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OC Squadrons

WARWICKSHIRE & BIRMINGHAM WING ATC – GUIDE TO THE DofE SCHEME

References :

- A. DofE Handbook 6th Edition
- B. ACP20A ACTI 74

1. As a result of some major changes to the DofE scheme (including new name not DoE anymore!) as outlined in Ref A above, a new ACTI 74 has been produced to compliment the handbook, and gives an outline to the scheme within the ATC.
2. The main changes are outlined below with as requested updated suggested write ups for the various special concessions to the ATC:

a. SERVICE SECTION – NOW REPLACED WITH VOLUNTEERING

Record books will be printed accordingly but old books can still be utilised, using the Service section pages for Volunteering. The same conditions apply with regards to length of time required on this section.

Main change is that all activities WILL now be done for the full time period. The rule regarding courses – which were Bronze 8 weeks, Silver 16 weeks are abolished. If candidates do Police, Fire or First Aid courses then they must be run over the full time period for that award – as such you may need some practical service attached to the course etc to make up the time. Books must show involvement for the full time needed.

b. ATC – NOW HAS ITS OWN VOLUNTEERING PROGRAMME

The DofE has confirmed that attending ATC is a form of volunteering on its own so all old rules regarding being a Cpl or higher for Silver and SNCO+ for Gold have been replaced by a simpler system. Any cadet can use attending ATC as their Volunteering section, and obtaining a rank is now no longer absolutely required – although if they have then it should be quoted.

What is it?

The Air Training Corps (ATC) is a voluntary youth organisation open to young people between the ages of 13 and 20. Its aim is to foster a spirit of adventure, develop the qualities of leadership and good citizenship, promote and encourage a practical interest in aviation and the Royal Air Force and provide training which will be useful in civilian and Service life. Helping others in ATC activities counts for the Volunteering Section for cadets and volunteer staff.

Safety message

Participants should take note of any safety procedures that are conveyed to them, and should pass these on to the group with which they are helping.

Ideas/Aims

Participants should undertake parts of the following programme appropriate to the stage reached in the ATC training syllabus and the rank held. The absence of a rank should not preclude a cadet from undertaking the Uniformed Youth Service. All participants must undertake practical service within this section.

- a. Know the history of the ATC and the RAF.
- b. Know the structure of the ATC and how the squadron fits into the organisation.
- c. Know the rank structure of both cadets and staff.
- d. Attend NCO courses (no more than 25% of the period).
- e. Attend specialist courses of instruction (no longer than 25% of the whole period).
- f. Attain the rank of Corporal or higher, if possible.
- g. Achieve a Senior Cadet classification, if possible.

Practical Service could include the following, but this list is not exhaustive:

- a. Mentoring probationer cadets.
- b. Teaching ATC subjects.
- c. Assisting cadets to achieve Bronze or Silver Awards.
- d. Assisting as a Flight Staff Cadet at a Voluntary Gliding Sqn, Air Experience Flight
- e. Assisting with uniform issue.
- f. Assisting with squadron canteen.
- g. Assisting at Squadron or Wing organised events.
- h. Assisting as a Qualified Junior Leader on the Junior Leaders Course.

Adult staff should carry out their normal ATC duties to a satisfactory standard.

Review/Assessment

The Reviewer/Assessor should be the Sqn Cdr or the Trg officer, and participants should keep a logged record of the practical service undertaken.

c. EXPEDITIONS - UPDATE

The DofE have altered the rules in relation to expeditions. There is now no minimum distance to be covered at any level. This is replaced with hours of activity as shown:

Bronze	6 hours of activity per day
Silver	7 hours of activity per day
Gold	8 hours of activity per day

At least ½ of these daily totals MUST be spent actually journeying.

Gold expeditions must still be undertaken in WILD Country.

Expedition Assessors at all levels will not have been involved with the training of the group. As such 2 different persons need to sign the expedition sections, one for the training and practice expedition and another for the assessment and presentation.

