. **Para 29 – Fieldcraft Policy.** The IBN announcing the agreed fieldcraft policy had been promulgated. Suggested amendments would be discussed later in the meeting.

18. **Para 31a, b, c – Junior Leaders (JL) Course.** A JL update would address these actions as a separate item.

19. **Para 32 – PLCE and Helmets on JL.** A JL update would address these actions as a separate item.

20. **Para 34 – Extended Squadron Footprint (ESF).** A definitive policy was still required. **Section 40** undertook to task his TSA to generate and promulgate a draft policy on the administrative arrangements for registering an ESF within the next few weeks.

21. **Decision.** **Section 40** undertook to task his TSA to generate and promulgate a draft policy on the administrative arrangements for registering an ESF within the next few weeks.

**Section 40**

22. **Para 36a, b - Cadet Progression on CWS.** Actions complete.
23. **Para 37 – STEM Strategy.** The STEM Strategy was to be discussed at the Cmd Board.
24. **Para 40 - Leadership, Warwick Business School.** **Section 40** announced that the trawl for applicants for the Level 7 Diploma in Leadership had been successful, currently attracting 72 applicants across all the cadet forces. Dates for the course modules were:

11-14 Dec 19  
16-19 Mar 20  
23-26 Aug 20

**Section 40** asked whether attendance on the courses would attract VA. It was felt that this course would not provide a direct benefit for cadets and would use up a CFAV's annual allocation of VA without access to cadets, The decision was made that the course should not attract VA.

25. **Para 45.** Action complete.

### **ITEM 3 – ATF UPDATE**

26. **Changes to Officers' Initial Course (OIC).** Significant changes at the Officer/Aircrew Selection Centre (OASC) meant that ATF's access to the 'Hangar' for leadership training and assessment would be limited to one afternoon instead of a full day. In order to cater for these changes ATF proposed reducing the OIC capacity to 15 (from 20) but would add an additional 3 courses to the annual programme to maintain annual capacity. CEB members stated that they would not approve the change in course capacity and determined that alternative methods of leadership assessment could be explored that did not rely on the hangar exercises. They would like to maintain the additional 3 courses. The Sec would liaise with ATF to review the assessment strategy for leadership on the OIC, maintain the 3 additional courses and keep the OIC capacity to 20 students.

27. **Decision.** The Sec was to liaise with ATF to:

- a. Conduct a review of the assessment strategy for leadership on the OIC.
- b. Maintain the 3 additional OICs for 2020.
- c. Keep the OIC capacity to 20 students.

Sec

### **ITEM 4 – TG UPDATE**

28. **Ground Training Activity Plan (GTAP).** **Section 40** submitted the 2019 GTAP and the draft 2020 GTAP. The following were discussed:

- a. **Music Events.** The level of activity that the RAFAC National

Band was raised. There was feeling that more local bands (Wg/Region) could be utilised at some events in order to cut down on travel (risk and cost), without compromising much in the way of quality. The Comdt had requested feedback from the **Section 40** (costings etc) about recent events. **Section 40** would liaise with the **Section 40** to gain an update about the feedback The feedback would help to inform any future review of the annual activities of Music Services within the RAFAC.

b. **Capturing Costs.** In order to inform event organisers and the chain of command about expenditure on events, **Section 40** undertook to share a template that was used in his Region to capture costs.

c. **Biennial Rotation of Camps.** The biennial rotation of camps was causing issues during this year's planning process regarding cadet attendance and staffing. **Section 40** announced that wgs were not providing CFAVs for the events because their cadets were not invited and consequently it was getting increasingly difficult to find enough people to attend, thus threatening the events themselves. RCs of the regions not currently involved in this year's activities were requested to encourage participation by their CFAVs when requested, even if they had no cadets attending.

d. **Drill and Ceremonial Camp Status.** Policy stated that the D&C Camp was as a 'blue camp' and there was concern that this was being used by CFAVs to register their attendance on a 'blue camp' on their promotion matrix, when in fact, D&C was the only activity they had conducted. There was discussion as to whether the policy should change but it was determined that it would not. The promotion matrix was a tool and RCs were to use it as a guide when exercising their judgement when managing promotions.

29. **Decisions.** It was decided that:

a. **Section 40** would liaise with the **Section 40** to remind him of the requirement to produce feedback reports for the Comdt on Music Events.

**Section 40**

b. **Section 40** would share a template, that was used in his Region to capture costs, with the other RCs.

**Section 40**

c. RCs of the regions not currently involved in this year's activities as part of the biennial rotation would encourage participation by their CFAVs when requested, even if they had no cadets attending.

RCs

d. The D&C would retain its status as a 'blue camp'.

