

4 Dec 19

See Distribution

RECORD OF DISCUSSION OF RAFAC TRAINING CUSTOMER EXECUTIVE BOARD (CEB) HELD ON 15 NOV 19

Name	Post	Role
Section 40		Chairman (TDA)
Air Cdre D McCafferty	Comdt RAFAC	TRA
Section 40		
		Sec

ACTIONS

ITEM 1 – WELCOME

1. The Chairman welcomed the CEB members. The Section 40 Section 40 and the Section 40 were attending the meeting for the first time.

ITEM 2 – MATTERS ARISING

2. **Para 4. RCO Courses.** RAFAC had still not been able to gain approval for a RAFAC-specific RCO Course folder. Section 40 continued to liaise with Section 40 (previously Section 40) to determine the status of the RAFAC RCO Small Bore Course folder.

3. **Decision.** It was decided that Section 40 would continue to liaise with Section 40 Section 40 to determine the status of the RAFAC RCO Small Bore Course folder.

4. **Paras 6a and b. Allocation of Ammunition.** Complete and closed.

5. **Para 8a. Utlearn Courses Review.** This would be covered as an agenda item.

6. **Para 8b. Section 40 as CEB Member.** The Sec had invited the Section 40

ACTIONS

Section 40 as a new CEB member. Complete and closed.

7. **Para 8c. RTOs.** RTOs had been invited to the meeting but, currently, posts were gapped and others were engaged in different activities. The **Section 40** was to liaise with RTOs for their attendance at future meetings. The Sec was to ensure that the **Section 40** had the date of the next meeting asap so that he could invite them in sufficient time.

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

a. The **Section 40** was to liaise with RTOs so they had a representative at future CEBs.

b. The Sec was to ensure that the **Section 40** had the date of the next meeting asap so that he had sufficient time to invite an RTO to the next CEB.

9. **Para 10. FCI(T) Courses.** This would be an ongoing commitment so could be closed as a CEB agenda item.

10. **Para 12. Parachute Camps.** **Section 40** stated that frequent changes in the **Section 40** at Weston-on-the-Green meant cadet parachute camps had not been factored into the centre's training plan. **Section 40** said that he had had previous links with the current **Section 40** and would liaise to see if cadet parachute camps could be reinvigorated for next year. **Section 40** had written a business case to 22 Gp seeking approval to use a BPA site in Scotland (Strathallan) and a response was being awaited.

11. **Decision.** It was decided that **Section 40** undertook to liaise with **Section 40** Weston-on-the-Green to determine if parachute camps could be reinstated for next year.

12. **Para 16. SLC Fireside Chat.** The Sec had liaised with ATF. It was to be an ongoing commitment for **Section 40** to ensure that RCs were informed of OC Wgs chosen to conduct SLC fireside chats prior to the Wg Cdrs being invited.

13. **Para 21. Extended Squadron Footprint (ESF).** **Section 40** and **Section 40** had written a draft policy for ESF arrangements which was to be submitted to the Cmd Board. Closed.

14. **Paras 27a, b and c. OIC Course Changes.** All completed and closed.

15. **Para 29a. Music Camps.** The Comdt undertook to remind the **Section 40** of the requirement to produce feedback reports following Music Events.

16. **Para 29b. Costs Template.** **Section 40** had shared his Region's template for capturing costs. Item closed.

17. **Para 29c. Camps Attendance.** It was agreed that it would be an

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ongoing commitment for RCs to encourage participation by their CFAVs to annual camps/events. Item closed.

18. **Para 31. MOIT.** The Sec had informed the **Section 40** that the MOIT progressive training syllabus had been approved. Item closed.

19. **Para 33. Space Syllabus.** **Section 40** had briefed RAFAC members on the progress of the space syllabus. The syllabus was completing its final trial, the IBN had been drafted and the syllabus ready for RAFAC-wide use. Though the syllabus had 4 levels, it was stressed that these were not rewarded with badges. Instead, certificates via the OU would be awarded. Item closed.

20. **Para 37. Fieldcraft.** The Sec had incorporated the agreed policy changes in the relevant documentation. Item closed.

21. **Para 40. LESO Course.** **Section 40** had provided feedback on the usefulness of the LESO course. Item closed.

