



**Region Headquarters (Central & East)**  
Region Adventure Training Technical Officer  
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4 Jul 2024

## **CAMPING LEADER – CALLING LETTER**

### **General**

1. Central and East Region will be running Mountain Training Camping Leader Courses on Saturday 17 August and Sunday 18 August 2024 at the Army Reserve Centre/University Royal Naval Unit, Coldhams Lane, Cambridge.
2. These courses are of one day duration and camping at the training location is not permitted.
3. The Camping Leader has replaced the Expedition Skills Module course.
4. This is an assessment course and relies on candidates preparing accordingly.
5. Courses are open to all CFAVs, Cadets over 18 and Service Instructors from RAFAC, ACF and SCC who meet the course prerequisites.
6. The Camping Leader is for people who wish to supervise a camping group and develop participants camping proficiency by teaching camp craft activities.
7. There is no longer a requirement to hold a walking qualification to complete this assessment, so for example you can complete the Camping Leader before the Lowland Leader.
8. **NOTE: Assessment candidates must meet the all the prerequisites prior to nomination, it is very important for perspective assessment candidates to register with Mountain Training for the specific qualification and get the DLOG updated.**

### **Course Prerequisites:**

- **Be registered with Mountain Training for the Camping Leader**
- **Must evidence your experience on the Mountain Training DLOG system under "Camping".**
- **Your experience must be varied, see further details on this below.**
- **You must have on at least 2 camps some supervisory experience and have noted associated reflective comments in the DLOG.**

**Please note that your DLOG must pass the criteria before being accepted onto a course.**

**When you have registered, send completed form as per Annex A to RATIO who will review your DLOG and assess if the evidence meets the requirement, all guidance is detailed within this calling notice.**

**It is very important that candidates understand the content of this document and any associated documents referenced, if not sure ask well in advance.**

## Course Overview and preparation

You must bring a complete packed expedition rucksack for one night, you will be expected to erect your tent, set it for the night, cook and take part in discussions about the kit you have.

You may well also take part in erecting a selection of other tents which may well be new to you.

You will need to take part in presentations on various camp craft subject areas.

This will all be second nature to the experienced camper.

There will be pre-assessment preparation work to complete as part of the assessment process.

There are 5 assessment tasks, one of which is on teaching and learning and requires individuals to deliver a session that has structure, facilitates for a variation of learners and tests for understanding. The focus of this assessment is how you deliver, but due to the nature of the qualification the subject matter would be camping related.

Candidates will be expected to be thoroughly familiar with the Mountain Training Candidate Handbook for the Camping Leader which is available online.

In addition to the 5 assessment tasks, candidates experience is assessed via a DLOG on the Mountain Training SMS system, experience is to be varied, include group supervision and have reflective comments. Varied means different types of camp sites such as Commercial sites, Farm Sites and Wild site, here is a typical example of an assessment check list that we might use:

	Name	MT No	Unit	First Aid	DLOG					Total
					Reflection Comment	Group Supervision	Commercial Site	Farm Site	Wild Camp	
1	Candidate 1			✓	✓	2	9	16	3	28
2	Candidate 2			✓	✓	3	2	4	10	16
3	Candidate 3			✓	✓	6	4	3	6	19
4	Candidate 3			✓	✓	5	30	19	0	49

Note that the minimum requirements are lower than these examples and can be found within the candidate handbook. These figures are from previous candidates and represent a good level of experience. Note candidate 3 has no Wild Camping experience, in this instant it is expected that they do not supervise Wild Camping or provide any training for the same until they themselves have that experience.

9. These courses will run as follows:

- VC Session of 90 minutes will be at 19:45 hrs on **Wednesday 7 August** for both courses.
- Practical Assessment 08.30 hrs to 17:00 hrs Saturday 17 August
- Practical Assessment 08.30 hrs to 17:00 hrs Sunday 18 August

## **Course Prerequisites**

10. All candidates must meet the following minimum prerequisites:

- a. Must be registered on the Camping Leader scheme. Registration is via the Mountain Training Candidate Management System (CMS) at <https://mt.tahdah.me/account/registernew>. This carries a registration cost of £25 payable to Mountain Training at the time of registration.
- b. Complete the online training course or provide suitable evidence of experience that this is not required.
- c. Have a current 8 hr first aid qualification.
- d. Read and understood the Camping Leader Candidate Handbook.
- e. Logged on the DLOG, camping experience that meets the requirements as laid down within the Camping Leader Candidate Handbook. See example of assessment check above.
- f. Prepare for the assessment by using the Camping Leader Skills Check List.
- g. Complete any pre-assessment work as detailed by the course director.
- h. RAFAC Mandatory Training in line with ACTO99 is to be up to date or appropriate cadet organisation authorisation where ACF and SCC are concerned.

