



HQ Warwickshire & Birmingham Wing
Air Training Corps
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14 Sept 09

OC Squadrons

APPLICATIONS FOR ADV TRG – NEW RHQ DIRECTIVES

1. RHQ have had some problems with certain applications recently and 3 main points are highlighted for immediate compliance by units;
 - a. **ROUTE TRACINGS;** These are NO LONGER ACCEPTABLE, and units ARE to ensure that either printed maps with routes highlighted or photo copies of OS maps with routes highlighted are submitted. Since each unit now has their own copy of Memory Map this should not be a problem. Any application with just tracings either on tracing paper or acetate will thus be returned to units UNAUTHORISED, whether for RHQ or WHQ approval.
 - b. **PROGRAMMES:** Programmes will show what the cadets are doing from the time they leave the unit till the time they return. Details of Leadership Exercises, Night Navigation and any other exercises must be explained in some detail – not just 1 line. Include boundaries – ie within camp area , or 400m of camp site etc.
 - c. **RISK ASSESSMENTS:** These will cover all activities being undertaken. If any activity is not covered by the programme or Risk Assessment then it does not take place.
2. Please ensure that all applications for future Adv Trg comply with these latest directives or face disappointment when application is RTU'd.

Original Signed

B Coats
Sqn Ldr
Wg Adv Trg Officer

Copy to

OC Wing
WSO's