22. **Paras 42a(1), (2), (3) and 42b(1), (2) and (4). JL Course.** All complete for 2019 and would be an ongoing commitment for future courses. The RCs requested that feedback be given with regards the calibre of the cadets following the revised selection procedures. **Section 40** and **Section 40** undertook to liaise with the JL instructors and report back to the RCs on the calibre of the cadets as a means of validating the selection process (in particular with regards to fitness). The Comdt recommended that **Section 40** visit the JL Course as part of his induction into the RAFAC.

23. **Decision.** It was decided that **Section 40** would liaise with JL Course instructors and report back to the RCs on the calibre of the cadets as a means of validating the selection process (in particular with regards to fitness).

Section 40

24. **Para 42b(2). JL Course Regionalisation.** For various reasons, it was unlikely that a southern location for a regional JL course could be established before next year's course. Some preliminary work had been undertaken but for **Section 40** to take it forward, it would be necessary to establish the criteria required to secure a permanent centre if possible. He would liaise with **Section 40** to gain this information.

25. **Decision.** It was decided that **Section 40** would liaise with **Section 40** to establish the criteria required to secure a permanent centre.

Section 40

26. **Bader Training.** **Section 40**, through the VSDT, had developed e-learning packages, currently on Bader, which provided training on SMS to volunteers. Though this was a start it was believed that there was more to do to improve the Bader training within RAFAC. **Section 40** stated that a business case had been submitted for internet access/wifi and tablets to provide greater flexibility for CFAV training. Allied to this, the ATF course objectives were due for review in 2020 and Bader training could be considered. Progress on these areas would be given at the next CEB in Jun 20.

27. **Decision.** It was decided that Section 40 would report, at the next CEB, progress on the business cases for internet access and IT hardware, as well as the review of ATF course objectives.

Section 40

28. **Shooting Courses.** Exercise Director and Marksmanship and Coaching Courses would be covered as an agenda item.

ITEM 3 – ATF UPDATE

29. **Assurance Activity.**

a. **Internal Validations.** Each of the 15 courses had been internally validated since the last CEB. The following points were noted: that the introduction of safeguarding case studies in place of MS PPT presentations had enhanced lessons due to deriving the objectives through discussion and participation, that security training was well-received, that resilience training was well-received and that the medium of low-ropes to achieve leadership and teamwork objectives was popular. Areas for improvement were access to IT and the internet and the standard of the Personnel presentation. Both areas would be included in the ATF's Quality Improvement Plan (QIP) by Section 40 so they could be addressed.

b. **Extended Validations (ExVals).** ExVals were conducted by 22 Gp every 2 years on students who had attended the ATF courses 6-12 months earlier. This year's questionnaires had been sent to 107 OIC students and 148 SSIC students. After a reminder, there were insufficient returns to fulfil the confidence level for an accurate survey. Another reminder had been sent by 22 Gp.

c. **Training Audit.** 22 Gp had conducted its biennial trg audit of ATF and the RAFAC HQ against the Defence Systems Approach to Training Quality System (DSAT QS) – JSP 822. A draft report, yet to be ratified by 22 Gp, had been received which raised 2 non-conformities (NCs): Training Authorisation Documents not raised for some courses and a ATF commanders training risk assessment. 8 additional observations were made which would be promulgated to the CEB when the final report was complete. In addition, 3 areas of best practise were listed: CEBs, Security Training and Mental Awareness training. Section 40 and Section 40 were to address the NCs and observations as part of the ATF QIP.

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

a. Section 40 was to address the InVal observations as part of the ATF QIP.

Section 40

b. Section 40 and Section 40 were to address the 22 Gp Training Audit NCs and observations as part of the ATF QIP.

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Section 40

ACTIONS

31. **ATF Staff Matters.** The [Section 40] and [Section 40] ATF instructors had had their FTRS posts changed from Home Commitment to Limited Commitment, enabling more flexibility for [Section 40] to utilise them in non-residential training, though no final decisions had been taken on a deployment plan. It was anticipated that ATF staff could be called upon to provide local training and support and [Section 40] undertook to provide RCs with the opportunity to request training/training support.