30. **Methods of Instructional Techniques (MOIT).** A proposal for the review of MOIT was submitted on behalf of the **Section 40**, which suggested a progressive approach to instruction training that would be open to all cadets. The course had been produced by Training Officers and reviewed by RTOs.

## ACTIONS

The changes included a 'Presentation Skills' module open to all cadets which would be a pre-requisite for a revised, 1 day MoI course for First Class Cadets and upwards ( no age limit or rank restrictions). Both packages had been produced with supporting materials and successfully trialled. The CEB agreed the the changes were good and approved the course on the understanding that CFAVs and assessors were adequately trained to deliver and assess the course.

31. **Decision.** It was decided that the Sec would inform the **Section 40** that the revised Instructional Package had been approved by the CEB on the understanding that CFAVs and assessors were adequately trained to deliver and assess the course.

Sec

32. **Space.** **Section 40** stated that the production of the Space syllabus was Still ongoing and that he would update the CEB ex-committee on progress.

33. **Decision.** It was decided that **Section 40** would update the CEB ex-committee on the progress of the Space syllabus.

**Section 40**

34. **Automated External Defibrillator (AED) Training.** A proposal for the purchase and training on AEDs was submitted to the CEB on behalf of the **Section 40**. All agreed that the practical training of first aid skills using emulators would be beneficial and agreed to the proposal.

35. **Decision.** It was decided that the Sec would inform the **Section 40** that approval had been given to purchase the AED training equipment.

Sec

36. **Fieldcraft Amendments.** Amendments to the fieldcraft policy were proposed:

a. **Load Carrying Equipment (LCE).** Discussion ensued about the type of LCE that cadets could use during fieldcraft training. On the one-hand it was proposed that flexible use of LCE, allowed by the Fieldcraft Manual (AC 71966), be adopted, allowing faith in trained volunteers to risk assess and fit kit correctly to cadets. On the other it was proposed that a definitive kit list was produced that FCIs/FCOs should not deviate from. The merits of each approach were aired. It was decided that new words would be developed to allow for the flexibility of correctly fitted LCE in accordance with AC 71966 (which allowed for other LCE not directly stated in the manual as long as the principles of fitting correctly were applied).

Specific direction was to be included that kit could only be fitted by someone assessed by an FCI(T) and an acknowledgement that kit that could not be fitted correctly was not to be worn.

b. **Scope of Fieldcraft Training.** It had been suggested that the scope of fieldcraft training be extended to include Sections 1-4 of Chapter 2 of AC 71966, namely:

Tactical Principles and Leadership  
Organisation and Grouping  
Patrolling

Patrol Harbours

It was believed that incorporating the sections above would allow for basic patrolling and the use of harbour drills to standardise a bivvi site without straying into 'offensive' exercises. The proposal was accepted.

37. **Decision.** It was decided that the Sec was to liaise with the TSAs to incorporate the agreed changes into the fieldcraft policy.

Sec

**ITEM 5 - RISK**

38. **Driver Fatigue.** The issue of driver fatigue was raised. Some thought it ironic that there was a greater risk in driving cadets over long distances to flying activities than the flying activities themselves. Though the statement was used as part of an argument in favour of using local civilian flying clubs, it was also used to stress the need for activity organisers to pay greater scrutiny to driving as part of the whole activity and, if practicable, to arrange events closer to home rather than travelling further and longer distances and thus exposing cadets and volunteers to greater risk.

39. **Land Environment Safety Officers (LESO) Course.** The LESO course had been attended by Section 40 and Section 40. It was stated that the course would be useful for TSAs and DDHs. Section 40 stated that he would task Section 40 to back brief CEB members on the course's usefulness.

40. **Decision.** Section 40 undertook to task Section 40 to back brief the CEB members on the usefulness of the LESO course.

Section 40

**ITEM 6 – JUNIOR LEADERS (JL) COURSE**

41. **JL Presentation.** Section 40 gave a presentation which aimed to outline recent changes following a review of the JL course. The presentation was well received. The following areas were discussed:

a. **Application Criteria.** The age of cadets wishing to apply for JL was changed to those in year 12 at school to allow for practical application on sqns and a return on training post, JL course. It was also decided that cadets should have the rank of sgt and be a senior cadet.

b. **Selection.** It was proposed that the selection weekend be replaced by selection at RHQ, reducing the course by 2 days. The RCs accepted this proposal and requested that Section 40 provide a template for the course selection criteria. The onus would shift to Wgs to ensure that applicants were fit and WHT current. Section 40 requested that CCF(RAF) applicants be selected by the RCs of the region that covered that school. Timescales for selection were as follows:

Application released 17 Jun 19 (subject to slight delay)  
WHQ Action from 26 Jul – 8 Aug  
RHQ Action from 9 Aug – 29 Aug  
To Section 40 by 30 Aug

