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LOWLAND LEADER ASSESSMENT – 16/17 November 2024 – CALLING LETTER

General

1. Central and East Region will be running Mountain Training Lowland Leader **ASSESSMENT** on 16-17 November 2024. In the Lincolnshire area.
2. This course is to be run on a non-residential basis and candidates will be required to travel to and from the assessment venue each day. The practical element of the course will take place over two separate days, supplemented by one 2-hour virtual session on the evening of Wednesday 30th October.
3. Courses are open to all CFAVs, military service support staff and cadets over 18 years from within Central and East Region who meet the course prerequisites.
4. Only candidates that meet all the prerequisites should apply – note the evidence required in the DLOG which is detailed in Annex C of this document.
5. **Candidates must understand the prerequisites and that they must evidence the necessary experience in their Mountain Training DLOG – Review of the DLOG is part of the selection process at the time of receiving nomination. This document includes details of how to evidence appropriate experience and meet the prerequisites.**
6. The nomination form asks perspective candidates to declare they meet all the prerequisites; these will be checked and those that do not meet the requirements will not receive a place. Please ensure you understand the prerequisites before applying for a place on the course.
7. All candidates are expected to re-familiarise themselves with the content of the Mountain Training Lowland Leader Handbook and skills check list.
8. There will be a home study paper which will need completing prior to the VC and some advanced preparation, both of which will be sent out nearer the time.
9. **Location: -**
 - Day 1 is to be from Bourne Woods, Lincolnshire. GR 079203
 - Day 2 is to be from Folkingham Village, Lincolnshire. GR072336Both locations can be accessed from the Peterborough to Sleaford A15 road.

Course Overview

10. The Lowland Leader is a National Governing Body award for those who wish to lead groups on day walks within lowland countryside and woodland in 'summer' conditions. Progress through the award can be broken into the following stages:

- a. Gain experience
- b. Register for the award with Mountain Training
- c. Complete a training course (16 hours)
- d. Consolidate experience & gain a first aid certificate
- e. Complete an assessment (16 hours)
- f. Complete an optional Camping Leader qualification (for those who wish to lead and supervise overnight expeditions)

11. This course fulfils the training course element and will run on the dates below.

Course No	Date	Times	Venue
LL(A)/23-11	Wed 30 October 24	19.45 – 21.15	Microsoft Teams
	16 November 24	09.00 – 17.30	Bourne, Lincolnshire
	17 November 24	09.00 – 16.00	Folkinghan, Lincolnshire

12. Attendance at all sessions listed is mandatory. Some work will be required in between the sessions.

13. Due to the non-residential nature of the course and length of the training day, applications will only be accepted from CFAVs whose journey to the venue will normally be less than two hours. This may limit the attendance of CFAVs from some parts of the Region, however the intention is to run courses in varying locations in the future. It is also noted that some candidates may choose to stay locally to reduce travel time, this is at individuals own arrangement.

14. Full details of the Lowland Leader scheme can be found on the Mountain Training website at <https://www.mountain-training.org/qualifications/walking/lowland-leader>.

Course Prerequisites

15. All candidates must meet the following minimum prerequisites:

- a. Be a CFAV, Service helper or cadet over the age of 18 and have completed all appropriate RAFAC mandatory training in line with ACTO99.
- b. Hold a current 16 hr First Aid qualification
- c. **Must be registered** on the Lowland Leader scheme (would have been done at training). Registration is via the Mountain Training Candidate Management System (CMS) at <https://mt.tahdah.me/account/registernew>.
- d. **Must have recorded an absolute minimum of 20 varied walks in Lowland terrain** where the use of a map is required which can have taken place at any point (pre- or post-registration). These must be recorded on the Mountain Training DLOG system to be formally accepted on the course. Further information on quality days can be found at Annex A.
- e. When considering the above focus on;

- Absolute minimum
- Varied
- Quality day
- Lowland Environment

Ensure the DLOG entries contain the required detail to establish the above as well as the detail contained in Annex C.

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

Application

17. Applications should be submitted on the enclosed form. 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. It is noted that some candidates have already requested a place, you must return a completed application form to me so I have correct details.

18. Places will be allocated on a first come first served basis for each course. An application will not be held if the DLOG is incomplete and the place will be reallocated.

Course Information

19. **Course Content.** The course will involve a minimum of 16 hours contact time and will be mostly practical training in the outdoors. DLOG entries and home study work form part of the assessment process. The VC will confirm all requirements, cover final details and some general course admin requirements. The course will cover the syllabus outlined in the Mountain Training course handbook.

20. **Equipment.** All candidates will need to be equipped for a day walk in the prevailing conditions. Candidates are to note this is a formal assessment and are to equip themselves appropriately from both a personal and a leader perspective. Each individual must be self-sufficient. Candidates will need to bring sufficient food and drink.

21. **Travel and Volunteer Allowance.** Individuals will need to travel to the training venue by private car. Mileage claims can be submitted on a F1771. Claims for Volunteer Allowance are admissible from eligible staff within the normal allowance.

22. **Costs.** A nominal course fee for these non-residential courses has been set at £30. Candidates are to be responsible for any parking charges at the training venues. The Mountain Training registration fee is also the responsibility of individual candidates.

23. **Joining Instructions.** Joining Instructions for successful applications will be sent directly via email near the time.