32. The [Section 40], [Section 40] would be leaving in Jan 20 after 27 years of service in the ATC and stressed that he was grateful for her many years of service within ATF. A business case had been submitted to change the TO post from a CS post to a FTRS(LC) post, again to provide greater flexibility for the use of ATF staff. The business case would be subject current approval processes, but the CEB members would be kept up to date with progress.

33. **Decision.** It was decided that [Section 40] was to:

a. Liaise with the RCs to provide opportunities for local training/training support using ATF instructors.

b. Keep CEB members informed as to the progress of appointing a new [Section 40].

34. **Pre-ATF Training.** Students were still being accepted on ATF courses when there was no evidence of pre-ATF trg. The previous CEB had agreed that those not receiving pre training should not be accepted on the course. This had not been enacted as courses had already been booked and the sanction had not been advertised in JIs. The sanction would be introduced from Jan 20. One of the issues was that students were encouraged to attend the course as soon as possible, so that gapped posts could be filled, and therefore didn't always gain the experience that others might who waited towards the end of the 12-month period. In addition, though the pre-ATF criteria were clearly highlighted, there was no standardised approach to obtaining the training. Some training was conducted at Regional level, some at Wg. [Section 40] were investigating best practises amongst their areas in order to develop a tailored package which could be delivered more effectively. It was discussed that the pre-ATF training could be delivered at Regional level so that the training could be monitored more efficiently; however, as some regions had large dispersed areas this was not seen as workable. It was decided that local training arrangements, backed up by sanctions for non-training (a relatively small number), should be maintained and reviewed from time to time.

35. **Resilience Training.** Resilience training had been introduced into the OIC and SSIC courses and was popular. The Comdt requested information about RAF courses on resilience with a view to using the information/spare capacity for the wider RAFAC community. [Section 40] would provide

36. **Decision.** [Section 40] would provide details to the Comdt on resilience training conducted by the RAF.

[Section 40]

[Section 40]

[Section 40]

ITEM 4 – TG UPDATE

37. **Utilearn Course Updates – Content and Delivery.** The **Section 40** presented an example of an e-learning package produced by a CFAV using Articulate software to showcase teaching and self-learning media for instructors and cadets. **Section 43**

Such training packages could be hosted on sharepoint (though assessment would need to remain on Utilearn) in the short term and then a future Learning Management System (LMS). It was proposed that a suite of 5 licenses be purchased, managed centrally and transferable to different users, so that SMEs and software developers could work collaboratively to develop training. Discussions ensued about the suitability of e-learning over practical training, direct cadet access to e-learning, the flexibility of e-learning as a tool for instructors or as a means of self-learning and also a plan as to what training was to be converted/developed first. It was agreed that subjects within the classification syllabus should take priority but opinions differed as to whether the senior syllabus or the first-class syllabus should be first. It was felt that if 5 licenses were being purchased then work could be done in parallel but a priority list of subjects should be produced by the **Section 40**. Funding streams for the licenses were also discussed and it was decided that a business case could be written to GPF because, as a registered charity, a discount could be obtained for the licenses.

38. **Decisions.** It was agreed that **Section 40** and the **Section 40** would:

- a. write a business case for GPF funding to obtain 5 annual licenses for Articulate development software.
- b. develop a priority list of courses for initial development/conversion.
- c. progress the use of agreed development software (Articulate) and selected volunteers with appropriate IT skills to upgrade existing training packages iaw the priority list of courses above. Ultimedia should no longer be used to develop e-learning.
- d. manage the transfer of training material from Utilearn whilst maintaining BTEC assessment on Utilearn until an alternative LMS could be introduced that could host it securely.

39. **Utilearn Update – LMS Platform Proposals.** A paper ([LMS Paper](#)) was submitted by **Section 40**, through **Section 40**, proposing 5 options for a future LMS within RAFAC. The proposals had been submitted prior to the meeting and discussions ex-committee agreed that Option 5: Open Source (Moodle) LMS with VSDT support be agreed. Prior to this decision, a business case had been submitted to enable Ultimedia to develop a safeguarding introduction and refresher e-learning package. It was decided that this business

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ACTIONS

cases be withdrawn and the storyboard and requirements submitted to Section 40 and the Section 40 as a priority course for development.