The DofE (and HQAC) state that where possible the assessor at Silver should be independent of the group (from another unit) but that is not essential – it is however practice that should be encouraged.

d. PHYSICAL RECREATION – RENAMED PHYSICAL

There are no changes to this section apart from the name. However it is worth pointing out that write ups must reflect the commitment over the required time period to the chosen activity. (Only 1 activity so not a combination of several – use Swimming, Physical Achievement, Athletics etc but not more than 1 at a time)

Team sports is a favourite option – head as Team Sports – (name of 1 sport only)

Suggested write up:

Cadet..... has for the period stated undertaken regular training, practice and competitive matches in (chosen sport). I can confirm that they have satisfied the requirements of this section and would add that they have also been a prominent and consistent member of the Sqn/Region/Corps teams in this chosen sport.

Signed by... (any adult member of staff for Bronze and Silver). OC's for Gold.

e. STAFF TRAINING – EXPEDITION ASSESSORS

The scheme have decided that all Expedition Assessors will be accredited and registered and issued with an assessor number. To become an accredited expedition assessor staff will be required to undertake the following:

- a. Attend a 1 day Introduction to the DofE course
- b. Attend a 1 day Expedition Assessors Course
- c. Undertake a Supervised Expedition Assessment (Be supervised and assessed by an already accredited assessor)

They can then apply and become an accredited assessor.

- d. There is a further 2 days DoE course completion of which enables the candidate to gain the Foundation Certificate of the DofE.

There is a Transition period for current expedition assessors which is available until 1 Jan 2010, after that all will have to follow the process above. (Packs already issued to all on RHQ list must be completed and returned by end of Sept 09).

After 1 Jan 2010 the only way to become an expedition assessor will be the system outlined above. There is no doubt that at some stage after then (not yet decided when) that only assessors with registration numbers will be able to sign record books!.

SUGGESTED WRITE UP GUIDES FOR COMMONLY USED ACTIVITIES (Attached)

Examples below of Skills Section:

MARKSMANSHIP
AERONAUTICS
CEREMONIAL DRILL
AIRCRAFT RECOGNITION (Guidelines only)
MILITARY HISTORY (Guidelines only)

VOLUNTEERING SECTION:

AWARD SCHEME LEADERSHIP
FUNDRAISING

Other ATC related alternatives are:

Skills:

Air Rifle Shooting	details from DofE website
Band	“ “
Music (Individual Instruments)	“ “

The DofE website has all the programme files for all sections of the award and is a very useful tool for anyone who wishes to use a different type of skill etc – some candidates will already be doing something in their spare time that could count – worth asking and checking.

3. I trust you may find this useful, and if you have any queries please do not hesitate to contact me on 02476 491655 or email B@bcoats.freereserve.co.uk
It may save you time and effort to discuss a new write up before you submit it.

Original Signed

B Coats
Squadron Leader
Wing DofE Officer

Copies to

OC Wing
WSO's
Wing File

Skills followed:

MARKSMANSHIP

Date started

Completed

Note;

For Bronze must be for 3 or 6 months , (note either Physical Recreation, Service or Skills must be 6 months - only 1 sections has to be for 6 months the choice is yours), for Silver either 3 or 6 months, (note either Physical recreation or skills must be for 6 months - choice is yours)and Gold 6 or 12 months, (Note Either Physical recreation or Skills must be for 12 months - the choice is yours). Although they can start before the minimum age for commencing the award (14: Bronze. 15: Silver), you must still show the minimum period after that age. For example a cadet aged 13yrs 10 months starts this section. They cannot count the time until they reach the minimum age, and then do the period required. Starting early is allowed, but gains them no actual benefit. For GOLD, no time can count before their 16th birthday

Assessor’s Report (BRONZE)

Cadet.....has over the period stated undergone regular range practices, and fully understands the safety procedures when firing is in progress. He/she knows how to clean, oil and maintain a 0.22 rifle that they have fired, and has shown from their scoring during practices that they fully understand the principles of shooting, and have satisfied the requirements of the Award scheme syllabus.

