

URGENT



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*Air Training Corps*  
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WBW / 139 / Trg

*See Distribution*

30 May 06

**BASIC INSTRUCTOR CADET TRAINING**

References:

A. WBW / 139 / Trg – dated 1 Mar 05

1. As you will be aware from Ref A above, the Basic Adult Staff Instructor Course (BASIC) is a mandatory requirement for all cadets before they reach 18 ½, any cadet falling into this category who has not undertaken the training will be required to leave the organisation!
2. It is also a Corps requirement that a register of Instructor Cadets be maintained, therefore please find attached a Registration Form. **This must be completed and returned to the undersigned as soon as possible please but no later than 30 Jul 06** in order that the register may be updated. This same form will then be distributed every six months which will enable the records to be kept up to date and potential instructor cadets who have not attended training may be advised via their OCs in good time. Email returns to the undersigned in the same format are acceptable and a copy of the form is available on the Wing Web site. **Nil returns will be required on every occasion and in good time.**
3. If a cadet has left the unit since the last return, please put their name into the appropriate section.
4. Your cooperation is sought in this matter, and arrangements have been made for cadets to attend a series of one day BASIC courses to be run throughout the year at WHQ.
5. Any queries direct to the undersigned please.

M D HARRISON  
Sqn Ldr  
WTAPO  
for OC

**Distribution:**

Action:

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WHQ – file

**WARWICKSHIRE & BIRMINGHAM WING AIR TRAINING CORPS**

**INSTRUCTOR CADET REGISTRATION FORM**

**To:** Sqn Ldr M D Harrison

**From:** \_\_\_\_\_ Sqn

Period : ***1 Jul 06*** to ***31 Dec 06***

The following cadets are aged 17 ½ years or over on this Sqn at **1 Jun 06**

<b>Name &amp; Inits</b>	<b>Rank</b>	<b>DoB</b>	<b>Age</b>	<b>Attended Indst Cdt Course Y/N</b>
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1.

2.

3.

4.

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6.

7.

The following Instructor Cadets have resigned from the Corps since the last registration form

1.

2.

3.

4.

5.

**Signed** \_\_\_\_\_

OC \_\_\_\_\_ Squadron

***Please return direct to the WTAPO no later than 30th June 2006***

***E-mail returns in the same format are acceptable to [mdharrison@btopenworld.com](mailto:mdharrison@btopenworld.com).***