40. **Decisions.** It was agreed that:

a. Option 5 of the LMS proposal paper be adopted and that Section 40 through the VSDT take responsibility for its implementation. Section 40

b. The Sec was to withdraw the business case to Ultimedia for safeguarding training and submit the storyboard and requirements to Section 40 and the Section 40 as a priority course for development. Sec

41. **Shooting Training.** Training proposals for Exercise Directors and Marksmanship Coaches had been submitted prior to the meeting for review, and comments/ideas had been shared and incorporated ex-committee. It was agreed that these courses were a valuable addition to the Safe System of Training and that they should be ratified. The Sec was to produce Training Authorisation Documents (TrADs) to formalise the training.

42. **Decision.** It was decided that the Sec was to produce TrADs for the Exercise Director and Marksmanship Coaching Courses to mark ratification by the CEB. Sec

43. **Air Rifle RCO Training.** An Air Rifle RCO training folder had been written and courses timetabled. A number of courses had to be cancelled due to poor course-loading, as ARTAT, who attend each course to ratify the assessment, will not attend if course loading is significantly low. Section 40. Through Section 40, had arranged for the production of a Statement of Trained Requirement (SOTR) so that the planning of courses and course numbers could be more efficient. It was discussed that, anecdotally, air rifle training was not always popular amongst shooting SMEs who preferred to use their time to train small bore, full bore CWS. It was felt that with the rapid increase in air rifle ranges, acting as a gateway to shooting and increasing demand, that RCs should encourage OC SATTs to give more credence to air rifle training so that ranges can be adequately manned with RCOs, safety supervisors etc.

44. **Decision.** It was decided that:

a. Section 40, through Section 40, was to plan future Air Rifle RCO courses using the data obtained from the SOTR requests. Section 40

b. RCs would encourage OC SATTs to ensure that Air Rifle RCO training was given priority. RCs

45. **Ammunition Bids.** Ammunition bids had been submitted and RCs were in general agreement that the process was adequate. There was discussion about Service ammunition being used in non-Service locally-purchased weapons (LPW). Section 40 stated that he was in discussion with 38 Gp about this issue and that initial signs were favourable to enable service ammunition to be used for target competition. He would continue to liaise and inform CEB

ACTIONS

members of progress.

46. **Decision.** It was decided that Section 40 would continue to liaise with 38 Gp over the issue of Service ammunition being used for LPW and inform CEB members of progress.

Section 40

47. **Cyber Syllabus.** The Comdt explained the MoD’s annual requirement to train 700 air cadets on the Govt’s Cyber First training programme. The training was to be conducted by an external agency. In order to train 700 cadets before Apr 20, it was decided that the regions and CCF(RAF) should identify opportunities to each muster 100 cadets to attend a Cyber First training course. Proposals should be submitted to Section 40 by 17 Jan 20. Section 40 would provide RCs and Section 40 with the conditions required for running the training (a room with wifi to accommodate a suite of computers provided by the external training agency). In addition Section 40 agreed to investigate the opportunity of the Aerospace and ‘Supercamps’ allocating a day for future training. RCs and Section 40 would also identify wg/area camps that could offer up a day for training. Section 40 would coordinate all future bids for cyber first training from RCs/OC Wgs.

48. It was decided that:

- a. Section 40 would provide RCs and Section 40 with the criteria required to conduct Cyber First training.
- b. RCs and Section 40 would attempt to identify opportunities each muster 100 cadets for Cyber First training and submit proposals by 17 Jan 20 to Section 40.
- c. Section 40 would coordinate the muster proposals and liaise with the external training agency.
- d. Section 40 would investigate the opportunity of future Aerospace and ‘Supercamps’ to allocate a day for future Cyber First training.
- e. RCs and Section 40 would identify wg/area camps that could offer up a day for Cyber First training.
- f. Section 40 would coordinate all future bids for Cyber First training from RCs/OC Wgs

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ITEM 5 – AT UPDATE

49. **Windermere Update.** An update on the upgrade of Windermere AT Centre was not available for the meeting.

Sec’s note. An update was submitted after the meeting and forwarded to the CEB members.

50. **Road Marching Team Leaders’ Course (RMTL).** A training proposal had been submitted for a RMTL course prior to the meeting for review.