Assessor’s Report (SILVER)

Cadet.....has over the period stated undergone regular range practices, and fully understands the safety procedures when firing is in progress. He/she now knows the methods of scoring for 0.22 shooting and the variety of practices that are available. He/she is now a competent shot, and can satisfy the requirements of the Award Scheme syllabus.

Assessor’s Report (GOLD)

Cadet _____ - has over the period stated undergone regular range practices and fully understands the safety procedures when firing is in progress. They have a good understanding of the rules of competition shooting, gauging and scoring with the 0.22 rifle. They are competent in handling the weapon, and fully satisfy the requirements of the Award scheme syllabus. (Could insert, have attended a course of instruction and are now authorized Safety supervisors, and have taken part in x competitions).

Note

For all accounts, you could also include; They have now achieved the standard of ATC Marksman if appropriate.

Signed _____ - date _____

Qualification/Experience _____

For Bronze/Silver ; Any RCO

For GOLD; Must be approved via Wing HQ. i.e. QRO etc.

Skills followed: **AERONAUTICS**

Date started _____ Completed _____

Note;

For Bronze must be for 3 or 6 months , (note either Physical Recreation, Service or Skills must be 6 months - only 1 sections has to be for 6 months the choice is yours), for Silver either 3 or 6 months, (note either Physical recreation or skills must be for 6 months - choice is yours)and Gold 6 or 12 months, (Note Either Physical recreation or Skills must be for 12 months - the choice is yours). Although they can start before the minimum age for commencing the award (14: Bronze. 15: Silver), you must still show the minimum period after that age. For example a cadet aged 13yrs 10 months starts this section. They cannot count the time until they reach the minimum age, and then do the period required. Starting early is allowed, but gains them no actual benefit. For GOLD, no time can count before their 16th birthday

Assessor’s Report (BRONZE)

Cadet _____ has maintained a sustained interest in aeronautical subjects, and has successfully achieved the standards laid down in the Award Scheme syllabus.

Leading Cadet examination passed on

Assessor’s Report (SILVER)

Cadet _____ has maintained a sustained interest in aeronautical subjects and has successfully achieved the standards laid down in the Award Scheme syllabus.

Senior Cadet examination passed on

Assessor’s Report (GOLD)

Cadet _____ has maintained a sustained interest in aeronautical subjects and has successfully achieved the standards laid down in the Award Scheme syllabus.

Staff Cadet (Part 1) examination passed on

Signed _____ date _____

Qualification/Experience

For Bronze/Silver: Any Officer, WO or CI from the same unit as the cadet. For Gold : OC of the cadet’s unit, or WSO

NOTE ; YOU MUST ENSURE THAT YOU STATE THAT THE CADET HAS PASSED THE APPROPRIATE EXAMINATION.

Skills followed: **CEREMONIAL DRILL**

Date started _____ Completed _____

Note;

For Bronze must be for 3 or 6 months , (note either Physical Recreation, Service or Skills must be 6 months - only 1 sections has to be for 6 months the choice is yours), for Silver either 3 or 6 months, (note either Physical recreation or skills must be for 6 months - choice is yours)and Gold 6 or 12 months, (Note Either Physical recreation or Skills must be for 12 months - the choice is yours). Although they can start before the minimum age for commencing the award (14: Bronze. 15: Silver), you must still show the minimum period after that age. For example a cadet aged 13yrs 10 months starts this section. They cannot count the time until they reach the minimum age, and then do the period required. Starting early is allowed, but gains them no actual benefit. For GOLD, no time can count before their 16th birthday

Assessor's Report (BRONZE)

Cadet _____ has for the period stated undergone regular Drill instruction and practices . He/she is now fully aware of the circumstances when compliments should be paid, and the aims and nature of DRILL. They are now competent in carrying out the stationary and mobile drill movements as laid down in ACP 31, and fully satisfy the requirements of the Award scheme syllabus.

