



HQ Warwickshire & Birmingham Wing  
Air Training Corps  
Cateswell House  
Sir Henry Parkes Road  
Canley, Coventry CV5 6TA

Tel: Coventry (024) 76 854934  
Fax: Coventry (024) 76 854935  
E-mail: whq; warwick@lineone.net  
Wing Website; www.aircadets-wbw.org



WBW/143/1/Trg

See Distribution

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## **ADVENTURE TRAINING AUTHORISATIONS – CHANGES**

1. With immediate effect HQAC have made significant changes to the levels of authority required regarding Adventure Training Applications, in an effort to speed up the system.
2. The vast majority of applications for Adventure Training will now be authorised at Wing level ( Sqn Ldr Coats), and then returned to units as authorised, removing the time delay in sending to and from RHQ. Some applications will still be sent to RHQ see below:
  - a. Adventure Training Applications that can be authorised at Wing level only if all 4 conditions apply:
    1. **Adventure Training in NON WILD COUNTRY**
    2. **less than 72 hours ( 3 days or less)**
    3. **max of 50 cadets**
    4. **NO NIGHT EXERCISES ( Night Navigational exercises within confines of site and with each group having a member of staff with them and not DPM's is not a Night Exercise) Units are to ensure this statement appears on their programme. ( It will still attract a 1:5 ratio).**
  - b. If any 1 or more of the 4 conditions above are not met eg; 4 days or more, over 50 cadets, Wild country or a Nitex, then the application has to go via WHQ to RHQ as at present.
  - c. **FIELD CRAFT** applications are not part of this system and they will continue to go via WHQ to RHQ as at present. To be at RHQ at least 4 weeks prior to the activity.
3. **For applications that can be authorised at Wing level**, the following revised procedures will take immediate effect, Units can still send applications to WHQ or Sqn Ldr Coats :
  - a. Sqn Ldr Coats will visit WHQ once a week ( aiming for Mon – Wed) , and will examine and authorise all applications that are at WHQ and any that have been sent to his home address. **Applications should be submitted at least 3 weeks before activity.**
  - b. WHQ will allocate the application a Wing reference number – this will now replace the RHQ reference number and is to be used on pay and travel claims. WHQ will then attach the necessary claims forms for the activity and return to the unit in the next available Wing post.
  - c. WHQ will also email the submitting unit stating that their application is approved with whatever ratio is appropriate, within 2 days of being authorised.

4. **For applications that are required to be sent to RHQ** there is no change in the system and these applications are still required at RHQ ( via WHQ) at **least** 4 weeks prior to the activity.

5. The intention is that we will progress to allowing units to submit applications for Adventure Training ( that can be authorised at Wing level) even nearer to the dates of the activity – we will be aiming for submission not less than 2 weeks before the activity, and that units will get email confirmations within 7 days of submitting application. This reduction will be notified in due course. **TILL THEN IT IS 3 WEEKS PRIOR TO ACTIVITY.**

6. Wing will maintain a copy of all applications and they will be audited by Sqn Ldr Shorter RHQ every 3 months where a 100% audit will take place to ensure that standards are being met and maintained. As such there will be NO lessening of quality of your applications, and any that do not reach our normal standards will be returned unauthorised. It is therefore in your own interests to ensure that your application is correct as there will be little time for you to resubmit if rejected. If we fail these audits, RHQ will remove the conditions of Wing authorisations and we will have to send every application to RHQ. (Please submit 2 copies of applications at all times).

#### 7. **THE FUTURE;**

a. HQAC have directed that Wings without BADER, are to seriously consider setting up an electronic system whereby applications for Adv Trg can be sent, authorised and returned to units via email. We will be looking into this possibility and will circulate details as soon as possible.

b. HQAC have also directed Wings to examine other ways of getting some activities at specific sites with stipulated instructors block cleared ( March – Oct each year with no extra paperwork apart from notifying WHQ), and after liaison with Army District HQ's a further document will be circulated in due course. The ultimate aim is that units would be able to undertake certain activities only giving 48 hours notice to WHQ.

c. It is envisaged from RHQ that in due course ALL applications for Adv Trg and Fieldcraft will ultimately be able to be authorised at Wing level, but how soon that is will depend on how well the new system is managed.

8. This document is circulated to highlight the new changes to authorisation of Adv Trg, and an update on changes for the future. Overall it will assist units greatly in their Adventure Training activities.

#### ***Original Signed***

B Coats  
Sqn Ldr  
Wg Adv Trg Off  
For OC

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