ACTIONS

Comments/ideas had been shared and incorporated ex-committee. Although RM policy was still to be fully determined, enough information was available to allow the course to be ratified by the CEB to cater for a burgeoning interest in RM activity. The Sec was to produce a TrAD to formalise the training.

51. **Decision.** It was decided that the Sec was to produce a TrAD to formalise the training.

Sec

ITEM 6 - RISK

52. **Tents.** A number of tents had gone missing which could have an impact on availability for camps in 2020. A police investigation was ongoing. The RAF may be disposing of tents and Section 40 undertook to liaise the RAF supply chain to determine if they could be allocated to RAFAC. He would provide updates to the CEB on this issue.

53. **Decision.** Section 40 would liaise with the RAF supply chain to determine if tents being disposed of could be allocated to RAFAC.

Section 40

54. **Station Engagement/ACLOs.** Nearly 50% of RAF stations had failed to reply to make a commitment to the RAFAC camp programme next year. The Comdt undertook to write to Stn Cdrs about addressing issues of prompt commitment and taking greater responsibility for the actions of ACLOs. The RCs, who often had close links with local stns, urged Section 40 to let them know if stns were slow in responding so that they could liaise direct.

55. **Decisions.** It was agreed that:

a. The Comdt would write to Stn Cdrs about addressing issues of prompt commitment and taking greater responsibility for the actions of ACLOs.

Comdt

b. Section 40 would inform relevant RCs if stns within the AOR were slow in responding so that they could liaise direct.

Section 40

ITEM 7- AOB

56. **Non-TG Training.** It was identified that there was a large amount of training within RAFAC that did not fall under the remit of TG so received little focus within the CEB eg safeguarding, security. It was suggested that an agenda item be introduced to the CEB for non-TG training and that training providers/sponsors be invited to future CEBs when required. Section 40 broadened the debate by suggesting that CEB agenda items seemed to arise on an ad hoc basis and consequently some items were too low-level for a strategic forum. It was suggested that the Sec review the CEB agenda and submit proposals via Section 40 prior to the next meeting.

57. **Decisions.** It was decided that the Sec was to:

a. consider non TG training as a future CEB agenda item.

Sec

ACTIONS

- b. review the CEB agenda to reflect a more strategic forum and submit proposals via [Section 40] prior to the next meeting.

Sec

58. **RTO/CEB Meetings.** It was suggested that the close proximity of the recent RTO meeting to the CEB should be maintained so that potential actions from one meeting could be coordinated with the other.

59. **Bushcraft.** A proposal to introduce bushcraft training was submitted prior to the meeting. The following 3 options were offered:

- a. Accept bushcraft as a RAFAC activity. (Option 1)
- b. Reject bushcraft in its entirety. (Option 2)
- c. Accept that camping and campcraft (including wild camping) are already indemnified activities with a corresponding DIN. Any elements of wild camping was only to be approved as part of a fully-planned and authorised expedition (iaw ACATIs) where training is provided could be provided by SQEP including approved 3rd party providers. Bushcraft training was not to be considered in any other circumstances (Option 3).

Option 3 was approved. [Section 40] requested that the SME who wrote the bushcraft proposal should be thanked for his efforts.

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

- a. option 3 be adopted and that the Sec promulgate this information.
- b. the Sec write to the proposer to thank him for his effort in submitting the paper.

61. **Next Meeting.** The Sec was to send out the date of the next meeting (Jun 20 TBC) as soon as the Comdt's diary for 2020 had been finalised.

Sec

[Section 40]
[Redacted]

Annex A: Action Matrix For RAFAC Training Customer Executive Board (CEB) - 15 Nov 19

Distribution:

Chairman and TDA - [Section 40]

TRA - Comdt RAFAC

RAFAC Regional Comdts

[Section 40]

[Section 40]

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Sec - [Section 40]

