

BASIC ADULT STAFF INSTRUCTOR COURSE (BASIC) **ONE DAY COURSE**

PROGRAMME

0800h	Arrival & administration
0830h	Objectives, ATC Organisation, Conditions of Service
0915h	RAF Organisation
0940h	Break
0950h	Health & Safety, Risk Assessing & Exercises
1200h	Lunch
1230h	Adult Staff Responsibilities, Duty of Care, Child Welfare
1330h	Harassment, Equal Opportunities & Diversity
1430h	Dress & Discipline & Administrative Responsibilities
1530h	Financial Matters
1615h	Course wash up future plans
1700h	Disperse

- The BASIC Course is open to cadets aged 17 ½ and over and all adult staff of whatever rank, service or longevity.
- Cost is £3.00 to include certificate, handouts, light refreshment, tea, coffee and biscuits.
- Personnel are asked to ensure they arrive by 0800h latest to ensure a prompt start and finish time.
- Personnel are reminded that this course is mandatory for all Instructor Cadets who must complete by the time they are 18 ½ and all newly appointed Civilian Instructors who must complete within six months of appointment.