11. If anyone has any questions on the course prerequisites, then please contact the undersigned.

### **Application**

12. Applications should be submitted on the enclosed form to the Region Adventure Training Technical Officer. Once an application form has been received, the course staff will load each individual onto the course on the Mountain Training CMS. DLOGs will be checked at this point and the application will only be accepted if the minimum prerequisites have been met.

13. Places will be allocated on a first come first served basis. An application will not be held if the DLOG is incomplete or other pre-requisites are not met and the place will be reallocated. Candidates will be contacted directly via email and all email correspondence is to be acknowledged by candidates. Please ensure entries for camping experience are detailed under the Camping icon section, we are unable to search through other areas of DLOG to dig out experience. Candidates are to evidence clearly their experience to be accepted on the assessment.

14. There are a maximum of 12 places on each course at this time. Demand for the courses is expected to be high so early application is encouraged. Applications for the course will close 1 week prior to the first VC session or when the places are filled, whichever is the sooner.

### **Course Information**

15. **Course Content.** The course will involve a minimum of 8 hours contact time and will be mostly practical training in the outdoors. This is an NGB qualification assessment, and candidates are expected to take ownership of their preparation. Some pre-course work is required which forms part of the assessment process.

16. **Course Outcomes.** At the end of the courses, the director will complete a course report as either:

- **Pass** Where candidates have demonstrated an appropriate level of competence and have sufficient experience.
- **Defer** Where they are not yet proficient in certain aspects of the syllabus or lack experience. In this case candidates must be given an action plan to help them work towards completion
- **Fail** Where performance is generally weak, and the candidate must repeat the assessment after completing an action plan.

Candidates will be given the result at the end of the course, where action plans are required, they will be discussed with an assessor.

17. **Equipment & Clothing.** Candidates will be assessed on their choice of equipment. No items of military clothing/uniform are to be worn. Candidates are to be prepared for outdoor activity.

18. **Travel and Volunteer Allowance.** Mileage claims can be submitted on a F1771 with the authority of their respective WHQ. Claims for Volunteer Allowance are admissible from eligible staff within the normal allowance. SMS AT authority reference will be available during the VC.

19. **Costs.** There is to be a nominal course administration fee which is expected to be no more than £15 Any Mountain Training registration fees are the responsibility of individual candidates.

20. **Joining Instructions.** Joining Instructions for successful applications will be sent directly via email approximately ten days prior the start of the course. The start of the course is the VC. These instructions will detail pre-course work. Also included with these will be the 5 assessment tasks and the program which shows how the assessment tasks work throughout the day.

21. **Health & Safety:** Appropriate briefing and supporting pre-training will be provided prior to commencement of any practical aspect. In some cases, this may involve individuals doing some pre course work set by the training directors.

If you feel unwell or have an injury that will affect your ability to fully take part in all aspects of the course, we request you do not attend.

22. **Course Staff:** Consists of a course director and one or more assessors, these are authorised through Mountain Training providers. Some courses are observed by staff under training and or by Mountain Training moderators. Courses are also subject to organisational audit in align with RAFAC policy.

23. **Summary:**

- Read Camping Leader Candidate Handbook and Skills Checklist, see link here; <https://www.mountain-training.org/qualifications/walking/camping-leader>
- Register for the Camping Leader with Mountain Training, complete online eLearning and DLOG with relevant experience.
- Return application to attend the course to RATTO and await DLOG review and confirmation of a place on the course.
- Complete any pre-course preparation as directed, read through the 5 assessment tasks that will be sent with the JI's, prepare accordingly.
- Attend VC and be on time for the assessment course.

T KING  
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RATTO

Distribution

All C&E Region Sqns

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Annex

A. Camping Leader Application Form

**ANNEX A**

**CENTRAL AND EAST REGION ATC  
CAMPING LEADER COURSE APPLICATION FORM**

<b>Personal Details</b>	
First Name	Click here to enter text.
Surname	Click here to enter text.
Rank	Click here to enter text.
Squadron	Click here to enter text.
Wing	Click here to enter text.
Mountain Training CMS No	Click here to enter text.
Mobile Contact No	Click here to enter text.

<b>Course Selection</b>		
Course Number	Course Dates	Tick to apply
CL/1708/24/ Sat	17 August 2024	<input type="checkbox"/>
CL/1808/24/Sun	18 August 2024	<input type="checkbox"/>

<b>Course Prerequisites</b>	
I understand and meet the pre-requisites.	
I confirm that I have registered on the Camping Leader scheme with Mountain Training	
I confirm that my DLOG is up to date and ready for assessment.	

**Completed application forms should be sent to [ratto.ce@rafac.mod.gov.uk](mailto:ratto.ce@rafac.mod.gov.uk)**