ACTION MATRIX FOR RAFAC TRAINING CUSTOMER EXECUTIVE BOARD (CEB) HELD ON 15 NOV 19

DECISION	ACTION
RCO Courses. Section 40 would continue to liaise with Section 40 to determine the status of the RAFAC RCO Small Bore Course folder.	Section 40
RTOs.	
The Section 40 was to liaise with RTOs so they had a representative at future CEBs.	Section 40
The Sec was to ensure that the Section 40 had the date of the next meeting asap so that he had sufficient time to invite an RTO to the next CEB.	Sec
Parachute Camps. Section 40 undertook to liaise with Section 40 to determine if parachute camps could be reinstated for next year.	Section 40
SLC Fireside Chat. It was to be an ongoing commitment for Section 40 to ensure that RCs were informed of OC Wgs chosen to conduct SLC fireside chats prior to the Wg Cdrs being invited.	Section 40
Music Camps. The Comdt undertook to remind the Section 40 of the requirement to produce feedback reports following Music Events.	Comdt RAFAC
JL Course. Section 40 would liaise with JL Course instructors and report back to the RCs on the calibre of the cadets as a means of validating the selection process (in particular with regards to fitness).	Section 40
JL Course Regionalisation. Section 40 would liaise with Section 40 to establish the criteria required to secure a permanent centre.	Section 40
Bader Training. Section 40 would report, at the next CEB, progress on the business cases for internet access and IT hardware, as well as the review of ATF course objectives.	Section 40
ATF Assurance Activity.	
Section 40 was to address the InVal observations as part of the ATF QIP.	Section 40
Section 40 and Section 40 were to address the 22 Gp Training Audit NCs and observations as part of the ATF QIP.	Section 40

DECISION	ACTION
ATF Staff Matters. Section 40 was to:	
Liaise with the RCs to provide opportunities for local training/training support using ATF instructors.	Section 40
Keep CEB members informed as to the progress of appointing a new Section 40.	Section 40
Resilience Training. Section 40 would provide details to the Comdt on resilience training conducted by the RAF.	Section 40
Ultilearn Course Updates – Content and Delivery. Section 40 and the Section 40 would:	
write a business case for GPF funding to obtain 5 annual licenses for Articulate development software.	Section 40
develop a priority list of courses for initial development/conversion.	Section 40
progress the use of agreed development software (Articulate) and selected volunteers with appropriate IT skills to upgrade existing training packages iaw the priority list of courses above. Ultimedia should no longer be used to develop e-learning.	Section 40
manage the transfer of training material from Ultilearn whilst maintaining BTEC assessment on Ultilearn until an alternative LMS could be introduced that could host it securely.	Section 40
Ultilearn Update – LMS Platform Proposals.	
Option 5 of the LMS proposal paper be adopted and that Section 40 through the VSDT take responsibility for its implementation.	Section 40
The Sec was to withdraw the business case to Ultimedia for safeguarding training and submit the storyboard and requirements to Section 40 and the Section 40 as a priority course for development.	Sec
Shooting Training. Sec was to produce TrADs for the Exercise Director and Marksmanship Coaching Courses to mark ratification by the CEB.	Sec
Air Rifle RCO Training.	
Section 40, through Section 40, was to plan future Air Rifle RCO courses using the data obtained from the SOTR requests.	Section 40
RCs would encourage Section 40s to ensure that Air Rifle RCO training was given priority.	RCs
Ammunition Bids. Section 40 would continue to liaise with 38 Gp over the issue of Service ammunition being used for LPW and inform CEB members of progress.	Section 40

DECISION	ACTION
Cyber Syllabus.	
Section 40 would provide RCs and Section 40 with the criteria required to conduct Cyber First training.	Section 40
RCs and Section 40 would attempt to identify opportunities each muster 100 cadets for Cyber First training and submit proposals by 17 Jan 20 to Section 40	RCs, Section 40
Section 40 would coordinate the muster proposals and liaise with the external training agency.	Section 40
Section 40 would investigate the opportunity of future Aerospace and 'Supercamps' to allocate a day for future Cyber First training.	Section 40
RCs and Section 40 would identify wg/area camps that could offer up a day for Cyber First training.	RCs, Section 40
Section 40 would coordinate all future bids for Cyber First training from RCs/OC Wgs	Section 40
Road Marching Team Leaders' Course (RMTL). Sec was to produce a TrAD to formalise the training.	Sec
Tents. Section 40 would liaise with the RAF supply chain to determine if tents being disposed of could be allocated to RAFAC.	Section 40
Station Engagement/ACLOs.	
The Comdt would to write to Stn Cdrs about addressing issues of prompt commitment and taking greater responsibility for the actions of ACLOs.	Comdt
Section 40 would inform relevant RCs if stns within the AOR were slow in responding so that they could liaise direct.	Section 40
Non-TG Training. The Sec was to:	
consider non TG training as a future CEB agenda item.	Sec
review the CEB agenda to reflect a more strategic forum and submit proposals via Section 40 prior to the next meeting.	Sec
Bushcraft.	
option 3 be adopted and that the Sec promulgate this information.	Sec
the Sec write to the proposer to thank him for his effort in submitting the paper.	Sec