24. How to evidence experience and ensure it meets the requirement can be found in this document.

25. A home study paper and some preparation are required which form part of the assessment process, details will be given nearer the time to the candidates that secure a place on the assessment course.

Remember that the DLOG review process ensures candidates have the required experience, it is part of the assessment process. See annex C for a reminder of how to evidence experience within the DLOG.

The DLOG review document that we use looks like this:

Lowland Leader DLOG Review Course Candidates 12/13 October 24

	Name	Mem No	FA/Expire	Total LL Quality Days	Route Description	Varied	Assist Lead	Practice	Reflection
1	Someone Else	123456	✓ 2026	✓	✓	✓	✓	✓	✓
Notes Feedback	Experience criteria met								

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Annexes

- A. Lowland Leader Quality Day Description
- B. Lowland Leader Application Form
- C. Completing DLOG

ANNEX A – LOWLAND LEADER QUALITY DAY DESCRIPTION

The basic requirements of the syllabus in terms of personal experience are usually summarised in terms of 'quality days' in appropriate terrain. There are a number of common characteristics that contribute to a 'quality day' although it is impossible to provide an exact definition as every day out will vary.

'Quality days' for the Lowland Leader should include elements of planning, exploration of an unfamiliar locality, and a substantial part in the map reading/navigation and decision making. They will normally require 5 to 6 hours travel time to accomplish. The primary function of the quality day is to enable the prospective leader to learn something new about the environment, to explore new areas or to practice and hone skills. Must be a minimum of 4 hours.

The experience of a quality day should lead to feelings of accomplishment, improvement and satisfaction.

Days spent leading groups or acting as an assistant leader, while valuable experience, do not count as quality days (and should be logged separately). Whilst you are assisting a qualified leader/instructor they are the one ultimately making the judgements and decisions and having overall responsibility; you may be picking up tips about how to manage groups but your personal abilities will not be being stretched. It will similarly be the case that whilst working as a group leader you will normally be operating well within your own 'comfort zone' and not extending your personal abilities.

Whilst overseas experience can be useful as an indication of breadth of experience, if used as part of your logged 'quality days' these days should be in similar terrain and conditions to those found in the UK to be truly relevant as preparation for assessment.

Experience gained in areas other than the UK and Ireland can be recorded if in similar conditions to those found in the UK were encountered.

The majority of your experience however, at least 50% of the days recorded, should be in the UK.

A Quality Day will involve most, if not all, of the factors below:

- The individual takes part in the planning and leadership.
- Navigation skills are required.
- Knowledge is increased and skills practised.
- Attention is paid to safety.
- Adverse weather and poor underfoot conditions may be encountered.
- Four hours or more journey time.

These criteria mean that days as a course member under instruction, a member of a group practising skills, or days spent repeating familiar routes are very unlikely to meet the requirements of a Quality Day. However, these can be recorded in the appropriate place in your logbook even though they are not suitable for use in meeting the minimum requirements for attending assessment.

ANNEX B

CENTRAL AND EAST REGION ATC

LOWLAND LEADER COURSE APPLICATION FORM

Personal Details	
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.
Contact Mobile	Click here to enter text.
Best email contact	Click here to enter text.

Course Selection		
Course Number	Course Dates	Tick to apply
LL (A)/24-11	VC: 19:45 hrs on 25 October Practical: 16 & 17 November	<input type="checkbox"/>

Course Prerequisites	
I confirm that all RAFAC mandatory training has been completed in line with ACTO99	
I confirm that my journey to the training venues would normally be less than 2 hours.	
I understand that all training modules are mandatory and confirm that I can attend all dates and times listed in the calling letter.	
I confirm that I have <u>registered on the Lowland Leader award</u> scheme with Mountain Training	
I confirm that I have personally undertaken an <u>absolute minimum of 20 quality varied</u> walks in <u>Lowland terrain</u> and these are <u>entered in my DLOG.</u>	
First aid is current and is of 16 hr duration	

Definition examples of Varied Lowland terrain = Open Countryside, Coastal Walks, Downs, Woodlands, Marshlands, various environmental conditions,

Completed application forms should be sent to ratto.ce@rafac.mod.gov.uk

ANNEX C

Completing DLOG

- 1. Ensure you evidence a varied selection, for example:**
 - **Open countryside**
 - **Woodland/Forest**
 - **Coastal**
 - **Different parts of the UK**
 - **Top end of the qualification scope**

- 2. Ensure your entries are for quality days and in addition to the above include some detail about what you did, for example:**
 - **I practiced navigation strategies**
 - **I practiced hazard management**
 - **I practiced walking skills**
 - **I practiced some flora and fauna**
 - **I practiced teaching map reading and route finding**

- 3. Show a means where your route can be identified through one of the following:**
 - **A brief description of the route**
 - **An attachment of a marked-up map**
 - **Use a GPS download**

- 4. Ensure you evidence some leading experience and briefly note in your description as well as listing the entry under “assistant leader”.**

- 5. Reflect on your leading experiences and evidence this by making a reflective comment in your description.**

- 6. Remember the comment “Absolute Minimum of 20 quality days”, Strong candidates usually log more than this.**

- 7. Ensure logged days are quality days as per Mountain Training definition in above annex.**