Assessor's Report (SILVER)

Cadet _____ has for the period stated undergone regular Drill instruction and practices, and is competent with all the stationary and mobile movements outlined in ACP 31. He/she is able to teach by example any of these movements to a good overall standard.

I can certify that he/she is fully aware of the additional requirements of Parade Drill, necessary for a Squadron Commanders parade as laid down in ACP 31, and that he/she does satisfy the requirements of the Award scheme syllabus.

Assessor's Report (GOLD)

Cadet _____ has over the period stated undergone regular Drill instruction and practices, and is competent with all the stationary and mobile movements outlined in ACP 31. They are able to teach any of these movements and organize and run a Squadron Commander's parade

They have also studied and understand the duties of Parade Executives for the review of a Squadron, and able to execute any of these roles, based on their knowledge and understanding I am confident that they satisfy the requirements of the Award scheme syllabus and the relevant sections of ACP 31

Signed _____ date _____/_____/

Qualification/Experience _____

For Bronze/Silver: Any WO

For Gold, must be approved by Wing HQ, and are not of the same unit as the cadet.

Note; If they have attended a DRILL course, then enter this fact in addition to the above, or if they are an NCO, state this and that they regularly teach DRILL to junior cadets.

AIRCRAFT RECOGNITION

This activity should give a balance between the attainment of knowledge and the application of practical skills, and throughout the programme, participants should have the opportunity to develop an understanding of related historical and technical development.

As an integral part of this programme, participants should give thought to the need for aircraft recognition within armed forces and civil Air Traffic Control, and the importance of being able to recognise aircraft instantly. The programme may be followed either on an individual basis or as part of a group.

Safety message

Participants need to be aware of safety and insurance requirements when visiting military or civil airfields, together with the restrictions on taking photographs. Aircraft Recognition does not require any flying, either powered or unpowered.

Ideas/Aims

- a. Keep written records of aircraft visiting local airfields, including civil, RAF and foreign, where access to airports and airfields is possible.
- b. Visit air shows and keep a record of aircraft seen.
- c. Keep a photographic record of aircraft seen at different venues.
- d. Study the development of individual aircraft from concept to flight test.
- e. Be able to recognise a number of mixed civil and military aircraft types accurately and within a designated time scale, increasing the number over a period of time.

Review/Assessment

Evidence of individual progress, sustained interest and a commitment of genuine leisure time should be shown over the required period. This may take the form of a diary or notebook together with sketches, photographs, references to design and evidence of attendance at instruction classes or course. Group activities are to be assessed with regard to each individual's contribution to planning, execution and completion.

MILITARY HISTORY

What is it?

An opportunity to undertake a study into aspects of military history. The programme should give a balance between the attainment of knowledge and the application of practical skills. The area of interest should be clearly defined before commencing and an understanding of historical facets should be developed through visits to libraries and museums, and contacts with military experts.

Participants can develop their skills by researching and planning visits to battlefields, or to other locations of significant interest, such as the Battle of Britain bunker at Uxbridge, The Cabinet War Rooms, or to preserved ships such as HMS Victory, to name but a few.

Safety message

Participants should ensure that a responsible adult knows where you are going and what you are doing, particularly if battlefield visits are planned. Safety precautions should be strictly adhered to in these instances with all relevant permissions obtained.

Ideas/Aims

This list is not exhaustive and should be used as guidance. Participants may wish to consider other aspects of military history.

- a. Learn something about a specific aspect of military history.
- b. Identify sources of information and arrange visits, meetings, contacts.
- c. Read books on the chosen subject for example particular battles and their locations.
- d. Research personal involvement of decorated soldiers, airmen, sailors.
- e. Have knowledge of the organisation and structure of the armies of the chosen period, eg the number of men in a battalion, regiment.
- f. Give evidence of having studied a particular campaign, including the battles.
- g. Study the tactics involved in a particular campaign.
- h. Have knowledge of the uniforms of the period, meaning of various insignia and the peculiarities of the uniform.
- i. Know the official titles and dates of the battles in question and their order of precedence in the overall conflict.
- j. Know the names of the Regiments, Corps, Ships, and Squadrons involved in the conflict(s) and their contribution to the overall campaign.
- k. Know the names of key personnel involved in the conflicts and the roles they played.
- l. Visit battle sites and war graves (and other locations of significance).
- m. Study a particular Regiment, Squadron or Ship and trace its history.
- n. Study the history/development of a type of aircraft, weapons system or ship.