Course starts 20 Sep

c. **Course Structure.** The course had been developed into modules. Module 1 would cover leadership theory and instructional techniques over 2 weekends. Module 2 would provide practical leadership application through the medium of fieldcraft over 1 weekend. An additional bonus to this module would be to provide cadets with the FCI qualification (fieldcraft lessons 1-19). The 3<sup>rd</sup> module, over 3 weekends, would cover advanced field leadership followed later by an assessment module over 7 days. The 3<sup>rd</sup> module would include tactical elements of the fieldcraft manual (AC 71966) including a TIBUA exercise. The assessment module included 2 x 4hr leads per student as well as some career advice and the graduation dinner. The CEB members questioned the need for 3 weekends for module 3 and the need to have 2 leads per cadet in the assessment phase. Instead it was suggested that 1 lead per cadet should be enough, providing a second only to those who gave an initial borderline performance. As a consequence it was decided that module 3 would be reduced to 2 weekends with the third weekend moving to the start of the assessment week and reducing assessment to 5 days.

d. **Cadet Review Procedures.** The modular nature of the course meant that failed JL cadets could now rejoin the course, the following year (following completion of a review package and selection at RHQ) at the point that they failed. Previously, cadets who left the course could not rejoin.

e. **Finances.** **Section 40** announced changes to the way cadets paid for various elements of the course eg the Graduation Dinner and ILM. The procedures were a fairer and more transparent and in general it was believed that progress had been made. There was a lot of discussion about the John Thornton Young Achievers Foundation (JTYAF) and whether it was appropriate to use a charity that essentially was funded by JL and then gave money to JL. It was felt by most that the arrangement had been audited, was transparent and was above board.

f. **Graduation Dinner Uniform.** **Section 40** announced that he had obtained a stock of No1 jackets that would be issued to graduating cadets so they did not have to buy their own.

g. **Future Strategy.** The current, single course 19/20 would take 100 cadets. It was planned for 20/21 to have a North and a South course each with 60 cadets and then in 21/22 to have 3 centres catering for 3 x 60 cadets. These plans would be subject to establishing centres for the courses. The CEB accepted the plans as a good move (training more cadets but reducing travelling distances). **Section 40** undertook to search for a suitable location that could be used as a centre in 20/21.

42. **Decisions.** It was decided that:

a. RCs would:

RCs



## ACTIONS

- (1) agree to take on the selection of prospective JL cadets.
  - (2) ensure that Wgs in their AOR would adequately prepare the cadets in fitness, WHT and MoI.
  - (3) take on the selection of CCF(RAF) candidates on behalf of Section 40
- b. Section 40, through Section 40 would:
- (1) provide RCs with a template outlining the selection criteria.
  - (2) restructure the course modules as instructed by the decisions of the CEB at para 41c.
  - (3) continue with plans to establish regional centres.
  - (4) continue to reform cadet finance of the course as was presented in the meeting.
- c. Section 40 undertook to investigate the possible location of a centre from which a Southern Area JL course could be run in 20/21.

### ITEM 7 - AOB

43. **SMS Training.** Section 40 stated that an Utilearn package was being developed to provide practical training on Bader and SMS. It was felt that other possibilities should be explored to provide introductory training on Bader. Options suggested were to include training on the ATF courses or to provide a TTT course for Bader POCs so that training could be cascaded locally. Section 40 undertook to liaise with ATF and the Sec to determine away ahead.

44. **Decision.** It was decided that Section 40 would explore the options with ATF and the Sec to develop Bader introductory training.

45. **Marksmanship Coaching Course.** The Sec introduced a proposal to introduce a Marksmanship Coaching Course and an Exercise Director Course. As time was short it was agreed that the proposals would be submitted ex-committee.

46. **Decision.** It was decided that the Sec was to submit the proposals for a Marksmanship Coaching Course and an Exercise Director Course ex committee.

47. **Wet Bulb Globe Thermometer (WBGT).** The Chairman provided information about work being carried out by Section 40 to determine if there was a requirement for WBGT in order to comply with Defence regulations. Further updates would be provided ex-committee.

**ACTIONS**

**ITEM 8 – NEXT MEETING**

48. A discussion ensued about the amount of time that RCs were expected to attend meetings and events away from home. The next meeting was to be arranged at RAF Honington on 15 Nov 19 to coincide with a Cmd Board, Cmd Circ and the D&C Camp. The original plan was to have the CEB on Fri pm and the Cmd Board on Sat am. Whilst some were happy with this arrangement, others believed that the expectation to attend central camps was unfounded. It was suggested that the CEB and Comd Board could both take place on the Fri. Some agreed but there was dissent from others. The Comdt undertook to liaise with the CEB members to determine the optimum plan for the next meeting.

Sec

Section 40

Distribution:

Chairman and TDA - Section 40

TRA - Comdt RAFAC

Section 40