DECISION	ACTION
Next Meeting. The Sec was to send out the date of the next meeting (Jun 20 TBC) as soon as the Comdt's diary for 2020 had been finalised.	Sec



ROYAL AIR FORCE AIR CADETS PROJECT BADER

31 Oct 19

COMMAND BOARD DECISION PAPER – LEARNING MANAGEMENT SYSTEM REPLACEMENT

Glossary of Terms

Bader POC	Bader Point of Contact
JSF	Joint Server Farm
LMS	Learning Management System
SCORM	Shareable Content Object Reference Model – a method for developing e-learning courses which meet accessibility requirements.
SMS	Squadron Management System
SSO	Single Sign On
VSDT	Volunteer Software Development Team

Section 43

2. Any potential options defined in this paper will need to be considered and approved by the Command Board prior to any further action by the VSDT and Bader IT Teams.

Section 43

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Section 43 [Redacted]

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Section 43 [Redacted]

Section 43 [Redacted]

6. **Issue.** Command Board are asked to consider the options outlined in this paper and advise the VSDT and Bader IT Team of the preferred option.

Introduction and Background

7. **Overview.** UltiLearn was purchased from a company called Ultimedia (<http://www.ultimedia.co.uk>) in 2010. The cost of the deployment was minimised as the ProjO asked Ultimedia to provide the bare-bones product with none of the customisation and development that they would normally do for most of their clients. Section 43

[Redacted]

8. Section 43 [Redacted]
Section 43 [Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

9. Section 43 [Redacted]

10. **Other CF use of UltiLearn.** Due to the technical difficulties in authenticating cadet personnel through the Defence Gateway, both the Army Cadet Force (ACF) and Sea Cadet Corps (SCC) were offered the opportunity to make use of UltiLearn for their cadets. The RAFAC is not reimbursed by the ACF or SCC for their use of UltiLearn which does have an impact on both our budgets and network infrastructure.

11. After investigation, the ACF is no longer using UltiLearn and are seeking an alternative linked to the Westminster Management Information System (MIS). The SCC, however, still have 20,000 users registered users on UltiLearn. **Section 40** and **Section 40** are actively engaged with the **Section 40** to discuss ongoing requirements. The impact on the SCC should be considered at this stage of the decision making process.

12. **Section 40** has initiated this piece of work with the assistance of the Bader IT Team and the VSDT.

13. **‘Tri-Service Cadet LMS’.** The Bader IT Team has been made aware that the ACF are looking to develop a tri-service LMS but there has been absolutely no engagement with the RAFAC and we have not been asked to contribute to the project in any way. **Section 40** has engaged with the **Section 40** who is also not aware of this initiative either.

14. **Key Requirements.** The key requirements for a replacement LMS include, but are not limited to:

a. **Section 43**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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Section 43

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Links to RAFAC 2025 Strategy Objectives

15. The replacement LMS project would link to the following objectives from the RAFAC 2025 Strategy:

- a. **LoE 1.** Making the cadet experience more attractive, accessible and consistent regardless of location or unit attended.
- b. **LoE 1+3.** Seeking to give the best possible head start in life through the development of life skills and the gaining of qualifications
- c. **LoE 5.** Within the TORs of the Admin Process Management Team, improve the CFAV experience by reducing the administrative burden of volunteering. Specifically:
 - (1) Remove all unnecessary admin processes and standardise and minimise all necessary processes.
 - (2) Invest in and develop improved Electronic Ways of Working and exploit the use of technology wherever practicable.
- d. **LoE 7 & 9.** Ensure sufficient funding and infrastructure and parenting support to deliver/cadet activities. Specifically:
 - (1) Ensure that the RAFAC provision of IT support tools for volunteers and staff is effective, efficient and tailored to the customer’s needs.

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