Review/Assessment

The assessor, who should be someone with knowledge of military history, should talk to the participant to find out which aspect they studied and discuss their findings with them. The participant should tell the assessor why they chose that particular aspect and any reports, whether written, oral, photographic or otherwise, should be shown to the assessor.

VOLUNTEERING SECTION - AWARD SCHEME LEADERSHIP

Previously only available at Gold, now available at Silver and Gold levels. Full details on DoE web site, but in essence the cadet must play an active role in the running of 1 section (not the whole award) of the Bronze (if Silver service) or Silver (if Gold service) for 6 months (Silver) or 12 months (Gold). They must also arrange one activity in that time for that particular section and keep appropriate records.

Suggested write up – please feel free to vary as you wish:

Cadet.... Has for the period stated assisted with the organisation and running of the Service / Skills / Physical Recreation / Expedition section of the Bronze / Silver award at this unit. They have also organised one event in relation to this section and by their endeavours numbers of cadets have now successfully completed that section of the award and have gained their Bronze / Silver awards at the unit.

VOLUNTEERING SECTION - FUNDRAISING

The cadet can use this for Service at Silver or Gold. Full details on the web site but in essence it involves them arranging at least 1 fundraising event in the 6 months (It cannot be for their Squadron), but could be Poppy appeal/ RAFA or any other charity you wish. They must keep records and it is another option for those not NCO's.

Suggested write up :

Cadet ... has for the period stated been involving in Fundraising for They have arranged at least 1 event (state what), organising cadets and staff in relation to the fundraising event and raised a total of £..... for

RESIDENTIAL PROJECT – GOLD ONLY

The ATC also has the following activities that qualify for this section:

- a. Annual Camp
- b. Continuous Gliding Course
- c. Flying Scholarship
- d. Cadet Leadership Course - Frimley Park or Hereford
- e. Any ATC Course of 5 days or more.

The whole ethos of this is for the candidate to spend time away from home and not with a group of friends. As such Squadron run camps are not eligible – there must be a majority of persons attending who do not know each other . (Multi unit camps do count!).

FINAL NOTE OF INTEREST:

The new Regional DofE Officer Sqn Ldr Flynn has criticised entries in Silver record books and since he will be signing ours after 1 April 09 we MUST ensure that correct write ups are done and we do not have books returned :

There has been some criticism from the new Regional DofE Officer (who will be signing Record books after 1 April 09, about the standard of pre typed record book inserts. He expects that these will NOT be acceptable where you just write the cadets name in the text and cross out he/she etc (generic labels) – he expects that the books to be personalised and that the cadets name will appear in the text in the same type as the rest of the entry – so please ensure that you revamp your entries accordingly or write them in. Ensure that you use the correct write ups – do not shorten just to fit label, but make sure that the write up is a good read and covers the points needed. He also expects cadets to make their own comments as well so get used to the fact that this is now a good idea. For Gold no such direction!!!.

The Regional DoE Officer has also suggested as good practice that he will insist on the assessor of the silver expedition will not have been involved with the expedition training (nor sign any page for it) but ONLY sign the assessment pages (remember twice – 1 for expedition and 1 for presentation). He suggests that the assessor where possible should also be from a different unit, which may cause some extra pre planning – but may become a necessity in due course when only accredited assessors will be the only ones allowed to sign such pages in books. (Another reason for those who can transfer across now do so immediately). The DofE state that assessors where possible should be independent of the award group – but is NOT essential!.